

CHURCHILL AND BLAKEDOWN PARISH COUNCIL

Clerk to the Council: Louise Harris, 18 Winds Point, Hagley, Worcs, DY9 0PN

Telephone: 07828-335949

E-mail: clerk@churchillandblakedown-pc.gov.uk

www.churchillandblakedown-pc.gov.uk

To Members of Churchill and Blakedown Parish Council

Notice is hereby given that the next meeting of the Parish Council will be held on Tuesday 12th May 2026 at Blakedown Sports Pavilion commencing at 7.00pm.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Clerk know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recordings and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

Please note that members of public exercising their right to speak during Public Question Time may be recorded.

BUSINESS OF THE AGENDA

1. Election of Chairman:

1.1. To elect a Chairman and for the Chairman to sign the Declaration of Acceptance of Office.

2. Apologies:

2.1. To receive and approve apologies for absence.

3. Election of Vice Chairman:

3.1. To elect a Vice Chairman.

4. Chairman's Opening Remarks.

5. Declarations of Interest:

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

5.1. Register of interests: Councillors are reminded of the need to update their Register of Interests

5.2. To declare any Disclosable Pecuniary Interest in items on the Agenda and their nature

5.3. To declare any Other Disclosable Interests in items on the Agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of Paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

6. Dispensations:

6.1. To consider any request for a dispensation from a member who may have a DPI or ODI to allow them to speak/stay in the meeting during the consideration of the item.

Written requests for the council to grant a dispensation (S33 on the Localism Act 2011) are to be with the clerk at least one clear day prior to a meeting.

THE MEETING WILL NOW BE ADJOURNED FOR PUBLIC QUESTION TIME

The total time allocated for public questions is 15 minutes unless directed by the Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting and will not form part of the minutes.

**THE MEETING WILL BE RECONVENED
TO CONDUCT THE FOLLOWING ITEMS OF BUSINESS**

7. Minutes:

7.1. To approve the minutes of the meeting held on Tuesday 14th April 2026.

8. To decide on the appointment of a lead councillor for the following areas of council business:

- Finance
- Environment
- Highways
- Staffing
- Planning

9. Appointment of members to existing working parties:

9.1. To receive nominations and decide on members to the following Working Parties:

- a) Finance Working Party
- b) Staffing Working Party
- c) Neighbourhood Plan Working Party
- d) Localism working party

10. To decide on the appointment of representatives to serve on other bodies:

- a) Wyre Forest Area CALC
- b) Churchill and Blakedown Sports Centre Working party
- d) Footpaths Officer with WCC

11. Community Policing:

11.1. To receive any report from the Beat Officer/CSO.

12. Roads/Footpaths/Traffic/Highways:

12.1. To receive an update.

13. Parish Lengthsman Report:

- 13.1. To receive the Lengthsman report.

14. County & District Council Matters:

- 14.1. To receive a report from a District Council representative.
- 14.2. To receive a report from a County Council representative.

15. Policies and procedures:

- 15.1. Review of the council's policies, procedures and practices in respect of its obligations under GDPR and data protection legislation
 - 15.1.1. Data Protection Policy
 - 15.1.2. Data Retention Policy
 - 15.1.3. Email Contact Privacy Notice
 - 15.1.4. General Privacy Notice
 - 15.1.5. Staff/Cllrs/Role Holders Privacy Notice
 - 15.1.6. Complaints Procedure
 - 15.1.7. Grant Awarding Policy
 - 15.1.8. Grant Application Form
 - 15.1.9. Policy for use of Facebook
 - 15.1.10. Equality & Diversity Policy
 - 15.1.11. Recording at Meetings Policy

16. Insurance policy

- 16.1. To confirm arrangements for insurance cover are in place in respect of all insurable risks.

17. Review Annual Subscriptions

- 17.1. Worcestershire CALC
- 17.2. Society of Local Council Clerks

18. Financial Report and Payment of Accounts

- 18.1. To note the **bank balances as at 6th May, 2026:**
 - £29,796.39 - Unity Trust Treasurers Account (PC Current Account)
 - £45,066.33 - Lloyds Bank - Instant Access Account (PC Reserves)
 - £8.50 - Lloyds Bank - Community Account
 - £74,871.22 in TOTAL AT THE BANK**
- 18.2. To approve and sign the Receipts and Payments schedule for payment, for May 2026 as circulated by email.
- 18.3. To approve and sign the bank reconciliation with the bank statements to 6th May 2026.
- 18.4. To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31st March 2026.
- 18.5. To approve Section 2 of the Annual Governance and Accountability Return, the Accounting Statements for financial year to 31st March 2026.
- 18.6. To approve transfer of £42.50 from Lloyds PC Reserves account to Lloyds Community to cover Business banking charges of £4.25 per month until 31/03/27.
- 18.7. To note that £6,500 was transferred from Unity Trust account into General Reserves at year end as agreed at meeting on 14/04/26, minute 58/26g)ii.

19. Planning and Development Control:

- 19.1. Planning applications received:
 - 19.1.1. 26/0357/TPO – 3 Roxall Close - Fell - Scotts Pine.

20. Additional Planning Applications or other Planning Matters :

20.1. Neighbourhood Plan Review update.

21. Planning Notifications Received:

21.1. To receive notifications from Wyre Forest District Council

21.1.1. 26/0266/PNH - 66 Belbroughton Road - Single storey rear extension to extend 4.17m maximum from the original rear wall of the dwelling [FOR INFORMATION ONLY].

21.1.2. 26/00119/EN3 - Woodfield House, 93 Belbroughton Road - Unauthorised car sales business being run from address [ENFORCEMENT NOTICE].

22. Clerk’s Report:

22.1. Clerks Report on new & ongoing items.

23. Councillor’s Reports and items for future agendas:

23.1. Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

24. Date of Next Meeting: Annual Parish Assembly - Tuesday 19th May 2026 commencing at 7.30 p.m. at the Blakedown Parish Rooms, Belbroughton Road.

25. End of Meeting.

L Harris

Signed.....

Louise Harris

Clerk to Churchill and Blakedown Parish Council

6th May, 2026.

Dates for your diary

Tuesday 9th June, 2026 – Full Parish Council Meeting – 7pm at Blakedown Sports Pavilion

Tuesday 14th July, 2026 – Full Parish Council Meeting – 7pm at Blakedown Sports Pavilion

Tuesday 8th September 2026 – Full Parish Council Meeting – 7pm at Blakedown Sports Pavilion

Tuesday 13th October 2026 – Full Parish Council Meeting – 7pm at Blakedown Sports Pavilion