

**ROMSLEY PARISH COUNCIL**  
**CLERK TO THE COUNCIL: RUTH MULLETT, PO BOX 18680, HALESOWEN, B62 2QL**  
[clerk@romsleyparishcouncil.gov.uk](mailto:clerk@romsleyparishcouncil.gov.uk)

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**To Members of Romsley Parish Council**

Notice is hereby given that the next meeting of the Parish Council is the Annual Parish Council Meeting to be held on Tuesday 6<sup>th</sup> May 2025, to follow on from the Annual Meeting 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 or 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 photograph 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 photograph 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 see our policy on Recording at Meetings available on our website for further details.

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 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. DECLARATIONS OF INTERESTS**

- 4.1 Register of Interests – Councillors are reminded of the need to update their Register of Interests.
- 4.2 To declare any Disclosable Pecuniary Interests in items on the Agenda and their nature.
- 4.3 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.

**The meeting will be adjourned for Public Question Time**

The time allocated is at the discretion of 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.

**5. DISTRICT COUNCILLOR**

5.1 To receive report of District Councillor's – Cllr. May and Cllr. Nock

**6. COUNTY COUNCILLOR**

6.1 To receive report of County Councillor

**7. INSURANCE**

7.1 To confirm arrangements for insurance cover are in place in respect of all insurable risks

**8. ASSET REGISTER**

8.1 Review of asset register **(Attached)**

**9. POLICIES AND PROCEDURES (POLICY SCHEDULE ATTACHED)**

9.1 Review of the council's policies, procedures and practices **(Policy Schedule Attached)**.

**10. STANDING ORDERS**

10.1 To note and to consider reviewing Standing Orders from NALC

**11. CODE OF CONDUCT**

11.1 To note continued adherence to the Code

**12. FINANCIAL REGULATIONS**

12.1 To note and to consider reviewing

**13. IT POLICY**

13.1 To discuss/**RESOLVE** to adopt the new IT Policy as advised by the Accounts and Audit Regulations **(Attached)**

**14. RISK ASSESSMENT AND INTERNAL CONTROL POLICY**

14.1 To **RESOLVE** to approve the Risk Assessment for 25-26 and Internal Control Policy for 25-26 **(Attached)**

**15. MINUTES OF THE PREVIOUS MEETING**

15.1 To approve the Minutes of meeting held on 1<sup>st</sup> April 2025 **(Attached)**

**16. FINANCE**

16.1 Accounts for Payment (two councillors to authorise via internet banking) **(Attached)**

16.2 To confirm receipt of:-

Bromsgrove District Council	Half yearly precept	£29,500.00
Allotment Rent	Various tenants	£25.00
HMRC	VAT Refund	£643.91

16.2 To approve monthly bank reconciliation statement **(To follow)**

- 16.3 **Internal Auditor** – to note the report from the Internal Auditor and consider any actions arising from the report **(Attached)**
- 16.4 **Annual Governance and Accountability Return 2024/25** – To approve the Annual Governance Statement for 2024/25 **(Attached)**
- 16.5 **Annual Governance and Accountability Return 2023/24** – To consider and approve the End of Year Accounts and Accounting Statements for 2024/25 **(Attached)**
- 16.6 To agree the dates for the Public Inspection of the Accounts commencing on 3<sup>rd</sup> June 2025 to 14<sup>th</sup> July 2025

## 17. **PLANNING MATTERS**

### 17.1 **District Council Decisions**

<b>Application Type:</b>	Grant of Section 73 Planning Permission
<b>Planning Reference:</b>	24/01287/S73
<b>Proposal:</b>	Variation of Condition 2 attached to planning application 22/00549/FUL (Replacement Dwelling). Alterations to fenestration, external material changes, alterations to floor plans and internal layouts (as amended by plans received 17.03.2025)
<b>Location:</b>	Windyridge, Farley Lane, Romsley
<b>Decision:</b>	Approved

### 17.2 **Planning Applications for Parish Council Comments**

None received

### 17.3 **Appeals**

None received

## 18. **PLAYING FIELD/COMMUNITY AREAS**

- 18.1 To receive update on playing fields update plan and agree quotations **(Already Circulated)**

## 19. **WINWOOD HEATH ALLOTMENTS**

- 19.1 To receive update

## 20. **ROADS/FOOTPATHS/TRAFFIC/HIGHWAYS**

- 20.1 To receive update

## 21. **COMMUNICATION**

- 21.1 To discuss and agree whether to hold a Health and Wellbeing Day
- 21.2 To discuss/**RESOLVE** to agree new Council Website Proposal from Aubergine together **(Attached)**

## 22. **PARISH LENGTHSMAN/MAINTENANCE**

- 22.1 Lengthsman's Report
- 22.2 Maintenance's Report

## 23. **EVENTS PLANNING**

- 23.1 Romstock – to receive update
- 23.2 St Kenelm's Day – to receive update
- 23.3 Severn Trent Volunteer Day – to receive update

## 24. **TO RECEIVE CLERK'S REPORT**

- 23.1 To discuss/**RESOLVE** to list the BT site as an Asset of Community Value

23.2 To receive update on Romsley Fibre

25. **TO RECEIVE REPORT OF PARISH COUNCILLORS**

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

26. **DATE OF NEXT MEETING – 3rd June 2025, 7.00pm at St Kenelms Church Hall**

A handwritten signature in black ink, appearing to be 'Ruth Mullett', with a long horizontal line extending to the right.

Signed.....  
Ruth Mullett, Clerk to the Council  
30<sup>th</sup> April 2025