

GB 0044 491.08

# WORCESTERSHIRE RECORD OFFICE



The National Archives

J3203

COUNTY OF HEREFORD AND WORCESTER RECORD OFFICE

**INVENTORY OF RECORDS**

~~Donor/Depositor/Vendor~~ Cofton Hackett Parish Council  
per Mrs. M. Davies  
Rose Cottage  
2 Westfields  
Catshill Bromsgrove

Type of accumulation ..... Civil parish archives .....

Type of deposit ..... Indefinite loan .....

Previous custody/recording .....

Other information:

Deposited 2 July 1981 ..... accessioned 15 July 1981 ..... by PB .....

SCHEDULE

Parcel No.	Description	Date	Condition	Reference
	19 files of correspondence and attendance register of Cofton Hackett parish Council.	1939-78	as stated	491.08
	For details of parcels <u>see</u> overleaf			

[continued]

## SCHEDULE (continued)

Parcel No.	Description	Date	Condition	Reference
1	(i) Attendance register.  (ii) File of correspondence, accounts, circulars, presscuttings and other papers relating to street lighting, speed limits, recreation ground, coronation celebrations, disused out-fall site, bus services and other matters.  (iii) File of correspondence, plans and other papers relating to various footpath cases.	1964-78  1939-53  1950-57	paper, $\frac{1}{4}$ cloth bnd. -needs rebinding  paper-fair to good  do.	491.08
2	(i) File of correspondence, accounts, circulars and other papers relating to Council meetings, proposed village hall, footpaths, street lighting, fencing of quarry, cycling on footpaths, roads, tipping, insurances, bus services, tidy village competition and other matters.  (ii) File of correspondence, circulars, petition, printed matter and other papers relating to bus services, welfare centre, bus shelters, Council meetings and other matters.	1955-58  1954-59	do.  do.	
3	File of correspondence, circulars, presscuttings, printed matter, accounts, plans and other papers relating to Council meetings, Worcestershire Parish Councils Association, street lighting, bus stops and shelters, footpaths and highways, civil defence, car park, playing fields, library facilities, community centre and other matters.  (ii) File of correspondence and plan relating to the provision of a post office at Cofton Common and other postal facilities.	1958-61  1955-57	do.  do.	
4	(i) File of correspondence, circulars, printed matter and other papers relating to Council meetings, bus services, street lighting, playing fields, bus shelters, Worcestershire Parish Councils Association, insurances, car park and other matters.  (ii) File of correspondence, circulars, plans, presscuttings, printed matter and other papers relating to Council meetings, street lighting, speed limits, car park, police station, roads and footpaths, Christmas lighting, restrictions on parking, Worcestershire Parish Councils Association, childrens' playground and other matters.	1961-62  1961-63	do.  do.	

[continued]

SCHEDULE (continued)

Parcel No.	Description	Date	Condition	Reference
5	<p>(i) File of correspondence, circulars, press cuttings, printed matter and other papers relating to Council meetings, parking restrictions, road works, street lighting, bus shelters, playground, Worcestershire Parish Councils Association, postal facilities, speed limits, insurances and other matters.</p> <p>(ii) File of correspondence, circulars, plans and other papers relating to Council meetings, street lighting, Worcestershire Parish Councils Association, traffic, car parking, quarry, library, road signs and pedestrian crossings, speed limits, bus shelters, withdrawal of train services and other matters.</p> <p>(iii) File of correspondence, circulars, plans, printed matter, press cuttings and other papers relating to Council meetings, Worcestershire Parish Councils Association, playing field fencing, Town and Country Planning (Amendment) Bill, speed limits, local train services, street lighting, tree preservation, parish signs, Sir Winston Churchill Memorial Appeal and other matters.</p>	<p>1963-64</p> <p>1964</p> <p>1965</p>	<p>paper-fair to good</p> <p>do.</p> <p>do.</p>	<p>491.08</p>
6	<p>(i) File of correspondence, circulars, press cuttings, printed matter and other papers relating to Council meetings, roads, parish signs, bus shelters, footpaths, telephone kiosk, street lighting, bus and train services, Worcestershire Parish Councils Association, local government reorganisation, painting of street lamps and other matters.</p> <p>(ii) File of correspondence, circulars, press cuttings, printed matter and other papers relating to Council meetings, Chalet Country Club, Worcestershire Parish Councils Association, street lighting, insurances, playing fields, speed signs, allotments, Commons registration, car parks, refuse collection and other matters.</p> <p>(iii) File of correspondence, circulars, plans, printed matter and other papers relating to Council meetings, waiting restrictions, street lighting, footpaths, Town and Country Planning (Amendment) Bill, road safety, bulb planting, Commons registration, Worcestershire Parish Councils Association, village hall and other matters.</p>	<p>1965-66</p> <p>1966-67</p> <p>1967-68</p>	<p>do.</p> <p>do.</p> <p>do.</p>	

[continued]

Accession  
No. 8781.....

Continuation  
Sheet 3 and last

043.4A

SCHEDULE (continued)

Parcel No.	Description	Date	Condition	Reference
7	<p>(i) File of correspondence, circulars, plans, printed matter, photograph and other papers relating to Council meetings, street lighting, provision of bus bays, Commons registration, planning legislation, painting of street maps, playing fields, play-group, street numbering and naming, insurances, grasscutting, 'Over 60' Club, footpaths, Worcestershire Parish Councils Association, waiting restrictions and other matters.</p> <p>(ii) File of correspondence, circulars, printed matter and other papers relating to Council meetings, Commons registration, play-groups, factory car park extension, postal services, street lighting, road improvements, speed restrictions and other matters.</p> <p>(iii) File of correspondence, circulars, presscuttings, printed matter and other papers relating to Council meetings, local government reorganisation, playgroup, bus services, home and road safety, Cofton Park, Dutch elm disease, street lighting, pedestrian crossing, village hall, parking restrictions and other matters.</p> <p>(iv) File of correspondence, circulars, presscuttings and other papers relating to Council meetings, lorries, school bus service, salt bins, parking, Cofton Hackett pool, speed checks, footpaths, bus stops, Ordnance Survey maps, bus services and other matters.</p>	<p>1969</p> <p>1970</p> <p>1971-72</p> <p>1973</p>	<p>paper-fair to good</p> <p>do.</p> <p>do.</p> <p>do.</p>	<p>491.08</p>

J3203

COUNTY OF HEREFORD AND WORCESTER RECORD OFFICE

**INVENTORY OF RECORDS**

~~Donor~~/Depositor/~~Transferor~~ Cofton Hackett Parish Council  
per Mrs. J. Casey, Clerk to Parish Council  
300 Old Birmingham Road  
Rednall  
Birmingham B45 8ES

Type of accumulation ..... Civil Parish Archives .....

Type of deposit ..... Indefinite loan .....

Previous custody/recording .....

Other information: see also BA 8781

13 July 1989

Deposited and 10 May 1990 ... accessioned 7 Aug 1990, by MT .....

SCHEDULE

Parcel No.	Description	Date	Condition	Reference
	c. 258 copy agendas, minutes, correspondence, receipt and payment books, booklets and other papers of Cofton Hackett Parish Council	1912-87	as stated	491.08 b491.08
	For details of parcels, <u>see</u> overleaf			
	[continued]			

043.4A

SCHEDULE (continued)

Parcel No.	Description	Date	Condition	Reference	Ince
	<u>Cofton Hackett Parish Council</u>			491.08	8
1	(i) 1-19. Copy agendas, notices, minutes, newscuttings, notes and other papers relating to parish meetings and annual parish meetings.	1912 and 1962-80	Paper, fair-good		
	20. Copy agenda and financial statements relating to annual parish meeting.	1984	Paper - good		
	(ii) 1-2. Return to Clerk and certificate of result of uncontested election of parish councillors.	1958	do		
	3. Declarations of acceptance of office of Parish Councillor	1955-61	do		
	(iii) 1-2. Election of Rural District Councillors and Parish Councillors. Instructions to presiding officers and poll clerks. <u>Printed</u> with related special instructions to presiding officers.	[?1950s]	do		
	3. Leaflet relating to standing as a parish councillor. <u>Typescript</u>	1973	do		
	4-5. Lists of parish councillors and related information	1955 and 1958-60	do		
	6. Notices of election, returns of result, certificates of election, declarations of result and other papers relating to elections of parish councillors.	1952-73	do		
	7. Declarations of acceptance of office of parish councillor	1964-76	do		
	(iv) do	1979-85	do		
	(v) 1. Note relating to Councillors' travelling allowances.	1981	do		
	2-3. Correspondence relating to vacancies for parish councillors, resignations of parish councillors and related matters.	1972-85	do		
	4. Correspondence and other papers relating to the post of Clerk to the Parish Council.	1974 and 1987	do		
	5. List of questions to be asked of applicants for the post of Chairman of the Parish Council	[mid-late 20th cent]	do		
	[continued]				

SCHEDULE (continued)

Parcel No.	Description	Date	Condition	Reference
1	(cont)			491.08
	(vi) Register of letters received	1974-80	Paper, paper bnd - good	
2	(i) Receipt and payment book	1938-42	Paper, ½ leather bnd -good	b491.08
	(ii) do	1943-58	do	
	(iii) do	1958-63	do	
	(iv) do	1964-71	do	
	(v) do	1971-83	do	
	Files of correspondence, accounts and other papers relating to financial matters as follows:-			
3	(i) Receipted accounts 1978-79	1978-79	Paper in card file - good	
	(ii) Accounts paid 1979-80	1979-80	do	
	(iii) Accounts paid 1980-81	1979-81	do	
	(iv) Accounts paid 1981-82	1981-82	do	
	(v) Accounts paid 1982-83	1980-83	do	
	(vi) Accounts paid 1983-84	1953-84	Paper in card file paper ½ clth bnd- good	
	Note The above also includes postage book 1953-84.			
4	(i) Accounts paid 1984-85	1984-85	Paper in card file - good	
	(ii) Accounts paid 1985-86	1982-86	do	
	(iii) Bills 1975-6	1975-76	do	
	(iv) Lloyds Bank Ltd., Deposit Account pass book	1964-74	Paper, clth bnd - good	
	(v) Bank statements and related papers	1968	Paper - good	

[continued]



SCHEDULE (continued)

Parcel No.	Description	Date	Condition	Reference
4	<p>(cont)</p> <p>(vi) Rating precept book</p> <p>(vii) Estimates of general expenses and street lighting.</p> <p>(viii) Estimates, precepts and related correspondence and other papers.</p> <p>(ix) Audit notices and related papers</p> <p>(x) 1-74. Financial statements and related papers.</p> <p>75. Copy Department of the Environment circular relating to rates of travelling and subsistence allowances paid to members of local authorities and other bodies.</p> <p>(xi) Correspondence, notices, receipts, accounts and other papers relating to financial matters.</p>	<p>1956-75</p> <p>1968-74</p> <p>1974-77</p> <p>1964-79</p> <p>1942-79</p> <p>1976</p> <p>1974-86</p>	<p>Paper, ½ clth bnd - good</p> <p>Paper, bnd -good</p> <p>Paper - good</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p>	<p>b491.08</p>
5	<p>(i) 1-11. Booklets relating to organisation structure and parish sector responsibilities with related correspondence.</p> <p>(ii) Correspondence and other papers relating to orders and requisitions for goods and services.</p> <p>(iii) Correspondence and other papers relating to litter bins for the parish.</p> <p>(iv) Correspondence and new cuttings relating to rail transport in Cofton Hackett</p> <p>(v) Correspondence, new cuttings and other papers relating to policing Cofton Hackett.</p> <p>(vi) Correspondence relating to home security.</p> <p>(vii) Correspondence and other papers relating to talk by Superintendent Humphreys from Bromsgrove Police Station to Cofton Hackett Annual Parish Assembly.</p> <p>[continued]</p>	<p>1972- [78]</p> <p>1974-77</p> <p>1974-77</p> <p>1975</p> <p>1970-76</p> <p>1981</p> <p>1984</p>	<p>Paper and paper spiral bnd - good</p> <p>Paper - good</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p>	<p>491.08</p>

SCHEDULE (continued)

Parcel No.	Description	Date	Condition	Reference
5	<p>(cont)</p> <p>(viii) Correspondence and other papers relating to grants to various groups and societies.</p> <p>(ix) Correspondence and other papers relating to Cofton Hackett Village Library.</p> <p>(x) Correspondence and other papers relating to educational matters especially educational facilities in Frankley, Rubert and Cofton Hackett.  <u>Note</u> The above also includes paper relating to Lickey First and Middle School 1977 and copy agendas, reports and minutes of school managers of Cofton County Primary School 1961-72.</p> <p>(xi) 1. Correspondence relating to local celebrations of the coronation of Queen Elizabeth II.                  2. Programme of Silver Jubilee celebrations in Cofton Hackett. <u>Printed</u></p> <p>(xii) Correspondence, newscuttings and other papers relating to licensing matters.</p> <p>(xiii) Correspondence and other papers relating to licensing matters.</p> <p>(xiv) Correspondence and other papers relating to the Lickey Hills Over 60's Club.</p> <p>(xv) Correspondence, newcutting, and other papers relating to Lickey Woods and Lickey Hills.</p> <p>(xvi) Correspondence relating to twinning arrangements with the town of Gronau, West Germany.</p> <p>(xvii) Correspondence and booklet relating to low flying military aircraft over Cofton Hackett.</p> <p>(xviii) Correspondence and newscutting relating to bonfire lighting in Cofton Hackett.</p> <p>(xix) Correspondence and newscutting relating to television reception in Cofton Hackett.</p> <p>(xx) Correspondence relating to Memorial seats.</p> <p>[continued]</p>	<p>1975-78</p> <p>1970-75</p> <p>1961-78</p> <p>1953</p> <p>1977</p> <p>1971-78</p> <p>1978-80</p> <p>1982-84</p> <p>1981-85</p> <p>1986-87</p> <p>1983</p> <p>1983</p> <p>1983</p> <p>1983 and 1987.</p>	<p>Paper - good</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p>	<p>491.08</p>

SCHEDULE (continued)

Parcel No.	Description	Date	Condition	Reference
5	(cont)			491.08
	(xxi) Correspondence, leaflet and other papers relating to tree planting schemes.	1973-74	Paper - good	
	(xxii) Letter relating to award for Bible Searching [competition?]	1970	do	
	(xxiii) Correspondence, plan, agreements and other papers relating to allotments.	1979-84	do	
6	(i) Correspondence plans and other papers relating to proposed development at Cofton Hackett by Austin Motor Company limited and proposed car park extension at Cofton Hackett by British Leyland UK Ltd.	1963-75	do	b491.08
	(ii) Correspondence and other papers relating to playing field and street lighting transferred [to the City of Birmingham, Warwickshire now in West Midlands] under West Midlands Review Order 1965.	1966-67	do	
	(iii) Correspondence, plans, newscutting and other papers relating to street lighting.	1966-68	do	
	(iv) Correspondence, plans, drawings, estimates and other papers relating to street lighting.	1953-80	Tracing paper and paper in card file - good	
	(v) Correspondence, plans, and other papers relating to street lighting. <u>Note</u> The above also contains Parish Councils Advisory Handbook No. 5 (Revised) Public Lighting in Rural Parishes 1949. <u>Printed</u>	1949-80	Paper - good	
	(vi) Correspondence and other papers relating to street lighting.	1981-86	do	
	(vii) Correspondence, plans and other papers relating to proposed improvement to Barnt Green Road, Cofton Hackett.	1972	Paper and paper, spiral bnd - good	
	(viii) Correspondence, petition, newscutting plans, and other papers relating to proposed improvement to Barnt Green Road, Cofton Hackett/Rednal.	1967-75	Paper in card file - good	
	[continued]			

HWRQ. 043.4A  
2084

Accession  
No. 10566.....

Continuation  
Sheet 6.....

SCHEDULE (continued)

Parcel No.	Description	Date	Condition	Reference
7	(i) Correspondence and other papers relating to highway maintenance and repairs.	1974-78	Paper - good	491.08
	(ii) Correspondence and other papers relating to highways and transportation matters.	1971-87	do	
	(iii) Press statement, plan and letter relating to Birmingham Overspill. No scale.	1969	do	
	(iv) Correspondence relating to reform of local government.	1969-70	do	
	(v) Correspondence, notices, circulars and other papers relating to local elections.	1975-77	do	
	(vi) Copy electoral registers, correspondence, plans and other papers relating to elections and electoral arrangements.	1967-76	Paper in card file - good.	
	(vii) Correspondence and other papers relating to elections	1970-83	Paper - good	
	(viii) 1-7. Copy electoral registers for Corfon Hackett.	1977-84	do	
	8. Electors list	1980	do	
	(ix) Correspondence, and other papers relating to river pollution and water supplies under the Drought Act of 1976.	1984	do	
8	(i) Correspondence and other papers relating to planning matters.	1973-76	Paper in card file - good	
	(ii) do	1973-78	Paper - good	
	(iii) do	1975-76	do	
9	(i) do	1974-78	do	
	(ii) do	1978-86	do	
	(iii) Correspondence and other papers re Green Belt Subject plan.	1976-77	do	
10	(i) Circulars, correspondence, plans and other papers relating to planning applications.	1982	do	
	(ii) do	[1979] and 1985 - 87	Paper in card file - good	

[continued]

HWRO. 043.4A  
2084

Accession  
No. 10566.....

Continuation  
Sheet 7.....

SCHEDULE (continued)

Parcel No.	Description	Date	Condition	Reference
10	(cont)			491.08
	(iii) Circulars, correspondence, plans and other papers relating to planning applications.	1984-87	Paper in card file - good	
11	(i) do	1982-84	do	b491.08
	(ii) do	1985-86	do	
	(iii) do	1983-86	Paper in ring bndr - good	
12	(i) Copy minutes, agendas, and other papers of the Worcestershire branch of the Society of Local Council Clerks.	1980-82	Paper in card file - good	491.08
	(ii) do	1984-85	Paper - good	
	(iii) Copy minutes, agendas, and other papers of the Bromsgrove Area Committee of the Hereford and Worcester County Association of Local Councils.	1974-83	Paper in card file - good	
	(iv) do	1981-86	Paper - good	
	(v) Programme of 8th National Conference of Parish Councillors. <u>Printed</u>	1966	do	
	(vi) With related invitation to reception <u>Printed</u> and correspondence	1966	Card and paper-good	
	(vii) Correspondence and other papers relating to the 10th Triennial Conference of Councillors.	1972	Paper - good	
	(viii) Correspondence and other papers relating to Worcester Playing Fields Association.	1966	do	
13	(i)1-2 Guides to Cofton Hackett. <u>Printed</u>	1980s	do	
	(ii) Hereford and Worcester County Association of local councils. Parish Council Directors. <u>Typescript</u>	1974	do	
	(iii) 1. National Association of Parish Councils. Invitation to 8th National Conference of Parish Councillors. <u>Printed</u>	1966	do	
[continued]				

HWRO. 043.4A  
2084

Accession  
No. 10566.....

Continuation  
Sheet 8 and last

SCHEDULE (continued)

Parcel No.	Description	Date	Condition	Reference
13	<p>(iii)(cont)</p> <p>2. National Association of Parish Councils. Parish Councils in 1965-66. Annual Report and Accounts. <u>Printed</u></p> <p>3. Parish Councils Review Autumn 1966 <u>Printed</u></p> <p>(iv)1. Report of the Worcestershire Rural Community Council. <u>Printed</u></p> <p>2-14. Village Voice. <u>Printed</u></p> <p>(v)1-6. The Village. <u>Printed</u></p> <p>7-13. Rural Viewpoint. <u>Printed</u> <u>Note</u> This magazine was previously known as The Village.</p> <p>(vi)1. Gateway. <u>Printed</u> <u>Note</u> This magazine is the parish magazine for St. Michael's, Cofton Hackett and St. Andrew's, Barnt Green.</p> <p>2. Forestry Commission Research and Development paper No. 78 relating to control measures against Dutch Elm Disease. <u>Printed</u></p> <p>3. Hereford and Worcester County Council Incentive Tree Planting Scheme leaflet. <u>Printed</u></p> <p>4. Bromsgrove Swimming Baths and Community Rooms brochure. <u>Printed</u></p> <p>5. Wooden bus shelters brochure. <u>Printed</u></p> <p>6-7. Publicity leaflets relating to 'New Law and Practice of Parish Administration' and 'The 5000 and the Power Tangle' both by Charles Arnold-Baker. <u>Printed</u></p> <p>8. National Council of Social Service Publication catalogue. <u>Printed.</u></p> <p>9. Mid-Worcestershire Hospital Management Committee. Hospital Services Information Handbook. <u>Printed</u></p>	<p>1966</p> <p>[1966]</p> <p>1965</p> <p>1982 - [85]</p> <p>1980-82</p> <p>1983-85</p> <p>1986</p> <p>1970</p> <p>1971</p> <p>1983</p> <p>[mid 20th cent]</p> <p>[mid 1960's]</p> <p>do</p> <p>1959</p>	<p>Paper - good</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p> <p>do</p>	<p>491.08</p>