

# BARNT GREEN PARISH COUNCIL

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## Notice of Meeting

Members of Barnt Green Parish Council are hereby summoned to attend the parish council meeting to be held on **Monday 15<sup>th</sup> January 2018 at 7.00pm**  
**at Barnt Green St Andrews C of E First School, Hewell Road, B45 8NG**

The meeting is open to the press and members of the public who may take part during the adjournment of the meeting (agenda item 18/004a below) to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond at this time to any comments made during the adjournment.

## Agenda

### 18/001 Apologies

To receive apologies from absent members and to record the reason for absence.

### 18/002 Declarations of Interest: Councillors are reminded that in order to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date.
- b) Declare any Disclosable Pecuniary Interests (DPI) in agenda items and their nature.
- c) Declare any Other Disclosable Interests (ODI) in agenda items and their nature.

### 18/003 To consider any dispensations

Written requests for the council to grant a dispensation to a council member (as required via Localism Act 2011, s33) are to be with the Executive Officer before the meeting starts.

### 18/004 Adjournment of meeting to hear from:

- a) **Members of the Public**
- b) **Supporting organisations**, eg Safer Neighbourhood Team, Footpaths Warden
- c) **Worcestershire County Councillor** – Peter McDonald (Beacon division)
- d) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)

### 18/005 Adoption of previous minutes

To approve adoption of the minutes of the parish council meeting held 15/11/2017 (pp 4 - 9) and of the extraordinary parish council meeting held 12/12/2017 (pp 10 - 11)

### 18/006 Chairman's Report

The Chairman will provide a report.

### 18/007 Executive Officer's Report

To be advised of any decisions taken under delegated powers since the last meeting and receive updates to ongoing matters; report on pages 12 - 13

### 18/008 Finance

- (i) To note the current financial position and bills for payment pp 14 - 15
- (ii) To be advised of any expenditure decisions taken by the Executive Officer. None
- (iii) To note Unity Trust Bank change to interest rate from 03/11/2017  
The rate is to increase to 0.5%
- (iv) To approve appointment of contractor to install water tap in Millennium Park  
The quotations received will be put to the meeting for one to be approved.
- (v) To approve the budget proposals for 2018/19, pp 16 - 23  
- to include consideration of Events planned for 2018, please see line 36 p21 and appendix B, p24
- (vi) To approve the precept for 2018/19:

- suggestion is £62,440 (equates to £62.58 contribution per Band D property), see appendix **A on p23** for BDC's explanation of the Council Tax Base Rate figure which is used to calculate the impact on each council tax payer.
- (vii) To agree appointment of volunteer to scrutinise the third quarter book-keeping  
A councillor is asked to volunteer to check the accounts for months Sept – Dec 2017.

**18/009 Committee, Working Party and Members' reports on meetings attended**

- a) Meeting with Network Rail representatives, 12/01/2018  
This report follows on from the EM held 12/12/2017, where it was agreed members would continue to seek a meeting with Network Rail representatives to find out why the proposed lifts have not yet been installed.  
(The chairman might cover this item in his report at agenda item 18/006.
- b) Reports from members, if required.

**18/010 Events**

- a) Feedback to Christmas Lights Switch-on 02/12/2017
- b) Feedback to Wassail Walk 27/12/2017
- c) Consideration of events to be held during 2018 to be included in budget setting process at agenda item 18/008 (v)

**18/011 Environment & Community Wellbeing**

- a) **To consider use of space at Green Bank for car parking**  
Cllr J Jellie has asked for discussion of this subject. The site is maintained by BGPC as a grass verge area which has previously been planted with spring bulbs. The suggestion is to now prepare the area so that it can be used for car parking – mainly as a way to satisfy demand for off-road parking by parents & school use.
- b) **To consider installation of lighting at playing field car park**  
Cllr J Jellie has asked for discussion of this subject following observation that the car park is very dark for anyone returning to their car after an evening visit to the Baptist Church and asks whether external lighting can be installed here.
- c) **To consider preparation of signs for the commuters' car park, Fiery Hill Road**  
Cllr R Cholmondeley has asked for discussion of this subject in advance of the parish council taking responsibility for the commuters' car park in August 2018.

**18/012 Planning**

- a) **To comment on consultations received since 12/12/2017 including:**  
(via <http://publicaccess.bromsgroveandredditch.gov.uk/online-applications/> )

Ref no's.	Address	Proposal
Log084 17/01395	30A Hewell Road B45 8NF	Change of use from shop (A1) to Dental Surgery (D1) to ground floor of property

- b) To note Planning Authority decisions:  
**17/0026 45 Fiery Hill Road Single storey rear extension with internal alterations: GRANTED**
- c) **To note Planning Inspector dismissed the appeal**, following planning authority refusal to grant application 16/1074 (log 058), proposed development at 10 Cherry Hill Drive  
A copy of the Planning Inspector's report has been emailed to members and is available online via <http://publicaccess.bromsgroveandredditch.gov.uk/online-applications/>.

**18/013 Administration, Governance and Consultations**

- a) **To be reminded of the current vacancy for one parish councillor**  
The Parish Council was established to operate with 8 members and currently has seven. The period that allows the public to request a by-election has passed meaning the parish council is free to co-opt a suitable candidate, and members are asked to suggest individuals who might be suitable for the role. Induction training will be given via the EO and Worcs CALC offers a full suite of training that is available to all parish councillors.

b) **To consider response to Bromsgrove District Council Hackney Carriage and Private Hire Consultation.** See pages 25 – 27

c) **To approve delegation to Executive Officer, working with Chairman and vice-Chairman, to prepare for General Data Protection Regulation May 2018**

As it stands at the moment, the effect of the GDPR could be to impose a considerable cost on local councils (one of the requirements is to employ a full-time Data Protection Officer); NALC is making representations to parliament in an effort to reduce the impact. In the meantime, the council is asked to delegate to the EO, working with the Chairman and vice-Chairman, the authority to take all steps necessary in order to comply with the GDPR.

d) **To review the Staff Appraisal Policy**

The biennial review of this policy is due, copy attached at pages 28 - 31

**18/014 Future Meetings and Items for future agendas**

Councillors will be reminded of meetings to be attended and may use this opportunity to raise items for future agendas.

Next agenda will include;

- a) the annual review of the council's financial internal controls, risk management and assessments
- b) Child Protection policy

**18/015 Date and Venue of Next Meeting**

Next meeting to be held Monday 19<sup>th</sup> February 2018, 7pm



Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, J Jagger, J Jellie, P Perry, S Whitehand + 1 vacancy

Gill Lungley  
Executive Officer  
09/01/2018

**Minutes of the Parish Council meeting  
held at 80 Hewell Road, Barnt Green  
on Wednesday 15<sup>th</sup> November 2017 at 7.00pm**

*Barnt Green Parish Council adopted the General Power of Competence, June 2015*

**Members present:** Cllrs R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, J Jagger, J Jellie, P Perry

**In attendance:** Simon Richards, Parish Footpath Officer  
Three members of the public (including a representative of The Village)  
Executive Officer, Gill Lungley

The Chairman welcomed all to the meeting.

DRAFT

**17/168 Apologies**

Apologies noted from Cllr S Whitehand

**17/169 Declarations of Interest**

Members were reminded of the need to keep the Members' Register of Interests up to date and, in keeping with the Members' Code of Conduct, were asked to declare either any Disclosable Pecuniary Interests (DPI) or Other Disclosable Interests (ODI) where relevant.

DPI and/or ODI requiring member to leave the meeting:

- Cllr C Hotham: member of the Barnt Green Social Club ref Agenda item 17/175 (vii).

ODI not requiring member to leave the meeting:

- Cllr C Hotham, as member of the Bromsgrove District Council Planning Committee, whose participation in both the debate and any subsequent vote was on the basis that the views expressed were preliminary views taking into account the information presently made available to the Parish Council. The member reserved his final views on the applications until in full possession of all the relevant arguments for and against: ref Agenda item 17/179
- Cllr J Jellie, as Associate Governor to the Governing Body for St Andrews First School: Agenda item 17/180(b).

**17/170 Consideration of dispensation requests**

No dispensation requests had been submitted in advance of this meeting.

**17/171 Adjournment of meeting to hear from:**

**a) Members of the public**

The Chairman invited Mr T Harris to speak in support of the request received from Barnt Green Social Club, for funding towards the purchase of a defibrillator to be sited on the outside wall of the club.

With the agreement of those present, the Chairman moved to consider the funding request from Barnt Green Social Club, listed as Agenda item 17/175 (vii).

Having declared an interest, Cllr Hotham chose to leave the meeting.

**It was agreed** to provide funding of £200 to Barnt Green Social Club to be put towards the purchase of a community access defibrillator.

Mr Harris was thanked for attending and he left the meeting.

Cllr Hotham returned to the meeting.

**b) Simon Richards, Footpath Warden** was invited to give a short presentation on his role, a position he has held since 2005.

Simon was thanked for attending and he left the meeting.

**c) Supporting Organisations:** none present.

**d) Worcs County Councillor: Peter McDonald, Beacon division** had sent apologies for non-attendance and had provided the following response to matters arising:

- Re: WCC consultation on the proposal to increase admission numbers for Barnt Green First School. Response: “my understanding is that the number of admissions is decided upon the number of children in the catchment area. If a parent has a problem, please inform them to get in touch with me immediately.”
- Re: Any actions taken or developments since the last parish council meeting with regard to the station lifts. No response.
- Re: If there has been any progress regarding the mini island at the junction of Bittell Rd & Hewell Rd: “I am chasing up the Island as it should have been completed weeks ago.”
- Re: If there is to be any further work to the road surface at Sandhills Lane following the pavement work earlier this year. No response.
- Re: If the Highways Authority can take any action to remove the tree branches that are growing around the footpath light on Sandhills Lane, outside no. 18. Response: “The tree issue is being dealt with”.

**e) Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward** reported as follows:

- to update with regard to the railway station lifts, County Councillor P McDonald had raised the issue at the Worcestershire County Council meeting the previous week and had challenged the response given by the council’s lead member on transport. On behalf of the residents Cllr Hotham has asked the Lead Member to visit to personally view the situation.
- To update with regard to the WCC Local Transport Plan (4), Cllr Hotham reported it had been adopted by the Authority.
- Bromsgrove District Council has not met for the last two months, apart from the usual committee meetings such as the Scrutiny Committee which is looking at the costs of the Parkside premises, and the Planning Committee.
- To update on the situation regarding the long-term scaffolding around a house in Sandhills Lane, which the Planning Authority has investigated under the terms of s215, Town and Country Planning Act 1990.

**17/172 Minutes of the previous council meeting**

The minutes of the meeting held 18<sup>th</sup> October 2017 were agreed a true record and signed.

**17/173 Chairman’s Report: Cllr R Cholmondeley**

1. **Total Football** is now being run by Craig Nicholls and business partner and payments for the hire of the playing field are up-to-date. However, Craig is concerned about the amount of litter and dog mess that they must clear up before any training can start. Cllr Cholmondeley will visit the site on a Saturday morning to see if there is any pattern to the anti-social behaviour such that the Community Support Officers might help with. It is also recommended that new signs are installed reminding dog-owners to clear up after their dogs. The next meeting will discuss signs for CCTV at the site.
2. **Commuters’ car park (Fiery Hill Road):** Cllr Cholmondeley is aware of concerns expressed via the local press about the lighting at the new car park and the surrounding hedge. Maintenance of the car park will be the parish council’s responsibility from August 2018 and is included on the task list for the new position of Outdoor Caretaker.
3. **Railway Station lifts:** Cllr Cholmondeley had been contacted by BBC Hereford and Worcester and had taken part in an interview regarding the Network Rail statement that as the cost of installing lifts had risen to £3m from the original £900,000, then they would not now be installed. Locally this decision has caused dismay to not only disabled residents who are unable to travel by train due to inadequate access, but also to passengers with push chairs and luggage. A local resident, who suffers from the effects of a stroke, was also interviewed and has since written to Network Rail on behalf of residents of Rose Terrace.

**It was agreed** the Executive Officer (EO) would write to the Network Rail Sponsor to find out what had gone wrong with the costings, and to ask for a copy of the Equality or Diversity Impact Assessment. The EO would request a meeting with Network Rail representatives and Cllrs Cholmondeley, Hotham and Perry.

**17/174 Updates and Decisions taken by the Executive Officer (EO) since last meeting**

a) Community Speed Watch scheme	One more volunteer is needed to progress this scheme; Cllr J Jagger volunteered to take part.	
b) Footpath alongside drive to scout hut	NWWM are to appoint contractor to carry out the works using funds from NWWM, WCC (Countryside Services) and the parish council.	
c) Renegotiation of hire of playing field	Total Football are to continue to use the playing field weekly on Saturday mornings and in school holidays; they will advise a suitable supplier for the replacement goal post. Payment for this term has been received.	
d) Offer of Christmas tree	At the last meeting members agreed to accept the offer of a Christmas tree from a resident; however, since then it would appear the logistics of accepting the kind offer would outweigh the benefit. EO has therefore declined the offer and placed an order for a tree with the usual supplier.	
e) Clerks' Conference	The Executive Officer attended the Clerks' Conference on 18 <sup>th</sup> and 19 <sup>th</sup> October. A summary report has been provided to members.	
f) Footpath sign	Notification from Alvechurch footpaths group that the footpath sign in Aqueduct Lane for footpath to Bittell Road (fp 506) has, for the second time, gone missing. A police incident report number has been provided.	
g) Footpath 507	Concerns have been registered that the footpath along the dam wall to Upper Bittell Reservoir may be temporarily closed without notice. WCC Countryside Services have been notified.	
h) Items actioned and awaiting response	<ul style="list-style-type: none"> <li>(i) Installation of water supply to Millennium Park</li> <li>(ii) New litter bin in Blackwell Road</li> <li>(iii) Footpath lighting review (members to advise preference; the proposal to change the lighting would be taken to the 2018 Annual Parish Meeting. EO is to arrange to meet with lighting contractor after Christmas)</li> <li>(iv) Advice requested (WCC) for lighting obstruction, Sandhills Lane</li> <li>(v) Defibrillator training</li> <li>(vi) Corporate image</li> <li>(vii) Installation of raised flower bed and re-siting of beehive planters.</li> </ul>	
i) Items carried forward	<ul style="list-style-type: none"> <li>(i) Social Media training – retained for action following website revamp.</li> <li>(ii) Public toilets – retained for decision to take forward as capital project.</li> <li>(iii) Footway lighting – report via discussion on budget.</li> <li>(iv) Data Protection Policy &amp; Document Retention Policy to be agreed.</li> <li>(v) Railway station, rail-users group –reports to be provided from PC rep.</li> <li>(vi) Misleading notices and marking-out of station car park by new operator</li> <li>(vii) Outdoor gym equipment (for inclusion on 2018/19 budget?)</li> <li>(viii) Community Bus consultation</li> <li>(ix) Millennium Park wayleave</li> <li>(x) Appointment of Data Protection Officer (required from May 2018, GDPR)</li> </ul>	
j) General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• Neighbourhood Planning news</li> <li>• SNT (policing) updates</li> <li>• WorcsCALC update newsletters</li> <li>• BDC weekly planning lists</li> <li>• MP monthly newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Police &amp; Crime Commissioner</li> <li>• WCC Highways updates</li> <li>• Community Health &amp; Well-being updates</li> <li>• Neighbourhood Watch updates</li> </ul>
k) Other correspondence	<p>Correspondence for month to 08/11/2017:</p> <ul style="list-style-type: none"> <li>• Resident's email – response to The Village article re planters.</li> <li>• BDC Chairman's invite to Christmas Carol Service 13/12/2017</li> <li>• HMRC Small Business Saturday on tour</li> <li>• Consultancy service for Worcestershire highways</li> <li>• Came and Co insurers newsletter</li> <li>• Bromsgrove and Worcestershire Digital Inclusion survey</li> <li>• Offer of school-produced mosaic</li> <li>• Stop Loan Sharks</li> <li>• WorcsCALC AGM (15/11/2017)</li> <li>• Easier online mapping tool for Bromsgrove district plan</li> <li>• Lengthsman scheme requirement for monthly submission of invoices</li> <li>• Energy Network Association and Western Power Distribution – Be Winter Ready!</li> <li>• Upper Bittell Reservoir to be drained (source: local news)</li> </ul>	

Visits/calls to the office	<ul style="list-style-type: none"> <li>• Resident re state of planters and tree warden role</li> <li>• Litter picker re watering of planters and replanting for winter</li> <li>• Lengthsman re lengthsman work (has weed killed along footpath and removed leaves from under Hewell Road bridge)</li> <li>• Resident of Margesson Drive, f'p light out on left on turn into Margesson Drive.</li> <li>• Gent required information - names - of house owners before him; and general info about planning applications (used office PC to demonstrate procedure)</li> <li>• Blackwell Road resident, re rubbish (usually same bottles, fast-food containers in bin bags) being thrown over hedge into his garden.</li> <li>• Noted: Tesco Express closed from 29/10/2017 to 17/11/2017</li> </ul>
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## 17/175 Finance Report

- i) *Current financial position* – the bank reconciliation to 31/10/2017 was noted:

Cash book		Bank Statements	
Cash in hand at 01/04/2017	64,922.79	Current account	1,273.29
Add receipts to 31/10/2017	71,204.45	Deposit account	44,474.61
Less payments to 31/10/2017	-35,662.74	Building society	54,516.60
	0	Pocket card	200.00
	0	Less u/p payments	0
	100,464.50		100,464.50

See page 157 for the list of receipts and payments for October to 08/11/2017.

- ii) **Expenditure decisions taken by Executive Officer:** none
- iii) **Annual Approval of regular payments by standing order/direct debit**  
**It was agreed** to approve the regular payments made by bank standing order and direct debit.
- iv) **Approval of salary payment by bank standing order**  
**It was agreed** to pay staff salary by bank standing order.
- v) **Update on Budget 2018/19 preparations**  
The EO provided an update on budget preparations; the parish council is waiting on the Billing Authority to provide the Council Tax Base figure which will identify the amount payable by each council tax band to the parish precept. Also, whilst there appears to be less concern that Referendum Principles will be imposed for 2018/19, this is not yet certain. A decision on the budget will be made at the parish council meeting in January.
- vi) **Approval of tender document for position of Outdoor Parish Caretaker (OPC)**  
**It was agreed** to issue the tender document according to the schedule, subject to the contract start date being changed to 'as soon as practical thereafter'. Existing contractors would be notified, and the position would be advertised locally. Cllrs R Cholmondeley and R Briggs would attend on Monday 12<sup>th</sup> February to open the tenders received.
- vii) **Grant Application for funds towards defibrillator, Barnt Green Social Club**  
See above, minute no 17/171a

## 17/176 Committee, Working party and representatives' reports

- a) **Village Team meeting** 13/11/2017 – for Christmas Lights switch-on, 02/12/2017.  
Cheryl Welsh, Centres Manager, attended with three representatives of village businesses and Cllrs Cholmondeley, Jagger and Perry. There is keen competition for the best-dressed window and businesses will be contributing to the event with sweets and festive offers. Blackwell Concert Band will play during the afternoon, two festive elves will be circulating, and a local choir will sing in Millennium Park prior to the main lights switch-on at 5pm. The children's lights will be switched on at 4.30pm.
- b) **Village Team meetings:** Cllr J Jellie advised that Team meetings would be held quarterly. The car parking survey carried out in the shops will continue until 10/12/2017.
- c) **Barnt Green First School:** Cllr J Jellie, as Associate Governor, had attended meetings at the school regarding the recruitment of a new head teacher due to the current head teacher's retirement.

## 17/177 Events reports

### a) Christmas Lights switch-on

As minute no. 17/176a above.

### b) Post-Christmas walk / Wassail Walk 27/12/2017

The main walk will start at 3pm; Simon Richards will lead a group half-an-hour earlier on a slightly longer route, to meet up at the orchards for the Wassailing.

## 17/178 Environment and Community well-being

### a) Lengthsman's work site visit

Members would meet with the Lengthsman service to tour the parish identifying works to be done; the EO would arrange some suitable dates.

### b) Revision of existing contracts

**It was agreed** to retain the existing contractors for grass cutting and to review in a year's time in the context of the newly created Outdoor Parish Caretaker position.

## 17/179 Planning

### a) Consultation response to:

Log 081 17/01204	77 Bittell Road B45 8LX	Amendment to approval 16/0330. Remove substandard existing pitched and flat roofs and replace with higher pitched gable roof. New single storey flat roof sun room
<b>Parish Council Comment:</b> Supports approval for this proposed amendment.		
Log 059 17/0026	45 Fiery Hill Road B45 8JZ	<b>Re-consultation</b> Single storey rear extension with internal alterations
<b>Parish Council Comment:</b> The modifications to the roof lines proposed are an improvement on the previous application. However, the council objects to any extension to the rear of this property given its sensitive location in relation to the adjoining property and the negative effect it will have on that property and therefore recommends refusal.		
Log 082 17/01199	11 Cherry Hill Avenue, B45 8LA	Demolition of existing house and garage with the construction of new dwelling.
<b>Parish Council Comment:</b> Recommends refusal. The proposal lies within the Conservation Area where the existing house is a good example of its period and appears to have survived relatively intact. The proposal is to destroy this completely and replace with something very different which would be detrimental to the style and character of the Conservation Area. Not only is the proposed height out of character it would also adversely impact on the neighbouring properties.		

b) **It was noted** the applicant is appealing to Planning Inspector following planning authority refusal to grant application 16/1074 (log 058), proposed development at 10 Cherry Hill Drive

c) **It was noted** the planning authority had turned down the proposals to log no. 080 (33A Fiery Hill Road)

## 17/180 Administration, Governance and Consultations

a) **Casual vacancy:** members were reminded of the current situation whereby they are free to co-opt a suitable candidate to fill the vacant seat. A request would be submitted to BARN (Bromsgrove and Redditch Network) who assist with placing volunteers.

### b) Response to consultation on the proposed expansion of St Andrew's C.E. First School

**It was agreed** to respond stating the Parish Council is supportive of the expansion. The preference would be for re-location of the school to a larger site that would more easily accommodate the increased numbers and associated traffic issues. As such a move is unlikely, the parish council would urge consideration to be given to the increased demand for parking spaces that will inevitably arise from the proposals since the extra pupils will be travelling from further afield.

### c) Response to consultation by Boundary Commission for England (BCE) on the proposed changes to Parliamentary Constituency boundaries

**It was agreed** to respond stating the Parish Council would accept the BCE decision.

### d) Venue for future parish council meetings

**It was agreed** to hold the next four council meetings at St Andrews First School and to re-assess after April 2018; time to be agreed subject to check on venue availability. This move would be notified to The Village magazine.

**17/181 Future meetings and items for future agendas**

- a) The Chairman's Annual Thank-You buffet is to be held on 14<sup>th</sup> December.
- b) The next WorcsCALC Bromsgrove Area Committee meeting is on 13/12/2017.
- c) Three items put forward for discussion at the next meeting:
  - Installation of CCTV signs at the playing field
  - Installation of lighting to the car park at the playing field, adjacent to the Baptist Church
  - a confidential item relating to an individual.

**17/182 Date and venue of next meeting**

Monday 15<sup>th</sup> January 2018, at St Andrews First School, B45 8NG

This meeting ended at 9.25pm.

.....  
Chairman

15/01/2018

minute no. 17/175 (i)

Oct-17						
How paid	invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
BACS	v117	Conference attendance		165.60	27.60	138.00
BACS	v118	Maintenance of footpath lamps		378.09	63.02	315.07
s/o	v119	Grounds Maintenance, Sept 2017		278.89	46.48	232.41
BACS	v120	Millennium Park fence repair		55.20	9.20	46.00
d/d	v121	Office energy, Jul-Sep 2017		70.59	3.36	67.23
d/d	v122a	footway lighting energy, dusk - dawn		230.34	38.39	191.95
d/d	v122b	footway lighting energy, continuous		12.50	0.59	11.91
d/d	v123	office mobile phone, Sept/Oct 2017		5.83	0.97	4.86
d/d	v124	Staff pension, October 2017		157.03	-	157.03
BACS	v125	Staff salary, October 2017		1,051.16	-	1,051.16
BACS	v126a	Millennium Park grass cutting		112.00	-	112.00
BACS	v126b	village verges grass cutting		28.00	-	28.00
BACS	v126c	Millennium Park beech hedge cut		130.00	-	130.00
BACS	v127	Annual Subscription		36.00	-	36.00
BACS	v128	Hire of portable toilets for Community Walk		156.00	26.00	130.00
BACS	v129/R12	Support for Buskers Festival (hire of toilets)	130.00	-	-	-
s/o	v130	Monthly retainer for footpath light maintenance		264.00	44.00	220.00
d/d	v131	Office telephone, October		19.99	3.33	16.66
BACS	v132	Replacement play equipment, playing field		1,759.20	293.20	1,466.00
BACS	v133	Community Walk entertainment		75.00	-	75.00
BACS	V134	Miscellaneous items / pre-paid debit card		185.77	-	185.77
			70.00			
		subtotal for month, October	200.00	5,171.19	556.14	4,615.05
		total for year to date	71,204.45	35,662.74	2,671.24	32,991.50
Payments for November		Description	Receipts	Payments Gross	Payments VAT	Payments Net
BACS	v135	Newsletter via The Village		180.00	30.00	150.00
BACS	v136	Christmas lights, hire and storage		1,632.07	272.01	1,360.06
s/o	v137	Grounds Maintenance, Sept 2017		278.89	46.48	232.41
d/d	v138a	footway lighting energy, dusk - dawn		223.12	37.18	185.94
d/d	v138b	footway lighting energy, continuous		12.25	0.58	11.67
chq receip	v139/R13	Contribution to cost of footpath drainage	500.00			-
chq receip	v140/R14	Hire of playing field, 3rd term 2017	170.00			-
BACS	v141	Annual office service charge to 31/03/2017		587.77	-	587.77
						-

**Minutes of the Extraordinary Parish Council meeting  
held at 80 Hewell Road, Barnt Green  
on Tuesday 12<sup>th</sup> December 2017 at 7.00pm**

*Barnt Green Parish Council adopted the General Power of Competence, June 2015*

**Members present:** Cllrs R Cholmondeley (Chairman), J Jagger, P Perry

**In attendance:** One member of the press (The Village)  
Gill Lungley, Executive Officer

DRAFT

The Chairman welcomed all to the meeting.

**17/183 Apologies**

Cllrs C Hotham (vice-Chairman), R Briggs, S Whitehand: adverse weather conditions  
J Jellie – attending school Governing Body meeting

**17/184 Declarations of Interest**

No declarations of Disclosable Pecuniary Interests or Other Disclosable Interests.

**17/185 Consideration of dispensation requests**

No dispensation requests had been submitted in advance of this meeting.

**17/186 Adjournment for Public Question Time**

Not required.

**17/187 Chairman's Introduction**

The reason for calling this Extraordinary meeting was to discuss two items that could not wait until the parish council's next meeting in January, however due to unforeseen circumstances this meeting would be brief.

**17/188 Planning consultation**

a) Members commented on the following consultation:

Log no. 083	17/01347	10 Cherry Hill Rd
Proposal: Demolition of 1960's front extension, replacement with new extension, extending rear wing of the house, new porch and front door, replacement of non-original windows, new external stairs to storage area above garage, new dormer window to side of existing roof, new conservation type roof lights to existing and new roofs, raising height of existing chimneys and new garden gates and brick wall with piers.		
BGPC Comment: The Parish Council would support approval of this application as long as the proposed steps between the site's garage and the neighbouring property are an acceptable addition in this location.		

**17/189 To agree the parish council's response to Network Rail's decision to not install lifts at Barnt Green station**

The Chairman referred members to the report circulated with the agenda which included:

- i. the Network Rail Diversity Impact Assessment relating to "Bromsgrove Resignalling and Electrification – Barnt Green Station Footbridge";
- ii. Response to Cllr C Hotham from Rt Hon. Sajid Javid, MP on the subject of lifts;
- iii. Information on the Equality Duty from the Equality and Human Rights Commission.

**It was agreed to:**

- a) Write to Network Rail to put on record the council's disappointment and concerns, and to petition to reverse the decision.
- b) Write to constituency MP, Rt Hon Sajid Javid (also Secretary of State for Communities and Local Government)

- c) Write to the Minister for Women and Equalities, Rt Hon Justine Greening MP, whose role includes cross-government equality strategy and legislation
- d) Write to the Secretary of State for Transport, Rt Hon Chris Grayling MP
- e) Write to known equalities campaigners and local access groups to also petition Network Rail to reconsider their decision and instead install the planned lifts as soon as possible.
- f) Enlist the support of Bromsgrove Rail Users Group.
- g) To keep the matter at the forefront of local media attention.
- h) To delegate authority to the Executive Officer, working with the Chairman, vice-Chairman and members attending this meeting, to do whatever is necessary to progress this matter.

**17/190 Date and Venue of Next Parish Council Meeting**

Monday 15<sup>th</sup> January 2018, 7pm at St Andrews C of E First School, Hewell Road B45 8NG

This meeting ended at 7.11pm.

.....  
Chairman 15<sup>th</sup> January 2018

a) Community Speed Watch scheme	One more volunteer is needed to progress this scheme; Cllr J Jagger volunteered to take part.	
b) Footpath alongside drive to scout hut	Contractor was due to start work 04/01/2018.	
c) Footpath 507	Notification has been received from WCC that the footpath along the dam wall to Upper Bittell Reservoir is temporarily closed for maintenance work.	
d) Water supply to Millennium Park	Quotations awaited for installation of tap and housing for the water supply into the park; not expected to exceed £700. Members' approval required at agenda item 18/008 (iv)	
e) Railway station lifts	Network Rail representatives are to meet parish council members RC, PP, CH at the station on Friday 12 <sup>th</sup> January to discuss the way forward.	
d) Items actioned and awaiting response	<ul style="list-style-type: none"> <li>(i) New litter bin in Blackwell Road</li> <li>(ii) Footpath lighting review (members to advise preference; the proposal to change the lighting would be taken to the 2018 Annual Parish Meeting. EO is to arrange to meet with lighting contractor after Christmas)</li> <li>(iii) Defibrillator training</li> <li>(iv) Corporate image</li> <li>(v) Installation of raised flower bed and re-siting of beehive planters.</li> </ul>	
e) Items carried forward	<ul style="list-style-type: none"> <li>(i) Social Media training – retained for action following website revamp.</li> <li>(ii) Public toilets – retained for decision to take forward as capital project.</li> <li>(iii) Data Protection Policy &amp; Document Retention Policy to be agreed.</li> <li>(iv) Railway station, rail-users group –reports to be provided from PC rep.</li> <li>(v) Misleading notices and marking-out of station car park by new operator</li> <li>(vi) Outdoor gym equipment (for inclusion on 2018/19 budget?)</li> <li>(vii) Community Bus consultation</li> <li>(viii) Millennium Park wayleave</li> <li>(ix) Appointment of Data Protection Officer (required from May 2018, GDPR)</li> </ul>	
f) General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• Neighbourhood Planning news</li> <li>• SNT (policing) updates</li> <li>• WorcsCALC update newsletters</li> <li>• BDC weekly planning lists</li> <li>• MP monthly newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Police &amp; Crime Commissioner</li> <li>• WCC Highways updates</li> <li>• Community Health &amp; Well-being updates</li> <li>• Neighbourhood Watch updates</li> </ul>
g) Other correspondence not covered elsewhere in this agenda	<p>Correspondence for month to 08/01/2018:</p> <ul style="list-style-type: none"> <li>• (Resident) Is there a Neighbourhood Watch scheme in Barnt Green?</li> <li>• Neighbourhood Planning e-bulletin</li> <li>• Worcestershire Pollinators Conference 2018 for communities and parishes</li> <li>• (Potential Resident) Are there plans to change Barnt Green boundaries?</li> <li>• Neighbourhood Watch messages</li> <li>• Police and Crime Commissioner monthly update and New Year's Message</li> <li>• Wellbeing in Partnership newsletter via BDC</li> <li>• Offer to provide GDPR service (via internal auditor service)</li> <li>• WCC Notification of road closure for tree work (Brookhouse Road)</li> <li>• Worcestershire CC, Minerals Local Plan; Call for sites</li> <li>• Worcestershire CC, Minerals and Waste Annual Report</li> <li>• (Resident) Concern about icy road conditions at top of Fiery Hill Road</li> <li>• Sajid Javid, MP monthly newsletter and New Year's message</li> <li>• Lickey Hills Society newsletter, January</li> <li>• Invitation to Holocaust Memorial Day Service 29/01/2018, Bromsgrove</li> <li>• Invitation to BDC Chairman's Charity Skittles Night, 09/03/2018.</li> <li>• (Resident) Concerns of mud on road, Sandhills Green</li> <li>• BARN (Bromsgrove &amp; Redditch Network) Winter updates</li> <li>• (Residents, various) re non-installation of station lifts</li> <li>• WCC notification of footpath closure, (at Upper Bittell Reservoir)</li> <li>• SAAA notification of external auditor</li> </ul>	

<p>Visits/calls to the office not covered elsewhere in this agenda</p>	<ul style="list-style-type: none"> <li>• Network Rail contractor, News for newsletter relating to electrification of rail line</li> <li>• Supporting Families in to Work event</li> <li>• Bromsgrove Area CALC meeting cancelled (13/12/2017)</li> <li>• WCC notification of Hewell Road waiting restriction amendments</li> <li>• WCC notification that Fiery Hill Road will be closed to allow for pavement repairs.</li> <li>• Via BDC Support local initiative to tackle mental health in Bromsgrove</li> <li>• INVITATION: WPD's Annual Stakeholder Workshops, with lunch</li> <li>• Invitation to WCC Budget Consultation Meeting 24th January 2018 - Register Your Interest</li> <li>• Thank You for Supporting the Tree Charter, Woodland Trust/NALC</li> <li>• WCC enterprise bus – has space for ICT courses</li> <li>• Tesco Bags of help funding available in your area</li> <li>• Financial Services Compensation Scheme (FSCS) – are you eligible?</li> <li>• External audit webinar 23/01/2018</li> <li>• Business Networking meeting (Barnt Green shop suggestion to others to join).</li> </ul> <ul style="list-style-type: none"> <li>• Deposit and collection of items for soldiers' grab-bags (Troop Aid)</li> <li>• Why hasn't Sandhills Lane been resurfaced yet?</li> <li>• Christmas light not working properly</li> <li>• Request for no parking outside 3 Sandhills Lane</li> </ul>
<p>h) Neighbourhood Watch</p>	<p>Following on from the question about the Barnt Green Neighbourhood Watch scheme I have asked PCSO Chelsea Lloyd for information to include in the next Bulletin.</p>
<p>i) Bulletin, Spring 2018</p>	<p>Members are asked to provide and/or suggest items for inclusion in the next newsletter which is to be distributed by the end of February 2018.</p>

**Agenda item 18/008 (i)**  
**Barnt Green Parish Council:**  
**Bank Reconciliation to 30/11/2017**  
**For parish council meeting 15/01/2018**

Bank Reconciliation 30th November 2017			
<b>Cash in hand at 1 April 2017</b>			
Unity Bank current account	1,146.05		
Unity Bank deposit account	9,581.24		
Cambridge Building Society	54,516.60		
<b>Opening bank balances</b>		<b>£65,243.89</b>	
Add petty cash	200.00		
Less unpresented cheques	-521.10		
<b>Opening Cash Book balance</b>		<b>£64,922.79</b>	
<b>Add receipts between 1 April - 30 Nov 2017</b>	<b>71,874.45</b>		
<b>Less payments between 1 April - 30 Nov 2017</b>	<b>40,690.47</b>		
<b>Cashbook balance at 30 Nov 2017</b>		<b>£96,106.77</b>	<b>A</b>
<b>Cash in hand per bank statements at 30 Nov 2017</b>			
Unity Bank current account	1,245.56		
Unity Bank deposit account	40,144.61		
Cambridge B/S	54,516.60		
Pocket account	200.00		
Add unpresented cheques, as list below	-		
<b>Bank balances at 30 Nov 2017</b>		<b>£96,106.77</b>	<b>B</b>
	<b>A - B =</b>	<b>£0.00</b>	

**Barnt Green Parish Council: Bank Reconciliation to 31/12/2017**  
**For parish council meeting 15/01/2018**

<b>Cash book</b>		<b>Bank Statements</b>	
Cash in hand at 01/04/2017	64,922.79	Current account	3,423.38
Add receipts to 31/12/2017	72,594.19	Deposit account	31,159.35
Less payments to 31/12/2017	-49,879.34	Building society	54,516.60
	0	Pocket card	200.00
	0	Less u/p payments	1,661.69
	<b>87,637.64</b>		<b>87,637.64</b>

List of receipts and payments since 19/11/2017

BACS	v141	Annual office service charge to 31/03/2017		587.77	-	587.77
BACS	v142a	Equipment checks and litter picking: 3rd 1/4		60.00	-	60.00
BACS	v142b	Equipment checks and litter picking: 3rd 1/4		60.00	-	60.00
d/d	v143	Staff pension, October 2017		157.03	-	157.03
BACS/so	v144	Staff salary, November 2017		1,051.16	-	1,051.16
BACS	v145	Footpath lighting repairs and maintenance		296.45	49.41	247.04
s/o	v146	Monthly retainer for footpath light maintenance		264.00	44.00	220.00
d/d	v147	Office telephone, November		19.99	3.33	16.66
BACS	v148	Grant towards purchase of defibrillator		200.00		200.00
d/d	v149	office mobile phone, November 2017		5.00	0.83	4.17
						-
		sub total for month, November	670.00	5,027.73	483.82	4,543.91
		total for year to date	71,874.45	40,690.47	3,155.06	37,535.41
Payments for Decemb		<b>Description</b>	<b>Receipts</b>	<b>Payments Gross</b>	<b>Payments VAT</b>	<b>Payments Net</b>
BACS	v150/R15	Bank interest	9.47			-
BACS	v151	Advert in local paper re Parish Caretaker		206.40	34.40	172.00
BACS	v152	New Kids Comp light detail		792.00	132.00	660.00
BACS	v153/R16	Repayment for Lengthsman work	705.00			-
BACS	v154	Christmas tree supply and install		140.00	-	140.00
BACS	v155	Grounds maintenance and verges		278.89	46.48	232.41
BACS	v156	Christmas lights installation		3,846.00	641.00	3,205.00
BACS	v157a	Millennium Park grass cutting and care		271.00		271.00
BACS	v157b	Verge maintenance, village centre		56.00		56.00
d/d	v158a	footway lighting energy, dusk - dawn		223.12	37.18	185.94
d/d	v158b	footway lighting energy, continuous		12.25	0.58	11.67
s/o	v159	Office rent to 25/03/2018, quarter payment		1,237.50		1,237.50
d/d	v160	office mobile phone, December 2017		5.00	0.83	4.17
d/d	v161	Staff pension, November 2017		157.03	-	157.03
s/o	v162	Staff salary, December 2017		1,051.16	-	1,051.16
BACS	v163	3rd quarter PAYE and NI		610.53		610.53
s/o	v164	Monthly retainer for footpath light maintenance		264.00	44.00	220.00
d/d	v165	Office telephone, December		19.99	3.33	16.66
BACS	v166/R17	Bank interest	5.27			-
BACS	v167	Service charge		18.00		18.00
						-
						-
		sub total for month	719.74	9,188.87	939.80	8,249.07
		total for year to date	72,594.19	49,879.34	4,094.86	45,784.48
Payments for January		<b>Description</b>	<b>Receipts</b>	<b>Payments Gross</b>	<b>Payments VAT</b>	<b>Payments Net</b>
BACS	v168	Engraving for best-dressed window cup		5.94	0.99	4.95
d/d	v169	Electricity for parish council office		148.00	7.04	140.96
d/d	v170	Electricity for footpath lighting d2d		237.56	39.59	197.97
d/d	v170	Electricity for footpath lighting continuous		12.63	0.60	12.03
d/d	v171	Grounds maintenance and verges, Dec2017		278.89	46.48	232.41
						-

**Agenda item  
18/008 (v) and (vi)**

Agenda item

**BARNT GREEN  
PARISH COUNCIL**  
Revised budget  
analysis as at  
31/12/2017 to  
inform budget for  
2018/19  
For BGPC meeting  
15<sup>th</sup> January 2018

RECEIPTS	Actual outcome 2016/17	Expected outcome 2017/18	Proposed budget 2018/19	Comments, note no.
Precept	57,650.00	62,490.00	62,440.00	1
Interest	634.00	106.00	150.00	2
Lengthsman reimbursement	389.74	2,093.00	1,888.00	3
VAT Refund	1,500.00	9,200.00	5,000.00	4
Other income	2,953.83	2,000.00	500.00	5
Hires (room / playing field)	4,674.93	860.00	600.00	6
<b>Total receipts</b>	<b>67,802.50</b>	<b>76,749.00</b>	<b>70,578.00</b>	<b>A</b>
PAYMENTS				
Staff Costs	16,070.24	16,950.00	17,500.00	7
Chairman's expenses	150.00	200.00	250.00	8
Office Running costs	7,024.51	6,740.00	7,000.00	9
Training and Publications	657.85	200.00	500.00	10
Meeting Rooms and Refreshments	28.00	100.00	100.00	11
Subscriptions	748.89	985.00	950.00	12
Insurance	1,036.16	760.00	800.00	13
Auditor Fees	420.00	680.00	510.00	14
Legal/Professional Fees	183.00	500.00	500.00	15
Loan repayments	-	-	-	16
Election costs	-	500.00	500.00	17
Grants / donations	-	1,550.00	1,000.00	18
General admin cost (inc bank charges)	526.19	650.00	650.00	19
<b>Administration</b>	<b>26,844.84</b>	<b>29,815.00</b>	<b>30,260.00</b>	
Newsletters	980.00	800.00	850.00	20
Website	696.00	700.00	180.00	21
<b>Communications</b>	<b>1,676.00</b>	<b>1,500.00</b>	<b>1,030.00</b>	
Park Mowing	784.00	1,055.00	1,155.00	22
Park Maintenance	1,556.54	600.00	500.00	23
Park Safety Inspections	327.50	310.00	70.00	24
<b>Millennium Park</b>	<b>2,668.04</b>	<b>1,965.00</b>	<b>1,725.00</b>	
Field Mowing	2,551.46	2,000.00	2,000.00	25
Field Maintenance	1,672.96	2,000.00	2,000.00	26
Field Safety Inspections	327.50	310.00	70.00	27
<b>Playing Field</b>	<b>4,551.92</b>	<b>4,310.00</b>	<b>4,070.00</b>	
Hanging baskets	616.68	455.00	500.00	28
Planters	695.67	1,300.00	1,400.00	29
Other environmental	387.14	1,000.00	600.00	30
Outdoor Parish Caretaker			4,680.00	30a
<b>Village Environs</b>	<b>1,699.49</b>	<b>2,755.00</b>	<b>7,180.00</b>	
Lights Maintenance/repairs	4,073.79	4,000.00	4,000.00	31
Lights Electricity	2,257.53	3,500.00	3,500.00	32
Christmas Lights/Tree	11,218.34	7,000.00	8,000.00	33
<b>Street Lighting</b>	<b>17,549.66</b>	<b>14,500.00</b>	<b>15,500.00</b>	
Lengthsman charges	2,000.00	2,000.00	2,000.00	34
Highways	1,200.00	500.00	-	35
<b>Highways</b>	<b>3,200.00</b>	<b>2,500.00</b>	<b>2,000.00</b>	
Events, inc community walks	1,949.20	3,000.00	2,000.00	36
Neighbourhood Plan		3,000.00	500.00	37
	<b>1,949.20</b>	<b>6,000.00</b>	<b>2,500.00</b>	
Payments: Revenue Budget	<b>60,139.15</b>	<b>63,345.00</b>	<b>64,265.00</b>	
				38
VAT paid	7,077.75	4,500.00	5,000.00	39
<b>Total payments</b>	<b>67,216.90</b>	<b>67,845.00</b>	<b>69,265.00</b>	<b>B</b>
Capital Projects funded via Reserves	7,539.28	3,800.00	TBA	38

No.	RECEIPTS	Explanation
1	Precept	<p>The 2017/18 precept of £62,490 impacts on Band D tax payer to the extent of £62.58 for the year. The impact figure is related to the Council Tax Base (CTB) figure provided by Bromsgrove DC. In effect, as more people pay in to the precept pot, then the amount each person pays will reduce; therefore, if more houses are built and occupied, we could expect the individual contributions to decrease. Thus, due to the Foxhills development of 88 additional houses in the parish, we might expect a considerable reduction in the amount each person is required to pay towards the precept. However, it appears to be not the case here! The 2017/18 CTB was 998.54, whilst the 2018/19 CTB is 997.7.</p> <p>This means that if the parish council sets a precept in 2018/19 of the same amount as 2017/18, ie £62,490 then the impact to the Band D tax payer would be £62.63, ie <b>5p more</b> than the previous year. The national average Band D impact for 2017/18 is £61.03. Bromsgrove DC has provided an explanation for the 2018/19 CTB figure, included here as <b>appendix A (page 22)</b>.</p> <p>It has been suggested that the parish council aims to keep the impact to the council tax payer the same for this year as last year; this means setting a precept of £62,440 and this is the amount upon which the following budget has been based.</p> <p>For reference, below are the figures for each council tax band based on the relevant CTB and a precept of £62,490 for the first 2 rows, then a precept of £62,440 for the 3<sup>rd</sup> row.</p>
	Impact per band of £62,490 precept	
	2017/18	41.72 48.67 55.63 62.58 76.49 90.40 104.30 125.16
	2018/19	41.76 48.75 55.67 62.63 76.55 90.47 104.39 125.27
	Impact per band of £62,440 precept	
	2018/19	41.72 48.68 55.63 62.58 76.49 90.40 104.31 125.17
2	Interest	Unity Trust Bank has recently announced a rise in the interest rate to 0.50%; however this is unlikely to have a significant impact on income
3	Lengthsman reimbursement	The total annual amount awarded to BGPC by WCC towards the Lengthsman scheme is £1,888. The figure is based on a basic rate multiplied by the mileage of roads in the parish. Of the £2,093 shown as received this year, £888 relates to the previous financial year. It is unlikely that the amount of reimbursement from WCC will be increased. We have not yet received confirmation the scheme will continue for 2018/19 but there has been no contraindication.
4	VAT Refund	The amount received so far this year includes VAT paid out during the previous financial year. A further repayment claim has been submitted for the period to 31/12/2017 for £4094.86.
5	Other income	<p>Last year miscellaneous income included ticket money for the Shindig event, contribution towards replacing village centre bollard and the CALA contribution to the Christmas lights.</p> <p>To date this year it includes insurance claim for damaged play equipment, and WCC's contribution towards footpath drainage improvement. (This footpath contribution will be paid to the Water Management team along with the parish council's agreed contribution of £570 from 'Other Environmental' budget.)</p> <p>This 'other income' figure is to some extent an unknown quantity, hence proposal for next year is a nominal £500. <b>NB</b> the amount (£30,000) to be paid to the parish council by CALA Homes for taking on responsibility for the car park will not be shown as income here because it is not to be taken into account when calculating the precept.</p>

6	Hires (room / playing field)	The playing field is hired out to a football training organisation on Saturday mornings and school holidays; currently the amount charged is £170 per term. Each term is four months. The lease has been agreed with the new manager on the same terms as before. The parish council office is occasionally used for meetings by local groups, for which there is a charge of £5 for commercial organisations or those from outside the parish; free use to community groups.
<b>PAYMENTS</b>		
7	Staff Costs	Staffing working party to be provided with detailed explanation. Staff costs (worst case scenario) for 2018/19 are likely to be IRO £17,650
8	Chairman's expenses	The Chairman is statutorily entitled to an allowance to cover the costs of office and the council should fix the amount in advance on a rational basis. The cost has an element of public relations work. Recently such costs have covered the modest annual Christmas 'Thank You' event hosted by the parish council to thank members of the community who have contributed to the community's well-being.
9	Office Running costs	The costs of running the office include rent (£4,950pa + £800 maintenance), telephone landline, broadband, mobile (£400), refuse collection (£90), electricity (£500)
10	Training and Publications	It is important for all members to have received at least induction training; new members will be expected to attend induction training. WorcsCALC provides a raft of other training opportunities. The Executive Officer is required to accrue 24CPD points to continue as a Fellow of the Society of Local Council Clerks; although membership directly benefits the parish council some of the training costs will be absorbed by the EO's other commitments.
11	Meeting Rooms and Refreshments	Arrangements have been made for the first three meetings of 2018 to be held at the Barnt Green First School. This will not incur a cost; the venue for the Annual Parish Meeting and other ad hoc meetings held elsewhere are likely to be charged for.
12	Subscriptions	Annual subscriptions are paid to Worcestershire County Association of Local Councils and the national association (£785.62 this year); CPRE £36. The EO's membership of SLCC is £190pa.
13	Insurance	The cost of insurance for this year was less due to change of broker; the premium for 2018/19 is expected to be a similar amount.
14	Auditor Fees	The external audit cost for 2018 will be £300; (nationally negotiated amount, same as last year). The parish council agreed to a change of internal auditor due to the fact that the council had used the same IA for many years and this would be deemed a risk. The new IA will be undertaking work during the financial year (unlike the previous IA who carried out the audit after the end of the financial year). There will therefore be 2 IA charges for 2017/18, which had not been allowed for when the budget was set. The new IA charge is £210.
15	Legal/Professional Fees	There are two matters currently requiring legal input: 1. Agreement for taking on the 'Foxhills' car park and 2. Agreement for lease of part of site for gas equipment and wayleave at Millennium Park. The cost of the second will be borne by the lessee.
16	Loan repayments	BGPC has not borrowed money for a while; it is possible to borrow money to pay for capital projects so that the ongoing cost of the new facility is paid for by those who will benefit from it.
17	Election costs	The next council elections will be in May 2019. Although there is rarely a ballot, there are usually some costs involved at this time. The cost is therefore an unknown and the council sets a contingency figure of £500 each year to cover possible charges. This assumes there will be no by-election during the year. The actual cost of an election is thought to be £2 per voter to the polling station and £4 per postal voter; there are approx. 1480 electors in the parish.

18	Grants / donations	The budgeted amount for 2017/18 has been exceeded by £350. The parish council is often the first port of call for community groups to seek support. All applicants for grant funding are asked to complete the same form. The suggested amount for 2018/19 is £1,000.
19	General admin cost (inc bank charges)	Banks have started to charge for current accounts, UTB charge £6pcm; other charges here relate to stationery and office admin costs.
20	Newsletter	With the switch from 4 issues of The Bulletin each year to two and a page in 2 issues of The Village each year, the newsletter costs have reduced for 2017/18. For 2018/19 it would be prudent to allow for an increase in printing costs etc.
21	Website	The cost of revamping the website was included in this year's costs; ongoing charges for 2018/19 are no more than £15pcm; £180pa.
22	Park Mowing	Following discussion with Finance Working Party (Chairman & vice-Chairman) it was decided to defer re-tendering for the park contract for another year to allow for the new role of Outdoor Parish Caretaker to settle in. For 2018/19 the contract will continue with John S Bishop at an expected cost of £855pa
23	Park Maintenance	Costs here include hedge cutting once a year and is carried out by the mowing contractor at a cost over the year of £300. Bromsgrove DC empty the litter bins. Regular (weekly) litter picking is to be undertaken by the new position-holder of Outdoor Parish Caretaker (see budget line 30a). Trees are visually checked and attended to as required (large oak received surgery 2016/17).
24	Park Safety Inspections	The play equipment is checked weekly and litter-picked at the same time at a cost in 2017/18 of £240pa; from April 2018 this will be included as part of the new Outdoor Parish Caretaker's remit. A more in-depth inspection of the play equipment is carried out annually by RoSPA which in 2017 cost £66.50.
25	Field Mowing	Following discussion with Finance Working Party (Chairman & vice-Chairman) it was decided to defer re-tendering for the park contract for another year to allow for the new role of Outdoor Parish Caretaker to settle in. For 2018/19 the contract will continue with Hosking Ground Maintenance at an expected cost of £2500pa which includes regular grass cutting, occasional strimming, spiking of football pitch area.
26	Field Maintenance	Costs here include hedge cutting twice a year, emptying litter bins, tree cutting when necessary, attention to stream, provision of dog-waste bags. Some hedge cutting and stream maintenance is currently included in the park mowing tender; the litter bins are emptied via contract with Bromsgrove DC, at a cost of £1000 - £1500 paid annually. Regular (weekly) litter picking is to be undertaken by the new position-holder of Outdoor Parish Caretaker (see budget line 30a). In 2017 the parish council paid for tree surgeons to make 2 trees safe £400. Replacement of damaged play equipment has been allocated to 'capital cost'. In 2018/19 ad hoc work such as attention to the stream, weed pulling, keeping car park tidy will be part of the new Outdoor Parish Caretaker's remit.
27	Field Safety Inspections	The play equipment is checked weekly and litter-picked at the same time at a cost in 2017/18 of £240pa; from April 2018 this will be included as part of the new Outdoor Parish Caretaker's remit. A more in-depth inspection of the play equipment is carried out annually by RoSPA which in 2017 cost £66.50.

28	Hanging baskets	Hanging baskets are purchased once pa from Where Next, a charity that provides work experience and training for people with learning difficulties or who are disadvantaged in some way. Where Next were disappointed with the performance of this year's plants in both the hanging baskets and the planters. 28 hanging baskets were purchased for 2017, £455; watering of them is expected to be carried out by the shops who receive them.
29	Planters	AS for hanging baskets above; the planters are planted twice pa and 2 new 'beehive' planters were purchased in 2017 (capital purchase). The cost of planting so far for 2017/18 is £634.50 (summer planting only). The parish council is expected to water the planters; this should be done daily when hot. With no easily accessible water supply the EO purchased a wheel-barrel and, using buckets of water has been watering the planters during the summer on a voluntary basis. However this is unsustainable and the proposal for next year is to a) install a water supply in Millennium Park and b) appoint a village caretaker to water the planters as required as part of their remit.
30	Other environmental	<ul style="list-style-type: none"> <li>- The grass verges along Hewell Road are cut by the same contractor who mows Millennium Park. WCC would provide 3 cuts pa, but don't need to as cuts are provided by the PC. 2018/19 costs will be £22 for each of 12 visits during the year.</li> <li>- Grass verge at the Longlands/Hewell Road is cut by same contractor as for playing field, as is part of GreenBank (both cuts &lt;£300 pa);</li> <li>- The grass verge to the rail embankment on Fiery Hill Road is cut by the PC and by the Lengthsman as part of the scheme work schedule (Network Rail are not known to have maintained here). 2017 FHRoad hedge cut £60.</li> <li>- The bus shelter, parish seats and notice boards will need maintenance attention during the year, such variety of odd-job works are part of the OPC's remit.</li> <li>- Occasional replacement of the bollards along Hewell Road is required; a cost to the parish council.</li> <li>- Public Right of Way countryside footpaths can be maintained by the parish council eg contribution of £570 to drainage works at fp507 (scout hut).</li> <li>- The commuters' car park at Fiery Hill Road will become part of PC's remit in August 2018 and will require on-going maintenance. The contract between the PC and the seller provides for £30,000 to be paid to the parish council which the parish council 'covenants to use for the purposes of maintaining the Car Park only'. Regular maintenance will be included in the OPC's remit.</li> </ul>
30a	Outdoor Parish Caretaker	<p>This is a new position that is to be funded via the precept. It was agreed to create this new position to care for the parish's outdoor environment over and above that currently provided. The position will cover the current litter picking and play equipment inspections, plus maintenance of car parks at Parker's Piece and (from Aug 2018) Fiery Hill Road, watering of planters, maintenance of bus shelter and notice boards, highways seats; some leaf sweeping and weed attention.</p> <p>The amount shown of £4,680 is an estimate based on provision of 6 hours per week x 52 weeks pa x £15 per hour.</p>

31	Lights Maintenance/repairs	<p>The lighting contractor currently charges £264 pcm (£3,168 pa) for providing a monthly night visit to check and maintain the lighting points. As the current lights start failing the cost of replacement will increase.</p> <p>The style of lamp used in most of the PC's footpath lamps is soon to become obsolete and no longer obtainable. It is being suggested that the PC changes to LED lamps; future maintenance costs are likely to be less (there was little enthusiasm from local lighting contractors to quote for the work!). There will therefore be some maintenance savings; (costs in addition to contractor's monthly visits for 2016/17 £905, for first 9 months 2017/18 £838).</p> <p>Replacement to LED-style lighting would cost, from capital reserves and/or loans, IRO £7,000 for product, does not include fitting charge. The parish council is responsible for the village's 71 footpath lights to the east of the railway main line, most of which appear orange in colour. Changing to LED will mean the lights will look different and it is being suggested that this is a topic for inclusion at the Annual Parish Meeting (date provisionally set for w/c 23/04/2018; the meeting must be held in any of March/April/May)</p>
32	Lights Electricity	<p>Power is supplied on an unmetered basis and calculated using the number of lighting points, the type of point and the hours of use. Costs for 2017/18 are likely to rise to £3,500; first year of 2-year contract with SSE. It is not yet known if the supply costs will reduce if the lamps are changed to LED; however the LED suppliers promote their product as 'energy saving' – we would therefore re-negotiate the SSE contract on the basis of the new lamps.</p>
33	Christmas Lights/Tree	<p>The cost of the Christmas lights is based on the hire agreement with Blachere for the seasonal lighting which they store on the PC's behalf for the year before delivering to the lighting contractor for installation. Annual hire charges are £1,500; installation and de-installation costs are likely to be IRO £5,300. Purchase, installation and removal of a Christmas tree at Orchard Croft is not more than £200.</p> <p>The purchase of the new detail 'Kids Comp' light is a capital cost.</p>
34	Lengthsman charges	<p>Bromsgrove DC is the PC's appointed Lengthsman, the contract is provided as part of their Place Team arrangements. BDC charge £500 per quarter (£2,000pa), seemingly regardless of work undertaken of which £1,888 is reclaimed from WCC via their Lengthsman Scheme. WCC are now requesting a monthly invoice is submitted as part of the reclaim procedure. The amount of work required of the Lengthsman may require additional visits and incur a higher cost; the parish council bears the cost of the difference between receipts &amp; payments.</p>
35	Highways	<p>This expenditure heading is to be deleted.</p>
36	<p>Events</p> <p>NB This topic is to be discussed before reviewing the budget.</p>	<p>Events during the year could include:</p> <p>Support for Sport Relief, c £1000 – <b>SEE Appendix B, page 23</b></p> <p>Support for Busking Festival (Bromsgrove DC), c £200</p> <p>First weekend July, c £500 – no theme yet identified/agreed</p> <p>Community Walk September (22<sup>nd</sup>), c £300</p> <p>Christmas Lights switch-on (supported by BDC)</p> <p>Post-Christmas (Wassailing) Walk (27/12/2018), c £150</p> <p>Caveat: whilst the parish council can provide funding up to a point, the factor that causes concern relates to support in terms of volunteer hours. The Sport Relief is run by the Barnt Green Chuggers with PC support, whereas the first weekend in July events rely on parish councillor / volunteer input. If this is not available then the event cannot proceed. Would members wish to seek wider support in order to stage an event?</p>

37	Neighbourhood Plan	No details yet provided of expected costs. If ready to consult then there will be costs related to hall hire, display items; if ready to appoint an advisor then will incur professional fees. Some grant funding may be available (but not for much longer?) Funds are available in reserves for the Plan (line 38).
38	Capital Projects	<p>The reserves available will include any excess at the end of this financial year, possibly IRO £5,000.</p> <p>Due for completion prior to year-end 31/03/2018:</p> <ul style="list-style-type: none"> <li>- Installation of water tap in Millennium Park, IRO £3,500</li> </ul> <p>As at 31/12/2017, the un-discharged short-term reserves recorded at 31/03/2017 were:</p> <ul style="list-style-type: none"> <li>- Completion of playing field footpath £5,000</li> <li>- Renewal of footpath lighting £20,000</li> <li>- Neighbourhood Plan £4,500</li> </ul> <p>Support has been shown for the installation of outdoor gym equipment on the playing field, likely to cost IRO £15,000. There may be grant support available for this.</p> <p>Future projects: Supply and installation of bespoke planters on corner of Fiery Hill Road with Kendal End Road (subject to WCC Highways approval)</p> <p>The precept is not expected to cover capital costs.</p>
39	VAT paid	In summary, VAT paid is recoverable as long as it relates to non-business purchase; VAT 126 refers. The sum paid will equal the sum received in most cases; for the 2017/18 financial year the PC will have received an excess due to under-recovery in previous year.
A and B	Total Receipts And Total Payments	<p>The figures at A and B exclude any capital projects proposed for the year.</p> <p>It is advisable to set either a balanced budget or one showing a slight excess of income over expenditure, as here. It is recommended that the excess of £1,313 is retained as contingency.</p>

#### Additional information

At item 30 above 'other environmental'. It has been suggested that one way of reducing parking congestion in the village centre is for the parish council to offer free, off-road car parking to shop and business workers by paying an annual sum to the Social Club for use of their car park. This would be dependent on the Social Club's agreement and the negotiation of a suitable annual payment. This would be a revenue cost for inclusion in the budget.

## APPENDIX A

E-mailed response from Bromsgrove District Council's Financial Support Manager to query about the Council Tax Base figures for 2017 and for 2018 (see budget note no. 1).

The taxbase is calculated at a moment in time (30<sup>th</sup> November) and then adjusted for our assumptions as to the changes that will occur in the new tax year.

When the 17/18 base was calculated we were aware of a new housing development – the Cala development at Foxhills, Fiery Lane - and we made an allowance for this in the calculation as the properties were coming into the list, or would be entering the list very soon. We provided for 40 additional Band D dwellings. This will not necessarily be an increase of 40 to the total dwellings as the ratio between the bands means that a new band A home would only be worth 6/9<sup>ths</sup> of a band D property where as a Band H is worth 18/9<sup>ths</sup> (or equivalent to two band D homes)

In actual fact the new properties built in Barnt Green have been 1 Band D, 1 Band E, 3 Band F, 13 Band G and 5 Band H. This is equivalent to 38.22 Band D properties, so pretty much where we predicted the change to be; short by 1.8 Band D properties.

The reduction in the taxbase between years of 0.8 Band D properties is the result of this slight over estimate of the effects of the Cala Development, and limited changes to Council Tax Discounts, and Exemptions. Unfortunately when the base is calculated for part of the area (the individual parishes) minor fluctuations in discounts, or movements in dwellings can have more dramatic effects than when calculated for the whole area, but there is a limit to the actions that we can take to mitigate against this, as the estimates must be reflective of what we expect to happen on the ground.

I know that there is still some development continuing on the Cala site, with a further 6 homes becoming available within the pavilions slot, but we are not certain as to when they will be complete for CT purposes, or occupied and therefore it was felt to be prudent to not reflect this small growth in the base for Barnt Green in 2018/19.

### 1. Sport Relief

17-23 March 2018

Working with Councils - how to engage your communities

### 2. Sport Relief 2018 – what it's all about

Sport Relief is back and this time for a whole week, starting from Saturday 17th March until the action-packed night of TV on Friday 23rd March.

This year it's all about Whatever Moves You – doing the sports and activities that your communities love, to raise money and change lives.

To help inspire the nation to get moving, we are setting the nation a big challenge...

### 3. New for Sport Relief 2018:

#### **The Nation's Billion Steps Challenge**

This year, for the first time, we're setting the whole nation a challenge to beat one billion steps a day, every day, from Saturday 17th to Friday 23rd March. By downloading our Sport Relief app you can raise money whilst getting active and also contributing to the Nation's Billion Steps Challenge.

The app (available from mid January) will enable people to track their steps. Filled with tips to get moving, fundraisers can use the app to:

- Track their steps daily
- Create teams and compete against friends/ peers
- Take on epic distances including previous iconic celebrity challenges
- Get motivational workout plans
- Donate / Get sponsored using our Giving Pages
- Connect to most fitness trackers

*Not the final version quite yet!*

### 4. Taking part in the Nation's Billion Steps Challenge

The Nation's Billion Steps Challenge offers a great way for you, as councils, to engage with your local communities and encourage a wide range of people to get moving for Sport Relief. There are three ways you that you can engage your communities in The Nation's Billion Steps Challenge:

- Create your own league on the app, and invite your communities to compete against each other to see who comes out on top
- Collectively take on one of our epic celebrity challenges
- Or create your own challenge – e.g. a very high stepping target

Once you've created a league or joined a challenge, all you have to do is share the link and invite your community members to join.

*Not the final version quite yet!*

### 5. Taking part in the Nation's Billion Steps Challenge

The Nation's Billion Steps Challenge offers a great way for you, as councils, to engage with your local communities and encourage a wide range of people to get moving for Sport Relief. There are three ways you that you can engage your communities in The Nation's Billion Steps Challenge:

- Create your own league on the app, and invite your communities to compete against each other to see who comes out on top
- Collectively take on one of our epic celebrity challenges
- Or create your own challenge – e.g. a very high stepping target

Once you've created a league or joined a challenge, all you have to do is share the link and invite your community members to join.

*Not the final version quite yet!*

**Hackney Carriage and Private Hire Consultation  
December 2017  
Bromsgrove District Council  
Hackney Carriage and Private Hire Consultation  
December 2017**

Bromsgrove District Council's policies on the licensing of hackney carriage and private hire vehicles, operators and drivers are contained within the Council's "Hackney Carriage and Private Hire Handbook." The current version of this document was approved by the Licensing Committee with effect from 1 April 2016.

The Council keeps all its policies under review to ensure they remain fit for purpose and will consider amendments when appropriate.

There are two particular areas in the existing policies that have created difficulties for licence holders and the Council since the current Hackney Carriage and Private Hire Handbook was approved. These are:

- The requirement for those issued licences to drive hackney carriage and/or private hire vehicles to obtain an NVQ Level 2 in Road Passenger Vehicle Driving
- The requirements relating to the level of tint that is acceptable on the windows of hackney carriage and private hire vehicles.

In light of the difficulties being experienced, the Licensing Committee has decided to carry out consultation on some proposals that may address the problems that have arisen.

Please use this consultation questionnaire to give your thoughts and feedback on the proposals under consideration. Once complete, please return the consultation questionnaire by email to [wrsenquiries@worcesterservices.gov.uk](mailto:wrsenquiries@worcesterservices.gov.uk) using the subject line "Bromsgrove Taxi Consultation"

Alternatively you can post your response to:

Bromsgrove Taxi Consultation  
Worcestershire Regulatory Services  
Wyre Forest House  
Finepoint Way  
Kidderminster  
Worcestershire  
DY11 7WF

This consultation will be open for responses until **Friday 16th February 2018** and all responses received will be given consideration by the Council's Licensing Committee before any decisions about whether to implement any of the proposals are taken.

**Part A – Requirement to Obtain an NVQ Level 2 in Road Passenger Vehicle Driving**

The Council's current driver licensing policy includes the following requirement:

"New holders of driver licences are required to be awarded an NVQ Level 2 in Road Passenger Vehicle Driving or equivalent qualification within twelve months from the date of the grant of their initial licence."

The qualification was set up with the aim of contributing to the skills, knowledge and overall performance of individuals who are employed in providing a community transport service, taxi and/or private hire. This qualification is based on the latest National Occupational Standards. To achieve a full Level 2 NVQ Certificate in Road Passenger Vehicle Driving (Community Transport, Taxi and Private Hire), learners must achieve a minimum of 31 credits from mandatory and optional groups. Mandatory units cover health and safety, driving community transport/ chauffeured vehicles safely and efficiently, providing professional customer services and services for those who require assistance, dealing with difficult situations and emergencies and working with others.

Learners may choose from a range of optional units according to their job role. These include defensive driving, meeting special customer needs, providing a service to children and young people, processing telephone bookings, transporting luggage and parcels, planning routes and processing fares.

Some licence holders have reported difficulties in obtaining the NVQ or an equivalent qualification as they state there are very few training providers who are still offering the qualification in the local area. Licence holders have also complained that the costs of obtaining the qualification are unduly burdensome.

When the requirement was first introduced at Bromsgrove, there was Government funding in place to pay for the training so as to encourage uptake of the qualification amongst licensed drivers across the country. This funding is apparently no longer being widely provided, so those undertaking the qualification need to fund it themselves.

Bromsgrove District Council is the only licensing authority in Worcestershire that currently requires its licensed drivers to obtain the NVQ Level 2 in Road Passenger Vehicle Driving. The Council is therefore considering a proposal to remove the requirement to obtain the NVQ and replace this with a requirement for all new licence holders to undertake disability awareness training before they are licensed instead.

There are a number of providers of disability awareness training for licensed drivers, including some organisations that provide online training solutions. If this proposal was implemented, the Council would approve training providers that licence holders could undertake their training with.

**Do you agree with the proposal to remove the requirement to obtain the NVQ and replace this with a requirement for all new licence applicants to undertake approved disability awareness training BEFORE they are licensed?**

**YES**

**NO**

Do you have any further comments to make in relation to the proposal under consideration?

## **Part B – Acceptable Level of Tint on Windows of Licensed Hackney Carriage and Private Hire Vehicles**

The Hackney Carriage and Private Hire Handbook states:

“Any vehicle to be licensed for the first time, with the exception of special event vehicles, is NOT permitted to have a tint where they conceal the identity of the passenger inside. The Licensing Officer will examine a vehicle prior to test to ensure that the level of tint on the windows does not conceal the identity of passengers inside the vehicle.”

Licence holders have raised concerns that the majority of vehicles manufactured at present are fitted with some level of tint on the windows as standard. Licence holders have complained that the costs involved in replacing the glass in the windows so that the vehicle complies with the requirements in the Hackney Carriage and Private Hire Handbook are unduly burdensome.

To try and address some of the concerns raised, the Council’s Licensing Committee is considering implementing one of the following five options:

Option A

Remove the requirement from the handbook altogether. This would mean that, provided that the glass complies with the Con and Use Regs, the vehicle would be acceptable for licensing as a hackney carriage or private hire vehicle

Option B

To remove the requirement from the handbook and replace it with a requirement that the windows of the

vehicle allow a defined amount of visible light to be transmitted through the glass. The precise amount of visible light to be transmitted would be set following further research and consultation.

Option C

To remove the requirement from the handbook and replace it with a requirement that the vehicle windows cannot be fitted with privacy glass (entirely black or reflective glass).

Option D

To remove the requirement from the handbook and replace it with a requirement that the glass is to factory standard and vehicles are presented to licensing in an unmodified state, vehicles fitted with films, foils, or any other aftermarket tinting will be refused a licence, unless the tinting is removed and the vehicle returned to the manufacturer's standard specification.

Option E

Leave the wording in the handbook as it is currently

Do you have any other comments to make in relation to this area of the Council's vehicle licensing policies?

In what capacity are you responding to this consultation?

Licensed Hackney Carriage / Licensed Private Hire Operator  
Private Hire Driver  
Member of the Public Elected representative  
Other (please specify)

Once complete, please return the consultation questionnaire by email to [wrsenquiries@worcesterservices.gov.uk](mailto:wrsenquiries@worcesterservices.gov.uk) using the subject line "Bromsgrove Taxi Consultation"

Alternatively you can post your response to:

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Kidderminster  
Worcestershire  
DY11 7WF

This consultation will be open for responses until **Friday 16th February 2018** and all responses received will be given consideration by the Council's Licensing Committee before any final decisions about whether to implement any of the proposals are taken.

# BARNT GREEN PARISH COUNCIL

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## EMPLOYEE APPRAISAL POLICY

### General

The Barnt Green Parish Council Appraisal Policy sets out the procedure of employee appraisal, the object of which is to promote development by reviewing past performance and looking ahead to set achievable objectives. An appraisal will be undertaken annually.

The objectives of this Policy are:

- To enhance the quality of service delivery by Barnt Green Parish Council through encouraging each employee to achieve high standards of performance.
- To help all employees develop to their fullest attainable level of potential and achieve job satisfaction.

The attached appraisal form will be used as the basis of the standard appraisal.

This policy and procedure are available for public information but the appraisal interview and completed form are confidential.

### To the Appraisee

- Your appraiser will be your line-manager, as identified in your contract of employment.
- Complete the details at the top of the appraisal form.
- Complete sections 1, 2 and 3 in as much detail as you wish and forward to the appraiser one week before the appraisal interview date. Give due emphasis to the spread of roles that you have to perform and the weighting of each.
- Your appraiser will consider sections 1, 2, and 3 before completing section 4.
- At the appraisal interview you will jointly agree new work objectives and any training and development plans, recorded in section 5.
- You will be asked to complete section 6 by adding any additional comments and signing the appraisal.

### To the Appraiser

- Agree the date of appraisal interview with appraisee and make sure they have a blank copy of the appraisal form.
- One week before the appraisal the appraisee will send to you their completed form which you are required to consider before providing comment in section 4.
- Establish the appraisee's needs, such as challenge or support as evidenced in their comments.
- Upon completion of the appraisal interview, having agreed objectives and training and development plans, complete section 5
- Obtain the appraisee's comments and signature in section 6.
- Report **conclusion** of employee appraisal to the next meeting of the Parish Council

This Employee Appraisal Policy was approved for issue at the Parish Council meeting held on .....and signed...

..... (Chairman)

Date of review:

## EMPLOYEE APPRAISAL FORM

Name:	Reviewer(s):
Job Title:	Review Period:
Date Joined:	

### SECTION 1: REVIEW OF PAST YEAR

Use your job description and previously agreed objectives to complete this part of the form. Please review your job description to ensure continued relevance.

1. What do you feel have been your major achievements in the past year?	
2. Which part of your job / objectives have not gone so well?	
3. Which parts of the Council's or of Councillors' efforts do you feel could have gone better if your own involvement had been different?	
<p>4. How would you describe your overall performance in the past twelve months?</p> <p>Relating to the following aspects of the job:</p> <ul style="list-style-type: none"> <li>a) Financial administration</li> <li>b) Office organisation</li> <li>c) Management of work and development of staff</li> <li>d) Meeting prep (agendas, chairman's input etc)</li> <li>e) Clerking of meeting (advice, minutes etc)</li> <li>f) Arranging and delivering outcomes</li> <li>g) Relationships with councillors</li> <li>h) Relationships with parishioners</li> <li>i) Relationships with ward representatives</li> </ul>	
5. State any part of your job description that you are not/have not been doing.	
6. State any areas of work that you do which are not in your job description.	
<p>7. State any areas of parish council activity where you:</p> <ul style="list-style-type: none"> <li>a) have gained significant knowledge;</li> <li>b) could have played a more effective part with better training or experience</li> </ul>	

8. State any aspects of the Council's activity which concern you or which threaten the Council's effectiveness or reputation.	
9. State if to any significant extent you have not had adequate training, equipment, time, or support to enable you to do your job as well as you would hope.	

**SECTION 2: ASPIRATIONS**

<p>What aspirations do you have for the work and achievements of:</p> <ul style="list-style-type: none"> <li>a) Yourself;</li> <li>b) Other staff;</li> <li>c) The Council</li> </ul>	
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**SECTION 3: OBJECTIVE SETTING**

a. Use your job description and the Council's aims and objectives to consider what you intend to achieve this year.	
b. State what should be appropriate measures of achievement of these objectives.	
c. Identify what you see as your specific training and/or experience needs to enable you to achieve these objectives.	
d. Describe any particular help and/or support needed to achieve 3.1	

**For completion by the appraiser.**

**SECTION 4: OBJECTIVE SETTING**

Although there are no set number of objectives those set should cover key aspects of the appraisee's job. They should also be demanding enough to stretch the appraisee and should have direct relevance to Barnt Green Parish Council's aims and objectives.

- 1.
- 2.
- 3.
- 4.

Note any objectives agreed that were not part of the objectives from the last appraisal interview.

**SECTION 5: COMMENTS BY THE APPRAISER AFTER INTERVIEW**

- 5.1 Comment on identified main achievements  
(Add anything else that was done particularly well)
- 5.2 Comment on work which has not gone well and anything else that has not gone so well
- 5.3 Comment on any tasks that should no longer be in the job description and any that should be included.
- 5.4 Give your overall assessment of the post holder's performance during the last twelve months, include strengths, weaknesses and any constraints to their work and the outcome of specific agreed objectives.

**SECTION 6: ADDITIONAL COMMENTS BY THE APPRAISEE**

This section provides space for the appraisee to comment on the completed form and the appraisal process.

Signature of Appraisee .....

Signature of Appraiser .....

**APPRAISAL TRAINING AND DEVELOPMENT MONITORING AND EVALUATION RECORD**

Appraisee name:

Date of monitoring and Evaluation:

<u>IDENTIFIED TRAINING AND DEVELOPMENT</u>	<u>WHEN STARTED</u>	<u>IMPACT ON PERFORMANCE</u>	<u>REVIEW DATE</u>