

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 19th February 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 18/020a 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

18/016 Apologies

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

18/017 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.

18/018 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.

18/019 Co-option to fill the councillor vacancy

Members are to vote on the co-option of a new councillor to fill the current vacancy; the applicant's details are attached, **p6**. Members are reminded that Standing Orders state voting is by a show of hands.

18/020 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)

18/021 Adoption of previous minutes

To approve adoption of the minutes of the parish council meeting held 15/01/2018 (**pp 7 - 12**)

18/022 Chairman's Report

The Chairman will provide a report.

18/023 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 **p 13**

18/024 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 the contractors for maintenance of playing field and Millennium Park have agreed to continue for 2018/19: this decision to be re-considered October 2018 when reviewing the position of the Outdoor Parish Caretaker

- (iv) To agree appointment of fourth bank signatory: Cllr J Jellie. Current signatories are Cllrs R Cholmondeley, C Hotham, J Jagger. Any 2 signatories are required to authorise the payments but during holiday periods it has been difficult to manage, hence the requirement for a 4th signatory.
Unity Trust Bank operates 5 different authority levels:
V = View only
VS = view the account and submit payments
VA = view the account and authorise payments
VSA = view the accounts, submit and authorise payments
A = authorise only.
The EO is VS whilst the council's authorised signatories are VA.
It is against parish council policy for any one person to have VSA authority level.
The resolution will record (as required by UTB):

Your resolution

You confirm:

- that the people named in this form will be authorised signatories on all accounts
- that instructions and changes will be given in line with the mandate
- that you are aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory
- you will notify Unity Trust Bank of any changes to the organisation in writing.

- (v) To review and agree to the Council's updated Internal Financial Controls. These should be reviewed and considered for approval on an annual basis.
Please refer to **pp16 - 17**
- (vi) To agree and adopt the updated risk management schedule; **pp18 - 19**. The finance working party will be asked to review the insurance requirements.
- (vii) To note the 3rd quarter's book-keeping inspection was carried out by Cllr P Perry on 18/01/2018.
- (viii) To note the independent Internal Audit 2017/18 has taken place; report awaited.
- (ix) To agree to one-year's subscription of Clerks and Councils Direct, £60
Members are asked to approve this subscription which will increase access to the local council sector and support awareness of legal compliance.
- (x) To agree to progress the appointment of the Outdoor Parish Caretaker position. Two tenders were received for the work, of which only one was close to the council's expectations and the EO is to negotiate with that contractor to see if an acceptable position can be reached. Members are asked to delegate to the EO the decision to proceed if negotiations can agree an annual amount near to that identified on the 2018/19 budget. If no agreement can be reached with the contractor, the suggested alternative is to create a salaried position.

18/025 Committee, Working Party and Members' reports on meetings attended

- a) Meeting with Cheryl Welsh, Centres Manager 31/01/2018: see notes **pp20 - 21**
- b) Planning Committee meeting held 31/01/2018: see draft minutes **pp22 - 24**
- c) Meeting with footpath lighting contractor on plans for 2018 Christmas lights 08/02/2018:
Cllrs R Cholmondeley, R Briggs, P Perry and the EO met with the lighting contractor to discuss the possibility of putting tree lights on the large oak tree in Millennium Park and removing the evergreen tree on the corner of Hewell Road / Sandhills Road which is likely to grow into the overhead wires by next year. Also to provide costings for the possibility of new detail 'train' lights on Station Approach.
- d) Meeting with West Midlands Trains representatives, 12/02/2018: notes **pp25 - 26**
- e) Update on communications with Network Rail re lifts for station platforms – no further progress at time of writing although a follow-up meeting has been requested.

- f) To note next Village Team meeting is scheduled for 15/03/2018, 5.30pm
- g) Reports from members, as required.

18/026 Events

- a) Update to this year's Sport Relief Fun Run, hosted by Barnt Green Chuggers, to take place on Sunday 18th March from Millennium Park
The EO is working with the Chuggers to provide this annual event. The parish council's support includes hire of the first aid cover and the temporary toilets and payment for the publicity banners and posters. Publicity is also included on the website and newsletter which is to be ready for delivery by the end of February.
- b) Dates of other 2018 events: Busking/Music festival yet to be agreed, Community Walk 22/09/2018, Christmas Lights-On 01/12/2018, Wassail Walk 27/12/2018

18/027 Environment & Community Wellbeing

- a) To support request for a grit bin at junction of Twatling Road/Fiery Hill Road
A resident of Twatling Road has asked for a grit bin to be sited on the grassy triangle at Twatling Road / Fiery Hill Road junction for use during icy weather. The site has been prone to flooding (although it is thought recent work has been carried out to reduce the amount of water flooding across the road here). If WCC will not site a grit bin here, the parish council has authority to site one but is responsible for keeping it filled with appropriate salt/grit (and attendant costs).
- b) To agree appointment of volunteer litter picker (Duke of Edinburgh scheme)
Members will recall two D of E volunteers who undertook a litter pick for one hour each week starting in November 2015; one of whom continued for 6 months whilst the other completed his scheme last month. The parish council has received a request from a new candidate to continue the voluntary work. Members are asked to agree to this request in support of gaining the D of E award, which provides students with a greater appreciation of the wider world. It is expected that the student, who is 16 years old and a pupil at South Bromsgrove High School, will report to, and be monitored by, the EO.
- c) To support request for a dropped kerb, junction Hewell Lane/Fiery Hill Road
The recent pavement resurfacing of part of Fiery Hill Road did not recognise the need for a dropped kerb at the junction with Hewell Lane. It would appear that BT equipment in the centre of the pavement at the critical point means it is not possible to drop the kerb. The nearby land is private land however there is potential for it to be annexed to allow a bypass of the BT equipment and therefore install a dropped kerb. Members are asked if this is something they wish to pursue; costs have not yet been discussed.
- d) To decide on request by personal trainer to make use of Barnt Green Playing Field
BGPC has been asked to agree to the use of the playing field by a personal trainer. Training sessions are expected to take place once a week for up to 2 hours; equipment will be minimal and up to 6 people will be present, 1 or 2 will travel by car.

Barnt Green playing field is maintained as recreational space and managed by the parish council, which means that the local residents of Barnt Green pay for it out of the parish council precept, a portion of the Council Tax.

The parish council is sometimes asked if it can be used for business purposes.

We must then consider whether the particular use will reduce access and / or the residents' enjoyment of the space (the space for which they pay via their council tax).

If this is the case, such as football training when part of the field is taken over for business purposes thereby reducing access to the space, then the parish council will make a charge, partly in order to offset the reduction in benefit to the residents and partly to cover the extra costs involved such as pitch preparation and the extra pedestrian and vehicular traffic that such an activity generates.

Members are asked to decide whether to hire out the facilities for a fee, or to agree the use free of charge.

- e) To support the request from local walkers to re-open the footpath under the railway line, Cofton Hackett (footpath CH-521 refers)
This footpath is outside the parish, but links with the local footpath network and will be a very useful path to link to Cofton and Longbridge when the new footbridge is built to replace the closed rail crossing between Barnt Green and Cofton Hackett. See map of site, [page 27](#)
- f) To support a resident's request to promote the Hereford and Worcester Fire and Rescue Service 'No Way Thru' campaign
A local resident has provided a copy of a newspaper article highlighting the problems, such as poor parking, encountered by emergency services when attending emergencies. The resident has asked for the 'No Way Thru' campaign to be supported by the parish council and for information relating to the campaign to be distributed to parents of the First School and local businesses.
For more information see [page 28](#)

18/028 Planning

- a) The site to be discussed is near to the Chairman's home and he has indicated he will leave the meeting during discussion of this item, in which case members will need to appoint a chairman for this one item only.

Members are asked to consider comment to the most recent consultation relating to:

BGPC log no: 086	Application type:	Full Application	
Planning Reference:	18/00164/FUL	Proposal:	Single storey rear extension
Location:	22A Bittell Road, Barnt Green, Birmingham, Worcestershire,		

Copies of the plans have been forwarded to members, and can be seen on the district council's website via <http://appuview.bromsgrove.gov.uk/online-applications>

- b) To agree the parish council's comment to the Draft Bromsgrove High Quality Design Supplementary Planning Document consultation.
The district council (BDC) is consulting on their supplementary planning document on High Quality Design. At the recent planning committee meeting, members agreed to review in time for this meeting so that comments can be forwarded to BDC.

18/029 Administration, Governance and Consultations

- a) To review and agree the Child Protection Policy (biennial review)
See attached copy, [pp29 - 31](#). Cllr Hotham has agreed to continue as the council's Child Protection Officer.
- b) To review and agree the Training Policy (biennial review). See [page 32](#)
- c) To agree and adopt the Lone Worker Policy, see [pp33 - 34](#)

18/030 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.

- a) Worcs County Association of Local Councils, Bromsgrove Area committee meeting on 14th March 2018, 6.30pm, Parkside

18/031 To close the meeting to the public

As permitted via Public Bodies (Admission to Meetings) Act 1960, s1(2) to request all members of the public leave the meeting to allow for discussion on the recent staff appraisal and subsequent salary recommendation and agreement.

The Chairman will provide information relating to the recent staff appraisal. There is also another item relating to staffing, subject to confidential session, to be circulated to members under separate cover.

18/032 Date and Venue of Next Meeting

Next meeting to be held Monday 19th March 2018, 7pm at Barnt Green First School



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
14/02/2018

Agenda item:

18/019 Co-option to fill the councillor vacancy

Members are to vote on the co-option of a new councillor to fill the current vacancy; the applicant's details are below. Members are reminded that Standing Orders state voting is by a show of hands.

The completed co-option application form shows the applicant:

- Lives in the parish of Barnt Green
- Is aged over 18 years of age
- Is a British citizen / eligible Commonwealth citizen / citizen of any other Member State of the European Union
- Is included on the current electoral register for the parish
- Has lived in the parish or within 3 miles of the parish boundary for at least the last 12 months.

The form has also been completed to show that no disqualifications apply. Therefore, the applicant qualifies for co-option to the Council.

Personal statement from applicant:

The position of Parish Councillor would be an exciting and valuable opportunity for myself. As a student of politics, I've always maintained that local grassroots politics is extremely important in developing aspects of the community which require improvement. Additionally, studying politics has shown me the necessity of fully representing the community as this allows for a more fully formed local council. Unfortunately, many young people have felt disenfranchised by modern day politics and have felt left out of much of the decision making, especially in local areas. In my opinion, a position on the Parish Council would allow me to represent the views of the young people of Barnt Green and bring them closer into the decision-making process, taking into account their opinions on issues. Over the recent years I have seen great new additions to the village for young people such as the added equipment at the playing fields and the redevelopment of the Millennium Park play equipment, and hopefully I will be able to be part of some of the future decisions and really help shape Barnt Green into an even better environment.

Sam Harris
20/01/2018

**Minutes of the Parish Council meeting
held at St Andrews C of E First School, Barnt Green
on Monday 15th January 2018 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: Two members of the public (including a representative of The Village) Executive Officer, Gill Lungley

*Cllr Hotham apologised for lateness, during item 18/004.

** Cllr Jagger apologised for lateness, arriving at item 18/007(b)
The Chairman welcomed all to the meeting.

18/001 Apologies

Apologies only noted from those arriving late.

18/002 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.

Cllr Hotham has a standing declaration in his role as a member of the district council's planning committee; any comments made at parish council meetings on planning matters are made prior to possession of the full facts.

18/003 Consideration of dispensation requests

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

18/004 Adjournment of meeting to hear from:

a) Members of the public

- Resident 1: With reference to the non-installation of lifts at the station, would not wish to see the funds that have been allocated for the installation of the public right of way footbridge (PRoW 500) diverted to fund the installation of lifts; resident has written to The Village.

b) Supporting Organisations:

Hagley and Rubery Safer Neighbourhood Team, West Mercia Police, had sent a brief report along with apologies for not being able to attend. During the last month there has been one house burglary when a car was stolen, and 3 store thefts.

c) Worcs County Councillor: Peter McDonald, Beacon division had sent apologies for non-attendance due to other civic duties, and had notified as follows:

- The island at Hewell Road is to be completed soon, as the weather improves;
- Other highway improvements are now under way.

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

- Re ex-council offices (Burcot Lane), the District Valuer has agreed a reduction in the business rates but there is still no decision on the actual re-use or demolition of the site;
- Re new sports and leisure centre, use of the adjacent school's sports hall was originally part of the plan, but it seems that as this is no longer possible then the existing sports hall might be retained, but no firm decision has yet been taken.
- BDC is to meet with Worcestershire County Council Highways representatives to ascertain why the roads in Bromsgrove are busier than WCC predicted.

18/005 Minutes of the previous council meetings

The minutes of the meetings held 15th November 2017 and 12th December 2017 were agreed a true record and signed.

18/006 Chairman's Report: Cllr R Cholmondeley

- Christmas events went smoothly, including the Christmas lights switch-on, the Chairman's Thank-You event and the Wassail Walk.
- Met with Network Rail (NR) on 12/01/2018 when NR advised the station lifts will be installed, but they are unable to say when. NR explained the cost implications and the reason for the increased cost from £900,000 to £3m being due to issues with the width and slope of the platforms, the cabling and stability of existing platforms. NR will send more information and another meeting is to be arranged.
- The MP has reported he is to meet with NR.
- The new franchisee West Midlands Railway (WMR) were also represented at that meeting and RC took the opportunity to provide them with a copy of the 'improvements list' that had been produced after meeting with (previous franchisee) London Midland.
- Concerns about the continuing problem of rail-squeal were also raised.

18/007 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 has volunteered to take part.
b) Footpath alongside drive to scout hut, fp507	The improvement works have been completed, resulting in favourable comments from residents and walkers.
c) Footpath 505 / 526	Notification has been received from WCC that the footpath along the dam wall to Upper Bittell Reservoir is temporarily closed for maintenance work.
a) Water supply to Millennium Park	Quotations have been requested for installation of tap and housing for the water supply into the park. Members' approval required at agenda item 18/008 (iv)
b) Railway station lifts	Network Rail representatives met with parish council members RC, PP, CH at the station on Friday 12 th January to discuss the way forward (see min 18/006).
d) Items actioned and awaiting response	<ul style="list-style-type: none">i) New litter bin in Blackwell Roadii) Footpath lighting review (for 2018 Annual Parish Meeting)iii) Defibrillator trainingiv) Corporate imagev) Installation of raised flower bed and re-siting of beehive planters.
e) Items carried forward	<ul style="list-style-type: none">(i) Social Media training – retained for action following website revamp.(ii) Public toilets – retained for decision to take forward as capital project.(iii) Data Protection Policy & Document Retention Policy to be agreed.(iv) Railway station, rail-users group – reports to be provided from PC rep. (see minute no.18/009)(v) Misleading notices and marking-out of station car park by new operator(vi) Outdoor gym equipment (for inclusion on 2018/19 budget?)(vii) Community Bus consultation(viii) Millennium Park wayleave(ix) Appointment of Data Protection Officer (required from May 2018, GDPR)
f) General correspondence received and circulated to members	<ul style="list-style-type: none">• Neighbourhood Planning news• SNT (policing) updates• WorcsCALC update newsletters• BDC weekly planning lists• MP monthly newsletter• Police & Crime Commissioner• WCC Highways updates• Community Health & Well-being updates• Neighbourhood Watch updates
g) Other correspondence	List available from the Executive Officer along with list of visits to the parish council office.
h) Neighbourhood Watch	Following on from the question about the Barnt Green Neighbourhood Watch scheme PCSO Chelsea Lloyd has provided information for the next Bulletin.
a) Bulletin, Spring 2018	Members were asked to provide and/or suggest items for inclusion in the next newsletter which is to be distributed by the end of February 2018; to include notice of Annual Parish Meeting discussion of footpath lighting.

18/008 Finance Report

- i) *Current financial position* – the bank reconciliation to 31/12/2017 was noted:

Cash book		Bank Statements	
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
	87,637.64		87,637.64

See page 165 for the list of receipts and payments, part November 2017 and December 2017 to 15/01/2018.

- ii) **Expenditure decisions taken by Executive Officer:** none
- iii) **To note Unity Trust Bank change to interest rate from 03/11/2017**
Members noted the bank's rate of interest has increased to 0.5%. The Executive Officer would ascertain the present interest rate for the Cambridge Building Society.
- iv) **Appointment of contractor to install water tap in Millennium Park**
It was agreed to appoint Hall Mechanical Services Ltd to install the new water tap at a cost of £665.00 + VAT. Members noted this does not include the cost of connection to the Severn Trent water supply for which Severn Trent have quoted £3,166.84 (max cost).
- v) **Budget proposals for 2018/19**
Members agreed to bring forward the discussion about this year's events (agenda item 18/010(c)). **It was agreed** to:
- Support the 2018 Sport Relief event in partnership with Barnt Green Chuggers;
 - Support another 'busking festival' in conjunction with Cheryl Welsh (Centres Manager) but bring the date forward to coincide with the Bromsgrove Festival;
 - Provide a Community Walk on the last Saturday in September
 - Provide a Christmas lights switch-on event, with support from Cheryl Welsh
 - Provide a Wassail Walk, 27/12/2018.
 - To look into providing some sort of food-related event on first weekend July 2019.
- The proposed budget was explained; the EO was asked to find out costs associated with Christmas lighting in Millennium Park (capital budget).
It was agreed to adopt the budget for 2018/19 presented to the meeting.
- vi) **Precept for 2018/19:**
Members agreed to set a precept for 2018/19 of £62,440 (equates to £62.58 contribution per Band D property, the same as for 2017/18).
- vii) **Appointment of volunteer to scrutinise the third quarter book-keeping**
Members agreed Cllr P Perry would check the parish council's accounts for months Sept – Dec 2017.

18/009 Committee, Working party and representatives' reports

- a) **Network Rail** 12/01/2018 – on the subject of lifts at Barnt Green station.
This meeting was attended by 4 representatives of Network Rail and 2 from West Midlands Transport, along with Cllrs R Cholmondeley, P Perry, C Hotham and the EO. See Chairmans report, minute no. 18/006

b) **Bromsgrove Rail Users Group** 13/12/2017: Cllr R Cholmondeley had attended this meeting and reported that the main concern is the lack of access to the South West from Bromsgrove.

c) **Shop and business liaison**, Cllr J Jellie.

Review of the returned parking questionnaires showed visitors to village shops and businesses have difficulty finding a place to park. Cllrs J Jellie and J Jagger would visit all shops to ask if they would make use of parking facilities outside the immediate village centre if provided free of charge.

Future Village Team meetings would be held quarterly.

d) **Barnt Green Waters**, Cllr C Hotham

A meeting had been held in December when the current maintenance works to Upper Bittell were discussed; there had been a landslip whilst the drainage valve was being worked on which caused a timing setback to the improvement and repair scheme. Some fish had been found to be contaminated.

e) **Barnt Green First School**: Cllr J Jellie, as Associate Governor, advised there had been three applications for the position of head teacher.

18/010 Events reports

c) **Feedback to Christmas Lights Switch-on 02/12/2017**

An enjoyable event, much appreciated by all attending.

The winners of the best-dressed window competition were Oulsnam Lettings.

d) **Feedback to Wassail Walk 27/12/2017**

This had been well-attended and enjoyed by those taking part.

e) **Consideration of events to be held during 2018**, see above as part of the budget setting process at agenda item 18/008 (v).

18/011 Environment and Community well-being

g) **To consider use of space at Green Bank for car parking**

Members asked for ownership of this space to be verified; the executive officer would make enquiries into ownership and suitability of site.

h) **To consider installation of lighting at playing field car park**

It was believed that use of a lighting point on the church building would not provide a significant benefit, that a motion-sensor light may cause annoyance to neighbours and that the cost of installation of an independent power supply would outweigh any benefit to car park users.

i) **To consider preparation of signs for the commuters' car park, Fiery Hill Road**

It was agreed to establish a working party to review the signage and maintenance requirements of the car park in advance of taking responsibility for it in August 2018, consisting of Cllrs R Cholmondeley, C Hotham, P Perry and S Whitehand.

18/012 Planning

a) Consultation response to:

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
BGPC comment: Members noted that the Change of Use will mean one less shop in the village centre, but that actual use will be little different to its recent use as a hair salon, thus there is no reason to object and members would recommend approval of this application.		

b) **Planning Authority decisions**

17/0026 45 Fiery Hill Road Single storey rear extension with internal alterations:
GRANTED

c) **Planning Inspectorate decisions**

It was noted the Planning Inspectorate had dismissed the appeal resulting from planning authority refusal to grant application 16/1074 (log 058), proposed development at 10 Cherry Hill Drive.

18/013 Administration, Governance and Consultations

d) **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.

e) **Response to Bromsgrove District Council Hackney Carriage and Private Hire Consultation**

It was agreed to pass no comment on this consultation.

f) **Approval of 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.

It was agreed 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.

g) **Review of the council's Staff Appraisal Policy**

It was agreed to continue with this policy; next review in January 2020.

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
- c) Recognition of long-term service to the community.

18/015 Date and venue of next meeting

Monday 19th February 2018, at St Andrews First School, B45 8NG

This meeting ended at 8.50pm.

.....
Chairman

19/02/2018

minute no. 18/008 (i) (see next page)

minute no. 18/008 (i)

list of receipts and payments for part November 2017 and December 2017 to 15/01/2018.

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
December 2017		Description	Receipts	Payments Gross	Payments VAT	Payments Net
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
Jan-18		Description	Receipts	Payments Gross	Payments VAT	Payments Net
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
BACS	v172	Planters replant, winter bedding		576.00	96.00	480.00
d/d	v173	Staff pension, Dec 2017		157.03	-	157.03
s/o	v174	Staff salary, January 2018		1,051.16	-	1,051.16
BACS	v175	Footpath lighting repairs, Jan 2018: inv12437		253.36	42.23	211.13
BACS	v176	Dismantling of Christmas lights: inv12438		2,478.00	413.00	2,065.00
d/d	v178	office mobile phone, Jan2018		5.00	0.83	4.17
BACS	v179	Stationery		97.94	16.32	81.62
						-

a) Railway station lifts	Another meeting with NR has been requested but not yet arranged.	
b) The Bulletin	A draft of the Winter Bulletin had been circulated to members for comment and would be sent for printing w/c 19/02/2018	
c) Greenbank parking (1)	The response from the WCC Highways liaison officer is that the proposed site is too close to the junction, and also the provision of additional parking which would encourage vehicle trips to the school is contrary to the policy of encouraging walking and cycling trips. On the other hand it is noted that any facility that helps keep the roadsides clear is of benefit.	
d) Greenbank parking (2)	A resident of Greenbank called in to the parish council office to request bollards on the south side of junction with Hewell Road, to stop the grass verge being driven over. Concerned about the rutted appearance and the safety of pedestrians on the adjacent pavement.	
e) Grant funding	<ol style="list-style-type: none"> 1) Barnt Green Social Club has confirmed funding level has been reached for the defibrillator and thanks the parish council for the grant. 2) Barnt Green Cricket Club is to send pictures of the new facility that benefited from the grant provided in June 2017. 	
f) Visitors to the parish council office	<ul style="list-style-type: none"> • Notification of light out, Sandhills Green - GJH response needs new lantern (LED) • E Gumbley is to deliver a talk on The Lickey Hills - A Social History 27/02/2018, 7.30pm at Trinity Centre, B45 8ES • 2 x ladies re flooding under bridge, Hewell Road + inconsiderate drivers • Transport Museum leaflets left • 2 local residents, both bus users, want bus stops to remain: must NOT be used for parking; bus service is used by those who can't drive, such as those with sight impairment, and is a lifeline. • Greenbank resident re driving over grass verge o/s 1 Greenbank • Gent re 2 issues: 1) flooding under the Hewell Road railway bridge and 2) if using the car park at rear of Tesco's, then to take care and be considerate of pedestrians when leaving the car park at junction with Hewell Road 	
g) Items actioned and awaiting response	<ol style="list-style-type: none"> i) New litter bin in Blackwell Road ii) Footpath lighting review (for 2018 Annual Parish Meeting) iii) Defibrillator training iv) Corporate image v) Installation of raised flower bed and re-siting of beehive planters. vi) Community Speed Watch scheme vii) Millennium Park water supply 	
h) Items carried forward	<ol style="list-style-type: none"> i) Public toilets – retained for decision to take forward as capital project. ii) Data Protection Policy & Document Retention Policy to be agreed. iii) Outdoor gym equipment iv) Community Bus consultation v) Millennium Park wayleave vi) Appointment of Data Protection Officer (required from May 2018, GDPR) vii) Commuters' car park management and signage 	
i) General correspondence received and circulated to members	<ul style="list-style-type: none"> • Neighbourhood Planning news • WorcsCALC update newsletters • BDC weekly planning lists • MP monthly newsletter 	<ul style="list-style-type: none"> • Police & Crime Commissioner • WCC Highways updates • Community Health & Well-being updates • Neighbourhood Watch updates
j) Other correspondence	<p>List available from the Executive Officer along with list of visits to the parish council office includes:</p> <ul style="list-style-type: none"> • Notification of road closure on 30/01/2018 for 30/01/2017, Bittell Farm Road • Public art competition notice forwarded to BGPC contacts • WMPolice message circulated about Livestock Worrying 	

Agenda item 18/024 (i)

Bank Reconciliation to 31/01/2018			
Cash book		Bank Statements	
Cash in hand at 01/04/2017	64,922.79	Current account	3,682.29
Add receipts to 31/01/2018	76,973.58	Deposit account	31,159.35
Less payments to 31/01/2018	-55,500.84	Building society	54,801.13
	0	Pocket card	200.00
	0	Less u/p payments	-3,447.24
	86,395.53		86,395.534

RECEIPTS	Budget 2017/18	Budget summary	Actual as at 31/01/2018	Variance
Precept	62,490	62,490.00	62,490.00	-
Interest	100	100.00	306.64	- 206.64
Lengthsman reimbursement	2,000	2,000.00	2,093.00	- 93.00
VAT Refund	4,500	4,500.00	9,307.94	- 4,807.94
Other income	320	320.00	1,916.00	- 1,596.00
Hires (room / playing field)	680	680.00	860.00	- 180.00
Total receipts	70,090.00	70,090.00	76,973.58	- 6,883.58
PAYMENTS				
Staff Costs	16,400		13,942.19	2,457.81
Chairman's expenses	400		-	400.00
Office Running costs	6,000		4,964.68	1,035.32
Training and Publications	300		163.00	137.00
Meeting Rooms and Refreshm	250		39.00	211.00
Subscriptions	1,000		821.62	178.38
Insurance	1,050		759.93	290.07
Auditor Fees	450		420.00	30.00
Legal/Professional Fees	500		-	500.00
Loan repayments	-		-	-
Election costs	500		-	500.00
Donations	1,000		1,550.00	- 550.00
General admin cost (inc bank	472		646.83	- 174.83
Administration		28,322.00		-
Newsletters	1,000		550.00	450.00
Website	1,500		860.36	639.64
Communications		2,500.00		-
Park Mowing	915		1,055.00	- 140.00
Park Maintenance	1,500		392.44	1,107.56
Park Safety Inspections	350		66.50	283.50
Playing Field		2,765.00		-
Field Mowing	1,700		1,859.28	- 159.28
Field Maintenance	1,000		1,408.27	- 408.27
Field Safety Inspections	350		66.50	283.50
Millennium Park		3,050.00		-
Hanging baskets	550		455.00	95.00
Planters	900		1,114.50	- 214.50
Other environmental	1,500		454.29	1,045.71
Village Environs		2,950.00		-
Lights Maintenance/repairs	4,000		3,250.00	750.00
Lights Electricity	3,500		2,018.58	1,481.42
Christmas Lights/Tree	7,000		6,819.27	180.73
Street Lighting		14,500.00		-
Lengthsman charges	2,000		1,000.00	1,000.00
Highways	500		-	500.00
Highways		2,500.00		-
Community Walks and other e	3,000		2,278.89	721.11
Neighbourhood Plan	3,000		-	3,000.00
		6,000		-
Payments: Revenue Budget	62,587	62,587.00	46,956.13	15,630.87
Capital Projects funded via Re	3,000.00	3,000.00	3,733.44	- 733.44
VAT paid	4,500	4,500	4,811.27	- 311.27
Total payments	70,087.00	70,087.00	55,500.84	14,586.16

**Barnt Green
Parish Council
Budget analysis to
31st January 2018**

*Financial year runs
from 01/04/2017 to
31/03/2018*

Extract from accounts spread-sheet for part-January and part-February 2018 payments.

Jan-18	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v175	Footpath lighting repairs, Jan 2018: inv12437		253.36	42.23	211.13
v176	Dismantling of Christmas lights: inv12438		2,478.00	413.00	2,065.00
v178	office mobile phone, Jan2018		5.00	0.83	4.17
v179	Stationery		97.94	16.32	81.62
v180/R18	VAT return	4,094.86			-
v181	office landline and broadband, Jan2018		19.99	3.33	16.66
v182	Footpath lighting maintenance contract		264.00	44.00	220.00
v183	Removal and disposal of Xmas Tree		36.00	6.00	30.00
v184	Annual Interest to 31/12/2017	284.53			-
	sub total for month	4,379.39	5,621.50	716.41	4,905.09
	total for year to date	76,973.58	55,500.84	4,811.27	50,689.57
for Februar	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v185	Grounds maintenance and verges, Jan 2018		278.89	46.48	232.41
v186	Data Protection registration		35.00	-	35.00
v187a	Electricity for footpath lighting d2d		223.12	37.18	185.94
v187b	Electricity for footpath lighting continuous		12.25	0.58	11.67
v188a	Equipment checks and litter picking: 4th 1/4		60.00	-	60.00
v188b	Equipment checks and litter picking: 4th 1/4		60.00	-	60.00
v189	Expenses Nov 2017 - 02/02/2018	-	664.10	71.89	592.21
v190	Staff pension, Jan 2018		157.03	-	157.03
v191	Staff salary, February 2018		1,051.16	-	1,051.16

NB: there is no voucher v177 (operator error).

All payments recorded are within the set budget, however members are asked to approve payment of the employee expenses invoice (voucher v189) which includes as follows:

Date	Description of purchase	Net Amount	VAT	Total
20/11/2017	Website domain renewal (2 years)	19.98	4.00	23.98
01/12/2017	2 x PVC banners for Community Walk	45.80	9.16	54.96
28/11/2017	50 x A4 flyers, Community Walk	9.27	-	9.27
27/11/2017	500 x A5 flyers, Community Walk	23.69	-	23.69
07/12/2017	100 x cable ties	4.67	0.93	5.60
14/12/2017	BG Social Club, hire of club room and buffet/tea	200.00	-	200.00
01/02/2018	All Service 4 U Ltd; locksmith to office door	254.00	50.80	304.80
02/02/2018	7 x replacement keys for office door	35.00	7.00	42.00
Receipts				-
Jan-18	Clerk's salary - difference owing due to HMRC adjustment	- 0.20		- 0.20
				-
				-
	Total	592.21	71.89	664.10

**BARNT GREEN PARISH COUNCIL
STATEMENT OF INTERNAL FINANCIAL CONTROLS**

**AGENDA ITEM
18/024 v**

<p>THE parish council's Executive Officer is employed to carry out the functions of the Proper Officer (Clerk to the Council) and is also the designated Responsible Financial Officer, as required by the Local Government Act 1972, s151.</p> <p>The Executive Officer is expected to be qualified to at least CiLCA or equivalent sector standard and is required to maintain a record of continuous professional development.</p>	
Cash Book / Bank reconciliations	<ul style="list-style-type: none"> • The cash book is kept electronically (in Excel spreadsheet format), maintained up to date from original documents (cash received, invoices, payments made including standing orders and direct debits) as they are prepared. Cheques are rarely used. • The cash book is reconciled to the bank statement at least monthly. • Reconciled accounts are prepared in advance of each Council meeting; the bank reconciliation is presented to each council meeting and minuted. • On a quarterly basis, the cash books, payments and receipts, and bank reconciliations are reviewed and approved by a member of the Parish Council nominated as internal control, regarding the underlying records (bank statements and minutes plus invoices, purchase orders etc). The visits are reported to the next meeting of the parish council and minuted. • The latest financial position and movements on the Parish Council's cash balances are reported at each council meeting and can be traced back to the expenditure approved in the previous meeting via the minutes.
<p>Financial Regulations</p> <p>The Parish Council has adopted financial regulations, based on the model version prepared by NALC. The regulations are reviewed for continued relevance and amended where necessary by the RFO with any proposed amendments subject to approval by the Parish Council.</p>	
Order/Tender controls	<ul style="list-style-type: none"> • The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work. • Official orders/letters are sent to suppliers for services which are not regular in nature.
Payment controls	<ul style="list-style-type: none"> • Depending on the nature of the supply, the RFO signs the purchase invoice to indicate that the supply has been received, that the supply has not previously been paid and that the invoice calculations are correct. • Purchase orders/emails/letters ordering the work are matched to purchase invoices where applicable. • Payments will be listed in cheque or voucher number order in the cash book. • All invoices for payment are listed on the meeting agenda, or agenda appendix, where the payment is to be minuted. • Payments made are listed in the minutes of the meeting. Original invoices are available to the Councillors. • If using cheques: <i>cheques will be signed by two councillors, who are authorised to sign as shown on the council's bank mandate.</i> • <i>The RFO maintains control of the cheque book at all times, cheques will only be issued and signed for payments approved in Council meetings. The RFO will prepare cheques but is not authorised to sign them.</i> • If using the BACS system: the RFO is authorised to set up BACS payments online but as the RFO is not an authorised signatory, does not authorise payments. • Four members of the council are authorised to approve online bank payments. They cannot set up payments, only view and authorise them. A copy of every invoice on the payments list is emailed to all authorised signatories along with the list of payments to be authorised and a copy of the council's spreadsheet for that month. • The RFO is authorised to transfer funds internally ie from one of the council's accounts to another, but not to make payments. • Every payment is identified by a sequential voucher number. This number relates to the invoice and is used to identify the transaction in the payments cashbook, and cross referenced on the bank statement in ink.

	<ul style="list-style-type: none"> • When invoices are paid by cheque, they are identified by the cheque number and referenced in the cashbook by the cheque number, as well as by the voucher number. This is cross checked with the bank statements. • When invoices are paid by BACS, they are identified by the voucher number which is cross checked with the bank statements. • The minute number of the minute authorising bank payments or cheques is detailed on each invoice.
<p>Legal Powers In June 2015 Barnt Green Parish Council adopted the General Power of Competence which is the power of first resort and allows any eligible council to do anything that an individual might do as long as other legislation does not forbid it.</p>	
<p>Local Government Act 1972, s137 Having adopted the General Power of Competence, there is no requirement to record payments made via the Local Government Act 1972, s137.</p>	
VAT repayment claims	<ul style="list-style-type: none"> • RFO ensures compliance with VAT notice 749 • RFO ensures that all invoices are addressed to the Parish Council. • RFO ensures that proper VAT invoices are received where VAT is payable. • RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year and submits a claim for repayment bi-annually.
Income controls	<ul style="list-style-type: none"> • RFO ensures that amount of the precept received is in accordance with the precept request sent to the District Council. • RFO ensures that the precept instalments are received when due. • RFO ensures that other receipts (deposit interest, allotment and land rents) are received when due and correctly calculated. • Individually numbered receipts are issued for cash received and a copy kept. • Receipts are recorded on the cash book / spreadsheet when received. • Income is banked promptly.
<p>Financial reporting A Budget control sheet, comparing actual receipts and payments to the budget and the previous year is prepared on a quarterly basis, presented to the relevant Parish Council meeting and minuted.</p>	
Budgetary controls	<ul style="list-style-type: none"> • The budget is approved by the Parish Council before the end of the financial year preceding the year to which it relates. • The precept amount is identified following approval of the budget; the precept demand is issued to the billing authority by the date stipulated by the billing authority and in any case before 28th (or 29th) February at the latest.
Payroll controls	<ul style="list-style-type: none"> • The Executive Officer is an employee and, as the RFO, has registered the Council with HMRC online. The Council, via RFO, is responsible for reporting PAYE & NI monthly, using the HMRC Basic Tools app, submitting Real Time Information. The RFO retains evidence that this has been done. • The Executive Officer's salary is set by the Council and a minute is prepared to show the agreed salary. • The salary is paid on the last day of each month by standing order. • The RFO acts for the Parish Council regarding Pension duties and works with the member appointed as the employer's contact. • The RFO submits monthly information to the Pension Provider and authorises monthly payment by direct debit; a record of each payment is retained and listed on the relevant payment report to the council.
Office and employee expenses	<ul style="list-style-type: none"> • The Executive Officer submits an invoice for reimbursement of any monies owing by way of an expense account, in advance of each relevant meeting. • Expenses are paid by BACS and the expense sheet treated as an invoice for accounting purposes.
Asset Control	<ul style="list-style-type: none"> • The RFO maintains a full asset register. • The existence and condition of assets is checked on a six-monthly basis by a member of the Parish Council. • The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal.

Date approved:

Date of next review:

Risk review log for the year ending 31 March 2018

Item	How often	Last reviewed	Comments / actions
Parish Council Insurance			
Public Liability	Annual	May 2017	£10m any one event
Employers' Liability	Annual	May 2017	£10m any one event inclusive of costs
Officials' & trustees' indemnity	Annual	May 2017	£500,000
Property and Contents	Annual	May 2017	As policy
Property business interruption	Annual	May 2017	£10,000
Personal accident	Annual	May 2017	£100,000
Internet and Email	Annual	May 2017	£50,000
Crisis Containment	Annual	May 2017	£25,000
Business travel	Annual	May 2017	As policy
Ad hoc event insurance	Ongoing		Executive Officer arranges as required
Millennium Park			
Inspection of equipment by (RoSPA) qualified inspector	Annually	March 2017	RoSPA
Inspection by local inspector	Weekly	April 2017	Wendy Tricklebank
Review of fencing, planting and other peripheral matters	Annually	Sept 2017	Informal: Cllrs prior to Community Walk
Inspection of trees	Annually		Ongoing during yearly maintenance contract
Review of litter and dog waste collection services	Annually	Oct 2017	Meeting with Bromsgrove DC manager, Matt Austin
Litter picking risk assessment	Annually		Executive Officer and Wendy Tricklebank
BG Playing field			
Inspection of equipment	Annually	March 2017	RoSPA
Inspection of goal posts	Ad hoc		Informal visual inspection by Cllrs
Inspection of trees	Annually	Aug 2017	Wade Muggleton, WCC
Review of litter and dog waste collection services	Annually	Oct 2017	Meeting with Bromsgrove DC manager, Matt Austin
Hewell Road			
Bus Shelter	Ad hoc	Ongoing	Informal visual inspections
Defibrillator	Weekly		Carried out by litter picker and reported
Planters	Ad hoc	Ongoing	Informal visual inspections
Notice boards	Ad hoc	Ongoing	Informal visual inspections
Bench seats, various sites	Ad hoc	Ongoing	Informal visual inspections
Footway Lighting			
Review structural integrity and safety of lighting columns	Ongoing		GJH Electrical Services 5 year review by Prysmium in Nov 2013
Review adequacy of lighting	Ongoing	April 2018	For discussion at Annual Parish Meeting 2018
Financial Matters			
Review banking arrangements	Annually	ongoing	Parish Council to add 4 th signatory to UTB
Review of insurance providers	Annually	May 2017	Parish Council – went to tender
VAT returns submitted	Bi-annual	Jan 2018	Executive Officer
Budget agreed and monitored	Quarterly	Jan 2018	Reports to Parish Council
Precept requested	Annually	Jan 2018	Parish Council
Review of book-keeping	Quarterly	Jan 2018	Alternating member reports to PC
Review of payments procedure	Annually		Parish Council & Finance Working Group
Review of bank reconciliations	Monthly		At each Parish Council meeting
Clerk's salary reviewed	Annually	Jan 2018	Parish Council following staff appraisal
Chair and Member allowances	Annually	Feb 2017	Advised following BDC Panel recommendation
Independent Internal audit	Annually	Aug 2017	Parish Council meeting
External audit	Annually		Externally appointed; Annual Return approved by Council and EA's comments reported.

Item	How often	Last reviewed	Comments / actions
Record Keeping			
Minutes properly recorded	On-going		Parish Council approval, signed by Chairman
Asset register maintained	On-going		Audit requirement
Financial Regulations reviewed, updated and applied	On-going	May 2017	Annual Parish Council Meeting
Standing Orders reviewed, updated and applied	Annual	May 2017	Annual Parish Council Meeting
Back-ups taken of computerised records	Weekly		Backed up to separate hard-drive weekly and to OwnCloud periodically
Review of storage arrangements for minutes	Annually	Jan 2018	Executive Officer – office-based records; after 5 years deposited at County Archive
Mail addressed to Councillors	Daily		Exec Officer to open all mail delivered to office
Employees and Contractors			
Contract of employment	Annually	Jan 2018	Staff Appraisal
Contractors' indemnity insurance	Annually		Current contractors are asked to provide on an annual basis as each is renewed.
Written arrangements with contractors	Annually 5-years		J Bishop, GJH Electrical, N Hosking Bromsgrove DC (Lengthsman) 2019
Lengthsman competence	Annual		Check working as per WCC requirements
Litter picker arrangements	Ongoing		Volunteer paid £480pa to collect litter in village and for visual inspection of play equipment.
Preparation for position of OPC		Feb 2018	
Office risk assessment	Annually	Jan 2018	Executive Officer
PAT Testing	Annually		Not required
Cleaner's risk Assessment	Annually		Not required
Lease of office	5-year	Apr 2015	Start review Apr 2019
Volunteer appraisal	As req'd		Volunteers deliver the newsletter; pick litter – all to be provided with contact details and introductions. D of E volunteers to provide weekly updates.
Members' Responsibilities			
Adoption of Code of Conduct	On-going		Parish Council – revised version for May 2015
Review and update of Register of Members' Interests	On-going		Members are reminded of this on each agenda
Register of Gifts and Hospitality	On-going		Councillors
Awareness of Equalities requirements; Health & Safety	Ongoing		Executive Officer arranges risk assessments for individual activities; policies adopted as appropriate
Information and training on new and existing regulations	On-going		Executive Officer is CiLCA qualified Councillors attend District CALC Councillors attend appropriate topic briefings
Legal Compliance			
Policy Reviews	On going		CALC updates checked; Regular check of review calendar
Publication Scheme	Annual	Jan 2018	Update as required
Local Council Award Scheme	Annual		Review requirements to ensure keeping up to date
Website	Ongoing		Ensure legal compliance and that required information is available eg Publication Scheme

**Notes on the Barnt Green Parish Councillors' meeting with Cheryl Welsh, Centres Manager
Held Wednesday 31st January 2018, 4pm at 80 Hewell Road**

Members Present:	Cllrs R Cholmondeley, C Hotham, R Briggs, J Jellie, P Perry, S Whitehand
In attendance:	Cheryl Welsh, Centres Manager Gill Lungley, Executive Officer
Reason for meeting:	a) Feedback on Christmas lights-on 2017 b) Plans for Christmas 2018 c) Plans for summer event 2018 d) Plans for other events during 2018 e) Social Media training

ACTIONS

a) Feedback on Christmas lights-on 2017	<ul style="list-style-type: none"> Feedback has been mostly positive Some residents thought there was too much waiting around between the start of the event and the eventual switch on of main lights. It would be better to condense the event to 1 hour or 1½ hours. It might have been better to have closed the road, to allow free pedestrian roaming. Positive feedback regarding the Church's involvement (angels, shepherds, kings, Mary and Joseph mingled with the crowd) 	
b) Plans for Christmas 2018	<ul style="list-style-type: none"> Investigate if it would be possible to put Christmas lights on the large (oak) tree in Millennium Park; with multi-coloured lighting. (Remove evergreen tree on corner of Hewell Rd / Sandhills Rd) 	Meet with GJH
	<ul style="list-style-type: none"> Date of event would be Saturday 1st December 2018. 	Add to calendar
	<ul style="list-style-type: none"> For new style of 'detail' light, investigate if possible to put lights in the shape of trains along Station Approach. Would West Midlands Trains support / fund? 	GL contact WMT and Blachere lighting
	<ul style="list-style-type: none"> Investigate road closure costs. Closing the road would mean more activities can take place in the Park 	GL contact Catshill PC & Highways
	<ul style="list-style-type: none"> Notify the BG churches and the school to prepare for the event 	GL
	<ul style="list-style-type: none"> Ask Ray Yarnell to attend as Father Christmas 	GL
	<ul style="list-style-type: none"> Ask the Town Crier to attend 	CW
c) Plans for summer event 2018	<ul style="list-style-type: none"> This year to support a music or busking event (consider for next year something food-related and start planning in July 2018) 	ALL GL

	<ul style="list-style-type: none"> This year's date to be either Saturday 30th June or 7th July. CW to confirm the date with Artrix 	CW
	<ul style="list-style-type: none"> Discuss at Village Team meeting on 15th March 	ALL
	<ul style="list-style-type: none"> 'Refill' campaign discussed. Could BG have free water availability in the village? (See https://www.refill.org.uk/) 	ALL
d) Plans for other events during 2018	<ul style="list-style-type: none"> Annual Fun Run on Sunday 18th March to tie in with Sport Relief 'Billion Steps Challenge week' 17 – 23 March. The event to be supported by BGPC, organised by BG Chuggers 	GL
	<ul style="list-style-type: none"> Annual Community Walk to be held Saturday 22nd September (hoping to be able to include the new footbridge via fp 500) 	PPW
	<ul style="list-style-type: none"> To possibly include a treasure hunt this year if the footbridge is not ready, otherwise to consider for next year. 	RC
	<ul style="list-style-type: none"> The usual pig roast, drinks and music to be arranged 	GL
	<ul style="list-style-type: none"> Wassail Walk 27th December 2018. 	PPW, GL
e) Social Media training	<ul style="list-style-type: none"> Bromsgrove businesses are being offered the opportunity to advertise on the Better Bromsgrove website which involves access to social media. BDC are now offering similar support to the district's parish councils. 	
	<ul style="list-style-type: none"> Support will be to improve the parish council's digital footprint via Facebook. 	
	<ul style="list-style-type: none"> BDC will provide as much or as little help and training as is required. The publicity officer will be invited to talk to members. 	GL
This meeting ended at 5.10pm		

**Minutes of the Planning Committee meeting held on
Wednesday 31st January 2018, at 6pm at 80 Hewell Road, Barnt Green**

Cllrs Present: Cllrs - S Whitehand (Chairman), R Briggs, R Cholmondeley, P Perry

In attendance: Executive Officer, Gill Lungley

DRAFT

PI18/01	Apologies Cllr J Jagger.		
PI18/02	Declarations of Interest a) The requirement to keep the Register of Interests updated was noted. b) No Disclosable nor Other Disclosable Interests were declared		
PI18/03	Dispensation requests There were no dispensation requests to consider.		
Public Question Time Not required			
PI18/04	Approval of previous minutes The minutes of the meeting held 07/08/2017 were agreed correct and signed by the Chairman.		
PI18/05	Planning Consultations		
a)	a) The parish council had been consulted on the following plan:		
	BDC ref	P Log	Address
	18/00033	085	33 Fiery Hill Road
	Proposal Removal of condition 3 (Traffic Regulation Order) attached to application 16/0796 [BGPC log no 038]		
<p>PC comment: When consulted on application 16/0796, the Parish Council recommended refusal, the comment at that time was:</p> <p><i>There is no objection to a new drive on the site, however with regard to the proposed crossover, due to the nearby railway station Fiery Hill Road is popularly used for commuter car parking. The installation of a dropped kerb and pavement crossover here will reduce the number of car parking spaces available thereby moving car parking to a different site further away from the station. The parish council would recommend refusal for the reason that the proposal will reduce the sustainability of the railway station (if people can't park nearby then they will not use the station).</i></p> <p><i>With regard to the removal of the hedge, this site is in the Barnt Green conservation area and the removal of the hedge would be detrimental to the area's character.</i></p> <p><i>There are concerns about the visibility splay – there will be cars parked on either side of the proposed access (commuter parking). It will be difficult to manoeuvre on entrance and egress due to the narrowness of the road at this point and it will be dangerous due to (1) the proposed new access being closer to the Hewell Lane junction than the existing access and (2) the downhill speeds of motorists using this road.</i></p> <p>WE now note that the decision regarding 16/0796 was to grant permission subject to conditions, one of which states there must be a suitable visibility splay and we appreciate that from a safety point of view then there should be a significant splay provided to ensure safety of access.</p> <p>We note the traffic speed data was gathered over a period of three days during the week; it is notable that there is no weekend data. This is significant because parking at this site is attributable to commuters using the railway station; it is therefore more likely that cars will be</p>			

	<p>parked at this site on weekdays, causing a significant reduction to traffic speeds. On the days when there are no parked cars, the traffic speeds will increase.</p> <p>NB The driveway opens directly onto the downward lane of the hill of Fiery Hill Road at a point where, if unrestricted, traffic is still gathering speed having already travelled 0.3km downhill.</p> <p>It seems likely that the extent of the splay required for the TRO will mean that no cars will be able to park on the road here. If no cars are parked here then the speed of traffic will increase; data gathering over a period when no cars are parked here (all other variables being the same) would support this assertion.</p> <p>Despite our earlier comments, the fact is that permission has now been granted. In the light of which the parish council would state as follows:</p> <p>For safety reasons regarding the applicant's use of the access, the parish council would not want Condition 3 to be removed entirely but think the 43m requirement is excessive. For the benefit of the wider community's road safety then some on-road parking should be allowed to continue to ensure passing traffic is deterred from exceeding the speed limit and to contribute to slowing the traffic. The parish council would therefore support a reduction in the splay requirement to 20m max.</p>
b)	Decisions made by the Planning Authority: see attached.
c)	<p>Note Bromsgrove DC's consultation opportunity on the High-Quality Design Supplementary Planning Document.</p> <p>Members agreed to review this document by 12/02/2018 in advance of the next Parish Council meeting.</p>
P118/06	<p>Date of next meeting</p> <p>The date, time and venue of the next meeting to be decided.</p>

The meeting closed at 18:26hrs.

Signed: _____
Chairman

Date: _____

Decisions made by Bromsgrove District Council on applications during 2017.

BGPC log	BDC Ref	Address	Status
059	17/0026	45 Fiery Hill Road Barnt Green B45 8JZ	Application Granted
068	17/00540/ADV	Retail Unit 30 Hewell Road Barnt Green Birmingham Worcestershire B45 8NE	Application Granted
069	17/00539/FUL	4 Hewell Lane Barnt Green Birmingham Worcestershire B45 8NZ	Application Granted
070	17/00636/FUL	6A Cherry Hill Road Barnt Green Birmingham Worcestershire B45 8LH	Application Granted
071	17/00678/FUL	Retail Unit 30 Hewell Road Barnt Green Birmingham Worcestershire B45 8NE	Application Granted
072	17/00756/8FUL	17 Oakdene Drive Barnt Green Birmingham Worcestershire B45 8LQ	Application Granted
073	17/00758/FUL	57 Bittell Road Barnt Green Birmingham Worcestershire B45 8LX	Application Granted
074	17/00537/FUL	11 Blackwell Road Barnt Green Birmingham Worcestershire B45 8BT	Application Granted
075	17/00826/FUL	3 Sandhills Road Barnt Green Birmingham Worcestershire B45 8NP	Application Granted
076	17/00631/FUL	Land Adjacent Gaunts Cottage Sandhills Green Barnt Green Worcestershire	Application Refused
077	17/00825/FUL	51 Orchard Croft Barnt Green Birmingham Worcestershire B45 8NJ	Application Granted
078	17/00859/FUL	40 Hewell Road Barnt Green Birmingham Worcestershire B45 8NF	Application Granted
079	17//830/FUL	34 Bittell Road Barnt Green Birmingham Worcestershire B45 8LY	Application Granted
080	17/01034/FUL	Flat 33A Fiery Hill Road Barnt Green Birmingham Worcestershire B45 8LE	Application Refused
081	17/01204/FUL	77 Bittell Road Barnt Green Birmingham Worcestershire B45 8LX	Application Granted
082	17/01199/FUL	11 Cherry Hill Avenue Barnt Green Birmingham Worcestershire B45 8LA	Awaiting decision
083	17/01347/FUL	10 Cherry Hill Road Barnt Green Birmingham Worcestershire B45 8LJ	Pending Consideration
084	17/01395/FUL	30A Hewell Road Barnt Green Birmingham Worcestershire B45 8NE	Application Granted
085	18/00033/FUL	33 Fiery Hill Road Barnt Green Birmingham Worcestershire B45 8LE	Pending Consideration

Notes of Meeting held on Monday 12 February 2018 - Improvements to Barnt Green Station

Present

- Richard Brooks (RB) – West Midland Rail
- Robert Cholmondeley (RC) – Barnt Green Parish Council
- Charlie Hotham (CH) – Barnt Green Parish Council & Bromsgrove District Council
- Phil Perry (PP) - Barnt Green Parish Council

1. The following was noted:

Completion of Electrification - With the delayed Network Rail works, the Bromsgrove electrified service will not start in May 2018. Depending on progress, it may be possible to bring in an interim change before December 2018, subject to testing and WMR training its drivers.

Lighting - The planned improvements to the lighting and platform surface at the southern end of Platform 1 need to be completed by Network Rail before electric trains start running from Bromsgrove.

2. RB agreed to investigate the following requests and to revert to the Parish Council on progress:

Electronic Train Information Boards - There are 2 train information boards: (i) the full list of trains on Platform 4; and (ii) one listing the next 3 trains between Platforms 2 and 3. Customers, on approaching Platform 1, need to know to which platform they should head for the next train to Birmingham and a screen, like that on Platform 4, is sought for Platform 1.

Ticket Machines - There is only 1 ticket machine which is on Platform 3. With 1 additional train per hour from Platform 1 to Birmingham, a 2nd machine is sought here. WMT plans 200 new machines across the franchise, each costing £30K. The machine on Platform 3 could be moved back to the area next to the shelter between Platforms 2&3, but it would require an awning to provide shelter from the rain.

Shelters and Seating - Shelters and seating could be better sited, notwithstanding the new shelters on Platforms 2&3. There is no seating other than in the shelters. The narrow constraints of Platform 2 were noted and agreed. Additional shelters are sought on Platform 3 (to spread the customer boarding more evenly) plus on Platform 4 alongside where a 3 coach train stops. Bench style seating with about 6 spaces on each is requested for Platforms 1, 3 and 4.

Car Park – It is close to capacity on weekdays and fines have been imposed on those parking in the middle where there are no marked spaces. A redesign of the spaces is sought. Rail replacements buses leave outside Platform 1 as signposted, but the requirements of emergency services also need to be checked.

Station Approach - There are high kerbs next to the entrance to the BT office. They should be dropped kerbs. The road is not adopted by Worcestershire CC and it was not known whether the road is covered by the lease to WMR.

New Access to Platform 3 - There is a possibility of using Barnt Green Social Club's 40-50 space car park to supplement parking for station use. To be viable, steps would be needed from Hewell Lane to the southern end of Platform 3. The request is whether this is feasible in principle. There would be highway considerations too.

Platform 1 Notices – They were not moved when the footbridge was built so they are in an enclosed area. They need moving so they are visible on Platform 1 or Fiery Hill Road.

Cycle Racks - There are cycle racks at Platform 4 only. Bicycles of those approaching from Fiery Hill Road are chained to the safety barriers on Platform 1. A cycle rack is needed on Platform 1, preferably under the cover of the footbridge if the lift design allows.

Disabled Access Using Platform 4 to Birmingham - A disabled Barnt Green resident has suggested to the Parish Council that until lifts are installed, 4 trains per day at, say 10.00, 12.00, 14.00 and 16.00 could depart to Birmingham from Platform 4 rather than Platform 3. Is this feasible?

Signage to Lickey Hills - With the Lickey Hills Country Park opposite Platform 1, signage to encourage rail and walk activities was sought.

Piping Platform 1 - Is this water? If so, PP may be willing to care for some planting at the station.

3. Points to be taken forward by the Parish Council

Christmas Lights on Station Approach - There are 2 lamp posts in Station Approach to which train related Christmas lights could be attached. Could this be funded by WMR with publicity by the Parish Council? The preferred approach would be some contribution from the local community, such as the shops to which WMR would be willing to contribute. Barnt Green retailer advertising would be possible for Barnt Green retailers to advertise on the station. The proposal will be added to the agenda of a meeting with Barnt Green retailers.

RC 13.02.18



Members are asked to support the re-opening of the footpath to allow free passage through the tunnel under the railway line between Cofton and Barnt Green.

On the map above, the grey line running north/south is the railway line; the patch of bare earth is the site of new building between Groveley Lane and Cofton Church Lane. The path is shown as a series of 'x's' to the north-west of the Barnt Green parish boundary (shown as a red line). The parish council's western boundary shown here runs alongside the driveway from Cofton Church Lane to Barnt Green Sailing Club.

From Droitwich Advertiser, 01/02/2018

Fire service launches 'No Way Thru' campaign to urge drivers to think about where they park



HEREFORD and Worcester Fire and Rescue Service, backed by West Mercia Police, is reminding drivers to be mindful of where they park on narrow roads as it could prevent fire engines and other blue light vehicles from gaining access in an emergency.

Fire officers will be distributing leaflets branded 'No Way Thru' to warn people about the stark realities of inconsiderate parking, and provide some parking tips to enable emergency service vehicles access.

They say when parking please:

- Park close to the kerb
- Fold in wing mirrors
- In narrow streets only park on one side of the road (where possible)
- Obey the Highway Code and road markings such as yellow lines and box junctions
- Do not park too close to corners or traffic calming measures

Assistant Chief Fire Officer John Hodges said: "We are urging people to think before they park, emergency vehicles need more space than an average car. Inconsiderate parking can obstruct emergency vehicles and cause delays.

"If you would struggle to fit a car or van through parked cars it is very unlikely a fire engine and other emergency access vehicles will get through. Please think about how and where you park. Every second counts when someone needs our help."

Assistant Chief Constable Martin Evans from West Mercia Police added: "When our officers are responding to an emergency, every second counts. Anything that slows us down can have a real impact.

"I would urge everyone to be aware of the need for emergency vehicles to get past when they park and to make sure they leave enough room for us to get through safely."

Barnt Green Parish Council Child Protection Policy

1. Definitions

Where the following terms are used in this policy they shall have the meaning indicated below:

child(ren)	anyone under the age of 18 years;
Council	Barnt Green Parish Council
Council Representatives	employees, councillors, volunteers representing Barnt Green Parish Council.

2. Introduction

The Council believes that children have the right to have fun and be safe in the services and activities provided for them.

3. Child Protection Statement

The Council is committed to ensuring that children are protected and kept safe from harm whilst engaged in services and activities organised and provided by the Council and accepts the moral and legal responsibilities associated with this.

The policy affects all Council Representatives.

4. The Council aims to do this by:

- (i) making Council Representatives aware of their statutory “duty of care” relating to children and encouraging good practice;
- (ii) creating safe and healthy environments for its services and activities;
- (iii) responding appropriately to any allegations;
- (iv) requiring Council Representatives to abide by this policy;
- (v) appointing a Child Protection Officer.

5. Child Protection Officer

The Council’s Child Protection Officer is Councillor Charles Hotham.

The role of the Child Protection Officer is to:

- (i) ensure that procedures are in place to enable the Council’s aims to be met;
- (ii) initiate appropriate action should any allegation of improper conduct be made.

6. Use of Contractors

Contractors, engaged by the Council in areas where workers are likely to come into contact with children and young people, should have a similarly robust Child Protection Policy, or failing this, must comply with the terms of this policy.

Contractors will be monitored by the Council’s Executive Officer.

7. Procedures

It is important that Council Representatives are aware that the first person that has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred.

Although it is not the place of any Council Representative to investigate allegations, Council Representatives do have a duty of care to children which means they must report any suspicions they may have.

In general there are 3 situations that may require Council Representatives to respond to a concern or case of alleged or suspected abuse:

- responding to a child disclosing abuse;
- responding to allegations or concerns about a Council Representative based on personal observation or due to a complaint.
- responding to allegations or concerns about any other person.

In the event that a child discloses abuse follow the following guidelines:

1. record immediately, in writing, all the details that you are aware of, what was said using the child or young person's own words. In your record you should include the following
 - a) the date and time
 - b) the child or young person's name, address and date of birth
 - c) the nature of the allegation
 - d) your observations – a description of the child or young person's behaviour, physical and emotional state and any visible injuries.
 - e) exactly what the child or young person said and what you said. Record the child or young person's account of what has happened as closely as possible.
 - f) sign and date what you have recorded.
2. do not ask questions, other than the child's name, address and date of birth.
3. reassure the child or young person that they have done the right thing in telling you.
4. contact local Social Services or the Police without delay and follow their guidance.

In the case of an emergency, where a child is in danger, phone 999 immediately.

Every effort should be made to ensure that confidentiality is maintained as any breach of confidentiality could be damaging to the child, their family, those who are the subject of allegations and any child protection investigations that may follow.

Recorded information should be handed over to Social Services or the Police and any copies stored in a secure place with limited access in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Council Representatives should not inform the child's parents or guardians. This will be done by Social Services.

Council Representatives should make no comment to the public or media.

8. Photography

Council Representatives should be vigilant at all times regarding people using cameras or videos at events or activities which involve children on Council property or when engaged in Council activities.

Consent must be sought from a parent or guardian prior to recording a recognizable child's image.

Unsupervised access to children or one to one photographic sessions is not permitted.

Children's names should not be used in photographs or video footage, unless with the express permission of the child's parent or guardian.

9. Sources of Information.

Barnt Green Parish Council
Child Protection Officer
Councillor Charles Hotham
26 Blackwell Road
Barnt Green
B45 8BU
0121 445 2930

ChildLine
Free helpline for children and young people in the UK. Children and young people can call to talk about any problem
www.childline.org.uk
0800 1111

NSPCC
Information for children and adults
www.nspcc.org.uk/html/home/needadvice/needadvice.htm
0808 800 5000

Samaritans
www.samaritans.org
116 123

Adopted by the Parish Council on 24 February 2014
Reviewed 3 February 2016
Review date February 2018

Date:

Signed.....
Chairman, Barnt Green Parish Council

Barnt Green Parish Council Training Policy

Barnt Green Parish Council is a statutory body working within the local government context and subject to legal procedures, rules and regulations.

The Parish Council recognises the value of appropriately trained members and is committed to ensuring each member is provided with the opportunity to access training to meet their specific needs.

The Parish Council also recognises the value of appropriately trained staff and is committed to ensuring each staff member is provided with the opportunity to access training to meet their specific needs.

To achieve these goals will require the following actions:

1. All new members are expected to receive induction training from the Executive Officer within the first twelve weeks of office. Induction Training will take the form of:
 - ensuring familiarisation with the council’s procedures as contained in Standing Orders and Financial Regulations;
 - familiarisation with the council’s website and content which includes all policies and information identified in the council’s Publication Scheme.
2. All administration staff are required to achieve the level of qualification as appropriate to their position and as required in their employment contract. The Executive Officer will be expected to acquire the CiLCA qualification, or similar sector-appropriate qualification, as a minimum and to achieve at least 12 Continuous Professional Development points each year.
3. Each parish council member will be asked to identify their training needs annually and notify the Chairman.
4. Parish Council members and staff will notify the Chairman of any specific training courses being offered that would support their training needs.
5. The Chairman, in consultation with the Executive Officer, will carry out a periodic training audit of members to ensure the identified needs are met.
6. An annual budget will be allocated with sufficient funds to provide training support for members and staff; attendance on training courses will require prior approval from the parish council.
7. The Parish Council will pay the annual subscription to both the National Association of Local Councils (which incorporates the Worcestershire County Association of Local Councils) and to the Society of Local Council Clerks to enable members and staff to take advantage of the advice, training and support offered.
8. The Parish Council will monitor the effectiveness of training on a biennial basis and revise this policy accordingly.

Agreed by Barnt Green Parish Council: [date].....

Signed
Chairman, Barnt Green Parish Council

Next review February 2020

Barnt Green Parish Council Lone Working Policy

1. Introduction

- 1.1. Barnt Green Parish Council recognises that staff are required to work by themselves in the community without close or direct supervision, sometimes in isolated work areas or out of office hours.
- 1.2. Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 Barnt Green Parish Council has a legal obligation to look after the health, safety and welfare of their employees and contractors. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

2. Scope of the Policy

2.1. This policy applies to all situations involving lone working arising in connection with the duties and activities of Barnt Green Parish Council staff.

2.2. Lone workers include:

Those working at their main place of work where:

- Only one person is working on the premises
- People work separately from each other, eg in different locations.
- People working outside normal office hours

Those working away from their fixed base where:

- One worker is visiting another premises or meeting venue;
- One worker is making a home visit to an individual;
- One worker is working from their own home.

3. Aims of the Policy

The aim of the policy is to:

- Increase employee awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- Ensure that appropriate training is available so that employees are able to recognise risk and to provide practical advice of safety when working alone.
- Encourage full reporting and recording of any incidents relating to lone working.
- Reduce the number of incidents and injuries to staff related to lone working.

4. Responsibilities

4.1. Barnt Green Parish Council is responsible for:

- Ensuring there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy into practice.
- Ensuring there are arrangements for monitoring incidents linked to lone working and that the effectiveness of the policy is regularly reviewed.
- Ensuring all employees are aware of this policy
- Ensuring risk assessments are carried out and reviewed regularly, putting procedures and safe systems into practice which are designed to eliminate or reduce risks associated with working alone.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- Ensuring appropriate support and equipment is given to staff involved in any incident.

4.2. Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions.
- Following guidance and procedures designed for safe working.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Taking part in any training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

5. Guidance for Risk Assessment of Lone Working

- Is the person fit and suitable to work alone?
- Are there adequate channels of communication?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Travelling to site or meetings - what procedures are in place? Is the equipment safe for individual use?

6. Good Practice for Lone Workers

- 6.1. During work hours, all staff leaving the workplace (or home) should leave the details of where they are going and their estimated time of arrival back with another party.
- 6.2. If, during the trip away, any plans change significantly this should be communicated back to the other party.
- 6.3. When meeting with contractors, arrangements must be made to meet in a public place and not in their home.
- 6.4. If a visit is being made to a member of the public in their home a Councillor must be informed of the visit and the approximate times.
- 6.5. Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries with them.
- 6.6. Lone workers should have a mobile phone and other personal safety equipment where this is necessary.
- 6.7. All incidents must be reported to the Council. Employees / Members should ensure that all incidents, where they feel threatened or unsafe, are reported. This includes incidents of verbal abuse. If emergency assistance is required whilst out and about all employees should dial 999.
- 6.8. A Member of Staff is at liberty to refuse to meet with a Council Member, Contractor, Member of the Public alone, if they feel threatened or feel it would be inappropriate.
- 6.9. The Executive Officer's main place of work is the Parish Council office; under no circumstances, would Councillors or Members of the Public be expected to attend the Executive Officer's private residence.

Approved at Barnt Green Parish Council meeting: (date).....

Signed:.....
Chairman

January 2018 – Review Date January 2020