

# BARNT GREEN PARISH COUNCIL

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## Notice of Meeting

The next parish council meeting will be held on **Monday 16<sup>th</sup> April 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 18/051a 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 to any comments made at this time.

**Prior to the start of the meeting a presentation is to be made to Mrs Wendy Tricklebank following retirement from her role as caretaker for the village play equipment and local environs.**

### Meeting Agenda

- 18/048 Apologies**  
To receive apologies from absent members and record the reason for absence.
- 18/049 Declarations of Interest:** Councillors are reminded that 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) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.
- 18/050 To consider any dispensations**  
Written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011, s33) must be with the Executive Officer before the meeting starts
- 18/051 Adjournment of meeting to hear from:**
- a) **Members of the Public**
  - b) **Supporting organisations**, eg Safer Neighbourhood Team, Footpath Warden
  - c) **Worcestershire County Councillor** – Peter McDonald (Beacon division)
  - d) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)
- 18/052 Resumption of meeting to adopt previous minutes**  
To approve adoption of the minutes of the parish council meeting held 19/03/2018 (pp 4 - 8)
- 18/053 Chairman's Report**  
The Chairman will provide a report.
- 18/054 Executive Officer's Report**  
To be advised of any decisions taken under delegated powers since the last meeting and receive updates to ongoing matters and a list of office communications since the last council meeting; report on pp9 - 10
- 18/055 Finance**
- (i) To note the current financial position and bills for payment pp10 - 11
  - (ii) To be advised of any expenditure decisions taken by Executive Officer, to be notified.

- (iii) To receive and agree the final accounts for the financial year to 31/03/2018 which were forwarded to the independent Internal Auditor and agreed; see pp 11 - 12. These figures will be used in Section 2 of the Annual Governance and Accountability Return (AGAR) forwarded to the external auditor PKF Littlejohn. NB Section 1 relates to the Annual Governance Statement.
- (iv) To note receipt of the final independent Internal Audit 2017/18 report (circulated with agenda for meeting held 19/03/2018) and agree for the Finance Working Party to progress the suggested actions relating to:
  - The appropriateness of the council's Financial Regulations
  - Adoption of a Risk Management Policy
  - Review asset register valuations v insurance values
  - Request to Building Society for quarterly/ half-yearly a/c statements
- (v) To note the Annual Governance and Accountability Return sections 1 and 2 will be presented to the parish council meeting on 21<sup>st</sup> May for approval, with a view to setting the Annual Audit 30-working-day period from 4<sup>th</sup> June to 13<sup>th</sup> July 2018. The external auditors (PKF Littlejohn) require all paperwork by 11<sup>th</sup> June 2018.
- (vi) To consider costs associated with holding Village Team meetings at Café Morso and whether to reimburse same. It has been suggested that consideration be given to the host of the Village Team meetings to cover staff costs.

**18/056 Committee, Working Party and Members' reports on meetings attended**

- a) Planning Committee met 04/04/2018; draft minutes attached, p13.
- b) Meeting with Network Rail 05/04/2018: Cllrs R Cholmondeley, C Hotham, P Perry regarding lifts at Barnt Green Station. Draft minutes attached, p14

**18/057 Events**

- a) Barnt Green Annual Fun Run – rearranged to Sunday 24<sup>th</sup> June
- 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

**18/058 Environment & Community Wellbeing**

- a) Newly appointed Outdoor Parish Caretaker is now in post.
- b) To consider the purchase of green (parish) bins for grit for use in bad weather following requests from resident at Twatling Road/Cherry Hill Road, and at corner Hewell Road with Sandhills Lane. See report attached pp15 - 18
- c) To receive the report from Rachel Banner who attended the Pollinators Conference on 27/03/2018, on behalf of BGPC (separate report circulated).

**18/059 Planning**

- a) To consider any notifications received including:

18/00165 / log no 091	Grosvenor House, Aqueduct Lane B48 7BS
Proposed 2 storey rear extension to form 6 No. new bedrooms.	

The plans for the above application were received too late for inclusion at the planning committee meeting held 04/04/2018 but were discussed in advance of this meeting. The associated documents to the application have already been circulated to member for comment at this meeting.

- b) To note changes are being proposed to the national planning policy; including the undertaking to “build the homes the country needs while maintaining strong protection for the Green Belt.”

From the WorcsCALC update 2018/9, copy of joint Royal Town Planning Institute and Ministry of Housing, Communities and Local Government launch of consultation of revised National Planning Policy Framework, with keynote speech by Rt. Hon. Theresa May, MP, Prime Minister and Rt. Hon. Sajid Javid MP, Secretary of State for Housing, Communities and Local Government.

Included in the list of proposed changes is:

**“Protecting the Green Belt remains sacrosanct, only in exceptional circumstances should there be releases. Brown Field before Green Belt”**

The consultation closes on 10/05/2018.

Members may wish to respond to the Consultation, in which case members will need to agree to delegate this to the Planning Committee.

**18/060 Administration, Governance and Consultations**

**a)** To review the Complaints Procedure: proposed policy attached, pp19 - 21

**b)** To consider the council’s response to the Police and Crime Commissioner’s survey of parish councils, pp22 - 25.

**18/061 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) Annual Parish Meeting Thursday 26<sup>th</sup> April 2018 (subjects to include LED lighting, Community Bus, Outdoor Gym Equipment, Greater Birmingham Housing Market Area) at Friends Meeting House, Sandhills Road B45 8NR

**18/062 Date and Venue of Next Meeting**

Next meeting will be the Annual Parish Council Meeting, Monday 21<sup>st</sup> May 2018, 7pm at Barnt Green First School



Gill Lungley  
Executive Officer  
10/04/2018

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

**Minutes of the Parish Council meeting  
held at St Andrews C of E First School, Barnt Green  
on Monday 19<sup>th</sup> March 2018 at 7.00pm**

**DRAFT**

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

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

**In attendance:** Two members of the public (including a representative of The Village) Executive Officer, Gill Lungley

**18/033 Apologies**

Apologies were noted from Cllrs J Jagger and S Whitehand.

**18/034 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 and does not amount to pre-determination.

**18/035 Consideration of dispensation requests**

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

**18/036 Adjournment of meeting to hear from:**

**a) Members of the public**

No requests to speak.

**b) Supporting Organisations:**

None present.

**c) Worcs County Councillor: Peter McDonald, Beacon division** had sent apologies for non-attendance.

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

- The main item of concern is the recently issued Hearn report relating to the Greater Birmingham Housing Market Area Strategic Growth Study, which is to be discussed at item 18/044(b) below.
- There are concerns across the district about school-related parking; district-wide investigations are being undertaken.

**18/037 Minutes of the previous council meeting**

The minutes of the meeting held 19<sup>th</sup> February 2018 were agreed a true record and will be signed by the Chairman.

**18/038 Chairman's Report: Cllr R Cholmondeley**

1. The Chairman asked for a record of thanks to be minuted with regard to the snow clearance efforts in the village centre by the Place Team / Lengthsman following the snowfall over the weekend of 2<sup>nd</sup> and 3<sup>rd</sup> March. The work had been appreciated by residents, shopkeepers and customers.
2. It would appear that following disruption to the plans for the electrification of the railway line, that electrification is now planned to take place on the last weekend in July 2018.

**18/039 Updates and Decisions taken by the Executive Officer (EO) since last meeting**

a) Railway station lifts	Three parish councillors (Cllrs R Cholmondeley, C Hotham, P Perry) are to meet with Network Rail on 05/04/2018.	
b) The Bulletin	The Bulletin, Winter 2018, has been printed and distributed to all parish residents. Spare copies are available from the PC office.	
c) Greenbank parking (1)	Land to north of junction with Hewell Road. Members are to meet with County Councillor Peter McDonald on a date yet to be arranged.	
d) Greenbank parking (2)	Grass verge to south of junction with Hewell Road. Members are to meet with County Councillor Peter McDonald on a date yet to be arranged.	
e) Community Bus consultation	Cllr Hotham had visited Lickey and Blackwell WI where support had been expressed for this venture.	
f) Defibrillator training	The Social Club has installed a new defibrillator and are to arrange training. Most Parish Council Members agreed they would like to attend this.	
g) Volunteer litter picker	The Duke of Edinburgh volunteer has started his 6-month 'tour of duty' providing one hour's litter picking around the parish each week.	
h) Annual Parish Meeting	<p>Items suggested for consideration by electors at the Annual Parish Meeting on Thursday 26<sup>th</sup> April so far:</p> <ul style="list-style-type: none"> <li>i. Community Bus</li> <li>ii. Footpath lighting review</li> <li>iii. Outdoor gym equipment</li> </ul> <p>+ With the issue of the Greater Birmingham Housing Market Area document, residents may also want to discuss the implications of the outline proposals.</p> <p>+ Update on station lifts.</p> <p>On the subject of arranging litter picking volunteers, it was agreed to leave this topic for now due to the imminent start of the outdoor parish caretaker and the ongoing support of the Duke of Edinburgh volunteer.</p>	
i) Commuters' car park management and signage	A meeting is to be arranged with members of the working party to review what is needed to be put in place for August when the parish council assumes responsibility for the car park.	
j) Visitors to the parish council office	<ul style="list-style-type: none"> <li>• Resident concerned about the scaffolding outside (26) Sandhills Lane</li> <li>• Bittell Road resident asking for Lengthsman visit to clean signs and drains</li> <li>• Evening hire of office by local group for admin work 6/3/18 (not charged)</li> <li>• Resident asking for yellow grit bins at Kendal End Road and Hewell Road /Sandhills Lane junction and at Fiery Hill Rd/Twatling Rd junction. This to be added to next agenda for consideration.</li> </ul> <p>Call from resident regarding WCC notification of the pollinators' conference: thanks for the notification and will attend; will provide feedback.</p>	
k) Items actioned and awaiting response	<ul style="list-style-type: none"> <li>i. New litter bin in Blackwell Road</li> <li>ii. Corporate image</li> <li>iii. Installation of raised flower bed and re-siting of beehive planters.</li> <li>iv. Community Speed Watch scheme</li> <li>v. Millennium Park water supply</li> <li>vi. Barnt Green cricket club to provide pictures of benefit of grant funding</li> </ul>	
l) Items carried forward	<ul style="list-style-type: none"> <li>i) Public toilets – retained for decision to take forward as capital project.</li> <li>ii) Data Protection Policy &amp; Document Retention Policy to be agreed.</li> <li>iii) Outdoor gym equipment</li> <li>iv) Millennium Park wayleave</li> <li>v) Appointment of Data Protection Officer (required from May 2018, GDPR)</li> </ul>	
m) General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• WorcsCALC update newsletters</li> <li>• BDC weekly planning lists</li> <li>• MP monthly newsletter</li> <li>• Road Traffic Regulation notice for Butterwick Close / Fiery Hill Rd</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> <li>• Neighbourhood Planning updates</li> </ul>

## 18/040 Finance Report

- i) *Current financial position* – the bank reconciliation to 28/02/2018 was noted:

<b>Bank Reconciliation to 28/02/2018</b>			
<b>Cash book</b>		<b>Bank Statements</b>	
Cash in hand at 01/04/2017	64,922.79	Current account	188.28
Add receipts to 28/02/2018	76,973.58	Deposit account	29,159.35
Less payments to 28/02/2018	-58,634.33	Building society	54,801.13
	0	Pocket card	200.00
	0	Less u/p payments	-1,086.72
	<b>83,262.04</b>		<b>83,262.04</b>

See page 171 for the list of receipts and payments, part February to 13/03/2018.

- ii) **Expenditure decisions taken by Executive Officer:**
- a) Renewal of office landline and broadband contract via Plusnet; the 24-month contract for unlimited broadband service will cost £6.99pcm and the unlimited UK and mobile call plan will cost £8pcm. Line rental for 12 months will be renewed and paid for in full in April at a cost of £197.88.
  - b) Outdoor Parish Caretaker contract has been awarded to Andlin Services for a trial period of 12 months for the annual cost of £5,000.
- iii) **Independent Internal Auditor's Report**  
Members received and considered the report from the Independent Internal Auditor, especially noting the comments relating to Risk Management and Mitigation, Asset Control and Bank Reconciliation. The Finance Working Party will review in detail.
- iv) **Appointment of member to check book-keeping**  
Cllr R Briggs volunteered to carry out the final quarter book-keeping check, in keeping with the Internal Financial Controls.
- v) **Review of Asset Register**  
Members reviewed the Asset Register and asked for:
- a) removal from the list of all items that no longer exist;
  - b) two extra columns to show the insured value and replacement cost of each item.

## 18/041 Committee, Working Party and Members' reports on meetings attended

- c) Members met on 05/03/2018 with Anne Marie Harley, Bromsgrove District Council's Communications Officer, to receive information about using social media as the Parish Council is keen to engage with as many residents as possible.
- It was agreed** to trial the use of social media via Facebook using the input of Bromsgrove DC who will provide free initial support and training as a month-long pilot for the district's parish councils.
- Members did not agree** at this time to the purchase of a suitable (smart) mobile phone for social media interaction following advice that this can be better accomplished through the use of laptop / personal computer.
- d) County Parish Conference meeting held 06/03/2018: report from Cllr Cholmondeley – presentations were from:
- Steph Simcox, WCC Head of Strategic Infrastructure Finance & Financial Recovery
  - Gwen Fennell, WCC Children's Social Care Alternative Delivery Model
  - Ian Bamforth and Rachel Benson WCC Highways & Lengthsman scheme
  - Becki Staite, WCC Officer for General Data Protection Regulations
- e) Planning Committee meeting held 08/03/2018: draft minutes were circulated.
- f) Bromsgrove Area CALC meeting held 14/03/2018: report was circulated.  
Comment was made about BDC's proposed cost for providing GDPR support being rather high.

- g) **Village Team Meeting** held 15/03/2018: report from Cllr J Jellie as follows –  
 The meeting was attended by Cllrs J Jellie and C Hotham, two shopkeepers and the Executive Officer. Attendees reviewed the Action Plan and agreed to hold meetings on a quarterly basis in the future. Various items on the Action Plan are now closed eg the vagrant has not been seen lately, no charity cans have been stolen recently. The What’s App group has been well received and it would appear there is satisfaction with the CCTV cameras.  
 Feedback received from Cheryl Welsh regarding concerns about the Big Issue seller is that there is no requirement to hold any form of licence.  
 The Tea Shop is now under new management and news of the appointment of an Outdoor Parish Caretaker was welcomed.  
 Arising from the review of the parking map undertaken by Cllr Perry, attendees asked if parking restrictions could be placed in Sandhills Lane and Sandhills Road where cars are parked near to the junctions with Hewell Road. County Councillor Peter McDonald would be contacted to take this forward.  
 With regard to car parking, it was agreed that each shop is to be visited to find out if the parish council arranged parking provision elsewhere, whether there would be any interest in parking outside the village centre to free up space for customers to park.
- h) Cllr R Cholmondeley reported that he had met with County Councillor Ken Pollock (portfolio holder for Economy and Infrastructure), with regard to the requirement for lifts at Barnt Green station. Cllr Cholmondeley would be attending the Bromsgrove Rail Users Group to ask for updates on the proposed installation of a footbridge to replace the closed footpath between Barnt Green and Cofton Hackett. Cllr Cholmondeley noted that the new timetable following electrification will allow for faster journey times on return from Worcester, but that the outward journey will take longer.

**18/042 Events**

- c) Feedback to this year’s Sport Relief Fun Run, Sunday 18<sup>th</sup> March  
 Due to adverse weather conditions (snow and ice) the event had been cancelled. Some costs had been incurred eg hire of traffic cones, hire of toilets, publicity, medals. The medals can be used at a future event.  
**It was agreed** to support a rescheduled event
- d) 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

**18/043 Environment & Community Wellbeing**

- d) Newly appointed Outdoor Parish Caretaker is to start 03/04/2018

**18/044 Planning**

- c) No new notifications received.
- d) **Greater Birmingham** Housing Market Area Strategic Growth Study (pre-consultation). Cllrs R Cholmondeley and S Whitehand attended a briefing at Bromsgrove DC on this subject and a copy of the document and of Mike Dunphy’s (BDC’s Strategic Planning and Conservation Manager) presentation had been forwarded to members.

The reason for the production of the document (aka the Hearn Report) was due to the insufficient capacity of new housing development sites within Birmingham City Council (BCC) borders; the independent report had been funded by BCC and 14 surrounding local authorities, including Bromsgrove District Council.

The impact of the Report on Barnt Green is the identification of the locality as a potential ‘new settlement’ site for up to 10,000 – 15,000 new houses. However, the report also states the area provides a principal contribution to Green Belt purposes.

**It was agreed** to meet with the surrounding parish councils to consider the study in more detail and to respond in due course when the consultation opens. The subject is to also be included on the agenda for the Annual Parish Meeting on 26/04/2018.

**18/045 Administration, Governance and Consultations**

No administration or governance issues to consider  
No further consultations received.

**18/046 Future Meetings and Items for future agendas**

- b) Annual Parish Meeting Thursday 26<sup>th</sup> April 2018 (subjects to include LED lighting, Community Bus, Outdoor Gym Equipment, Greater Birmingham Housing Market Area, Neighbourhood Watch) at Friends Meeting House, Sandhills Road B45 8NR
- c) Bromsgrove Rail Users Group 21/03/2018 (Cllr Cholmondeley)
- d) For future agenda: to consider recompense to Café Morso for providing venue for Village Team meetings (Cllr J Jellie)
- e) For future agenda: to consider the supply of Smart Water (Cllr S Harris).

**18/047 Date and Venue of Next Meeting**

Next meeting to be held Monday 16<sup>th</sup> April 2018, 7pm at Barnt Green First School

This meeting ended at 20:45hrs

Signed: Chairman, Barnt Green Parish Council

Date

Minute no. 18/040 (1)

Extract from parish council spreadsheet, part-Feb/March 2018

d/d	v192	office mobile phone, Jan2018		5.00	0.83	4.17
s/o	v193	Footpath lighting maintenance contract		264.00	44.00	220.00
d/d	v194	office landline and broadband, Jan2018		20.32	3.39	16.93
BACS	v195	Footpath lighting maintenance contract		302.62	50.44	252.18
				-	-	-
		sub total for February 2018	-	3,133.49	254.79	2,878.70
		total for year to date	76,973.58	58,634.33	5,066.06	53,568.27
<b>Payments for March 2018</b>		<b>Description</b>	<b>Receipts</b>	<b>Payments Gross</b>	<b>Payments VAT</b>	<b>Payments Net</b>
BACS	v196	Office software		79.99	-	79.99
BACS	v197	Annual subscription		60.00	-	60.00
s/o	v198	Grounds maintenance and verges, Jan 2018		278.89	46.48	232.41
d/d	v199a	Electricity for footpath lighting d2d		208.69	34.78	173.91
d/d	v199b	Electricity for footpath lighting continuous		11.87	0.56	11.31
BACS	v200	Bulletin newsletter, winter 2018		250.00	-	250.00
BACS	v201	Carriage to and from for christmas lights 2017		168.00	28.00	140.00
BACS	v202	Fun Run medals		297.60	49.60	248.00
d/d	v203	office mobile phone, Feb2018		5.00	0.83	4.17
d/d	v204	Staff pension, Feb 2018		157.03	-	157.03
s/o	v205	Staff salary, Mar 2018		1,051.16	-	1,051.16
BACS	v206	PAYE and NI, 4th quarter		610.73		610.73
						-

**AGENDA ITEM 18/054 – Executive Officer’s report for month to 10/04/2018**

a) Railway station lifts	Council members met with Network Rail on 5/4/18 to discuss progress, recorded at agenda item 18/056(b)
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b) Greenbank parking and verge damage	County Councillor Peter McDonald is to be asked to attend on site to discuss what can be done to alleviate the problems.
c) Defibrillator training	Training has been arranged by the Social Club for 11/04/2018.
d) Worcestershire Pollinators Conference	Mrs Rachel Banner and Mrs Maureen Frowley attended this event on behalf of BGPC. RB's report is attached for information.
e) RoSPA inspection of play equipment	The annual safety inspection has been carried out on the play equipment and sites at Millennium Park and Bittell Road field. No matters of urgency have been identified but some remedial work is required. Members of the Environment Group will meet to consider the report and a copy is to be given to the Outdoor Parish Caretaker.
f) Millennium Park wayleave	The wayleave agreement was re-negotiated last year to identify Cadent Gas as the owner of the equipment for which British Gas were paying a wayleave; negotiations are now ongoing to renew the annual amount payable, currently £57.50.
g) Visitors to the parish council office and correspondence received.  Members are to identify any items for further discussion at future meeting.	<ul style="list-style-type: none"> <li>• Resident of Fiery Hill Road requests improvements to the road surfaces across the district and identifies specific sites in Barnt Green; would like to see better maintenance of pavements and roads. Has met with WCC officers.</li> <li>• Lady wants daffodils back in verge at Fiery Hill Rd and Kendal End Rd</li> <li>• Gent from Social Club concerns about car park flooding from storm drain and culvert (directed to both NWWM and WWC websites)</li> <li>• Bittell Road resident, VAS not working</li> <li>• Hewell Road resident, wants to be consulted re suggested parking restrictions in Sandhills Lane (echoed by Sandhills Road resident)</li> <li>• Margesson Drive resident re light not working (forwarded to lighting contractor).</li> <li>• Request from Travel Lounge: "Is it possible to request a sign outside Tesco , to direct people to the shops available the other side of the houses, Butchers, dress shop, Travel Agent etc, as we have people popping in saying 'I never knew you was here, it is only because I could not get to park outside Tesco that I have found you'."</li> <li>• Resident of Station Approach suggests occasional use of platform 4 for Birmingham-bound trains. Has this been progressed?</li> </ul>
h) Training attended	HMRC webinar for employers 4/4/2018 'What's new for 2018'.
i) Upper Bittell	Canal and Rivers Trust has been asked to provide an update on the work at Upper Bittell Reservoir, and to advise when the public right of way will re-open.
j) Millennium Park water supply	Pipework is to be installed 11/04/2018, following which Severn Trent will provide the connection.
k) Reports to WCC	<ul style="list-style-type: none"> <li>• Deep and wide pothole in Fiery Hill Road pavement o/s new houses (now filled)</li> <li>• Deep pothole in Fiery Hill Road verge next to dropped kerb by KERd junction</li> <li>• Loose manhole covers, Bittell Road / Kendal End Road</li> <li>• Missing bollard outside Acorns, Hewell Road</li> <li>• Query re new bollards installed at bottom of Station Approach (installation apparently requested by County Councillor)</li> <li>• Flooding under Hewell Road / Blackwell Road railway bridge to be 'double checked'.</li> </ul>
l) Items actioned and awaiting response	<ol style="list-style-type: none"> <li>1. Installation of raised flower bed: siting agreed with WCC, costs to be ascertained.</li> <li>2. Re-siting of beehive planters agreed with WCC, now waiting better weather.</li> <li>3. Barnt Green cricket club to provide pictures of benefit of grant funding</li> </ol>
l) Items carried forward	<ol style="list-style-type: none"> <li>1. Public toilets – retained for decision to take forward as capital project.</li> <li>2. Data Protection Policy, DPO requirement &amp; Document Retention Policy</li> <li>3. Outdoor gym equipment</li> <li>4. Community bus</li> <li>5. Working party to meet to discuss Commuters' car park requirements</li> </ol>

	6. Blackwell Road litter bin 7. Community Speed Watch scheme	
m) General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• WorcsCALC weekly updates</li> <li>• Neighbourhood Watch messages</li> <li>• Parish Church weekly newsletter</li> <li>• HMRC Payroll matters for employers</li> <li>• WCC weekly roadworks reports</li> <li>• Neighbourhood Planning 'Up-Front' bulletin</li> <li>• Planning Aid bulletins</li> <li>• Notice of travellers in the area</li> <li>• BDC weekly planning lists</li> <li>• Clerks and Councils Direct</li> <li>• Invite BDC Chairman's Civic Dinner</li> </ul>	<ul style="list-style-type: none"> <li>• Came and Co Insurance Matters</li> <li>• Gigabit broadband voucher scheme</li> <li>• PCC monthly update</li> <li>• Sport Relief update</li> <li>• Countryside Voice, CPRE newsletter</li> <li>• Wellbeing in Partnership</li> <li>• Stop Loan Sharks community fund</li> <li>• Lickey Hills Society newsletter</li> <li>• BDC minutes for various committees</li> <li>• Commercial stonemason</li> <li>• Online Playgrounds offers</li> <li>• Wicksteed offers</li> </ul>

### Agenda item 18/055 (1)

#### Bank reconciliation to 31/03/2018, financial year-end.

Bank Reconciliation 31st March 2018			
<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 - 31 Mar 2018</b>	<b>77,670.64</b>		
<b>Less payments between 1 April - 31 Mar 2018</b>	<b>65,899.98</b>		
<b>Cashbook balance at 31 Mar 2018</b>		<b>£76,693.45</b>	<b>A</b>
<b>Cash in hand per bank statements at 31 Mar 2018</b>			
Unity Bank current account	2,240.80		
Unity Bank deposit account	21,173.41		
Cambridge B/S	54,801.13		
Pocket account	200.00		
less unpresented payments, as list below	1,721.89		
<b>Bank balances at 26 Mar 2018</b>		<b>£76,693.45</b>	<b>B</b>
	<b>A - B =</b>	<b>£0.00</b>	
unpresented payments list			
v206 HMRC	610.73		
v205 Salaries	1,051.16		
v197 Subscription	60.00		
	<b>1,721.89</b>		

Invoices received during March to financial year-end 31/03/2018



Explanation of variances: BARNT GREEN PARISH COUNCIL	
Annual Audit: Financial year-end 31/03/2018	
<b>Box no. 3: All other receipts</b>	<b>£</b>
(b) Figure in 2018 column	15181
(a) Figure in 2017 column	10153
(d) Total variance: 2018 figure less 2017 figure	5028
(d) Total variance as % of 2017 figure	49.53%
<b>Reasons</b>	<b>Amount</b>
<b>Reason 1</b>	<b>variance</b>
Council tax support grant no longer received 2017 = £634, 2018 = £0	-£634
<b>Reason 2</b>	
Lengthsman refund. £500 received 2018 instead of 2016/17; all refund for 2018 received plus outstanding amount of £388 from 2015/16 2017 = £1500, 2018 = £2776	£1,276
<b>Reason 3</b>	
VAT Refund VAT repayment for 2016/17 was for early part of 2016/17 only, £2954 VAT repayment for the claim period 01/06/2016 - 31/03/2017 was received during 2017/18 financial year £5213 (included reclaims on capital purchases eg Christmas lights and new picnic table and notice board) VAT repayment for the claim period to 31/12/2017 was received during 2017/18 financial year, £4095	£6,354
<b>Reason 4</b>	
Miscellaneous receipts 2016/17 Support of dramatic arts = £527 receipts 2016/17 Local developer provided funding = £2419 2016/17 New Homes Bonus funding = £545 2016/17 Damaged bollard compensation = £600 2017/18 Insurance claim for equipment = £1216 2017/18 Contribution Buskers Festival = £130 2017/18 Contribution to footpath maintenance = £500	-£2,245
<b>(e) Total amount £ explained (as reasons above)</b>	<b>£4,751</b>
(f) Unexplained amount £ of total variance at (d - e)	£277
Unexplained as % of 2017 figure (f / a * 100)	2.7%
Unexplained amount is less than 15% of 2017	✓
<b>Explanation of variances: BARNT GREEN PARISH COUNCIL</b>	
<b>Annual Audit: Financial year-end 31/03/2018</b>	
<b>Box no. 6: All other payments</b>	<b>£</b>
(b) Figure in 2018 column	48931
(a) Figure in 2017 column	58686
(d) Total variance: 2018 figure less 2017 figure	-9755
(d) Total variance as % of 2017 figure	16.62%
<b>Reasons</b>	<b>Amount</b>
<b>Reason 1</b>	<b>variance</b>
During 2016/17, capital expenditure included new footpath installation £4568; new Xmas lights £3982; picnic tables & noticeboard £1942; folding tables £454 and cycle racks £575 total £11521. During 2017/18 capital expenditure included new planters £1493, play equipment £1466, new Xmas light detail £660 = total £3619	£7,902
(e) Total amount explained	7902
(f) unexplained amount £ of total variance at (d - e)	1853
Unexplained as % of 2017 figure (f / a *100)	3.15%
Unexplained amount is less than 15% of 2017 figure	✓

**Minutes of the Planning Committee meeting held on  
Wednesday 4<sup>th</sup> April 2018, at 5.30pm at 80 Hewell Road, Barnt Green**

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

**In attendance:** Executive Officer, Gill Lungley

<b>PI18/14</b>	<b>Apologies</b> Cllr J Jagger.								
<b>PI18/15</b>	<b>Declarations of Interest</b> a) The requirement to keep the Register of Interests updated was noted. b) No Disclosable nor Other Disclosable Interests were declared								
<b>PI18/16</b>	<b>Dispensation requests</b> There were no dispensation requests to consider.								
<b>Public Question Time</b> Not required									
<b>PI18/17</b>	<b>Approval of previous minutes</b> The minutes of the meeting held 31/01/2018 were agreed correct and signed by the Chairman.								
<b>PI18/18</b>	<b>Planning Consultations</b>								
a)	a) The parish council commented on the following consultation:								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">BDC ref</th> <th style="width: 10%;">P Log</th> <th style="width: 25%;">Address</th> <th style="width: 50%;">Proposal</th> </tr> </thead> <tbody> <tr> <td>18/00321</td> <td>090</td> <td>39 Blackwell Rd B45 8BT</td> <td>Proposed single storey side extension and detached garage</td> </tr> </tbody> </table> <p><b>PC comment:</b> The parish council would not object to the proposed extension but objects to the garage proposals. The garage is in front of the line of the house and would be better set back. As proposed, the garage is too prominent and would be too overbearing relative to the neighbouring property.</p> <p>----- Members also noted the recent consultation relating to Grosvenor House, Aqueduct Lane – planning application 18/00165 / log no. 091 – which had been notified too late for inclusion on the agenda for this meeting and would be referred to the parish council meeting to be held 16/04/2018. Preliminary concerns related to the overbearing size of the extension, concern about the impact on neighbours, lack of tree survey and lack of Design and Access Statement.</p>	BDC ref	P Log	Address	Proposal	18/00321	090	39 Blackwell Rd B45 8BT	Proposed single storey side extension and detached garage
BDC ref	P Log	Address	Proposal						
18/00321	090	39 Blackwell Rd B45 8BT	Proposed single storey side extension and detached garage						
b)	Decisions made by the Planning Authority. No update provided.								
c)	To note any further planning matters. It was noted that Alvechurch Parish Council have submitted their Neighbourhood Plan to the Inspector, prior to the referendum stage. Members considered the future of the Barnt Green Neighbourhood Plan may be jeopardised by the Greater Birmingham HMA (min. no. PI18/12).								
<b>PI18/19</b>	<b>Date of next meeting</b> The date, time and venue of the next meeting to be decided.								

The meeting closed at 18:30hrs.

**Minutes of Meeting held on Thursday 5 April 2018  
at Baskerville House, Birmingham about Lifts at Barnt Green Station**

**Present:**

Richard Dugdale - Project Sponsor, Network Rail (NR)  
Nick Travis - Senior Programme Manager, NR  
Robert Cholmondeley – Chairman, Barnt Green Parish Council (BGPC)  
Charlie Hotham – Councillor, Bromsgrove District Council & Vice-Chairman BGPC  
Phil Perry – Councillor, BGPC

**1. Legislative Requirement**

The requirements of the Equality Act 2010 were not disputed.

**2. Access for All Scheme vs Lifts**

It was clarified that an Access for All Scheme related to the source of funding rather than an alternative to lifts. As the Bromsgrove Electrification budget has been fully allocated, it is proposed that lifts will be funded from this alternative source.

**3. Condition of Platforms**

Discussions have taken place between Network Rail and the Department of Transport. A pragmatic solution is proposed so that new coping stones, tactile paving and new risers will not be installed.

**4. Date of Installation of Lifts**

A definitive date cannot be given, but Network Rail is aiming to submit the specifications and documentation to the Department of Transport (DfT) in 3 months' time. The decision on whether funding will be granted will probably take a further 3-6 months. Once approved, contracting and scheduling will need to be undertaken so a 2020 installation date is the realistic target.

**5. Future Communication Channels**

Because of the previous delays, BGPC wishes to have regular updates on progress, the next in 3 months' time (mid-July) on the progress of the submission of the paperwork to the DfT.

**6. Any Other Business**

**Cofton Footbridge** – the work is now scheduled from June with completion at the end of September 2018. The possibility of positive publicity will be on Saturday 22 September when the community walks take place. It may be possible for the footbridge to be available with contractors in attendance, but it would be a last minute decision and it would be best for BGPC to plan for alternative routes.

**Rail Squeal** – the new trains scheduled for 2020 have different bogies which should reduce the torsion that, it is believed, generates the high level of squeal from the 323s.

**Actions**

- Richard Dugdale will forward the presentation slides to Gill Lungley.
- Richard Dugdale will outline the proposed timetable for lift installation in writing to BGPC.
- Richard Dugdale will contact the Cofton Footbridge team about the possibility of making the facility available for Barnt Green's Community Walk on Saturday 22 September 2018.
- Richard Dugdale will contact Nathan Poole about reduced wheel squeal from the new rolling stock. (Done)
- BGPC will request an update on progress in mid-July 2018.

**REPORT ON GRIT BINS**

A request was received in the parish council office from a resident asking for a grit bin to be sited near to the junction of Twatling Road with Cherry Hill Road. At the Parish Council meeting held 19/02/2018, members agreed to ask Worcestershire County Council to install a bin at this site (minute no. 18/027(a) refers). The Executive Officer forwarded the request to WCC and received the following response:

**There has been an update to the Highway issue you reported at TWATLING ROAD**

Your Reported Issue was:

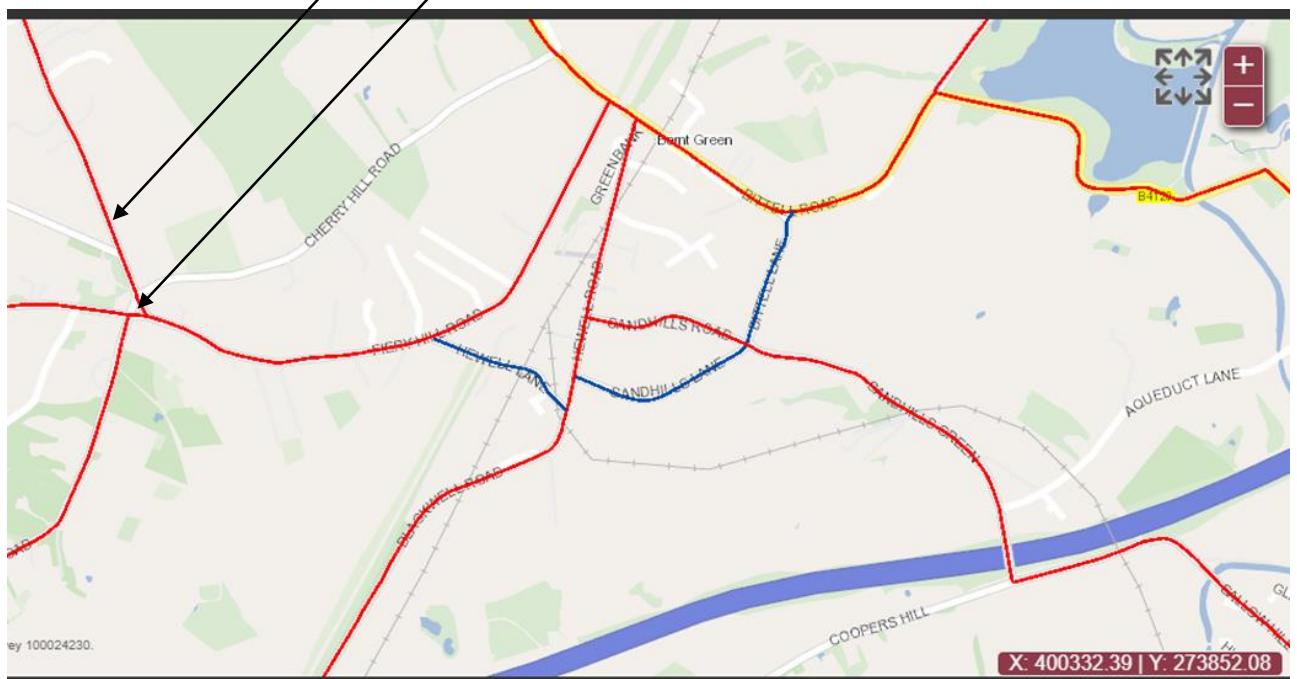
**This site is prone to flooding across the road. Can a grit bin be provided here please; there is space on the triangular traffic island at the junction with Fiery Hill Road.**

Our Update:

**15032018 Thank you for your enquiry in regards to a Yellow Grit bin. Your request for new grit bin was considered and assessed against pre-determined criteria, which included for example the gradient of the road, proximity of bends and junctions, level of traffic use, number of dwellings, whether there is a suitable location for the grit bin. This request has been assessed and failed to meet the criteria in line with the Winter Service Policy Nov 2016. This is on a Primary gritting Route**

**Here is a map of WCC's gritting routes: Primary (Red) and Secondary (Blue) gritting routes in Barnt Green, from Worcestershire County Council website, as at 09/04 2018.**

(This road is Twatling Road) Site of requested grit bin



**From their website, the county council's policy is as follows:**

The County Council, as the Highway Authority, is responsible for providing a winter service on adopted public highways within the county except for motorways and trunk roads. When there is the risk of snow or ice forming on the roads, Worcestershire County Council (WCC) salt 2,371km of road. With limited resources and available finance it is essential that the Primary Network is treated first.

Secondary Network will be treated in severe weather conditions and only after the Primary Network has been successfully treated. It will not be reasonably practicable to provide the service on all roads or to ensure all surfaces are kept free of ice or snow at all times, even on the treated parts of the network.

- **Primary Network (red lines)**  
The primary Network are those roads comprising the Principal Road Network, main and secondary distributor roads, links to villages, major bus routes, emergency service locations and reasonable proximity to schools. Winter Service operations will give priority to these routes.
- **Secondary Network (blue lines)**  
Treatment of the secondary network takes place in exceptional conditions such as freezing rain forming ice on surfaces and heavy falling or lying snow, so long as physical resources are available and are not needed on the Primary Network. The Secondary Network comprises, less important local, village and estate distributor roads having significant traffic flows. Minor bus routes and school transport routes operated by Worcestershire County Council.

Whilst it would be great to grit all the roads in the county it is simply not possible to do this because of cost and the time that it would take. WCC have to make difficult decisions about what roads they can realistically grit.

The Primary Network route is approximately 30% of the road network. WCC will not grit private roads or drives. Motorways and Trunk Roads (M5, M50, M42 and A46) are salted by Highways England.

WCC use rock salt on the roads to keep them free of ice and snow. It is used prior to freezing conditions and is a brownish colour because it is unrefined so it is often mistakenly referred to as grit. Salt works by lowering the temperature at which water freezes and can therefore keep a road free of ice below zero conditions.

Salt can work at temperatures down to minus 8-10 degrees C. Below this temperature salt becomes less efficient and roads can begin to freeze. Grit can be used on the roads but this will be limited to areas where snow and ice already exist on the road and a mixture of salt and grit will provide traction to vehicles and help break up the frozen surface.

Worcestershire County Council will install yellow grit bins at strategic points on the local roads.

### **Who is responsible for the grit bins?**

Grit bins will normally be provided and maintained with stocks of salt/grit mixture where they provide a necessary improvement to road safety and benefit to the community.

WCC cannot provide a grit bin everywhere. Grit bins are located in strategic positions around the county and are provided for use of the public Highway only (carriageway and footway). The grit bins are there to help road users, including pedestrians. You may use the salt to treat ice and snow on small areas of the road or footway.

New grit bins may be installed if the proposed location meets set criteria. Requests for new grit bins are assessed against pre-determined criteria, including the gradient of the road, proximity of bends and junctions, level of traffic use, number of premises/ residential dwellings and proximity of more vulnerable residents.

Parish, Town and District grit bins are now being placed around the County. These bins are coloured green and the responsibility of filling these bins are with the local Parish, Town or District Council.

### **Are pedestrian routes gritted?**

WCC do not generally treat footways as priority is always given to the road network. However, in prolonged periods of adverse conditions footways in town centres will be treated after the road network has been successfully treated.

## **From the WCC Winter Service Policy (2016)**

### **11 Grit Bins**

Grit bins are provided and maintained with stocks of salt/grit mixture where they provide a necessary improvement to road safety and benefit to the community, subject to assessment of each location using consistent methodology and available resources. Requests and reviews will take into account the available physical and financial resources for providing the winter service. All grit bins provided and maintained with stocks of highway salt will be clearly labelled 'Only for use on the highway'.

#### **Grit bins for carriageways**

Grit bins will only be provided for locations meeting criteria in the Carriageway Grit Bin Assessment Process in the Operational Plan, subject to the following. Grit bins for carriageway use will not be provided:

- On roads that form part of Primary or Secondary routes, except at known points of difficulty in severe winter conditions for HGVs on steep gradients and subject to site assessment.
- Where they attract anti-social behaviour or cause nuisance to nearby residents.
- Where their provision would create a further proliferation of street furniture to the detriment of disabled or visually impaired people or the community.
- Where there are no suitable local self-help arrangements for the use of the grit bin.
- On unadopted highways whether subject to future adoption or not.
- Where they are in place but are not being used (withdrawal).

For locations that are not on Primary or Secondary routes, higher weightings for provision of carriageway grit bins will be given to a combination of these attributes:

- Higher speed roads.
- Gradients at or steeper than 1:15 (6.7%).
- Locations serving greater numbers of premises.
- Locations with only single access to shops or industrial premises.
- Greater presence of people with disability or vulnerability.

Roadside rucks or salt piles are not to be provided because they are a source of concentrated localised environmental contamination

#### **Grit bins for footways**

Grit bins will be provided when determined from the Footway Grit Bin Assessment Process in the Operational Plan, subject to the following:

Grit bins for footway use will not be provided:

- Where they attract anti-social behaviour or cause nuisance to nearby residents.
- Where their provision would create a further proliferation of street furniture to the detriment of disabled or visually impaired people or the community.
- Where there are no suitable arrangements for the use of the grit bin.
- On unadopted highways whether subject to future adoption or not.
- Where they are in place but are not being used (withdrawal). Higher weightings for provision of footway grit bins will be given to a combination of these attributes:

- Higher usage footways.
- Gradients at or steeper than 1:15 (6.7%).
- Greater presence of people with disability or vulnerability.
- Locations that are not on the precautionary salting network.

#### **Grit bins for cycleways**

Assessment of locations for provision of grit bins for cycleways shall be the same methodology as for carriageways.

### **15 Parish, Town and District Council engagement**

Parish, Town and District councils have resources that can sometimes be deployed during adverse conditions. Assistance is available for preparing in advance for periods of adverse conditions, and feedback is used in reviewing service provision. Assistance may be offered and provided to Parish and Town councils by:

- Placement of Parish grit bins at cost by request of Parish and Town councils subject to safe sites being identified. Parish bins are the responsibility of the local council and are identified as green in colour.
- Delivery of salt in 1 tonne bags at cost by request of Parish and Town councils for use by Parish Lengthsmen and the community locally and in Parish grit bins.
- In advance of each winter season Parish and Town Clerks are contacted to establish if they have any new requests for grit bins and how much salt they need delivering at the start of the season.

Additional deliveries can be made during the season as resources allow.

Assistance to District councils may be provided by salt being available at cost for collection at the start of the season. Further supplies may be available during the season. Grit bins and 1 tonne salt bags are offered to schools prior to the start of the season at commercial rates. Members, local council clerks and councillors have contact with their local communities and during adverse conditions the information that they receive is of value in evolving provision of winter service. This information is used and assessed during each annual review that is carried out before the start of the next season.

### **Costs**

One tonne bags of salt can be purchased from WCC at a cost of £140 per bag.

Parish grit bins are £170 (which includes the cost of the bin, delivery and one fill of salt – the bin will hold approximately one-third tonne). Your identified location will be assessed to ensure that there are no safety issues and then the Parish is responsible for all future maintenance and filling of these bins, and any enquiries received regarding these bins will be directed to the Parish.

### **Comment:**

In response to WCC's refusal to install a grit bin, the resident states (20/03/2018):

"I dispute what Worcestershire are saying, they only grit one lane each side of Twatling Road island and do not grit Cherry Hill at all. They also do not seem to realise that this area is exposed and relatively high up so it gets ice when other areas do not. Often they do not grit at all because of this.

Yesterday morning Cherry Hill was solid ice with overnight snow settling on the previous days impacted snow/ice. Cars were skidding out of Cherry Hill into Twatling Road. The ice extended out into Twatling Road as the gritter doesn't get close to the junction and anyway it usually comes at 4pm so is often washed away by the next morning. I used half a sack of my own rock salt on the junction to try and stop a major accident. I have also 'acquired' an ice road sign which was left over from the drain works and I put that up on the island 10 days ago when there was a water/sewage leak.

Surely it is not my job to do all this but I do because I do not want anyone seriously hurt. I believe that Highways are responsible particularly in protecting the many school children that use the island for the many buses that pick up here."

The resident has also been advised to contact the county councillor.

Members are asked to consider the purchase of a green grit bin for Fiery Hill Road / Twatling Road junction, to be used when the WCC gritting procedures are deemed inadequate or ineffective.

In addition, members are asked to consider the purchase of a green grit bin for the junction of Hewell Road with Sandhills Lane, for treatment of the pavement/footway which, although also on a Primary Gritting Route, receives very little attention. This is a busy pedestrian route between the GP surgery, car park and village centre.

A yellow grit bin is already sited at the 'other end' of Hewell Road, at the junction with Green Bank.

Report end.

Gill Lungley  
Executive Officer  
09/04/2018

## BARNT GREEN PARISH COUNCIL COMPLAINTS POLICY

**Barnt Green Parish Council** is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received or are unhappy about an action or lack of action, this Complaints Procedure sets out how you may complain to the Council and how we shall try to resolve your complaint.

This form tells you:

- the type of complaints that can be addressed using this procedure;
- how to contact us with your complaint;
- what information we will ask you to provide;
- what we will do when we hear from you.

### The type of complaints that can be addressed using this procedure

This procedure should be used to address complaints about Council administration and procedures and may include complaints about the way Council employees have dealt with your concerns.

It is not appropriate to deal with all complaints using this procedure. For example, complaints about financial irregularity, criminal activity, councillor or employee conduct require special consideration or may be subject to other Council or third party procedures. In the event that your complaint does not fall within the scope of this procedure please contact either the Executive Officer or the Chair of the Council for further advice.

### How to contact us with your complaint

You can contact the Executive Officer to advise that you have a complaint as follows:

- by telephone on 0121 447 9893;
- by email to [exec@barntgreen.org.uk](mailto:exec@barntgreen.org.uk)
- in writing to 80 Hewell Road, Barnt Green, Birmingham, B45 8NF;
- in person at the above address on Tuesday, Wednesday, Thursday between 10.00am and 1.00pm.

You can contact the Chair of the Council to advise that you have a complaint as follows:

- by email to [robert.cholmondeley@btinternet.com](mailto:robert.cholmondeley@btinternet.com)
- in writing to 80 Hewell Road, Barnt Green, Birmingham, B45 8NF and marked for the attention of the Chairman.

### Information we will ask you to provide

We will ask you to provide the Council with:

- your name and contact details;
- details of your complaint;
- details of any prior contact with the Council about the matter;
- an indication of the outcome you are seeking.

Please use the Council's Complaint Report Form when making a complaint under this procedure. This form can be downloaded from the Council's website at [www.barntgreen.org.uk](http://www.barntgreen.org.uk) or will be sent to you by the Executive Officer upon request.

<b>What we will do when we hear from you</b>
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On receiving your completed Complaint Report Form the Council will investigate the matter fully and will obtain further information as required.

In the first instance, your complaint will be investigated by the Executive Officer. If this is not acceptable, or the Executive Officer does not feel that it is appropriate, your complaint will be investigated by the Chair of the Council. If neither the Executive Officer nor the Chairman is in a position to investigate, your complaint will be referred to the relevant council member.

We may be able to give you an answer straight away. If not, we will use our best endeavours to notify you, by email or in writing, of the outcome of your complaint within 10 working days of hearing from you. If we cannot give you a full answer within 10 working days we will give you a progress report, explain why we need more time to investigate further and tell you when you can expect a full answer.

The Council will be notified of your complaint and any conclusion or on-going progress, as part of the Executive Officer's report at the Council's next meeting.

If you are dissatisfied with the outcome of the investigation you may ask for your complaint to be referred to the full Council. If procedures permit, and the information required by the Council is available, the complaint will be heard at the next Council meeting. If this is not possible, the complaint will be heard at the following Council meeting.

Where a complaint is referred to the Council, the circumstances of the complaint will be considered and, if necessary, the public and press will be excluded from that part of the agenda under which the matter is discussed. You will be advised of the Council's decision within 5 days of the meeting.

The decision will be recorded in the minutes of the meeting.

Chairman..... Date.....  
Cllr R Cholmondeley, Barnt Green Parish Council

Date of next review: April 2020

**Please complete this form when making a complaint to Barnt Green Parish Council under its Complaints Procedure.**

Name	
Address	
Telephone No	
Email address (optional)	

Provide here the details of your complaint (Continue overleaf if necessary)

Have you spoken to, emailed or written to anyone at the Council about your complaint?	Yes	No
If Yes, provide their name:		
What happened as a result of this contact? (Continue overleaf if necessary)		

What would be the best way for the Council to resolve your complaint? (Continue overleaf if necessary)

**Please return this completed form either by post to:  
The Executive Officer, Barnt Green Parish Council, 80 Hewell Road, Barnt Green, B45 8NF  
or by email to [exec@barntgreen.org.uk](mailto:exec@barntgreen.org.uk)**

From Police and Crime Commissioner

TOWN AND PARISH COUNCIL SURVEY 2018

Please select one answer for each question, unless asked to do otherwise.  
Please ensure only one questionnaire is completed and returned for your individual town/  
parish council

LOCAL POLICING

1 In the Council's opinion, how good a job do you think the police are doing in your town / parish?

Excellent  Good  Fair  Poor  Very poor  Don't know

2 In the Council's opinion, how would you rate the visibility of police in your town / parish?

Excellent  Good  Fair  Poor  Very poor  Don't know

How much does the Council agree or disagree with the following statements:

3 The police work well with the Council to identify and address local crime and disorder issues

Strongly agree  Tend to agree  Neither agree nor disagree  
 Tend to disagree  Strongly disagree  Don't know

4 The Council has confidence in the police to resolve crime and disorder issues raised within the local community

Strongly agree  Tend to agree  Neither agree nor disagree  
 Tend to disagree  Strongly disagree  Don't know

5. On average, how often does the Council contact the police to raise concerns about crime or incidents?

Weekly  Monthly  Every 2 – 6 months  
 Once a year  Never  Don't know

6 Overall, how would you rate the police response to crime and disorder issues or incidents Raised by the Council?

Excellent  Good  Fair  Poor  Very poor  Don't know / NA

## CONTACT AND ENGAGEMENT

7 In the Council's opinion, how easy is it to access your local policing teams? (This may be in any form – face to face, email, telephone etc)

- Very easy                       Fairly easy                       Fairly difficult  
 Very difficult                       Don't know / N/A

8 In the Council's opinion, how easy and convenient is it to access relevant information for the local community from the police?

- Very easy                       Fairly easy                       Fairly difficult  
 Very difficult                       Don't know / N/A

9 In the Council's opinion how would you rate the level of contact you have with the police?

- Excellent     Good     Fair     Poor     Very poor     Don't know / NA

10 How does the Council contact the police to discuss local issues, seek information or invite to meetings / community events? (Not including reporting crimes)

*Please tick all that apply*

- Phone (land line)                       Phone (mobile)                       Email  
 Letter                       Social media                       In person (at a police station etc)  
 Website                       Other                       Don't contact the police

11 How often does the Council contact the police to discuss local issues, seek information or invite to meetings / community events etc? (not including reporting crimes)

- Weekly                       Monthly                       Every 2 – 6 months  
 Once a year                       Never                       Don't know

12 How would the Council rate the police response to requests for information / meetings etc?

- Excellent     Good     Fair     Poor     Very Poor     Don't know / N/A

13 How often do the police attend Council meetings or other community events in your town or parish area

- Weekly                       Monthly                       Every 2 – 6 months  
 Once a year                       Never                       Don't know / not invited

14 How often do the police proactively contact the Council to raise awareness of local issues, share information etc?

- Weekly                       Monthly                       Every 2 – 6 months

Once a year                       Never                       Don't know

**15 Does the Council know the members of the police's local Safer Neighbourhood Team? These teams include Inspectors, Sergeants, PCs and PCSOs.**

Very familiar                       Somewhat familiar                       Not well known

Totally unknown                       N/A

**CRIME AND ANTI SOCIAL BEHAVIOUR ISSUES**

**16 In the Council's opinion how much of a problem, if at all, would you say that crime and anti social behaviour is in your town / parish council area?**

Not a problem at all                       Not a very big problem                       Fairly big problem

Very big problem                       Don't know

**17 Which if any of the following issues would the Council say are currently a problem to people in the town / parish area?**

*Please tick one box in each row*

	Not a problem at all	Not a very big problem	Fairly big problem	Very big problem	Don't know
Domestic burglary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Violent crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anti social behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal damage / vandalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crimes against businesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rural crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offences of a sexual nature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crimes committed against people due to their gender, age, race, ethnicity religion, disability or sexuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify in the box below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other:

## ABOUT YOUR COUNCIL

18 What is the name of your council (or councils if it is a combined parish council group)?

19 Please confirm which Borough / District / City / Unitary area your council is in

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> Herefordshire | <input type="checkbox"/> Shropshire  | <input type="checkbox"/> Telford & Wrekin |
| <input type="checkbox"/> Redditch      | <input type="checkbox"/> Wyre Forest | <input type="checkbox"/> Worcester City   |
| <input type="checkbox"/> Malvern Hills | <input type="checkbox"/> Wychavon    | <input type="checkbox"/> Bromsgrove       |

20 Approximately how many people live in your town / parish area?

- |  |                                      |                                      |
|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Less than 500 | <input type="checkbox"/> 501 - 1000  | <input type="checkbox"/> 1001 - 5000 |
| <input type="checkbox"/> 5001 – 10,000 | <input type="checkbox"/> Over 10,000 |                                      |

21 Please provide an appropriate, current email address the Commissioner or his staff may use to contact the Council when necessary. Your email will be stored in secure web-based systems. It would not be shared more widely with other third parties.

- Yes     No    |    Would you like to receive the PCC's monthly newsletter to this email address?

Thank you for taking the time to complete our survey. The survey results will be available to view online at [www.westmercia-pcc.gov.uk](http://www.westmercia-pcc.gov.uk)

**EMAIL RETURNS:** If you have chosen to complete a word version of the survey, email your completed survey to: [opcc@westmercia.pnn.police.uk](mailto:opcc@westmercia.pnn.police.uk)

**POSTAL RETURNS:** If you have chosen to print a copy of this survey to complete and return via Royal Mail (instead of completing online / emailing), post your completed survey to: John Campion, Police and Crime Commissioner, OPCC, West Mercia Police HQ, Worcester, WR3 8SP

CLOSING DATE: FRIDAY 6 JULY 2018