

# **BARNT GREEN PARISH COUNCIL**

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## **Summons and Notice of Meeting**

Members are summoned to the **Annual Parish Council** meeting to be held on  
**Monday 21<sup>st</sup> May 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 18/068a 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.

### **Meeting Agenda**

#### **18/063 Election of Chairman**

- The appointment of Chairman is an annual requirement; the appointed member will sign the Chairman's Declaration of Acceptance of Office.

#### **18/064 Apologies**

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

#### **18/065 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.

#### **18/066 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

#### **18/067 Election of vice-Chairman**

- Not a legal requirement, but it is customary to appoint a vice-Chairman who will assume responsibilities in the absence of the Chairman. No requirement to sign Acceptance of Office.

#### **18/068 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)

#### **18/069 Resumption of meeting to adopt previous minutes**

To approve adoption of the minutes of the parish council meeting held 16/04/2018,  
**see pages 5 / 11**

#### **18/070 Chairman's Report**

The Chairman will provide a report.

#### **18/071 Annual Business**

##### **i. Appointment of committees: nomination thereto and dates of meeting**

- a) **Planning Committee:** to cover comment to consultations, furtherance of the Neighbourhood Plan and parish-based policy proposals; to meet as and when required.

- b) Finance and General Purposes: to cover governance issues, policy preparation and revision, risk management, budgeting. To meet 3xpa.
  - c) Environment: to cover issues relating to the playing field, Millennium Park, commuters' car park, the work of the Lengthsman and the Outdoor Parish Caretaker and volunteer litter picker. To meet 3xpa.
  - d) Staffing: to cover all issues relating to staffing. To meet 1xpa and as needed.
- See proposed schedule of delegation to committees and to Executive Officer
- ii. **Review of delegation arrangements**
- See proposed schedule of delegation to committees and to Executive Officer
- iii. **Agree representation arrangements:**
- a) **Worcestershire CALC**
- For 2017/18 BGPC representatives were Cllrs R Cholmondeley and S Whitehand
- b) **Campaign to Protect Rural England (CPRE)**
- For 2017/18 BGPC representative was Cllr S Whitehand
- c) **St Andrews C of E First School**
- For 2017/18 BGPC representative was Cllr J Jellie; no proposal to change as it is good practice to retain the same representative for continuity.
- d) **Pensions Regulator**
- For 2017/18 BGPC representative was Cllr R Cholmondeley
- iv. **Governance arrangements:**
- a) **Review of Standing Orders**
- NALC have issued a revised set of model Standing Orders which has been circulated to all members; since the NALC model covers all local councils ranging in size from 5 members to 30+, I have modified the model to suit this particular council, as separate attachment. The main difference being to add the 'Rules of debate at meetings' to an appendix, to be referred to if/when necessary.
- b) **Review of Financial Regulations**
- The Financial Regulations are unchanged; it is good practice to review their effectiveness annually, this will be done by the Finance Committee.
- c) **Review of Members' Code of Conduct**
- No changes are proposed to the Members' Code of Conduct. It is a legal requirement that the council has a Code that members must follow, and which is linked to their Register of Interests. Worcestershire local councils all adhere to the same code which was introduced by the county's Monitoring Officers in 2012.
- d) **Review of Asset Register**
- This is included on the annual meeting agenda but was reviewed in April (item 18/040) and has since been revised in the light of subsequent comments.
- e) **Confirm insurance arrangements and adequacy of cover**
- The Executive Officer met with the Chairman to review the insurance cover, which was found to be adequate; a new broker was used last year and this year's renewal subscription is £790.33 (compared to £1036.16 for 2016/17)
- f) **Review annual subscriptions**
- National Association of Local Councils / Worcs County ALC (£843 for 2018/19)
  - Society of Local Council Clerks (no union fees) (£200 for 2018/19)
  - Campaign to Protect Rural England (£36 for 2017/18)
- g) **Agree date, time and place of all ordinary council meetings** up to and including the next annual meeting of the council
- The meetings calendar is now to meet on the 3<sup>rd</sup> Monday of each month except for December, at 7pm. The venue is for discussion at agenda item 18/078(a)
- h) **Agree calendar for review of all council policies**
- Please see the attached calendar (to follow shortly).
- i) **Agree the appointment of DKE Audit** as the Independent Internal Auditor

## 18/072 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 pages 12/13**

## 18/073 Finance

- (i) To note the current financial position and bills for payment **pages 13/14**
- (ii) To be advised of any expenditure decisions taken by Executive Officer
- (iii) To agree the current financial standing order and direct debit payments **page 14**
- (iv) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2018 **page 15/16**
- (v) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2018 (see minutes of meeting held 16/04/2018, **pages 10/11**)

## 18/074 Committee, Working Party and Members' reports on meetings attended

- a) Annual Parish Meeting held 26/04/2018; draft minutes **pages 17/18**
- b) Planning Committee met 01/05/2018; draft minutes **page 19**.
- c) Car Park Working Party met 10/05/2018; draft notes **page 20**

## 18/075 Events

- a) Barnt Green Annual Fun Run – rearranged to Sunday 24<sup>th</sup> June
- b) Dates of other 2018 events: Community Walk 22/09/2018, Christmas Lights-On 01/12/2018, Wassail Walk 27/12/2018

## 18/076 Environment & Community Wellbeing

- a) **New Rail Service** The Council is asked to support the request to Network Rail by Bromsgrove Rail Users Group that the additional electric train through Barnt Green following the Bromsgrove electrification should be replaced by a stop by the Birmingham-Hereford hourly service.  
Cllr R Cholmondeley will speak to this item.
- b) **Commuters' Car Park** To approve the purchase of a grit bin (£170 + refills), litter bin (up to £450 + installation) and notice (cost to be advised) as recommended by the Working Party (agenda item 18/084c).

## 18/077 Planning

- a) To consider response to consultations received including:

|  |                        |
|--|------------------------|
| 18/00520 / log no 094  | 2 Hewell Lane, B45 8NZ |
| Proposed 2 storey side extension and rear single storey extension. |                        |

- b) To receive information from Bromsgrove DC regarding consultation on District Plan Review Issues and Options and agree response, see **page 21**

## 18/078 Administration, Governance and Consultations

- a) To review the venue for parish council meetings
    - It was agreed to review the venue for council meetings after the first few months at the First School. Unfortunately, those meetings were held during winter months when it was particularly cold, which has had a bearing on the acceptance of change. Additionally, the school security arrangements have meant that if the doors are closed then anyone wishing to attend the meeting is 'locked out' until someone on the inside can let them in, which is not conducive to meeting the requirements of open government.
- It would appear that both the Baptist Church and St Andrews Church now have public room availability on the 3 Monday evening of each month. At the time of writing the costs are not yet known but will be available for the meeting.

As previously discussed, the office premises continue to be unsuitable for this public meeting due to the numbers of attendees that can be expected and the lack of adequate emergency escape.

- b)** To agree to invite Inspector Gareth Keyte to talk about Smart Water
- The parish council has previously considered the purchase and/or provision of support to residents of Smart Water. **SmartWater** is a traceable liquid and forensic asset marking system (taggant) that is applied to items of value to identify thieves and deter theft. The liquid leaves a long lasting and unique identifier, whose presence is invisible except under an ultraviolet black light.
- When previously considered by the council, it was agreed that the cost and time involved in supporting a scheme would be too onerous and it was not pursued. In response to the request by Cllr S Harris to promote this self-help crime reducing agent, Insp G Keyte has offered to attend a meeting to talk about it. Members are therefore asked to approve the invitation.
- c)** To agree to remove carried-forward items 'Outdoor Gym Equipment', 'Community Speed Watch' and 'Public Toilets' from parish council agendas
- There was little support for the provision of outdoor gym equipment when discussed at the Annual Parish Meeting. There has been lack of support for the Community Speed Watch scheme and there is no progress relating to the provision of public toilets. In which case it is proposed to remove them from the 'matters carried forward' section of the agenda.
- d)** To agree the use of member-only email addresses (Data Protection requirement)
- With data protection principles being of heightened importance, then in order for the parish council to comply it is proposed to cease sending emails to shared addresses that can be accessed by non-council members.
- It is rare that confidential information is sent in an email, however it may happen from time to time. Members who use a shared email address will be asked to either set up a separate one for themselves only, or log into the parish council website email provider. This latter option is available to all members and will involve the email protocol of *councillorname@barntgreen.org.uk*
- e)** To agree to adopt the revised Data Protection Policy and the new E-mail contact privacy notice
- In line with the GDPR requirements, please see the council's proposed Data Protection Policy and Email contact privacy notices on **pages 22/23 and 24/28**

**18/079 To agree to close the meeting to the members of the public** in accordance with The Public Bodies (Admission to Meetings) Act 1960 to allow for discussion of the following confidential business:

**To agree** the appropriate changes following 2018 – 2019 National Salary Award

- See confidential report provided separately.

**18/080 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) WorcsCALC Bromsgrove Area Committee meeting  
13/06/2018, 6.30pm

**18/081 Date and Venue of Next Meeting**

Next Parish Council Meeting, Monday 18<sup>th</sup> June 2018, 7pm venue to be advised.



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

Gill Lungley  
Executive Officer  
15/05/2018

**Minutes of the Parish Council meeting  
held at St Andrews C of E First School, Barnt Green  
on Monday 16<sup>th</sup> April 2018 at 7.00pm**

**DRAFT**

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

**In advance** of the start of the meeting, the Chairman presented to Mrs Wendy Tricklebank a bouquet and retirement gift, with thanks for her 14 years' service to the community.

**Members present:** Cllrs R Cholmondeley (Chairman), J Jellie, J Jagger and S Whitehand.

**In attendance:** One member of the public and a representative of The Village Executive Officer, Gill Lungley

**18/048 Apologies**

Apologies received from Cllrs C Hotham (vice-Chairman), R Briggs, P Perry.

**18/049 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.

**18/050 Consideration of dispensation requests**

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

**18/051 Adjournment of meeting to hear from:**

**a) Members of the public**

1. The commuters' car park suffers from a litter problem.
2. The Fiery Hill Road road surface is causing concern regarding potholes and there is a need for parking restrictions at the junction of Fiery Hill Road with Butterwick Close. [The Chairman referred to the recent consultation on installation of double yellow lines].
3. Query re Network Rail's assertion that the electrification scheme will go live in July. [The Chairman provided his understanding of the situation - that due to numerous setbacks Network Rail's schedule had changed, hence the unusual start date.]

**b) Supporting Organisations:**

The Safer Neighbourhoods Team sent apologies and a copy of the crime statistics for Barnt Green comparing the number of incidents for the first 3 months of 2017 with 2018.

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

**d) Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward** had sent apologies for non-attendance.

**18/052 Minutes of the previous council meeting**

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

**18/053 Chairman's Report: Cllr R Cholmondeley**

No specific report.

**18/054 Updates and Decisions taken by the Executive Officer (EO) since last meeting**

|                                       |  |
|---------------------------------------|--|
| a) Railway station lifts              | Council members met with Network Rail on 5/4/18 to discuss progress, recorded at minute no. 18/056(b)                    |
| 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             | The training arranged by the Social Club on 11/04/2018 was informative and well attended.                                |

|   |   |
|---|---|
| d) Worcestershire Pollinators Conference                              | Mrs Rachel Banner and Mrs Maureen Frowley attended this event on behalf of BGPC; Mrs Banner provided a report and will talk to members about the need to encourage pollinators.   |
| e) RoSPA inspection of play equipment                                 | The annual safety inspection has been carried out on the play equipment 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 has been given to the Outdoor Parish Caretaker to attend to minor issues raised.   |
| 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 amount.   |
| g) Visitors to the parish council office and correspondence received. | <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: this is to be added to the next agenda for members to consider.</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'." This is to be referred to next Village Team meeting.</li> <li>• Resident of Station Approach suggests occasional use of platform 4 for Birmingham-bound trains and asks if this can be progressed. At this meeting, the Chairman confirmed it has been mentioned but is unlikely to happen.</li> </ul> |
| h) Training attended  | HMRC webinar for employers 4/4/2018 'What's new for 2018'.  |
| i) Upper Bittell  | Canal and River Trust have advised that the public right of way between Upper Bittell and Bittell Farm Road will remain closed until all work on the reservoir headbank has been completed; likely to be mid-June.  |
| j) Millennium Park water supply                                       | The new standpipe and related pipework has been installed; Severn Trent have been notified to provide the mains 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 (to discuss at Annual Parish Meeting and include an article in the next Bulletin)</li> <li>4. Community bus (to discuss at the Annual Parish Meeting)</li> <li>5. Working party to meet to discuss Commuters' car park requirements</li> <li>6. Blackwell Road litter bin (to be chased)</li> <li>7. Community Speed Watch scheme (lack of interest, item closed)</li> </ol>   |

|  |  |  |
|--|--|--|
| 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> |
|--|--|--|

### 18/055 Finance Report

- i) *Current financial position* – bank reconciliation to 31/03/2018 (financial year-end) was noted:

| Bank Reconciliation to 31/03/2018 |            |                   |           |
|-----------------------------------|------------|-------------------|-----------|
| Cash book                         |            | Bank Statements   |           |
| Cash in hand at 01/04/2017        | 64,922.79  | Current account   | 2,240.80  |
| Add receipts to 28/02/2018        | 77,670.64  | Deposit account   | 21,173.41 |
| Less payments to 28/02/2018       | -65,899.98 | Building society  | 54,801.13 |
|                                   | 0          | Pocket card       | 200.00    |
|                                   | 0          | Less u/p payments | -1,721.89 |
|                                   | 76,693.45  |                   | 76,693.45 |

See pages 176 and 177 for the record of receipts and payments between 19/03/2018 – 31/03/2018 and from the start of the 2018/19 financial year to date.

- ii) **Expenditure decisions taken by Executive Officer:** None
- iii) **Financial year-end accounts 2017/18**  
Members received the financial end of year figures, included here at pp177 – 178, in advance of approval at next month's meeting.
- iv) **Actions arising from Internal Auditor's report**  
The finance working party would meet to consider:
  - The appropriateness of the council's Financial Regulations
  - Adoption of a Risk Management Policy
  - Review asset register valuations v insurance values
  - Request Building Society to provide quarterly/ half-yearly a/c statements
- v) **Annual Governance and Accountability Return (AGAR)**  
Members noted the AGAR will be presented to the next meeting of the parish council for approval of sections 1 and 2, with a view to setting the 30-working day period for the annual audit from 4<sup>th</sup> June to 13<sup>th</sup> July
- vi) **To agree costs associated with Village Team meetings**  
**It was agreed** to contribute to the costs of hosting Village Team meetings at Café Morso, (amount capped); negotiations delegated to Cllr J Jellie and Executive Officer.

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

- d) Planning Committee meeting held 04/04/2018: draft minutes were circulated.
- e) Meeting with Network Rail held 05/04/2018 at Baskerville House, Birmingham. Cllrs R Cholmondeley, C Hotham and P Perry attended a meeting with representatives of Network Rail to progress the installation of lifts at Barnt Green station. Minutes of the meeting were circulated. The Executive Officer is to seek quarterly updates.

### 18/057 Events

- c) The Annual Fun Run has been rescheduled for Sunday 24<sup>th</sup> June.

- d) Dates of other 2018 events: Busking/Music festival yet to be agreed (EO is to ask for an update from Cheryl Welsh, Centres Manager), Community Walk 22/09/2018, Christmas Lights-On 01/12/2018, Wassail Walk 27/12/2018

**18/058 Environment & Community Wellbeing**

- c) **Outdoor Parish Caretaker**  
The new appointment is now in post.
- d) **Parish Grit Bins**  
WCC had declined the request for a grit bin at the junction of Twatling Road/Cherry Hill Road; members considered the request to the Parish Council to install a parish grit bin there and also one at Hewell Road/Sandhills Lane junction.  
**It was agreed** to not install a parish grit bin at either site and to reconsider this decision in October 2018.
- e) **Pollinators Conference 27/03/2018**  
Mrs Rachel Banner, who, with a colleague, had attended the conference on behalf of the Parish Council, had provided a report on the event, including suggestions for supporting pollinators. Cllr Cholmondeley will progress this.

**18/059 Planning**

- c) Response to consultation:

|   |  |
|---|--|
| 18/00165 / log no 091   | Grosvenor House, Aqueduct Lane B48 7BS |
| Proposed 2 storey rear extension to form 6 No. new bedrooms.  |  |
| The Parish Council is aware of the growing need for this type of accommodation and would therefore be in favour of this further development on an existing site, however the application includes neither a Design and Access Statement nor a Tree Survey, both of which would be expected in this instance.<br>With regard to the trees, how will the existing trees maintain neighbours' privacy?<br>With regard to car parking for staff and visitors, there are doubts about the current capacity to cope (as evidenced by some intermittent on-road parking); the applicant would be expected to provide adequate car parking facilities without adversely impacting the local surroundings. |  |

- d) 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."  
**It was agreed** to add this topic to the agenda of the next meeting of the Planning Committee.

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

- a) **Review of Complaints Procedure**  
**It was agreed** to adopt the Complaints Procedure and associated form as presented to the meeting.
- b) **Response to the Police and Crime Commissioner's survey**  
**It was agreed** to delegate the response to the Executive Officer following receipt of responses from members.

**18/061 Future Meetings and Items for future agendas**

- a) Annual Parish Meeting Thursday 26<sup>th</sup> April 2018, 7pm (subjects to include LED footpath lighting, Community Bus, Outdoor Gym Equipment, Greater Birmingham Housing Market Area, Neighbourhood Watch) at the Friends Meeting House, Sandhills Road B45 8NR

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

Annual Parish Council Meeting Mon 21<sup>st</sup> May 2018, 7pm at Barnt Green First School

This meeting ended at 20:47hrs

Signed: Chairman, Barnt Green Parish Council

Date

Minute no. 18/055 (1)

Extract from parish council spreadsheet, March 2018 to end of financial year.

| Payments for March 2018 |          | Description                                     | Receipts         | Payments Gross   | Payments VAT    | Payments Net     |
|-------------------------|----------|---|------------------|------------------|-----------------|------------------|
| BACS                    | v206     | PAYE and NI, 4th quarter                        |                  | 610.73           |                 | 610.73           |
| s/o                     | v207     | Office rent, 4th quarter                        |                  | 1,237.50         |                 | 1,237.50         |
| d/d                     | v208     | office landline/broadband, March 2018           |                  | 14.99            | 2.50            | 12.49            |
| s/o                     | v209     | Footpath lighting maintenance contract          |                  | 264.00           | 44.00           | 220.00           |
| -                       | v210     | Non-domestic rates (for information only)       |                  | 0.00             | 0.00            | 0.00             |
| BACS                    | v211     | Dog-waste bags for playing field dispenser      |                  | 170.40           | 28.40           | 142.00           |
| BACS                    | v212/R20 | Lengthsman repayment final 2017/18              | 683.00           |                  |                 | -                |
| BACS                    | v213     | Dog and litter bin emptying at BG playing field |                  | 881.80           | 146.97          | 734.83           |
| BACS                    | v214     | Lengthsman services Jul 2017 - Mar 2018         |                  | 1,500.00         | -               | 1,500.00         |
| BACS                    | v215     | Service charge Jan-Mar 2018                     |                  | 18.00            |                 | 18.00            |
| BACS                    | v216/R21 | Bank interest to 31/03/2018                     | 14.06            |                  |                 | -                |
|                         |          | subtotal for March 2018, month only             | 697.06           | 7,265.65         | 382.12          | 6,883.53         |
|                         |          | <b>Total for year to 31/03/2018</b>             | <b>77,670.64</b> | <b>65,899.98</b> | <b>5,448.18</b> | <b>60,451.80</b> |

Extract from parish council spreadsheet, April 2018 to 16/04/2018.

| invoice ref<br>V/R | Description  | Receipts  | Payments<br>Gross | Payments<br>VAT | Payments<br>Net |
|--------------------|--|-----------|-------------------|-----------------|-----------------|
| v001/R01           | Precept - first half 2018/19                       | 31,220.00 |                   |                 | -               |
| v002a              | Litter picking & playground checks, MillPark       |           | 40.00             | -               | 40.00           |
| v002b              | Litter picking & playground checks, BGPF           |           | 40.00             | -               | 40.00           |
| v003               | Fun Run banners, posters, reg forms                |           | 228.00            | 38.00           | 190.00          |
| v004               | Office electricity                                 |           | 208.61            | 9.93            | 198.68          |
| v005               | BGPF maintenance, pitch spiking                    |           | 278.89            | 46.48           | 232.41          |
| v006               | online mapping tool, annual subscription           |           | 36.00             | 6.00            | 30.00           |
| v008/R02           | Wayleave (Millennium Park)                         | 57.50     |                   |                 | -               |
| v009a              | footpath lighting energy, dusk2dawn                |           | 244.78            | 40.79           | 203.99          |
| v009b              | footpath lighting energy, continuous               |           | 12.88             | 0.61            | 12.27           |
| v010               | Christmas lighting hire                            |           | 1,092.07          | 182.01          | 910.06          |
| v011               | Independent Internal Audit for 2017/18             |           | 242.40            | -               | 242.40          |
| v012a              | Annual play equipment check Mill Park              |           | 79.80             | 13.30           | 66.50           |
| v012b              | Annual play equipment check Mill Park              |           | 79.80             | 13.30           | 66.50           |
| v013               | Office mobile phone                                |           | 7.06              | 1.18            | 5.88            |
| v014a              | Park grass cutting                                 |           | 57.00             | -               | 57.00           |
| v014b              | Highways verge cutting                             |           | 28.00             | -               | 28.00           |
| v015               | electricity for Christmas lighting 2017            |           | 305.52            | 7.97            | 297.55          |
| v016               | staff pension (March salary)                       |           | 157.03            | -               | 157.03          |
| v017               | staff salary, for April 2018 but at pre-April rate |           | 1,051.16          |                 | 1,051.16        |
| v018               | installation of stand-pipe, Millennium Park        |           | 798.00            | 133.00          | 665.00          |
| v019               | connection of stand-pipe, Millennium Park          |           | 3,166.84          |                 | 3,166.84        |
|                    |  |           |                   |                 | -               |
|                    | sub total for year to date                         | 31,277.50 | 8,153.84          | 492.57          | 7,661.27        |

Minute no. 18/055(v) Financial end-of-year summary 2017/18

| BARNT GREEN PARISH COUNCIL RECEIPTS AND PAYMENTS ACCOUNT 2016/17 AND 2017/18, SUMMARY |               |               |                       |               |               |
|---|---------------|---------------|-----------------------|---------------|---------------|
| RECEIPTS  | 2016/17       | 2017/18       | PAYMENTS              | 2016/17       | 2017/18       |
| Precept received in current year  | 57,650        | 62,490        | Administration        | 33,923        | 33,740        |
| Council tax support grant   | 634           | -             | Communication         | 1,676         | 1,680         |
| Interest  | 390           | 321           | Millennium Park       | 2,668         | 1,574         |
| Lengthsman Refund   | 1,500         | 2,776         | Playing Field         | 4,552         | 4,736         |
| VAT Refund  | 2,954         | 9,308         | Environment           | 1,699         | 2,024         |
| Miscellaneous   | 4,320         | 1,916         | Footpath lighting     | 17,550        | 13,303        |
| Hires (room / playing field)  | 355           | 860           | Highways              | 3,200         | 2,500         |
|   |               |               | Events                | 1,949         | 2,610         |
|   |               |               | Capital projects      | 7,539         | 3,733         |
|   |               |               |                       |               |               |
| <b>Total Receipts</b>   | <b>67,803</b> | <b>77,671</b> | <b>Total payments</b> | <b>74,756</b> | <b>65,900</b> |

|  | 2016/17 | 2017/18 |
|--|---------|---------|
| Box 1: Balances b/f                                    | 71,876  | 64,923  |
| Box 2: Precept   | 57,650  | 62,490  |
| Box 3: Total other receipts                            | 10,153  | 15,181  |
| Box 4: Staff costs                                     | 16,070  | 16,969  |
| Box 5: Loan interest / capital repayme                 | -       | 0       |
| Box 6: All other payments                              | 58,686  | 48,931  |
| Box 7: Balances c/f                                    | 64,923  | 76,694  |
| Box 8 : Total value of cash and short term investments | 64,923  | 76,694  |
| Box 9 : total fixed assets                             | 208,140 | 210,300 |
| Box 10: Total borrowings                               | -       | -       |

**AGAR 2018**

Section 2: Accounting Statements

Variations of more than 15% require an explanation; see below for explanations to variances at Box 3 and Box 6.

| 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<br>2017 = £634, 2018 = £0  | -£634           |
| <b>Reason 2</b>   |                 |
| Lengthsman refund.<br>£500 received 2018 instead of 2016/17; all refund for 2018 received plus outstanding amount of £388 from 2015/16<br>2017 = £1500, 2018 = £2776  | £1,276          |
| <b>Reason 3</b>   |                 |
| VAT Refund<br>VAT repayment for 2016/17 was for early part of 2016/17 only, £2954<br>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)<br>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<br>2016/17 Support of dramatic arts = £527 receipts<br>2016/17 Local developer provided funding = £2419<br>2016/17 New Homes Bonus funding = £545<br>2016/17 Damaged bollard compensation = £600<br>2017/18 Insurance claim for equipment = £1216<br>2017/18 Contribution Buskers Festival = £130<br>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   | ✓               |

| Explanation of variances: BARNT GREEN PARISH COUNCIL  |                 |
|---|-----------------|
| Annual Audit: Financial year-end 31/03/2018   |                 |
| <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  | ✓               |

## AGENDA ITEM 18/072 – Executive Officer’s report for month to 15/05/2018

|   |  |
|---|--|
| a) Greenbank parking and verge damage   | County Councillor Peter McDonald has been asked to attend on site to discuss what can be done to alleviate the problems.   |
| b) Worcestershire Pollinators   | Cllr R Cholmondeley has met with Mrs Banner to produce a 5-year plan which is to be considered by the Environment Committee.   |
| c) RoSPA inspection of play equipment   | The Outdoor Parish Caretaker has carried out some of the minor remedial works; the Environment Committee is to review the report.  |
| d) Millennium Park water supply   | Pipework has been installed 11/04/2018, Severn Trent are to provide the connection but need to set up temporary traffic lights in Sandhills Road, and this cannot be done whilst adjacent roads are closed / diverted.   |
| e) GDPR progress  | <p>It is likely that local councils will not be required to appoint a Data Protection Officer, although it will be considered good practice to do so. In the meantime:</p> <ul style="list-style-type: none"> <li>- all the contacts in the parish council’s “distribution” list have been contacted, provided with a copy of the email privacy notice and invited to opt-in to continue to receive ad hoc information emails from the parish council;</li> <li>- a data audit has been carried out to assess what documentation is kept, for what reason, for what period of time and location. Specific privacy notices are being prepared for the different categories, eg supplier, staff etc.</li> <li>- a revised Data Protection Policy has been prepared, see agenda item 18/078e</li> </ul>   |
| <p>f) Visitors to the parish council office and correspondence received.</p> <p>Members are to identify any items for further discussion at future meeting.</p> | <ul style="list-style-type: none"> <li>• Resident re progress with Virgin cable?</li> <li>• Resident re ownership of land at Greenbanks (thinks it's PC)</li> <li>• Resident re suggestion of parking restrictions on S/hills Lane and S/hills Road</li> <li>• Resident re Friends Meeting House and request for item in next newsletter re parental responsibility of children in car park (at all hours)</li> <li>• Resident re parking in village for village residents shouldn’t be made more difficult</li> <li>• Resident re dangers of Hewell Lane as diversion route</li> </ul> <ul style="list-style-type: none"> <li>- Copy of residents’ letter to MP re station lifts</li> <li>- Copy of response to BDC survey on school parking</li> <li>- Email complaint about the appearance of the village entrances</li> <li>- AgeUK, Veterans Wellcheck service</li> <li>- Round-up of dates of district Christmas lights events</li> <li>- Parish Online (mapping services)</li> <li>- Commonplace newsletter (Neighbourhood Planning)</li> <li>- Bromsgrove DC invitation to Annual Meeting 16/05/2018</li> <li>- Resident’s email relating to concerns about the development at 47 Fiery Hill Road</li> <li>- Resident’s email with concerns about the footpath between Fiery Hill Road and Cherry Hill Road across Foxhills development appears to be ‘private access only’.</li> <li>- Resident’s email with concerns about the appearance of Fiery Hill Road / Twatling Road triangle traffic island</li> <li>- Copy of resident’s email with concerns about the appearance of 26 Sandhills Lane and 17 Sandhills Road.</li> </ul> |
| g) Police and Crime Commissioner Survey   | One parish council member has provided a completed survey; other members are asked to complete by 30 <sup>th</sup> June for comments to be collated and submitted.   |
| h) Reports to WCC   | <ul style="list-style-type: none"> <li>• Broken manhole cover Kendal End Road grass verge</li> <li>• Missing chevrons, Bittell Farm Road</li> </ul> <p>- To County Councillor: forwarded concerns from residents of Butterwick Close regarding highways matters at junction with Fiery Hill Road</p> <p>NB Report submitted 19/03/2018 (loose manhole covers in Bittell Road and Kendal End Road) was responded to on 15/05/2018.</p>  |
| i) Items actioned and awaiting response   | <ul style="list-style-type: none"> <li>- Installation of raised flower bed: siting agreed with WCC, costs to be ascertained.</li> <li>- Re-siting of beehive planters agreed with WCC, now waiting better weather.</li> <li>- Barnt Green cricket club to provide pictures of benefit of grant funding</li> </ul>  |

|  |  |   |
|--|--|---|
| l) Items carried forward<br>(See also agenda item 18/078c)   | <ul style="list-style-type: none"> <li>• Public toilets – retained for decision to take forward as capital project.</li> <li>• Outdoor gym equipment</li> <li>• Community bus</li> <li>• Blackwell Road litter bin</li> <li>• Community Speed Watch scheme</li> <li>• Barnt Green station lifts</li> <li>• Millennium Park wayleave</li> </ul> |   |
| 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>• WCC weekly roadworks reports</li> <li>• BDC weekly planning lists</li> <li>• Clerks and Councils Direct</li> </ul>   | <ul style="list-style-type: none"> <li>• PCC monthly update</li> <li>• Wellbeing in Partnership</li> <li>• Lickey Hills Society newsletter</li> <li>• BDC minutes for various committees</li> <li>• Various play equipment sales flyers</li> <li>• MP's monthly update</li> </ul> |

### Agenda item 18/073(1)

#### Bank reconciliation to 30/04/2018:

| Bank Reconciliation as at 30/04/2018                   |                  |                   |          |
|--|------------------|-------------------|----------|
| <b>Cash in hand at 1 April 2018</b>                    |                  |                   |          |
| Unity Bank current account                             | 2,240.80         |                   |          |
| Unity Bank deposit account                             | 21,173.41        |                   |          |
| Cambridge Building Society                             | 54,801.13        |                   |          |
| <b>Opening bank balances</b>                           |                  | <b>£78,215.34</b> |          |
| Add pockit   | 200.00           |                   |          |
| Less unrepresented cheques                             | -1,721.89        |                   |          |
| <b>Opening Cash Book balance</b>                       |                  | <b>£76,693.45</b> |          |
| <b>Add receipts between 1 April - 30 April 2018</b>    | <b>31,447.50</b> |                   |          |
| <b>Less payments between 1 April - 30 April 2018</b>   | <b>-9,955.43</b> |                   |          |
| <b>Cashbook balance at 30 April 2017</b>               |                  | <b>£98,185.52</b> | <b>A</b> |
| <b>Cash in hand per bank statements at 30 Apr 2018</b> |                  |                   |          |
| Unity Bank current account                             | 2,818.86         |                   |          |
| Unity Bank deposit account                             | 40,563.41        |                   |          |
| Cambridge B/S  | 54,801.13        |                   |          |
| Pockit   | 200.00           |                   |          |
| Less unrepresented cheques, as list below              | 197.88           |                   |          |
| <b>Bank balances at 30 Apr 2018</b>                    |                  | <b>£98,185.52</b> | <b>B</b> |
|  |                  | <b>£0.00</b>      |          |
| Signature of the Responsible Finance Officer           |                  |                   |          |
| Councillor's signature                                 |                  |                   |          |
| <b>Unrepresented cheques:</b>                          |                  | 0                 |          |
|  | v023 (plusnet)   | 197.88            |          |
|  |                  | -                 |          |

Invoices received during April 2018 and during May to 14/05/2018:

| invoice ref<br>V/R | Description  | Receipts  | Payments<br>Gross | Payments<br>VAT | Payments<br>Net |
|--------------------|--|-----------|-------------------|-----------------|-----------------|
| v001/R01           | Precept - first half 2018/19                       | 31,220.00 |                   |                 | -               |
| v002a              | Litter picking & playground checks, MillPark       |           | 40.00             | -               | 40.00           |
| v002b              | Litter picking & playground checks, BGPF           |           | 40.00             | -               | 40.00           |
| v003               | Fun Run banners, posters, reg forms                |           | 228.00            | 38.00           | 190.00          |
| v004               | Office electricity                                 |           | 208.61            | 9.93            | 198.68          |
| v005               | BGPF maintenance, pitch spiking                    |           | 278.89            | 46.48           | 232.41          |
| v006               | online mapping tool, annual subscription           |           | 36.00             | 6.00            | 30.00           |
| v007/R02           | Wayleave (Millennium Park)                         | 57.50     |                   |                 | -               |
| v008               | connection of stand-pipe, Millennium Park          |           | 3,166.84          |                 | 3,166.84        |
| v009a              | footpath lighting energy, dusk2dawn                |           | 244.78            | 40.79           | 203.99          |
| v009b              | footpath lighting energy, continuous               |           | 12.88             | 0.61            | 12.27           |
| v010               | Christmas lighting hire                            |           | 1,092.07          | 182.01          | 910.06          |
| v011               | Independent Internal Audit for 2017/18             |           | 242.40            | -               | 242.40          |
| v012a              | Annual play equipment check Mill Park              |           | 79.80             | 13.30           | 66.50           |
| v012b              | Annual play equipment check Mill Park              |           | 79.80             | 13.30           | 66.50           |
| v013               | Office mobile phone                                |           | 7.06              | 1.18            | 5.88            |
| v014a              | Park grass cutting                                 |           | 57.00             | -               | 57.00           |
| v014b              | Highways verge cutting                             |           | 28.00             | -               | 28.00           |
| v015               | electricity for Christmas lighting 2017            |           | 47.86             | 2.28            | 45.58           |
| v016               | staff pension (March salary)                       |           | 157.03            | -               | 157.03          |
| v017               | staff salary, for April 2018 but at pre-April rate |           | 1,051.16          |                 | 1,051.16        |
| v018               | installation of stand-pipe, Millennium Park        |           | 798.00            | 133.00          | 665.00          |
| v019               | Office landline and broadband                      |           | 33.98             | 5.66            | 28.32           |
| v020               | Outdoor Parish Caretaker, April 2018               |           | 416.66            |                 | 416.66          |
| v021               | Temporary toilets for Fun Run, March 2018          |           | 156.00            | 26.00           | 130.00          |
| v022               | Footpath lighting monthly retainer, April          |           | 264.00            | 44.00           | 220.00          |
| v023               | Line rental for 12 months                          |           | 197.88            | 32.98           | 164.90          |
| v024/R3            | Hire of BG Playing Field, first term               | 170.00    |                   |                 |                 |
| v025               | Annual CALC & NALC subscription, 2018/19           |           | 990.73            | 147.71          | 843.02          |
|                    | sub total for April and year to 30/04/2018         | 31,447.50 | 9,955.43          | 743.23          | 9,212.20        |
| invoice ref<br>V/R | Description  | Receipts  | Payments<br>Gross | Payments<br>VAT | Payments<br>NET |
| v026               | BGPC news in The Village, May 2018                 |           | 180.00            | 30.00           | 150.00          |
| v027               | Grounds Maintenance at playing field               |           | 278.89            | 46.48           | 232.41          |
| v028               | Outdoor Parish Caretaker, May 2018                 |           | 416.66            |                 | 416.66          |
| v029a              | Grass cutting, Millennium Park                     |           | 57.00             |                 | 57.00           |
| v029b              | Grass cutting, Hewell Road verges                  |           | 28.00             |                 | 28.00           |
| v030a              | footpath lighting energy, dusk2dawn                |           | 208.92            | 34.82           | 174.10          |
| v030b              | footpath lighting energy, continuous               |           | 11.87             | 0.56            | 11.31           |
| v031               | Annual insurance cover                             |           | 790.33            | -               | 790.33          |
|                    |  |           |                   |                 | -               |

### Agenda item 18/073(iii)

#### Schedule of direct debit and standing order payments:

|     |  |                                      |
|-----|--|--------------------------------------|
| D/d | Information Commissioner (Data Protection)             | £35 annual payment                   |
| D/d | Southern Electric (SSE) street lighting & office power | Variable monthly / quarterly         |
| D/d | Plusnet (broadband, office and mobile phones)          | Annual line rental; variable monthly |
| d/d | NEST (staff pension)                                   | £157.03 pcm                          |
| s/o | GJH Electrical (footpath light monthly check)          | £264.00 pcm                          |
| s/o | NM & AJ Hosking (grounds maintenance)                  | £278.89 pcm                          |
| s/o | Staff salaries   | £1051.16 pcm                         |
| s/o | REAMM Properties (office rent)                         | £1237.50 quarterly                   |

**To be considered by the Full Council in the meeting; Sections 1 and 2 are part of the Annual Governance and Accountability Return that is sent to the External Auditor**

**Section 1 The Annual Governance Statement 2017/18**

We acknowledge as the members of Barnt Green Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2018, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

'Yes' means that the council prepared its accounting statements in accordance with the Accounts and Audit Regulations. *'Governance and Accountability for Smaller Authorities in England', the Practitioners' Guide produced in association with NALC and which was updated in March 2018, reflects the requirements of the Accounts and Audit Regulations. All parish council members have been referred to this in the past and is used by the EO/RFO for reference.*

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

'Yes' means the council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. *This has been done via:*

- *council's quarterly book-keeping review;*
- *receipt of regular, sequential financial information to meetings;*
- *recording of regular, sequential financial information in council minutes;*
- *adherence to the council's financial regulations and risk management policy;*
- *appointment of internal independent auditor.*

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

'Yes' means that the council has only done things that it has the legal power to do and has complied with proper practices in doing so via:

- *Regular information is provided to members via the county association and*
- *the publication Governance and Accountability for Smaller Authorities in England' is freely available;*
- *EO/RFO confirms not aware of any non-compliance.*

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

'Yes' means that the council during the year has given all persons interested the opportunity to inspect and ask questions about this authority's accounts.

*The accounts were open to inspection between 05/06/2017 and 14/07/2017 and were advertised as such from 04/06/2017 on the council's notice boards and website.*

5. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

'Yes' means that the council has considered and documented the financial and other risks it faces and has dealt with them properly.

- *Risk management process as approved at the BGPC meeting held 19/02/2018, minute no's 18/024v and 18/024vi*
- *Insurance cover as reviewed minute no. 17/079*

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

'Yes' means that the council has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

*To ensure public confidence, having used the same independent internal auditor for many years, the council appointed a different independent internal auditor to provide an objective view on the council's internal controls. The report of this review has been circulated to members and noted; recorded at the parish council meeting held 19/03/2018 minute no. 18/040.*

7. We took appropriate action on all matters raised in reports from internal and external audit. 'Yes' means that the council responded to matters brought to its attention by internal and external audit.

*There were no matters for attention raised by the internal audit, however the external audit made comments and the following was recorded at the BGPC meeting of 19/09/17:*

***Matters Reported***

***Public rights***

*We reported in last year's external Auditor Certificate and Report that the period for the exercise of public rights for 2015/16 was not in line with the regulations and proper practices and the Authority had failed to meet its statutory requirements. In our view, the response to Assertion 4 on the Annual Governance Statement should be 'No'.*

*In future, the Authority must ensure that the Annual Return is approved and published to allow for the exercise of public rights in accordance with the Regulations and proper practices.*

***Other matters not affecting our opinion which we wish to draw to the attention of the authority***

***Internal Audit, Objective F***

*The internal auditor has answered 'Not Covered' to Objective F in relation to petty cash. The bank reconciliation includes a figure for petty cash, indicating that the Council does operate a petty cash system.*

*The Authority should ensure that the internal auditor's report is reviewed before sending the annual return to the external auditors. The Authority should minute this process. If there are any errors in the internal auditors report it should either be amended by the Internal Auditor or the authority should provide an explanation for the error."*

*In connection with the first comment (Public Rights), it could be argued that the council had complied with the published guidance, ie 'the council during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.' The council noted that the period should have been 30 days, and that the 31 days that had actually been given complied with the guidance but not with the regulations and proper practice; members were satisfied no harm had been caused to members of the public and that proper practices had been complied with for the 2016/17 public inspection period.*

*Regarding the second comment, the council had minuted receipt of the Independent Internal Auditor's report at 17/095ii and were confident there was no error. Having noted the name used of 'petty cash' on the council's spreadsheet was causing confusion the council agreed to change the name to that of the debit card, 'pocket'.*

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and where appropriate have included them in the accounting statements.

'Yes' means that the council has disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

*The EO/RFO confirms the accounting statements include all required information.*

9. Relates to Trust Funds: this is not relevant to Barnt Green PC, the response is NA.

Gill Lungley, BA(Hons) FSLCC  
Executive Officer & Responsible Financial Officer  
Barnt Green Parish Council  
09/05/2018

## **Agenda item 18/074 a**

### **Draft minutes of Annual Parish Meeting held 26/04/2018**

The Meeting was chaired by Cllr Robert Cholmondeley, Barnt Green Parish Council Chairman.

In attendance:               Seventeen members of the public  
District (and Parish) Councillor: C Hotham  
Parish Councillors: R Briggs, S Harris, J Jagger, J Jellie, P Perry  
Gill Lungley, Executive Officer, Barnt Green Parish Council

#### **1. Welcome**

The Chairman welcomed all present.

#### **2. Apologies**

Apologies had been received from parish councillor S Whitehand and county councillor P McDonald.

#### **3. Minutes of the Annual Parish Meeting held 26<sup>th</sup> April 2017**

The minutes of the previous meeting were approved a true record and signed by the Chairman.

#### **4. Reports from local council representatives**

##### **a) Chairman's report**

The Chairman gave a report which is attached at Appendix 1.

##### **b) Report from District Councillor for Barnt Green and Hopwood Ward**

District Councillor Charles Hotham spoke on the following various subjects:

- The erosion of central government funding is leading to continuing financial difficulties for local government and the need for making efficiencies. At Bromsgrove DC there is cross-party agreement to lobby government for an improved settlement that will avoid the imposition of an apparent double-taxation upon council tax payers.
- Bromsgrove DC continues to face the financial consequences of the office move from Burcot Lane to Parkside, whilst the sharing of services with Redditch Borough Council means there are fewer officers working at Parkside.
- The prospect via the Hearn Report of a 'Barntchurch' settlement of up to 15,000 new homes is alarming (discussed in more detail at 5.1 below).
- BDC is to operate the outdoor market in Bromsgrove town centre.
- The new leisure centre in Bromsgrove is marvellous with a pool, climbing walls and variety of treatment rooms which generate income. The lack of a sports hall has caused concern and costs of building are being considered.
- New Homes Bonus will be less next year due to fewer new homes being built.

##### **c) Report from County Councillor for Beacon Division**

County Councillor Peter McDonald had sent apologies for missing the meeting.

##### **d) Parish Council Finances**

A summary (attached appendix 2) of the parish council's accounts for 2017/18 was presented.

The amount spent on Christmas lighting was queried: the higher cost during 2016/17 was due to the new detail lights purchased with the aid of grant funding; general agreement was in favour of the lights.

#### **5. Open Forum**

##### **5.1 Greater Birmingham and Black Country Housing Market Area Strategic Growth Study**

A report carried out by GL Hearn into the availability of sites for housing development had identified the general (non-specific) area covering Barnt Green, Alvechurch, Lickey and Blackwell as having potential for up to 15,000 new homes.

District Councillor Hotham spoke about the report: his view, as an independent councillor, was at odds with the district council's decision to consult residents about the report's findings; he would prefer any public consultation to be based on the district council's own review.

In any case, funding has been made available to the Greater Midlands area to develop brown field sites in order to avoid building on Green Belt, which would mean any shortfall in housing supply would then be considerably reduced. It is a matter of being 'informed and concerned, rather than panicking'. There followed some general discussion on housing need both locally and nationally.

#### 5.2 **New footpath lighting**

It was known that production of the orange-coloured sodium lighting was being phased out, meaning the parish council must look for an alternative type of lighting. LED lights had been recommended as cheaper to run and providing a better, more focussed, brightness. The question was asked about how the change should happen, eg one at a time as the sodium lights fail, or all at once, or a street at a time?

The favoured option appeared to be to change all at the same time.

#### 5.3 **New outdoor parish caretaker**

The Chairman was asked if the role of this new appointment included dead-heading the plants in the village centre planters and responded that it does.

#### 5.4 **Village centre parking restrictions**

There was concern that the parish council was in favour of parking restrictions in Sandhills Road and Sandhills Lane, without any consideration of, or consultation with, residents. In response, the Chairman advised that this was based on a suggestion put forward at a meeting with village retailers which the parish council had agreed to investigate but that it was unlikely to progress without the support of the county councillor and was not an endorsement by the parish council.

Various other parking-related issues were keenly discussed relating to the differing needs of car owners as residents, shop-keepers, shoppers, public transport users, commuters, school parents etc. The parish council continues to seek solutions where possible.

#### 5.5 **Outdoor gym equipment**

The parish council was considering the installation of gym equipment at Barnt Green playing field; the consensus at this meeting was that the proposed site was too remote, and the equipment would be used infrequently, except by younger children for whom it is not intended.

#### 5.6 **Community Bus**

Cllr Hotham spoke about the proposals to introduce a bus service that would run in a figure of 8 constant route between Lickey, Barnt Green, Hopwood, Alvechurch, Rowney Green, Blackwell on Saturdays. This would be a 40 to 50 minutes' round-trip that may lead to less traffic on the roads and reduce the parking pressure in Barnt Green.

Funding is available for the scheme and for marketing it, but volunteer drivers are needed for the trial 12-week period.

#### 5.7 **Other issues**

- **GDPR** Upon being asked if the parish council is prepared for the requirements of the General Data Protection Regulation, the Chairman responded that there is currently a query about the role of a Data Protection Officer and the council is following advice from the Information Commissioners Office.
- **Public Toilets** Upon being asked about progress of public toilets in Barnt Green, the Chairman advised this topic has not yet been progressed.
- **Lifts, Barnt Green railway station** The non-installation of lifts at the station by Network Rail was mentioned. The Chairman advised that he had met with representatives of Network Rail and had written to various levels of government; the lifts would be installed but not until 2020 at the earliest.

The meeting ended at 9.35pm.

**Agenda item 18/074b**  
**Draft minutes of Planning Committee meeting held 01/05/2018**

|  |  |              |                                  |
|--|--|--------------|----------------------------------|
| <b>Cllrs Present:</b>                    | Cllrs - S Whitehand (Chairman), R Briggs, R Cholmondeley, J Jagger, P Perry  |              |                                  |
| <b>In attendance:</b>                    | Executive Officer, Gill Lungley  |              |                                  |
| <b>PI18/20</b>                           | <b>Apologies:</b> None   |              |                                  |
| <b>PI18/21</b>                           | <b>Declarations of Interest</b><br>a) The requirement to keep the Register of Interests updated was noted.<br>b) No Disclosable nor Other Disclosable Interests were declared  |              |                                  |
| <b>PI18/22</b>                           | <b>Dispensation requests</b><br>There were no dispensation requests to consider.   |              |                                  |
| <b>Public Question Time</b> Not required |  |              |                                  |
| <b>PI18/23</b>                           | <b>Approval of previous minutes</b><br>The minutes of the meeting held 04/04/2018 were agreed correct and signed by the Chairman.  |              |                                  |
| <b>PI18/24</b>                           | <b>Planning Consultations</b>  |              |                                  |
| <b>a)</b>                                | a) The parish council commented on the following consultation:   |              |                                  |
|  | <b>BDC ref</b>   | <b>P Log</b> | <b>Address</b>                   |
|  | 18/00413   | 092          | 38 Hewell Rd B45 8NF             |
|  |  |              | <b>Proposal</b>                  |
|  |  |              | Ground floor rear/side extension |
|  | <b>PC comment:</b><br>The parish council is concerned that this proposes a relatively significant extension to the property where the 45° rule has already been compromised and is further exacerbated by this proposal. Plus, when taking into account the adjoining boundary is less than one metre away from the proposed works the cumulative impact may adversely affect the neighbouring property to the north.<br>-----<br>Members also noted the recent consultation relating to 3 Margesson Drive, as below, which had been notified too late for inclusion on the agenda for this meeting. Members agreed to delegate the response to the Clerk following committee members' comments. |              |                                  |
|  | <b>BDC ref</b>   | <b>P Log</b> | <b>Address</b>                   |
|  | 18/00470   | 093          | 3 Margesson Drive B45 8LR        |
|  |  |              | <b>Proposal</b>                  |
|  |  |              | Ground floor kitchen extension   |
| <b>b)</b>                                | Decisions notified by the Planning Authority (Bromsgrove District Council).<br>1. 18/00165, BGPC log no. 091, refused.<br>2. 17/01199, BGPC log no. 092, withdrawn   |              |                                  |
| <b>c)</b>                                | The current consultation on proposed changes to the National Planning Policy Framework was noted; it closes on 10 <sup>th</sup> May 2018.  |              |                                  |
| <b>d)</b>                                | It was agreed to meet with neighbouring parish councils to discuss shared interests when Bromsgrove DC seek consultations on either, or both, the Hearn Report and/or the Green Belt review.   |              |                                  |
| <b>PI18/25</b>                           | <b>Date of next meeting</b><br>The date, time and venue of the next meeting to be decided.   |              |                                  |

|                        |  |
|------------------------|--|
| <b>Present</b>         | Cllrs R Cholmondeley, P Perry, S Whitehand<br>Apologies from Cllr C Hotham<br>Attending: EO - Gill Lungley   |
| <b>Purpose</b>         | To consider what needs to be done in advance of assuming responsibility for the car park in August 2018.   |
| <b>Items discussed</b> | 1. <b>Footpath</b> Direction of footpath between Butterwick Close and Fiery Hill Road implies the car park is for BC residents' use. BGPC to ask for the direction to be changed to link Fiery Hill Road with car park only.   |
|                        | 2. <b>Western border</b> Need to find out what will take the place of the boarding currently forming a barrier on the west side of the car park and ascertain who is responsible for maintenance.  |
|                        | 3. <b>Northern border</b> Need to find out what CALA plans to do with the northern edge of the site (parallel to Kendal End Road, to include balancing pond). Will the site be open to the public?   |
|                        | 4. <b>Height Barrier</b> The need for a height barrier was considered and members agreed to not install one immediately, but would assess again in the future.   |
|                        | 5. To arrange a meeting with CALA to discuss these points.<br>PMN: Meeting has been arranged with site manager 30/05/2018, 12pm  |
|                        | 6. <b>Agreed:</b> to install a green grit bin on the left-hand side of the entrance  |
|                        | 7. <b>Agreed:</b> to install a notice stating "Free parking for rail users" and to include BGPC contact details; black letters on white background with green BGPC logo. Size 2ft 6in x 2ft on one or two pole(s) 5ft high. Sited on right hand side of entrance, facing south, single sided, against hedge. |
|                        | 8. <b>Agreed:</b> to install a litter bin at the foot of the notice.   |
|                        | 9. <b>To check</b> whether planning permission is required.  |
|                        | 10. <b>To contact CALA</b> to chase funding.   |

Items 6, 7 and 8 are to be put to the full council for approval on 21/05/2018, agenda item 18/076b.

**Agenda item 18/077b**  
**Email received 15/05/2018**

Dear Parish Councillors,

**Bromsgrove District Council District Plan Review Issues and Options Consultation**

Bromsgrove District Council (BDC) is preparing to review the Bromsgrove District Plan which was adopted in January 2017. This early review is a requirement of the adopted plan, as the Council has to find land for additional identified housing development needs not allocated in the current plan. The Government also encourages local planning authorities to review their Local Development Plans every five years, and in order to complete the review in good time, it is necessary to start work now.

Consultation is a key part of how we prepare planning policies and active consultation with Parish Councils is important to getting the views of many of the residents across the district. Officers are currently putting together a consultation strategy and looking to see what type of events you think your parish would benefit from. Ideas from previous consultation events include; workshops, planning for Real exercises to engage people and aid discussions, and exhibitions at local parish events.

The Issues and Options Consultation is the first stage of the consultation process for the District Plan Review where you will have the opportunity to comment on any issues you wish to be considered and addressed and the options for shaping the policies within the reviewed District Plan.

Subject to Council approval there will be events in August and September on the Issues and Options for the District Plan review and would be grateful if you could identify if you would like the District Council to carry out any of the following events in your parish:

**Exhibition day**

This would be an event where District Council Officers would attend with the consultation material. Officers will be present to explain the documents and answer questions from residents as they turn up throughout the course of the event. This would be held at a suitable venue somewhere within your parish and normally take place during the week, normal hours would be 10am to 8pm.

**Attendance at Parish Council event**

Subject to officer availability, we will be happy to attend events with our consultation materials that Parish Councils are already running, such as Parish Council meetings or summer fayres etc. We will make every effort to have officers available for the duration of the event but at the very least we can provide an unmanned display and forms for people to respond to the consultation.

**Focussed Workshops**

We can also carry out more focussed workshops using a number of different 'planning for real' tools; these can be done as part of the exhibition day or as a separate event. In order for these to be successful numbers of participants may have to be limited for some of the workshop events.

If you would like to know more about the consultation, please feel free to contact me. Please note if we do not hear back from you, we will assume you do not require particular consultation events in your area.

Kind Regards,

**Claire Holmes**  
Senior Planning Officer

Strategic Planning and Conservation  
Planning and Regeneration  
Bromsgrove District Council and Redditch Borough Council

# Email Contact Privacy Notice

## When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and securely stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any third party.

## The Council's Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

## Information Security

Barnt Green Parish Council has a duty to ensure the security of personal data. We make sure your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures, such as password protection and physical security, and adherence to our Data Protection Policy. Copies of all the council's policies can be seen on our website or upon application.

We will only keep your data for the purpose it was collected for and only for as long as is necessary after which it will be deleted. You may request the deletion of your data held by Barnt Green Parish Council at any time.

## Children

We will not knowingly process any data relating to a child (aged under 13) without the express parental / guardian consent of the child concerned.

## Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Gill Lungley, Executive Officer via the above contact details.

## Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please use the above contact details to request this.

## Information Deletion

If you wish Barnt Green Parish Council to delete the information about you, please use the above contact details to request this.

## **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please use the above contact details to object.

## **Rights Related to Automated Decision Making and Profiling**

Barnt Green Parish Council does not use any form of automated decision making or the profiling of individual personal data.

## **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Barnt Green Parish Council's Data Information Officer: Gill Lungley, Executive Officer via the above contact details and/or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Summary:** In accordance with the law –

- We, Barnt Green Parish Council, only collect a limited amount of information about you that is necessary for correspondence, information and service provision.
- We do not use profiling.
- We do not sell or pass your data to third parties.
- We do not use your data for purposes other than those specified.
- We make sure your data is stored securely.
- We delete all information deemed to be no longer necessary.
- We constantly review our Privacy Policy to keep it up to date for protecting your data.

You can request a copy of our policies at any time.

Gill Lungley  
Executive Officer  
Barnt Green Parish Council  
30<sup>th</sup> April 2018

# BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893  
07410 906282

exec@barntgreen.org.uk  
www.barntgreen.org.uk



## Data Protection Policy

### 1. Introduction

In order to conduct relevant business, services and duties as a public authority, Barnt Green Parish Council processes a range of data relating to its own operations and some which it handles on behalf of partners.

In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies in the process of being decided.
- Information about other organisations that is confidential because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, councillors and volunteers.
- Personal data concerning individuals who contact the Parish Council for information, to access its services or facilities or to make a complaint.

Barnt Green Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

Barnt Green Parish Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the parish communities.

Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils and is available on the Barnt Green Parish Council website.

### Protecting Confidential or Sensitive Information

Barnt Green Parish Council recognises it must at times, keep and process sensitive and personal information about employees and the public; it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

### 2. This policy is based on the eight principles set out in the 1998 Act

Data shall:

- i. Be processed fairly and lawfully;
- ii. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with the purpose;
- iii. Be adequate, relevant and not excessive for the purpose;
- iv. Be accurate and up-to-date;
- v. Not be kept for longer than necessary for the purpose;

- vi. Be processed in accordance with the Data Subject's rights;
- vii. Be kept safe from unauthorised processing and accidental loss, damage or destruction;
- viii. Not be transferred to a country outside the European Economic area, unless that country has the equivalent levels of protection for personal data, except in specified circumstances.

### 3. Definitions:

**The Act** – means the Data Protection Act 1998 which controls the use of personal information by organisations, businesses and government. Everyone responsible for using data has to follow the data protection principles (as above) and make sure the information is used fairly and lawfully.

**General Data Protection Regulation (GDPR)** – from 25<sup>th</sup> May 2018, the GDPR replaces the Data Protection Act 1998. Its aim is to give people more control over how organisations use their data and to ensure data protection law is almost identical across the EU.

**Data subject** - means the person whose personal data is being processed. This may be an employee, prospective employee, councillor, resident or customer. *Other data subjects* and *third parties* may include contractors, suppliers, contacts, referees, friends or family members.

**Personal data** - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

**Sensitive personal data** - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, physical or mental health or condition, sexual orientation, genetic and biometric data or criminal proceedings or convictions.

**Data controller** - is a 'person' who determines the purposes for which and the manner in which any personal data is to be processed. A 'person' as recognised in law may be an individual, organisation or body of persons.

**Data processor** - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

**Processing** – refers to any action involving personal information, including obtaining, viewing, copying amending, adding, deleting, extracting, storing, disclosing or destroying information.

**Data Protection Officer** – is an individual working on behalf of the Data Controller with responsibility for the data protection within that organisation.

### 4. Reasons for processing personal data

Barnt Green Parish Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities.
- fulfil its duties in operating the business premises including security.
- assist regulatory and law enforcement agencies'
- process information including recording and updating details about its Councillors, employees, partners and volunteers.

- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we may carry out the above processing jointly with other appropriate bodies from time to time.

## 5. Fair Process

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Parish Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

## 6. Responsibilities

Barnt Green Parish Council is the Data Controller and must ensure that any processing of personal data for which they are responsible complies with the Act.

The Data Protection Officer is the Executive Officer, who acts on behalf of the Council and is responsible for:

- i. Fully observing conditions regarding the fair collection and use of information;
- ii. Meeting the Council's legal obligations to specify the purposes for which information is used;
- iii. Collecting and processing relevant information, only to the extent that is required to fulfil operational needs/to comply with legal requirements;
- iv. Ensuring the quality of information used;
- v. Applying strict checks to determine the length of time that information is held;
- vi. Ensuring that the rights of the people whose information is held are able to be fully exercised under the Act;
- vii. Taking appropriate technical and organisational security measures to safeguard personal information;
- viii. Ensuring that personal information is not transferred abroad without suitable safeguards;
- ix. Ensuring that everyone managing and handling personal information –
  - a) Fully understands they are contractually responsible for following good practice in terms of protection;
  - b) Is adequately trained to do so;
  - c) Is appropriately supervised.

Appendix A of this policy sets out guidelines for staff members, volunteers and councillors that process or may have access to personal data.

## **7. Information provided to Barnt Green Parish Council**

Personal information such as name, address, email address, phone number provided to Barnt Green Parish Council, will be processed and stored so that it is possible for the Council to contact, respond to or conduct the transaction requested by the individual.

By transacting with Barnt Green Parish Council, individuals are deemed to be giving consent for the personal data they have provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure the Parish Council can keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

## **8. The Council's Right to Process Information**

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

- Processing is with consent of the data subject, or
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary for the legitimate interests of the Council.

## **9. Storage and Retention**

Personal data may exist in either paper-based format or electronically.

All paper-based documents are securely filed in lockable cabinets in an alarmed office premises that can be accessed only by the Data Protection Officer and nominated members of the parish council.

All electronic data is securely password protected on both the current operating system, off-site data storage and the separate hard-drive.

Different types of information will be kept for differing time periods, depending on legal and operational requirements. See the council's Document Retention Policy for further details.

## **10. Access to Information**

Any employee, councillor, resident, customer or other data subjects have a right to:

- i. Ask what personal information the Council holds on them;
- ii. Ask what this information is used for;
- iii. Be provided with a copy of the information
- iv. Be given details of the purposes for which the Council uses the information and any other persons or organisations to whom it is disclosed;
- v. Ask that any incorrect data held is corrected.

If the data subject believes that any personal information held is incorrect the individual may request that it be amended. The Council must advise the individual within 21 days whether or not the amendment has been made.

## **11. Breach of Policy**

Compliance with the Act is the responsibility of all councillors and members of staff. Any deliberate or reckless breach of the policy may lead to disciplinary action and, where appropriate, legal proceedings.

Any individual who believes that the Council has breached any of the requirements of the Data Protection Act 1998, including the GDPR 2018, should raise the matter with the Executive Officer. Alternatively, a complaint can be made to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF; casework@ico.org.uk / Tel: 0303 123 1113

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## **Appendix A – Guidelines for Staff, Volunteers and Councillors**

During the course of your duties with Barnt Green Parish Council, you will be dealing with information such as names/addresses/phone numbers / email addresses of members of the public. You may be told or overhear sensitive information while working for the Parish Council.

The Data Protection Act 1998 and subsequent General Data Protection Regulation 2018 give specific guidance on how this information should be dealt with. In order to comply with the law, when personal information is collected, it must be used fairly, stored safely and not disclosed to any other person unlawfully.

Please use the following guidelines to help meet the legal requirements. If you are in any doubt about any of them, please ask the Data Protection Officer (the Executive Officer) for advice:

### **Sharing of personal information**

'Personal information' includes details such as addresses / phone numbers and health details supplied by members of the public.

Such information may be shared between staff and councillors at Barnt Green Parish Council for work purposes but should not be given to anyone outside the Council without explicit consent from the person concerned.

If such a situation arises, please ask the Executive Officer for advice.

### **Unlawful disclosure of personal information**

Under the Data Protection Act you are committing a criminal offence if you disclose personal information 'knowingly or recklessly' to anyone you are not supposed to, so please be careful. Give consideration to any conversations you are having containing personal or sensitive information that could possibly be overheard by people who should not have access to such information.

### **Use of files, books and other paper records**

In order to prevent unauthorised access and accidental loss or damage to personal information held on paper, please take good care of the files, books and other paper records you use, and ensure they are stored safely and securely before leaving the office.

### **Use of email**

Please ensure before sending e-mails that they contain no personal or sensitive information that the recipients should not have access to. This is a particular risk when forwarding emails or adding in new recipients to an e-mail chain. Always check the email before sending.

### **Disposal of scrap paper**

Be aware that names / addresses / phone numbers and other information written on scrap paper are also considered to be confidential. Such notes must be shredded or disposed of in the confidential waste provision within the office.