

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

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Summons to Meeting

Parish Council members are called to attend the next parish council meeting to be held on
Monday 16th July 2018 at 7.00pm
at Barnt Green Baptist Church hall, Bittell Road, B45 8LU

The meeting is open to the press and members of the public who may take part during the adjournment of the meeting (agenda item 18/100c 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

18/097 Apologies

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

18/098 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.

18/099 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

Members to note their position with regard to premises adjacent to the doctor's surgery which is the subject of planning application log no. 097. The Council's Code of Conduct applies to individual members who are individually responsible for declaring any interests. If all members declare an interest, then, because the interest relates to a planning matter, all members would be expected to leave the meeting! Thus a dispensation can be granted to allow all members to stay in the meeting to ensure the matter can be discussed.

NB Members who do not submit a dispensation request will have to leave the meeting. Dispensation request forms have been e-circulated.

18/100 Adjournment of meeting to hear from:

a) Jo Hughes, AgeUK Bromsgrove, Redditch and Wyre Forest

Jo is the Marketing Executive and is keen to raise the profile of Age UK BRWF and look at ways in which to improve their engagement with the community so that 'we can better understand the priorities of local people, and hence better shape the support and services that we provide'

b) Katherine Else, Claremont Planning Consultancy on behalf of Spitfire Bespoke

Homes Ltd, in relation to land to the rear of 87 Bittell Road, Barnt Green and the prospect of delivering residential development at this location.

Please refer to minute no.18/088(h) of meeting held 18/06/2018 (below)

c) Members of the Public

d) Supporting organisations, eg Safer Neighbourhood Team, Footpath Warden

e) Worcestershire County Councillor – Peter McDonald (Beacon division)

f) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood)

18/101 Resumption of meeting to adopt previous minutes see below, pages 4 - 8

To approve adoption of the minutes of the Parish Council meeting held 18/06/2018

18/102 Chairman’s Report

The Chairman will provide a report.

18/103 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

Please see below, pages 9 – 10.

18/104 Finance

- (i) To note the current financial position and bills for payment, see page 11.
- (ii) To be advised of any expenditure decisions taken by Executive Officer
- (iii) To appoint a member to carry out the quarterly book-keeping check for the first quarter of 2018/19 financial year (and note completion of the last quarter’s check)

18/105 Committee, Working Party and Members’ reports on meetings attended

- a) Planning Committee – meeting held 25/06/2018; Cllr Whitehand. see pp12-13.
To agree to delegate to the Planning Committee the appointment of professional services to move forward with the Barnt Green Neighbourhood Plan and the budget to do so; costs to be supported via Locality funding and earmarked reserves of up to £7,500
- b) Finance and General Purposes Committee – meeting held 09/07/2018 see pp14-15
Members are required to consider the committee’s recommendation with reference to the its Terms of Reference, to reduce the upper limit of £20,000 to £5,000 regarding delegated spending authority in an emergency
- c) WW1 Working Party – Cllr J Jellie to report
- d) West Mids Transport Integration Forum held 27/06/2018; Cllr Cholmondeley

18/106 Events

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

18/107 Environment & Community Wellbeing

- a) To agree to remove the ‘Christmas’ tree on corner of Hewell Road/Sandhills Road due to interference with overhead lines and obstruction of drivers’ sight lines

18/108 Planning

- a) To respond to the following consultations, details can be viewed online via: <http://publicaccess.bromsgroveandredditch.gov.uk/online-applications/>

Log no.	BDC ref	Site Address	Proposed development
096	18/00708	Windy Ridge, Aqueduct Lane B48 7BS	Annex to existing dwelling
097	18/00773	Barnt Green Surgery, 82 Hewell Road, B45 8NF	The installation of 2 Portakabin buildings to serve as consulting rooms, linked into existing surgery

- b) To consider response to Alvechurch Parish Neighbourhood Plan Submission

The consultation runs from 28th June to 10th August.

Here are the links: Online at <http://www.bromsgrove.gov.uk/alvechurchnp> or on the Alvechurch Neighbourhood Plan website at <https://alvechurchparishplan.org/>

- In hard copy format (during opening hours) at Bromsgrove Library, Parkside, Bromsgrove, B61 8DA and Alvechurch Library, Birmingham Road, Alvechurch, B48 7TA.

18/109 Administration, Governance and Consultations

- a) To review and agree the following policies:
 - 109a/1 Document Retention Executive Officer to report
 - 109a/2 Freedom of Information see pages 16-19.

109a/3 Press, Media and Social Media see page 20-24.

109a/4 Balances and Reserves see page 25.

- b) To note the current casual vacancy occasioned by resignation of Sam Harris
- c) To consider the request to cancel the parish council meeting scheduled for 20th August 2018 (in which case the next meeting will be on 17th September)
- d) To contribute items for inclusion in the Bulletin to be distributed w/c 27/08/2018
- e) To consider consultation re Bromsgrove DC's Statement of Licensing Policy
Bromsgrove District Council is currently conducting a periodic review of its statement of licensing policy under section 5 of the Licensing Act 2003. The policy statement sets out how the Council will approach its functions as a licensing authority under the Act.

An explanatory letter and draft revised policy statement has been circulated to members by email and is available on the BDC website:

<http://www.bromsgrove.gov.uk/council/policy-and-strategy/consultations/have-your-say-on-the-council%E2%80%99s-statement-of-licensing-policy.aspx> .

18/110 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.

18/111 Date and Venue of Next Meeting

Next ordinary meeting will be either 20/08/2018 or 17/09/2018 depending on decision at 18/109(c) above, starting at 7pm at Barnt Green Baptist Church



Gill Lungley
Executive Officer
10/07/2018

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

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Minutes of the Parish Council meeting held 18th June 2018, 7pm At Barnt Green Baptist Church, Bittell Road B45 8LU

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

In attendance: County Councillor P McDonald
A representative of The Village magazine
G Lungley, Executive Officer

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18/082 Apologies

Apologies were received from
Cllr S Whitehand (family commitments); Cllr S Harris (work commitment)

18/083 Declarations of Interest

Cllr C Hotham has a standing declaration relating to his role as a member of the District Council's planning committee such that any comment he may make during discussion on planning applications will be preliminary views taking into account the information presently available to the Parish Council. His final views on the applications are reserved until in full possession of all the relevant arguments.

18/084 To consider any dispensations

No dispensation requests had been received.

18/085 Adjournment of meeting to hear from:

g) Members of the Public

Not required.

h) Supporting organisations

Not required (apologies received from Safer Neighbourhood Team)

i) Worcestershire County Councillor – Peter McDonald (Beacon division)

Peter McDonald commented as follows:

- i) Sandhills Lane should have been treated by now, and this along with the lack of appropriate attention to the mini-island at junction Hewell Road/Bittell Road was due to problems with the highways contractors used by the county council. It is expected that the work will return to the direct control of the county council with a direct labour force.
- ii) The Wendron Centre in Bromsgrove which assists adults with learning difficulties will remain open, unlike some services at Kidderminster & Droitwich.
- iii) WCC is to cease the use of single-use plastics that are currently used by their catering services and outdoor facilities.
- iv) Fresh water is available free of charge to all WCC customers and Bromsgrove District Council are to consider installing water fountains in their parks.

Cllr R Cholmondeley alerted Mr McDonald to:

- i) the parish council's intention to establish sites to encourage pollinators; and
- ii) ongoing concerns about the inconvenience of having to travel into Birmingham if wishing to travel south-west by rail, despite the new service that is set to run between Barnt Green and Bromsgrove/Worcester.

*Cllr C Hotham arrived with apologies for lateness due to other civic duties.

Cllr J Jellie asked Mr McDonald about the procedure connected to the WCC consultation on double yellow lines near to the junction of Sandhills Lane with Hewell

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Road. Mr McDonald advised the request for double yellow lines has been made on health and safety grounds and hopes it will be enacted within the next 6 months.

Cllr J Jagger asked Mr McDonald whether pavements had less priority than roadways, as they appear to be patched only.

j) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood) reported as follows:

- i) The lack of a sports hall continues to cause much debate; various options are being considered.
- ii) The Hearn Report on the Great Birmingham and Black Country Housing Market Area Strategic Growth Study is to form the basis of BDC consultation even though the numbers have been discredited.
A further concern is that BDC are proposing to hire Wood as consultant for the district's Green Belt review, however Wood was involved in the production of the Hearn Report and there would therefore be a perceived conflict of interest if now hired to work for BDC. This matter is being reviewed.

18/086 Resumption of meeting to adopt previous minutes

It was agreed to approve adoption of the minutes of the Annual Parish Council meeting held 21/05/2018.

Members noted the re-numbering of the minutes' signed copies which had become confused, thus February 2018 is to start at page number 166; March is to start at page no. 173; April is to start at page no. 178; May is to start at page no. 185 through to page no. 191.


18/087 Chairman's Report

Cllr R Cholmondeley reported that Barnt Green Neighbourhood Plan preparation needs to be considered in the light of neighbouring parish councils' progress and he would welcome input from parish council members to the next meeting of the Planning Committee.

18/088 Executive Officer's Report

The council was advised of any decisions taken under delegated powers since the last meeting, received updates to ongoing matters and a list of office communications since the last council meeting as follows:

a) Greenbank parking and verge damage	Papers in the office files dated 2004 show that upon the dissolution of the management company this land reverted to the Crown. The Treasury Solicitor is required to ensure full open market value is obtained for any land it sells. The recommendation to the council at that time was to take no action and continue to maintain the land as if the parish council owned it. Members are content to do that and use as a wild flower / pollinator-supporting site.
b) Millennium Park water supply	Severn Trent Water have installed the water supply to the standpipe in the park.
c) GDPR progress	This is ongoing. EO attended seminar at County Hall on 12/06/2018 arranged by WorcsCALC.
d) Millennium Park wayleave	See minute no. 18/089 (ii)
e) Annual Audit	The parish council's accounts are currently open to public inspection as required under the Audit and Accountability Act 2014; the opportunity closes on 13/07/2018.
f) Smart Water	Insp Gareth Keyte has arranged for a talk on this topic to be presented to the parish council's meeting 17/09/2018; part of the 'We Don't Buy Crime' scheme.
g) Members' email addresses	All parish council members now use single-person email addresses to which parish council e-correspondence is addressed. This matter will be reviewed at the 2019 Annual Council Meeting in the light of GDPR and the good practice

	guide that recommends council correspondence is kept separate from personal correspondence.	
h) Meeting with land developer 	With regard to the request submitted on behalf of Spitfire Bespoke Homes Ltd to meet with the parish council in advance of submitting a planning application, mentioned at the end of the meeting on 21 st May, the council is to consider the adoption of a policy on how to proceed in such instances at minute no 18/094. The developer does not wish to be the subject of an extraordinary meeting, however they would be prepared to attend the next parish council meeting and speak during Open Forum. There would be no expectation of any interrogation or discussion with members and it must be made clear to all attending that this is an opportunity to hear about the plans <u>prior</u> to the public consultation process ie it is not instead of public consultation.	
i) Visitors to the parish council office and correspondence received from which members are to identify any items for further discussion at future meeting(s).	<p>A question raised during the meeting held 21/05/2018 related to how queries received into the office are dealt with.</p> <p>The process is that if a resident comes in to the office, or calls or emails, then that is recorded as part of the EO's report to the meeting, along with the subject matter. It is then up to members to take it further unless the matter is of such importance that it is included elsewhere on the agenda. If members do not ask for further investigation, or query the item, then it is not taken forward. However, all comments in to the office are recorded and can be referred to at a later date if necessary. It is not always possible to provide an answer as soon as the question is asked, hence on-going 'work in progress'.</p> <ul style="list-style-type: none"> - Drainage and flooding issues to be forwarded to NWWM - Greenhill to be closed for 3 days from 25/06/2018 - Delay to work in Sandhills Lane – no specific date provided but now expected to start in July 2018 - Rumours of 3-month road closure, Hewell Road, quashed by Severn Trent Water - Car through hedge, corner Bittell Road / Bittell Farm Road; no-one injured, speed statistics not available. - Invitation to Transport Integration Forum on 27/06/2018 (to be attended by Cllr R Cholmondeley) - BG residents called in to ask if improvements could be made to the stile, fp500 (footbridge over M42). Alvechurch Footpath group have been asked to attend. - Response received from the MP regarding complaints about the lack of lifts at Barnt Green station (response is more positive in outlook). 	
j) Reports to WCC	No new reports since PC meeting 21/05/2018	
k) Items actioned and awaiting response	<ul style="list-style-type: none"> - Installation of raised flower bed: siting agreed with WCC, costs to be ascertained. This item has been altered and will be removed. - Barnt Green cricket club to provide pictures of benefit of grant funding 	
l) Items carried forward	<ul style="list-style-type: none"> • Community bus • Blackwell Road litter bin • Barnt Green station lifts 	
m) General correspondence received and circulated to members	<ul style="list-style-type: none"> • WorcsCALC weekly updates • Neighbourhood Watch messages • Parish Church weekly newsletter • WCC weekly roadworks reports • BDC weekly planning lists • Clerks and Councils Direct 	<ul style="list-style-type: none"> • PCC monthly update • Wellbeing in Partnership • Lickey Hills Society newsletter • BDC minutes - various committees • Various play equipment sales flyers • MP's monthly update

18/089 Finance

- (iv) To note the current financial position and bills for payment; see page no.196
- (v) To approve the appointment of the District Valuation Officer to assess the value of the council's wayleave at Millennium Park
It was agreed to not appoint the District Valuation Officer but to progress the matter with the solicitor who helped with the arrangements for the Licence.
- (vi) To be advised of any expenditure decisions taken by Executive Officer
None.



18/090 Committee, Working Party and Members’ reports on meetings attended

- e) Commuters’ Car Park – meeting with site manager 30/05/2018: this was reported to the Environment Committee meeting and noted.
- f) Environment Committee – meeting held 11/06/2018; draft minutes noted.
- g) Bromsgrove Area Committee of County Association of Local Councils – meeting held 13/06/2018; the Executive Officer’s report was noted.
- h) Village Team – meeting held 14/06/2018; report circulated and noted. There was interest in taking forward the suggestion to encourage reduced use of plastics.

18/091 Events

- c) Barnt Green Annual Fun Run – Sunday 24th June. Runners will start at 12.30pm running around a village route; 3 laps is 5km.
- d) Dates of other 2018 events: Community Walk 22/09/2018, Christmas Lights-On 01/12/2018, Wassail Walk 27/12/2018

18/092 Environment & Community Wellbeing

- b) **To consider how to commemorate the centenary of WW1 11/11/2018.**
The Barnt Green War Memorial records the names of seven soldiers who gave their lives in the Great War.
It was agreed that a Working Party consisting of councillors R Briggs, C Hotham, J Jellie and P Perry would investigate how the Armistice Centenary can be marked.
- c) **To consider the proposals from Worcestershire County Council to extend double yellow lines** on road safety grounds on the north side of Sandhills Lane to mirror those currently in place on the south side (near junction with Hewell Rd). Members noted this action would upset village residents who currently use the space to park and would reduce the number of available parking spaces, however this was outweighed by the clear need for better road safety measures.
It was agreed to support the WCC proposal to extend the double yellow lines on the north side of Sandhills Lane to mirror those currently in place on the south side, to improve the safety of all road users at this site.

Cllr J Jagger left the meeting.

18/093 Planning

The Planning Committee is to meet on 25th June to consider recent applications, the Lickey and Blackwell PC & Cofton Hackett PC Neighbourhood Plan consultation, and the next steps regarding Barnt Green’s Neighbourhood Plan.

18/094 Administration, Governance and Consultations

- f) To agree the policy on pre-application meetings with property developers
It was agreed to adopt the policy on pre-application meetings with property developers.

18/095 Future Meetings and Items for future agendas

Councillors were reminded of meetings to be attended.

18/096 Date, time and Venue of Next Meeting

Next ordinary meeting will be Monday 16th July 2018, 7pm at Barnt Green Baptist Church, Bittell Road B45 0LU

This meeting ended at 20:26hrs

Signed.....

Date.....

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Bank Reconciliation as at 31/05/2018			
Cash in hand at 1 April 2018			
Unity Bank current account	2,240.80		
Unity Bank deposit account	21,173.41		
Cambridge Building Society	54,801.13		
Opening bank balances		£78,215.34	
Add pockit	200.00		
Less unrepresented cheques	-1,721.89		
Opening Cash Book balance		£76,693.45	
Add receipts between 1 April - 31 May 2018	31,447.50		
Less payments between 1 April - 31 May 2018	-13,441.08		
Cashbook balance at 31 May 2018		£94,699.87	A
Cash in hand per bank statements at 31 May 2018			
Unity Bank current account	2,333.21		
Unity Bank deposit account	37,563.41		
Cambridge B/S	54,801.13		
Pockit	200.00		
Less unrepresented cheques, as list below	197.88		
Bank balances at 31 May 2018		£94,699.87	B
		£0.00	

Minute no. 18/089 (i)

Current financial position and bills for payment, May/June

invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments NET
v031	Annual insurance cover		790.33	-	790.33
v032	Play safety tile repair		17.16	2.86	14.30
v033	Office landline & broadband		14.99	2.50	12.49
v034	Staff pension (April salary at 2018 rates, prior to new rate)		161.67		161.67
v035	Staff salary, for May 2018 but at pre-April rate		1,051.16		1,051.16
v036	Footpath lighting monthly retainer, May 2018		264.00	44.00	220.00
v037	Office mobile phone		5.00	0.83	4.17
					-
	subtotal for month, May 2018	-	3,485.65	162.05	3,323.60
	Total for year to date to 31/05/2018	31,447.50	13,441.08	905.28	12,535.80
invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Net
v038	Training (Clerk)		132.00	22.00	110.00
v039	Grounds Maintenance at playing field		278.89	46.48	232.41
v040	Outdoor Parish Caretaker, May 2018		416.66	-	416.66
v041	Play tile repair		81.00	13.50	67.50
v042a	footpath lighting energy, dusk2dawn		230.60	38.43	192.17
v042b	footpath lighting energy, continuous		12.50	0.59	11.91
v043	Office Rent for quarter to 29/09/2017		1,237.50	-	1,237.50
v044a	Millennium Park grass cutting, May		171.00	-	171.00
v044b	Hewell Road grass verges		56.00		56.00
v045	Stationery		44.81	7.47	37.34
v046	Staff pension (May salary at new rates)		164.81		164.81
v047	Staff salaries (new standing order rate)		1,098.53		1,098.53
v048	PAYE & NI, first quarter		661.81		661.81
					-
	subtotal for month, June 2018	-	4,586.11	128.47	4,457.64
	Total for year to date to 30/06/2018	31,447.50	18,027.19	1,033.75	16,993.44

18/103 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

a) Millennium Park wayleave	The valuation is expected and will be used in negotiating the best outcome via the solicitor; the council will be asked to ratify the agreement (confidential item).
b) Annual Audit	The audit period closes on 13/07/2018 after which, and before 30/09/2018, the external auditor's report will be published.
c) Smart Water	Insp Gareth Keyte has arranged for a talk on this topic to be presented to the parish council's meeting 17/09/2018; part of the 'We Don't Buy Crime' scheme.
d) Upper Bittell Reservoir valve	The Canal and River Trust expects to be finished on this project by now and the footpath should have been re-opened.
e) Network Rail	<p>From the project sponsor 04/07/2018:</p> <p>There is currently some construction activity at the station, the electrification project is delivering the following:</p> <ul style="list-style-type: none">- Re-surfacing of 70m 'out of use' section of Platform 1 – with compliant cross-falls and drainage- Introduction of 4 new lighting columns to the end of platform 1 to provide compliant lighting- Lighting heads along Platform 1 upgraded to provide uniformity of lighting along the full length of the operational platform.- Provide compliant earthing and bonding to the newly electrified platforms 1&2. <p>The overhead lines to Bromsgrove were energised and left on, on 20th May, followed by test train running later that day, which went better than plan.</p> <p>Driver training is progressing well with over 160 out of 220 Drivers trained.</p> <p>The safety case and technical documentation for passenger service introduction have been submitted to the Office of Rail and Road for their certification, and this leads to the start of Bromsgrove passenger services (and 4 trains per hour serving Barnt Green) from Sunday 29th July.</p> <p>The three lifts to be provided at Barnt Green, along with power supplies and the necessary changes to lighting, earthing and bonding, have been submitted to DfT as an application for 'Access for All' funding in the 5-year period starting April 2019. Although we do not yet know whether this application is successful, the high priority placed on this scheme by West Midlands Trains in support will very much increase its chances. If for any reason the application is unsuccessful it will be presented for budgeting as a stand-alone scheme.</p> <p>The design for the footbridge at Cofton has seen some minor revision and the plan is attached. This is about to be let to Volker Rail for delivery (along with a package of works to parapet heights on bridges in the Bromsgrove area). A minor change to planning approval is needed, as well as the supporting application to Worcestershire Country Council for the diversion of the right of way over the bridge. This does drive a later delivery programme – starting on site in September with commissioning of the bridge by December</p>
f) Commuters' car park	Further landscaping is to be carried out, including planting of trees and hedging in the estate's shared areas and around the car park.
g) Visitors to the parish council office and correspondence received from which members are to	<ul style="list-style-type: none">- Sandhills Lane/Hewell Road proposed parking restriction, request from resident for justification of parish council's comment and basis for 'health & safety' need;- Resident asking about the car in the hedge on corner Bittell Road/ Bittell Farm Rd- Resident asking if anything can be done about the proliferation of cigarette butts outside The Victoria

<p>identify any items for further discussion at future meeting(s).</p>	<ul style="list-style-type: none"> - Resident notification of broken manhole cover in grass verge, Kendal End Road. - 'Welcome to Blackwell' sign found in Sandhills Lane, referred to WCC to collect; - Informal advance notification of Severn Trent Water mains renewal work in Oakdene Drive area starting mid-2019 (approach made by Amey to find venues for holding public exhibition of work to be carried out). - Request from resident for the village centre planters to be well cared for. - Unity Trust Bank re eligibility for Financial Services Compensation Scheme; to be eligible the council's annual budget must be less than £442,649.77. Confirmed. - WorcsCALC minutes of meeting held 13/06/2018 - BDC - Energy Advice Clinics 21/06/2018 and 13/09/2018 - BG Sports club seeking information on funding support - Elgar archives petition - CPRE - support anti-fracking petition and Campaigns Update - Network Rail alert to neighbouring properties of ongoing work to platform 1 - Highways England notice of M42 works between j3a - j7 (night-time working) - CPRE Annual information and invite to AGM on 14/07/2018 - Notification of a recycling bin that is a nuisance in car park behind Tesco's - BDC seeking new members for the district's Independent Remuneration Panel (posters for distribution) - The Digital Local Council, newsletter 	
<p>h) Reports to WCC</p>	<p>Re-reported ref 521534 broken manhole cover in Kendal End Road verge between bus shelter and driveway to Barnt Green Inn, still broken; ref 554185. Ref. 542516 response: never been chevrons at Bittell Road corner location, only reflective bollards. Ref. 542518 response: missing reflective bollards Bittell Farm Road are to be replaced. Ref. 554017, missing bollard outside Acorns, Hewell Road.</p>	
<p>i) Items actioned and awaiting response</p>	<ul style="list-style-type: none"> - Barnt Green cricket club yet to provide pictures of benefit of grant funding 	
<p>l) Items carried forward</p>	<ul style="list-style-type: none"> • Community bus • Blackwell Road litter bin 	
<p>m) General correspondence received and circulated to members</p>	<ul style="list-style-type: none"> • WorcsCALC weekly updates • CALC request for representatives • Neighbourhood Watch messages • Parish Church weekly newsletter • WCC weekly roadworks reports • BDC weekly planning lists 	<ul style="list-style-type: none"> • PCC monthly update • Wellbeing in Partnership • BDC minutes - various committees • Various play equipment sales flyers • MP's monthly update • NALC newsletters

Bank reconciliation to 30/06/2018

Bank Reconciliation as at 30/06/2018			
Cash in hand at 1 April 2018			
Unity Bank current account	2,240.80		
Unity Bank deposit account	21,173.41		
Cambridge Building Society	54,801.13		
Opening bank balances		£78,215.34	
Add pockit	200.00		
Less unrepresented cheques	-1,721.89		
Opening Cash Book balance		£76,693.45	
Add receipts between 1 April - 30 June 2018	31,467.33		
Less payments between 1 April - 30 June 2018	-18,330.18		
Cashbook balance at 30 June 2018		£89,830.60	A
Cash in hand per bank statements at 30 June 2018			
Unity Bank current account	2,204.45		
Unity Bank deposit account	34,583.24		
Cambridge B/S	54,801.13		
Pockit	200.00		
Less unrepresented cheques, as list below	1,958.22		
Bank balances at 30 June 2018		£89,830.60	B

Excerpt from parish council spreadsheet for
end June, part July 2018

v048	PAYE & NI, first quarter		661.81		661.81
v049	Footpath lighting monthly retainer, June 2018		264.00	44.00	220.00
v050	Office broadband and office phone, June 2018		15.99	2.66	13.33
v051	Office mobile phone, June 2018		5.00	0.83	4.17
					-
	subtotal for month, June 2018	-	4,871.10	175.96	4,695.14
	Total for year to date to 30/06/2018	31,447.50	18,312.18	1,081.24	17,230.94
invoice ref	Description	Receipts	Payments Gross	Payments VAT	Payments NET
v052	traffic cones for fun-run		114.00	19.00	95.00
v053	Outdoor Parish Caretaker, June 2018		416.66	-	416.66
v054	Grounds Maintenance at playing field		278.89	46.48	232.41
v055	printing posters and entry forms for fun run		108.00	18.00	90.00
v056	energy to office premises, quarter 2		128.48	6.11	122.37
v057a	footpath lighting energy, dusk2dawn		230.60	38.43	192.17
v057b	footpath lighting energy, continuous		12.50	0.59	11.91
v058	First aid support at Fun Run		146.88	24.48	122.40
v059a	Plants for planters and planting		519.00	86.50	432.50
v059b	hanging baskets		678.30	113.05	565.25
v060	legal fees re wayleave		100.00		100.00
v061	Millennium Park grass cutting, June		114.00	-	114.00
v061	Hewell Road grass verges		28.00		28.00
v062	Office mobile phone, June/July 2018		5.00	0.83	4.17
v063	Staff pension, June 2018		168.14		168.14
v064	Staff salaries, July 2018		1,098.53		1,098.53
					-
		-			-
	subtotal for month	-	4,146.98	353.47	3,793.51
	total for year to date	31,447.50	22,459.16	1,434.71	21,024.45

Barnt Green Parish Council, 80 Hewell Road, Barnt Green B45 8NF
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BARNT GREEN PARISH COUNCIL

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Minutes of the Planning Committee meeting held

Monday 25th June 2018 at 10am

Parish Council office, 80 Hewell Road, B45 8NF

Cllrs Present Cllrs Expected	Cllrs S Whitehand (Chairman), R Briggs, R Cholmondeley Cllr P Perry		
In attendance	Two members of the public Executive Officer, Gill Lungley		
PIC 1826	Apologies There were no apologies.		
PIC 1827	Declarations of Interest There were no declarations of interest.		
PIC 1828	Consideration of dispensation requests No dispensation requests had been received.		
Adjournment for Public Question Time The members of the public were invited to speak and they expressed concerns about the proposals for 11 Cherry Hill Avenue (log no 095).			
PIC 1829	To approve the minutes of the previous committee meeting The minutes of the meeting held 01/05/2018 were approved and signed.		
PIC 1830	Planning consultations a) To consider comment to planning consultations as below: The following consultation had been notified:		
App no	Log	Address:	Proposal:
18/00652	095	11 Cherry Hill Ave B45 8LA	Demolition of existing house and garage and construction of new dwelling. Resubmission of 17/01199 (log 082)
<p>The Parish Council comments: Recommend refusal for the following reasons –</p> <ol style="list-style-type: none"> 1. The parish council believes the existing building makes a significant and important contribution to the Conservation Area, thus this application is contrary to the BDC Conservation Area Policy in which ‘there is a general presumption against the loss of buildings which make a positive contribution to the character or appearance of a conservation area’ (BDC website, ‘Work in Conservation Areas’). 2. The style of the existing building is key to the Conservation Area, adding to and complementing the area’s particular character. This is not maintained by the proposal thus the application does not conform to BDP20.9 “Development within or adjacent to a Conservation Area should preserve or enhance the character or appearance of the area.” 3. The Parish Council notes BDC policy BDP20.10 “The demolition of buildings or the removal of trees and other landscape features which make a positive contribution to an area’s character or appearance will be resisted.” 4. Additionally, the parish council is keen to maintain a housing mix that will meet the differing needs of householder which is essential to ensure a thriving community – a (dormer) bungalow such as currently exists provides for different needs to that of the proposed new 2-storey dwelling. The local housing stock is well catered for with regard to the latter (large, family homes) whereas bungalows, although much in demand, are not so easily available. 5. The height of the proposed building is not consistent with neighbouring properties and would dominate the skyline. 			

	<p>6. The height of the proposed building would be overbearing to neighbouring properties and will cause loss of light, particularly to those that lie to the north and west of it.</p> <p>7. The application proposes an over-development of the site. The new footprint is larger than the existing because it also incorporates the separate, stand-alone, garage. Such an action here is particularly detrimental to the area's character because it will reduce the gap between residential properties.</p> <p>8. The proposed extra bedrooms would require the applicant to provide for adequate off-road car parking; the provision shown on the proposal plans would be ineffective in practice in this narrow Avenue. The resultant on-road parking would adversely affect neighbouring properties and hamper access for emergency services and large vehicles.</p>
	<p>b) Decisions made by the Planning Authority since 01/05/2018: noted</p> <p>c) Changes to parish council planning consultation timeframe. Noted: previously the consultation time limit was 21 days, this has now been adjusted to 28 days.</p> <p>d) To consider and comment on the Regulation 14 Consultation for Lickey and Blackwell and Cofton Hackett Neighbourhood Development Plan Members had no comment to make at this time.</p>
<p>PIC 1831</p>	<p>To consider progress of the Barnt Green Neighbourhood Plan The National Planning Policy Framework is being re-drafted. Two proposed changes are:</p> <ul style="list-style-type: none"> - The Local Authority must advise each Neighbourhood Plan group of the numbers of new houses they will be expected to accommodate; and - Neighbourhood Plan areas will be able to amend Green Belt boundaries. <p>There is uncertainty in the validity of continuing with the Barnt Green NP whilst these variables are not yet decided. However, members agreed that now is the time to seek professional support and to apply for funding via Neighbourhood Planning grant support. The Parish Council would be asked to approve delegating authority to this committee to appoint an advisor and a funding application via 'Locality' www.neighbourhoodplanning.org</p>
<p>PIC 1832</p>	<p>Date, time and venue of next meeting - To be arranged</p>

This meeting ended at 11.20am

Signed:.....

Date:.....

BARNT GREEN PARISH COUNCIL

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Finance & General Purposes Committee Meeting MINUTES

Members present	Cllrs R Cholmondeley (Chairman), C Hotham, J Jagger, P Perry
In attendance	Gill Lungley, Executive Officer
F18-01	Apologies No apologies were received.
F18-02	Declarations of Interest No declarations of interest received.
F18-03	The meeting will be adjourned for Public Question Time No requirement to adjourn the meeting.
F18-04	To note the Committee's Terms of Reference The Terms of Reference approved by the Council 21/05/2018 were noted. The council would be asked to reconsider the upper limit relating to the amount of emergency expenditure that could be authorised by this committee and would recommend this is lowered from £20,000 to £5,000.
F18-05	Members considered the following business: a) Review of the council's Financial Regulations Minor amendments would be made to the Financial Regulations as follows: At 3.1 the square brackets would be removed, to state: "The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council" 3.2 refers to a 3-year forecast, which members agreed to implement henceforth. 4.1 the first three authorisation levels were agreed as written; the amount of money on the parish council-use debit card used by the EO would be increased to £200. 4.5 the amount of expenditure that can be authorised by the EO in an emergency is to remain at £1000. 5.1 it was noted banking arrangements are annually approved by the council. 6.3 it was agreed to leave this regulation as it stands. 6.11 it was agreed to remove the final sentence of this regulation; the EO would update the 'In Case of Emergency' envelope deposited with the Chairman and review annually. 6.12 it was agreed to remove the words 'or its bank accounts'. A new paragraph would be inserted to become 6.13 to state "No employee or councillor shall disclose any PIN or password relevant to the council's bank account(s) to any other person." The following regulations in paragraph 6 would be re-numbered so that the existing 6.13 becomes 6.14 and so on to 6.22. 9.3 it was agreed to change the wording "the Council" to "The relevant committee" and to carry out a review of fees and charges for the 2019/2020 budget. 13.4 it was agreed to add "and report such actions to the next meeting of the council" to ensure an annual update.

	<p>14.2 it was agreed to remove the brackets around £500.</p> <p>b) Review the council's Internal Controls and banking arrangements</p> <p>It was agreed to add, under Payment Controls, the bullet point: "No employee or councillor shall disclose any PIN or password relevant to the council's bank account(s) to any other person."</p> <p>It was agreed to change, under Asset Control, the period of 6-months to one year.</p> <p>c) Review the council's asset register</p> <p>It was agreed members would arrange to carry out checks on the council's assets during the year.</p> <p>d) Monitor of the first quarter's performance against budget</p> <p>The bank reconciliation to 30/06/2018 and comparison of the council's current financial position against the budget were noted.</p> <p>e) Review of council's balances and recommend capital release for projects</p> <p>The recommendation to transfer an amount from the bank deposit account to the Cambridge Building Society account would be considered at the next meeting of this committee.</p> <p>It was agreed to remind, in writing, North Worcestershire Water Management that they have yet to send an invoice to the parish council for the footpath work carried out last year, for which the parish council received £500 from WCC and expects to pay £600 from its own funds.</p> <p>Working on the basis that the council has capital funds of £75,000 it was agreed to allocate reserves as follows:</p> <ul style="list-style-type: none"> - Renewal of footpath lighting £20,000 - Progression of Neighbourhood Plan £7,500 - Election (May 2019) £1,500 - Completion of playing field footpath £12,500 - General Reserve £33,500 (slightly more than 6 months' precept) <p>It was noted that taking ownership of the commuter's car park would bring with it the sum of £30,000 which would be allocated to a different account to ensure it was used solely for car park purposes.</p> <p>The annual review of the Balances and Reserves Policy would be presented to the next meeting of the Parish Council.</p> <p>It was agreed to support the purchase of a new litter bin for the playing field car park, cost £199 plus delivery and installation.</p> <p>It was noted that the EO had arranged a valuation of the Millennium Park site of the gas equipment relating to the wayleave currently being negotiated.</p>
<p>F18-06</p>	<p>Councillors' reports and items for future agendas None noted.</p>
<p>F18-07</p>	<p>Date and venue of next meeting Monday 8th October 2018, 80 Hewell Road.</p> <p>This meeting ended at 11.45am.</p> <p>-----</p> <p>Chairman</p> <p>-----</p> <p>Date</p>

BARNT GREEN PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

This Freedom of Information Policy sets out the arrangements under which information will be provided to applicants who request information in writing from Barnt Green Parish Council ('the Council') under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

The Parish Council's Publication Scheme is available to view either on the Council's website, www.barntgreen.org.uk or as a hard copy which is available from the Executive Officer, 80 Hewell Road, Barnt Green / 0121 447 9893 / email exec@barntgreen.org.uk

The Publication Scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the council and falls within the classes set out in bold type below
- To specify the information which is held by the council and falls within the classes below
- To proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information the council makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make the publication scheme available to the public

Classes of Information

- 1. Who we are and what we do**
- 2. What we spend and how we spend it**
- 3. What our priorities are and how we are doing**
- 4. How we make decisions**
- 5. Our policies and procedures**
- 6. Lists and Registers**
- 7. The Services we offer**

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act
- Information in draft form, unless this contradicts legislation
- Information that is no longer readily available as it is contained in files which have been placed in archive storage or is difficult to access for similar reasons

Charges which may be made for information published under the scheme

The publication scheme also contains standard paragraphs stating whether any information contained within the classes is subject to a charge.

Information falling outside the scope of the publication scheme

This will continue to be dealt separately under the charging regime set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

Procedure for applicants requesting information listed under Barnt Green Parish Council's Publication Scheme

1. Applications requesting information in the first instance should be in written form, signed by the applicant and sent to the Executive Officer. A request submitted by email is acceptable
2. The council's reply to acknowledge receipt will be sent to the address provided with a copy of this policy and the attached ICO information for applicants.
3. Requests should include a clear statement of the information required (if the request is unclear the Council may ask the applicant to be more specific which may cause delay to the Council's response).
4. As soon as it is received by the Executive Officer the request for information will be marked with the date of receipt.
5. Where the information is reasonably accessible to the applicant via information within the Council's Publication Scheme, the applicant will be directed to the Scheme.
6. The Executive Officer will advise the applicant within five working days whether the application is sufficiently clear to enable the provision of a full response or whether additional information is required.
7. The Council will aim to respond to a request for information from an applicant under the above act and regulations within 20 working days.
8. An application for Personal Information will not be dealt with under this procedure but will be responded to in accordance with the terms of the General Data Protection Regulation. Personal Information does not include information about a deceased person.
9. The Council is not obliged to comply with repeated or vexatious requests.
10. If payment is required under the scale of charges the 20-day period starts on receipt of the payment.
11. Certain information held by the Council will be classified as exempt under the Freedom of Information Act. The Act provides for both absolute and qualified exemptions and where information is absolutely exempt there is no obligation under the Act to provide the requested information.
12. The Council will review its Publication Scheme on an annual basis.

This policy was approved at the Barnt Green Parish Council meeting held..... 2018

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

Date of Review: July 2020

Do	Don't
Find out who to send your request to. If you address your request directly to the appropriate contact within the authority then you may receive a prompter response.	Use offensive or threatening language.
Include your name, address and other contact details in the request.	Level unfounded accusations at the authority or its staff.
Clearly state that you are making your request under the Freedom of Information Act/Environmental Information Regulations.	Make personal attacks against employees.
Be as specific as possible about the information you want rather than asking general questions. Try to include details such as dates and names whenever you can. It may also assist the authority in identifying the information if you explain the purpose behind your request.	Use FOI to reopen grievances which have already been fully addressed by the authority or subjected to independent investigation with no evidence of wrongdoing being found.
Re-read your request to check for any wording which is unclear or open to interpretation.	Make assumptions about how the authority organises its information or tell them how to search for the information you want.
Use straightforward, polite language; avoid basing your request or question on assumptions or opinions or mixing requests with complaints or comments.	Bury your request in amongst lengthy correspondence on other matters or underlying complaints
Specify whether you have any preferences as to how you would like to receive the information, for example if you would prefer a paper copy or to receive an email.	Use requests as a way of 'scoring points' against an authority
Give the authority ample opportunity to address any previous requests you have made before submitting new ones.	Send 'catch-all' requests for information (such as 'please provide me with everything you hold about 'x') when you aren't sure what specific documents to ask for. If in doubt, try searching on the authority's website or enquiring whether any indexes and file lists are available. Alternatively, ask the authority for some advice and assistance in framing your request.

<p>Stay focused on the line of enquiry you are pursuing. Don't let your attention start to drift onto issues of minor relevance.</p>	<p>Submit frivolous or trivial requests; remember that processing any information request involves some cost to the public purse.</p>
<p>Think about whether making a request is the best way of achieving what you want. If you have an underlying complaint, then it may be better to just take your complaint to the relevant ombudsman and let them investigate.</p>	<p>Disrupt a public authority by the sheer weight of requests or the volume of information requested. Whether you are acting alone or in concert with others, this is a clear misuse of the Act and an abuse of your 'right to know'.</p>
<p>Aim to be flexible if the authority advises that it can't meet the full request on cost grounds and asks you to narrow it down. Try to work with the organisation to produce a streamlined version of the request which still covers the core information that is most importance to you.</p>	<p>Deliberately 'fish' for information by submitting a very broad or random requests in the hope it will catch something noteworthy or otherwise useful. Requests should be directed towards obtaining information on a particular issue, rather than relying on pot luck to see if anything of interest is revealed.</p>
	<p>Make repeat requests unless circumstances, or the information itself, have changed to the extent that there are justifiable grounds to ask for the information again.</p>

<https://ico.org.uk/your-data-matters/official-information/>

ICO: Information Commissioner's Office

BARNT GREEN PARISH COUNCIL

PRESS, MEDIA & SOCIAL MEDIA POLICY

PART 1: PRESS AND MEDIA

Introduction

1. Barnt Green Parish Council (“the Council”) is committed to the provision of accurate information in respect of its functions, decisions and actions.
2. The purpose of this policy is to set out the procedure for dealing with media enquiries and for making use of social media.
3. The Parish Council welcomes the opportunity to talk to the media and understands it plays an important role in the democratic process. Both the media and Social Media can be useful for promoting the Parish Council and encouraging community engagement.
4. The ‘media’ can be anything related to written periodicals, newspapers, television and audio radio transmission. Social Media relates to social networking sites such as Facebook, LinkedIn, Twitter, Youtube, podcasts, blogs and discussion forums.

Legal position

5. This policy is subject to the Council’s various statutory obligations such as those set out in:
 - Public Bodies (Admission to Meetings) Act 1960,
 - Local Government Act 1972 (the holding of parish council meetings),
 - Local Government Act 1986 (rules on local authority publicity),
 - Freedom of Information Act 2000,
 - Data Protection Act 1998 and subsequent General Data Protection Regulation,
 - The Openness of Local Government Bodies Regulations 2014 and
 - the Council’s standing orders. Relevant standing orders referenced to or explained in this policy can be accessed via the Council’s website.
6. The Code of Recommended Practice on Local Authority Publicity (2011) includes the following relevant information:
 - Publicity by local authorities should:-
 - be lawful
 - be cost effective
 - be objective
 - be even-handed
 - be appropriate
 - have regard to equality and diversity
 - be issued with care during periods of heightened sensitivity
7. The Council, its councillors and staff must always consider the long-term reputation of the Council when dealing with the media. Information which is confidential or where disclosure of information is prohibited by law must not be disclosed. Some but not all of the relevant obligations that councillors are subject to are contained in the Members’ Code of Conduct, a copy of which can be accessed via the Council’s website.

Meetings

8. All meetings are open to the public, unless an item of discussion relates to a confidential matter when the public will be asked to leave. During the allocated time for public participation, the media may speak and ask questions. Public participation is regulated by the Council’s standing orders.
9. The Parish Council’s Standing Order 3N relates to the presence of the press in meetings:
3(n) The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

10. The Parish Council's Standing Orders 3L and 3M relate to the recording of meetings by the general public:

3(L) A person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

3(M) A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

Recording of a meeting following the exclusion of the public to allow for the discussion of confidential matters is not allowed. (The Openness of Local Government Bodies Regulations 2014).

Interviews, statements and articles

11. The media shall contact the Council's Executive Officer if they want to (i) interview councillors or staff about its business decisions and actions and/or (ii) obtain a verbal or written statement from the Council about its business decisions and actions.
12. Any verbal or written statement given by the Council's Executive Officer to the media represents the corporate position and views of the Council, not the individual views of its councillors or staff held in their official capacity.
13. The intention by the media to interview councillors or staff in their official capacity about the Council's business, decisions and actions must be circulated to all members of the Council prior to any such interview. Questions by the media about the personal views of the councillors or staff in their private capacity will not be acceptable. Councillors and staff cannot communicate their personal views about the Council's business, decisions and actions, other than the views they hold in their official capacity. Councillors and staff are not permitted to misrepresent the corporate position and views of the Council, or to damage the reputation of others in the Council or the Council itself.
14. The Council's Executive Officer may contact the media if the Council wants to give an interview, provide a verbal or written statement to the media or publish an article using the media about its business, decisions and actions.
15. Councillors and staff, other than the Executive Officer in accordance with paragraph 11 above, cannot in their official capacity, provide verbal or written statements to the media, or write articles for publication using the media about the Council's business decisions and actions without the Council's prior knowledge.
16. Personal views held councillors or staff cannot be communicated whilst acting in their official capacity, thus councillors are not permitted to use their title "Councillor" and staff are not permitted to use their job title when communicating in a private capacity.
17. Prior to any press or media interview the interviewer will be given a copy of this policy.

This policy was approved at the Barnt Green Parish Council meeting held 16/07/2018

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

Date of Review: July 2020

BARNT GREEN PARISH COUNCIL

PART 2: SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS POLICY

Introduction

1. The use of digital and social media and electronic communication provides a way for the Parish Council to interact in a way that improves the communications both within the Council and between the Council and the residents, businesses and agencies it works with and serves.
2. The Council currently has a website and Facebook page, and uses email to communicate. It is also a member of the Barnt Green Village WhatsApp group. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.
3. The Council Facebook page is intended to provide information and updates regarding activities and opportunities within our Parish and promote our community positively.
4. **Communications from the Council will meet the following criteria:**
 - Be civil, tasteful and relevant;
 - Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
 - Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
 - Not contain any personal information;
 - Will be moderated by either the Chairman, Vice-Chairman or the Executive Officer;
 - No political advertising will be allowed.
5. If the Council's Facebook page is opened up to discussion, then to ensure that all discussions on the page are productive, respectful and consistent with the Council's aims and objectives, participants will be asked to follow these guidelines:
 - Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
 - Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
 - Share freely and be generous with official Council posts but be aware of copyright laws; be accurate and give credit where credit is due.
 - Stay on topic.
 - Refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products.
6. The site is not monitored 24/7 and it is not always possible to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Participants are asked to exclude any personal or private information in social media posts to the Parish Council.
7. Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and the council will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the Executive Officer and/or members of the council by emailing.

8. We retain the right to remove comments or content that includes:
 - Obscene or racist content
 - Personal attacks, insults, or threatening language
 - Potentially libellous statements.
 - Plagiarised material; any material in violation of any laws, including copyright
 - Private, personal information published without consent
 - Information or links unrelated to the content of the forum
 - Commercial promotions or spamOr where the information would be a breach of a Council's policy or the law
9. The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available.
10. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Parish Council Website.

11. In line with our Freedom of Information policy and Publication Scheme, we may direct those contacting us for our information to our website, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

Parish Council email

12. The Executive Officer has their own council email address: exec@barntgreen.org.uk
The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.
13. The Executive Officer is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Executive Officer, and/or otherwise will always be copied to the Executive Officer. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.
14. Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Executive Officer. NB any emails copied to the Executive Officer become official and will be subject to The Freedom of Information Act. These procedures will ensure that a complete and proper record of all correspondence is kept.
15. Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

16. Members and the Executive Officer may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype

17. If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council

18. The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council

19. It is vital that all privileged information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of some of the information to which they have access and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures.

20. Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option, but of course copying in all who need to know and ensuring that unnecessary email trails have been removed.

This policy was approved at the Barnt Green Parish Council meeting held 16/07/2018

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

Date of Review: July 2020

Barnt Green Parish Council

Balances and Reserves Policy

As at May 2017

It is necessary for the Council to responsibly manage its funds and to consider how to treat any surplus funds at the end of the financial year. In order to do this, the Council will aim to establish:

- **General Fund** This is the 'working balance' required during the year for day-to-day expenditure. A slight surplus in this fund will help to cover uneven cash flows and avoid temporary borrowing in the event of, say, late arrival of precept;
- **Contingency Fund** This is the amount held in reserve to help the council cope with any unexpected events or emergencies; and
- **Earmarked Fund** This is the amount that will grow over time to meet the costs of specific planned projects. There may be more than one Earmarked Reserve and there may be a restricted, ring-fenced, reserve the funds in which can only be used for a certain purpose.

Amounts

The amounts held in the funds will be reviewed at least annually and ratified by the full council at a properly convened meeting.

General Fund: between three and twelve months' gross expenditure. This would range between £15,000 and £61,000 and as at July 2018 is set at £33,500.

Contingency Fund: as at July 2018 it is £10,000.

Earmarked Funds: currently stands at £42,600 made up as follows:

- production of the Neighbourhood Plan	£7,500
- completion of playing field footpath	£12,500
- renewal of footpath lighting	£20,000
- council elections 2019	£1,500
- footpath improvement	£1,100

Agreed at the parish council meeting held 16/07/2018

Signed.....
Chairman

Review date: May 2019