

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893
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exec@barntgreen.org.uk
www.barntgreen.org.uk



Public notice of Parish Council meeting

Monday 18 March 2019 at 7.00pm

at Barnt Green Baptist Church hall, Bittell Road, B45 8LX

Parish Councillors are hereby summoned to attend.

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the adjournment of the meeting (agenda item 19/019a 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

19/030 Apologies

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

19/031 **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.

19/032 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

19/033 **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)

The meeting will resume to allow for the following business:

19/034 To adopt previous minutes

- a) To approve adoption of the minutes of the Parish Council meeting held 18/02/2019

19/035 Chairman's Report

19/036 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 previous council meeting.

a) Station	There has been no response from the letter sent to the Secretary of State for Transport, Christopher Grayling, on 14 February 2018. A further letter has been drafted to be posted following the Parish Council Meeting. Bromsgrove MP Sajid Javid responded stating that he has forwarded a copy of the correspondence to the Transport Secretary.
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	<p>A reminder email has also been sent on Monday 4 March to Richard Brooks of West Midlands Rail requesting a response to update the PC meeting.</p> <p>Response is attached.</p>
b) Elections Seminar	<p>Briefing notes have been forwarded to committee members regarding the nominations process. Should councillors have any queries on the process then they should address them to the Executive Officer or a member of the elections staff at Bromsgrove District Council.</p> <p>Bromsgrove District Council is hosting a Parish Briefing – Wednesday 13 March at 6pm. Councillors have been invited to attend.</p> <p>Further guidance can also be sought using the electoral commission website.</p>
c) Barnt Green Stream Trash Screen	<p>An email was sent to Mr Curwell on 28/02/2019 and a reminder sent on 11/03/2019 – As yet there is no response.</p> <p>The committee is requested to discuss the funding options and regular clearance of the screen as BGPC responsibility.</p>
d) Cala Homes development – Section 106. Improvements to the Barnt Green Playing Field path	<p>Update: Cllr Hotham has made enquiries at BDC regarding progressing securing funds.</p> <p>Please be advised that the request will need to go back through council at BDC and cannot be progressed until following the elections in May 2019.</p>

19/037 Finance

- (i) To note the current financial position and bills for payment
- (ii) To be advised of any expenditure decisions taken by the Executive Officer
- (iii) Monzo Card – In replacement of the previous Clerk's Pockit Account, the EO has obtained a Monzo Mastercard in order to purchase incidental items that cannot be purchased on payment on receipt of invoice. The committee is requested to approve that £200.00 be transferred onto the card. A regular reconciliation will be provided accordingly.
- (iv) Cambridge Building Society Savings Account - In accordance to minute number: F19-05 Items of Business at a F&GP Meeting held on 14 January 2019, the council is advised that a letter has been signed by the Chairman and Vice Chairman dated 5 March 2019 requesting that the balance is transferred to BGPC savings account held with Unity Bank and thereafter closed down. Cambridge Building Society has since been in touch informing the chairman that the current interest rate is .75% and not .25% as previously advised. The committee is asked if it wishes to remain with Cambridge Building Society or if it wishes to transfer the balance to Unity Bank Savings Account. The committee is also advised that the mandate will need to be updated to remove E Gumbley and updated once again following the elections to reflect the position of the new council.

19/038 Committee, Working Party and Members' reports on meetings attended

- a) Christmas Lights meeting with GJH Electrical, 26 February 2019 and Turnock Ltd, 7 March 2019 – Meeting notes attached.
- b) Feedback on the meeting held with GJH Electrical on 26 February 2019 regarding Replacement Street Lighting in the village – Meeting notes attached.
- c) Smart Water Meeting feedback, 26 February 2019 – Meeting notes attached.

19/039 Events

- a) Police Pop-Up, at the parish council office date and time to be confirmed.
- b) Fun Run 2019, no further information to add at this stage.
- c) Summer Treasure Hunt, to discuss the feasibility and coordination of such an event with update from Treasure Hunt planning meeting.

19/040 Environment & Community Wellbeing

- a) **Vehicular collision – Bittell Lane, Friday 1 March 2019:** Reports have been received from two residents of Bittell Lane regarding a collision between two vehicles. One vehicle mounted the pavement and subsequently crashed into a village street lamp. The incident was reported in the first instance to BGPC Electrical contractor to determine the damage and complete a damage report – see attached report.
- b) **Pollinators Site** – See attached progress report.
- c) **Butterwick Close:** concerns about public safety re: footpath junction with Cherry Hill Road and openness of balancing pond.
 - i) An email dated 5 March was sent to CALA requesting sight of the risk assessments for the following areas; balancing pond and gated access onto Cherry Hill Road. Please see attached response.

19/041 Planning

None to be considered

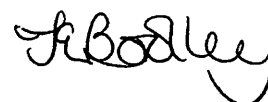
19/042 Future Meetings and items for future agendas

- a) Councillors will be reminded of meetings to be attended and may use this opportunity to raise items for future agendas.
- b) To approve the calendar for the remainder of 2019 to include Ordinary Meetings, Committee Meetings, Annual Assembly and Annual Council Meeting – Calendar attached.

19/043 Date and Venue of Next Meeting

Next ordinary parish council meeting will be Monday 15 April 2018
2019, 7pm at Barnt Green Baptist Church

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, J Jagger, J Nilsson, P Perry, H Rone-Clarke, S Whitehand



Tracy Bodley
Executive Officer
12/03/2019

Response from Richard Brooks – West Midlands Rail

Response date: Thursday 7 March 2019

Hi Tracy

I'm really sorry that I had not been able to get back to you sooner.

I asked Jonathan to do me a full review and he has come back with his thoughts on what he would like to see which do pretty much align with yours namely;

New TVM located on Platform 1.

Passenger information screen on platform 1.

Current passenger information screen re-configuring or updating as currently only displays information for trains on platform 3 or 4.

Review car park configuration to see if more cars would be able to park there.

Consider passenger seating to be put along platform 2 and 3 to help move passengers along to stop them congregating at the front of the train.

So my job now is to look to see if I can help make it happen especially in relation to funding.

Some of these issues are potentially planned to be resolved in terms of our committed plans such as an improved information system and additional seating and I will look at when this is envisaged to happen.

So I hope that gives you a starting point for your meeting and I suggest that if you drop me another note after that I provide an update of where I have got to.

Tracy, I am not going to promise something that I can't deliver but I do assure you I understand the concerns raised and will do all I can to provide the best level of service and facilities at the station that I can.

Regards
Richard

Excerpt from the Financial Spreadsheet for March Payments

Payments for March 2019		Description	Payment Gross	Payment VAT	Payment Net
BACS	V192	Clerks Gathering Year End Preparation	10.00	-	10.00
BACS	V193	A5 Parish Council Newsletter - Spring 2019	260.00	-	260.00
BACS	V194	Outdoor Parish Caretaker Feb 19	416.66	-	416.66
s/o	V195	Grounds Maintenance at playing field	278.89	46.48	232.41
BACS	V196	Repairs and replacement lamps	188.26	31.38	156.88
DD	V197	Office Landline, broadband & calls 12.02 -27.2	35.40	5.90	29.50
DD	V198.1	footpath lighting energy, dusk2dawn	208.92	34.82	174.10
DD	V198.2	footpath lighting energy, continuous	11.87	0.56	11.31
BACS	V199	Shredder	80.18	13.36	66.82
BACS	V200	Angle Motif Repair to frame	120.00	20.00	100.00
BACS	V201	expenses and miscellaneous items	17.63	-	17.63

Current financial position (bank reconciliation to 28 February 2019)

Bank Reconciliation 28th February 2019			
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	
Petty Cash	200.00		
Less unrepresented cheques/payments	-1,721.89		
Opening Cash Book balance		£76,693.45	
Add receipts between 1 April - 28 Feb 2019	70,097.97		
Less payments between 1 April - 28 Feb 2019	63,645.28		
Cashbook balance at 28 Feb 2019		£83,146.14	A
Cash in hand per bank statements at 28 Feb 2019			
Unity Bank current account	598.15		
Unity Bank deposit account	27,435.85		
Cambridge B/S	55,212.14		
Pocket account	-		
less unrepresented payments, as list below	100.00		
Bank balances at 28 Feb 2018		£83,146.14	B

A - B = £0.00

unrepresented payments list	
Clerks and Councils	100.00
	<u>100.00</u>

Christmas Lighting Meeting Notes - Tuesday 26 February 2019

28 February 2019 18:49

ACTION NOTES

In Attendance:

Cllr Robert Cholmondeley
Cllr Philip Perry
Gareth Hodson - GJH Electrical
Tracy Bodley - Executive Officer

Drawing from notes of the Working Party 07/02/2019 the following topics were discussed:

1. The children's lights are in the ownership of the Parish Council and stored at GJH Electrical.
2. It was agreed that the Christmas Angel damaged following a vehicular collision would be fixed. Gareth reported that he had not heard back from Blachere regarding the progress of the repair. He also stated that the light itself was unharmed and it was the frame that required repairing.
2. It was understood that the feature Harp Lights were on a lease hire contract and it would need to be established how long remained on this contract before a new lighting scheme could be introduced.
3. Following suggested actions from the Working Party that the canopy lighting over the parade of shops including Tesco be changed Gareth reported that these were only two years old and owned by BGPC. GJH Electrical installs and removes these lights and stores during the not in use period.
4. With regard to the feasibility of installing wrap around lights on the large tree located in Millennium Park, Gareth suggested that the Parish Council enlist the assistance of Turnock and Blachere. The two Christmas Lighting specialists would be best placed to advise on budget, feasibility and design. It was estimated that the provision of lights as described including 2 day installation and the hire of a suitable cherry picker could extend to £2,000.
5. Up lighters were also an idea forwarded from the working party and the lighting specialists would be asked if this was also an option for the renewed display.
6. GJH Electrical also suggested that the Christmas tree at the entrance to Millennium park should be taller as the current set of bulb lights swamped the small tree purchased. It was established that the height requirement should be between 15 and 20 feet.
7. A request was made to diarise for September writing to the management company of the retirement home on Hewell Road asking for them to cutback the perimeter hedges in readiness for the Christmas lighting installation in order that maximum 'twinkle' potential could be achieved without restriction of evergreen hedges blocking the view.
8. It was stated that the Parish Council would need to look at the Christmas Lighting budget allocation for 2019 with a view to increase by a further £5,000 to improve and add to the current display.

- EO to contact Blachere to request action to repair the damaged frame.
- Quote received - £100 + VAT
- Raise Purchase Order for instruction on repair.

- EO to seek advice from Blachere regarding the duration of the lease hire contract and how long was remaining.
- Awaiting response from Blachere.

- It was agreed that these lights would be retained. Decision to be reported back to PC meeting 18/03/2019.

- Set up a meeting with Turnock
- Set up a meeting with Blachere

- Turnock Meeting 07/03/2018 - Follow up email appended.

- Reminder set to send correspondence.
- Letter drafted.

- Place on a future PC Agenda to discuss increasing the budget.

Meeting with Turnock Ltd - Thursday 7 March 2019

In Attendance:

Cllr Philip Perry
Tracy Bodley - Executive Officer
Gordon Stone - Turnock Ltd

The preferred ideas were discussed with Mr Stone who stated that he had misgivings for wrap around lighting due to the following reasons:

1. Labour intensive installation.
2. The limited life span of the lighting due to perished wiring from the elements and expanding growth of branches stretching the wires.
3. The risk of vandalism as the lighting remains on the tree all year round.

When asked about the installation of uplighters, Mr Stone thought that there was little benefit to this and as the lights would be installed at ground level there was again a potential risk of vandalism.

Mr Stone suggested that an alternative to these suggestions would be to install 'Umbrella' Lighting in the large tree as this gave a similar effect to wrap around lights but could be installed and dismantled before and after each season and was less restricting to the natural growth of the tree.

A site visit to Millennium Park was carried out.

Mr Stone reported that he thought that the main entrance into the park was too narrow. He stated that a minimum width to allow access for a cherry picker was 1.2 metres, he thought the entrance appeared narrower than this - albeit this was not measured.

He also thought that the height of the arch would also cause a problem. With access restrictions to enable the use of a cherry picker, Mr Stone saw no point in pursuing the 'umbrella' lighting option for the tree.

He suggested that there could be a possibility of installing 'chestnut' bulb lighting in the large tree and the trees at the rear of Millennium Park providing that electricity can be sourced from the neighbouring lamp in the park or the lamp by the bus shelter.

Mr Stone said that he would need to speak with GJH Electrical regarding the logistics of the operation and working from ladders for installation.

Following the meeting Mr Stone sent an email with alternative options for an alternative lighting scheme on the Hewell Road lamps with photographs supplied, however BGPC need confirmation on the length remaining on the current lease hire agreement for the harp motif lights prior to committing to alternative motifs in this area.

Street Lighting Meeting Notes - Tuesday 26 February 2019

28 February 2019 17:52

ACTION NOTES

In Attendance:

Cllr Robert Cholmondeley
Cllr Philip Perry
Gareth Hodson - GJH Electrical
Tracy Bodley - Executive Officer

The action stated is to move all the street lighting under the jurisdiction of Barnt Green Parish Council to LED lights.

The lighting falls under two category headings:

1. Bespoke Lamps in Hewell Road.
2. Standard Street Lighting Elsewhere in the village.

Discussion took place regarding undertaking the work in phases or as a whole and Gareth was asked if there would be any cost variance between the two options as this would have an impact on the decision making process.

The timing of the work to be carried out would be following the clocks being changed in March 2019.

If the phased option is the desired choice then this would be implemented during the months of April, June and August.

Discussion took place regarding potential WCC funding for replacement of existing lighting to a more energy efficient form of light.

It was agreed that GJH Electrical would provide an initial quotation as broken down into a phased replacement or implementing in one go.

It was also stated that for the purposes of 'Best Practice', further quotations would be sought once a decision has been made as to the agreed method of installation.

- EO to email Cllr McDonald to enquire about funding for this project.
- Email sent to GJH Electrical on 26/02/2019 requesting the submission of a quotation.
- Item to be placed on PC Committee Meeting Agenda 18/03/2019 for further discussion.
- Further quotations to be sought.

Smart Water Meeting Notes 26 February 2019

06 March 2019 18:08

In Attendance:

CLlr Robert Cholmondeley
Tracy Bodley - Executive Officer
PCSO Stuart Taylor
Michael Simpson - West Mercia Police - email: michael.simpson@westmercia.pnn.police.uk

ACTION NOTES

SmartWater is a traceable liquid and forensic asset marking system 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.

Incidents of theft are greatly reduced in areas where a SmartWater project is adopted and should BGPC wish to introduce this scheme then signs can be displayed on the boundary and in the centre of the village to deter thieves and promote the scheme.

All signage is supplied free of charge.

Cost breakdown

Full price kit - cost £25.00

To take advantage of the scheme discount there needs to be a 70% take up.

If the village has a take up percentage of 70% or over then the price per kit is reduced to £8.90.

A grant can also be obtained from PCC whereby 25% of the number of houses taking up the scheme will be free of charge.

Working on the basis of approximately 800 households within Barnt Green

800 x 70% = 560 Uptake needed

560 x 25% = 140 Households free under PCC Grant

560 - 140 = 420 households

420 x £8.90 = £3,738.00 Total cost that BGPC will be required to pay.

In order to obtain the PCC grant and to progress the project a list of all the street/road names along with postcodes will need to be forwarded to Michael Simpson.

Email a list of addresses to Michael Simpson. Actioned 7 March 2019.

Suggested Phases for the Project

Phase 1

Host an onsite registration and collection day (It was advised that a Saturday event has better attendance from the public).

Registration is required through a Smart Phone and/or tablet by downloading the app. Tablets can be loaned by the PPC for the event and Michael Simpson would be in attendance.

Once the householder has been registered by the registration team then they are issued with their SmartWater kit.

Once the grant is in place then a date can be set for Phase 1. Michael Simpson to forward his available dates.

Phase 2

Should some residents be unable to attend the registration event then a second phase of door to door registration could be carried out. However the resitistrar would need to be competent using a smart phone or tablet device.

Subject	Barnt Green Smart Water Project
From	exec@barntgreen.org.uk
To	'michael.simpson@westmercia.pnn.police.uk'
Cc	Robert Cholmondeley
Sent	07 March 2019 14:42
Attachments	 Barnt Green Ad...

Dear Michael

Many thanks for coming to see us last week and apologies for my delayed response.

Please find attached a list of the addresses that fall under the parish of Barnt Green.

If you require in further information please do not hesitate to contact me.

Kind regards
Tracy

Tracy Bodley
Executive Officer, Barnt Green Parish Council
80 Hewell Road, Barnt Green, Birmingham B45 8NF

Tel: (landline) 01214 479893 or (mobile) 07410 906282

e-mail: exec@barntgreen.org.uk

website: www.barntgreen.org.uk



The parish council office is open Mon 12 noon - 4pm, Tues and Wednesday 10am – 3pm.

Report from GJH Electrical Service Ltd – Damage to Street Lamp, Bittell Lane

Having attended the scene on the afternoon Tuesday 5 March, the electric to the lantern has been isolated.

The door at the base of the column is damaged which can possibly be replaced. The column itself structurally looks ok.

The column will need to be straightened slightly and some reinstatement of tarmac will also need to be carried out around the base.

The lamppost in in no immediate danger of falling over.

It requires a new lantern and it is suggested given that BGPC are looking to replace to a more environmental energy source, it is replaced with an LED version.

A quote for a light fitting and new door price has been requested.

Arrangements have also been made to straighten the column and reinstate the tarmac.

Agenda Item 19/040 b)

Butterwick Close – Footpath onto Cherry Hill Road and Balancing Pond Concerns

Email response dated 06 March 2019 from Edward Bate, Engineer – Cala Homes.

Tracy,

Please find my response to the questions below:

Butterwick Close: concerns about public safety re footpath junction with Cherry Hill Road and openness of balancing pond.

- i) CALA would be asked if they have carried out risk assessments of the sites and to provide a copy a such to the parish council.
We have had ROSPA (an independent health and safety prevention consultant) assess the pond. They determined no remedial work was required. They did make a few suggestions. These have been taken on board and installed accordingly. A three post fence has been erected around the pond – with the access gate secured with a padlock. Slopes into the pond have been graded to 1 in 3. Signage stating deep water, and steep slopes have also been installed. This is soon to be handed over to the management company.
- ii) CALA would be asked how they intend to ensure the safety of pedestrians when using the public footpath from the estate onto Cherry Hill Road.
With regard to the access off the public footpath, onto our scheme, it was a planning requirement that we have to provide unrestricted access throughout this section of the site. Therefore, we cannot lock this access or put in any preventative measures in place.
 - The access that falls onto Cherry Hill Road, falls outside CALA's ownership and within Worcestershire's highway ownership. We had to therefore satisfy the council's health and safety concerns and gain s.184 approval. To satisfy their concerns, it is proposed that 2 reflective bollards are installed a minimum of 450mm from the carriageway. We have since gained drawing and s.184 approval.

Kind regards,
Edward Bate
Engineer

Pollinator Site - Progress Report as at 12 March 2019

12 March 2019 13:42

Volunteer Team:

Rachel Banner

Alun Davies

Plans are underway to promote and plant the wildflower pollinator site.

A quotation was sought for the ground preparation to the site at the bottom of Greenbank, a purchase order raised and work to spray the weed (21 Feb) and rotovate the area and erect temporary barrier (WC 11 Mar), has been carried out.

The volunteer group has been given a budget of £100 to purchase seed and plug plants. The wildflower mixed seed (both annual and perennial) has arrived and the plug plants have been ordered.

Ground preparation following rotovation to include soil raking, seed scattering and planting of the plug plants is scheduled to commence WC 1 April.

An email has been sent to the head teacher - Fran Barnes requesting that an article be placed in the school newsletter about the pollinator site and politely asking the parents to refrain from parking on the area as BGPC has received a number of reports concerning this problem.

St Andrews First School have responded positively to state that the Eco team would like to assist wherever possible and that they would add the information to the weekly newsletter.

Information boards both temporary and when sourced more permanent will also be erected at the site.

Quotations for more permanent low boundary edging/fencing will also be obtained.

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Barnt Green Annual Assembly

2019	Venue
25 April	Friends Meeting House

Ordinary Meetings of the Parish Council
held on the third Monday of each month at 7pm unless otherwise stated:

20 May (Annual Council)	Barnt Green Baptist Church Bittell Road B45 8LU
17 June	
15 July	
19 August	
16 September	
21 October	
18 November	
No meeting of full council in December	
2020	
20 January	
17 February	
16 March	
20 April	
18 May (Annual Council)	

Committee meetings: 80 Hewell Road, B45 8NF - at 10am unless otherwise stated.

Environment Committee:

Members – Cllrs R Briggs (Chairman), R Cholmondeley, J Jagger, H Rone-Clarke
To meet: **Mondays 3 June 2019, 9 September 2019, 3 February 2020.**

Finance & General Purposes Committee:

Members – Cllrs R Cholmondeley (Chairman), C Hotham, J Jagger, P Perry
Mondays 1 July 2018, 7 October 2018, 6 January 2020, 6 April 2020

Planning Committee:

Members – Cllrs S Whitehand (Chairman), R Briggs, R Cholmondeley, P Perry
To meet as and when required.