

BARNT GREEN PARISH COUNCIL

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Summons and Notice of Meeting

Members are summoned to the **Annual Parish Council** meeting to be held on
Monday 20 May 2018 at 7.00pm

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

The meeting is open to the press and members of the public who may take part during the adjournment of the meeting (agenda item 19/063 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

19/058 Election of Chairman

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

19/059 Apologies

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

19/060 Declarations of Interest: Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- Keep their Register of Interests form up to date;
- Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

19/061 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

19/062 Election of vice-Chairman

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

19/063 To consider Co-Option Applications

There is currently one vacancy on the council; there has been no call for a by-election and the council has received two applications suitable for co-option to fill this vacancy. Copies of the applications will be circulated to members in advance of the meeting. Members are required to vote to co-opt an applicant. Standing Orders state voting is by show of hands.

19/064 Adjournment of meeting to hear from:

- Amey Customer Services representative on behalf of Severn Trent Water to liaise regarding the improvement plans to the water main in Hewell Road**
- Members of the Public**
- Supporting organisations**, eg Safer Neighbourhood Team, Footpath Warden
- Worcestershire County Councillor** – Peter McDonald (Beacon division)
- Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)

19/065 Resumption of meeting to adopt previous minutes

To approve adoption of the minutes of the parish council meeting held 15 April 2019, previously circulated but also attached.

19/066 Chairman's Report

The Chairman will provide a report.

19/067 Annual Business

i. Appointment of committees: nomination thereto and dates of meeting – Please see attached Meeting dates as approved at PCM 18/03/19.

- a) Planning Committee: to cover comment to consultations, furtherance of the Neighbourhood Plan and parish-based policy proposals; to meet as and when required.
- b) Finance and General Purposes: to cover governance issues, policy preparation and revision, risk management, budgeting.
- c) Environment: to cover issues relating to the playing field, Millennium Park, commuters' car park, the work of the Lengthsman and the Outdoor Parish Caretaker and volunteer litter picker.
- d) Staffing: to cover all issues relating to staffing.

ii. Review of delegation arrangements

- See proposed schedule of delegation to committees and to Executive Officer to be reviewed and signed by the Chairman.

iii. Agree representation arrangements:

a) Worcestershire CALC

- For 2018/19 BGPC representatives were Cllrs J Jagger and S Whitehand

b) Campaign to Protect Rural England (CPRE)

- For 2018/19 BGPC representative was Cllr S Whitehand

c) St Andrews C of E First School

- For 2018/19 BGPC representative was Cllr J Jellie

d) Pensions Regulator

- For 2018/19 BGPC representative was Cllr R Cholmondeley

iv. Governance arrangements:

a) Review of Standing Orders

- The Standing Orders remained unchanged.

b) Review of Financial Regulations

- The Financial Regulations are unchanged.

c) Review of Members' Code of Conduct

- No changes are proposed to the Members' Code of Conduct. It is a legal requirement that the council has a Code that members must follow, and which is linked to their Register of Interests. Worcestershire local councils all adhere to the same code which was introduced by the county's Monitoring Officers in 2012.

d) Review of Asset Register

- Please see revised Asset Register as at 31 March 2019 for approval. This has been updated to provide a more realistic view of council assets in line with depreciation.

e) Confirm insurance arrangements and adequacy of cover

- The Executive Officer has received a renewal quote from its current insurance company of £733.88 ex. VAT (compared to £790.33 for 18/19)

f) Review annual subscriptions

- National Association of Local Councils / Worcs County ALC (£902 for 2019/20)

- Campaign to Protect Rural England (£36 for 2018/19)

g) Agree calendar for review of all council policies

- Please see the attached calendar.

19/068 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) Station	<p>Following the Parish Council meeting held on 15 April 2019 a request was made to Richard Brooks with regard to establishing a timeframe for issues to be addressed. Mr Brooks responding stating that it may not be feasible to give an update to the Annual Parish Meeting. A further reminder was sent to him on 13 May 2019 and an automatic out of office response was promptly received stating that he was on annual leave until 20 May.</p> <p>Following an email sent from Richard Dugdale on 30 April previously circulated to members please be advised that a response has been sent expressing concern about the breach of law, also copied to members.</p> <p>A response is yet to be received.</p>
b) Town & Parish Council Survey May 2019	<p>An email has been received from West Mercia OPCC regarding taking part in the Town & Parish Council Survey. The Parish is asked to submit one survey which can be viewed and submitted online.</p> <p>Members have previously been forwarded an email with the link to the survey and is asked for comments accordingly.</p> <p>The committee is requested to delegate the completion and submission of the survey to no more than two council members.</p>
c) CCTV Infrastructure in Bromsgrove District	<p>An email has been received from BDC regarding a consultation to help guide the latest investment CCTV infrastructure in Bromsgrove District. Please see email attached outlining the consultation and survey.</p> <p>This has also been posted on the BGPC website and Facebook page.</p> <p>Individuals can complete and submit a survey however the council is asked;</p> <ul style="list-style-type: none">a) If it wishes to complete a survey on behalf of BGPC.b) Delegate the submission to two council members if it wishes to provide comment.
d) New Homes Bonus Community Grants Scheme. Improvements to the Barnt	<p>An email has been received from BDC regarding an application for funds from the 19/20 New Homes Bonus Grants Scheme. Applications opened on 7 May 2019 and will remain open until 14 June 2019.</p> <p>Information required to complete an application is as follows:</p> <ul style="list-style-type: none">1. Evidence that your community has been affected by growth.

Green Playing Field path	<ol style="list-style-type: none"> 2. Evidence of local support for your project and how it meets community needs (e.g. letters from local organisations or residents; petition); 3. Audited, or independently verified, balance sheets and revenue accounts for the past two years. 4. Copy of the organisation's Rules and Regulations and/or Constitution. 5. Copies of estimates relating to work for which a grant is sought; 6. Where appropriate, plans of proposed work. 										
e) Summer Planting 2019	<p>BGPC have been contacted by the Charity Where Next who supply hanging baskets and plant up the planters.</p> <p>The cost has been provided as follows:</p> <table data-bbox="691 600 1233 768"> <tr> <td>New 14ins Wicker basket</td> <td>£21.00 each</td> </tr> <tr> <td>Amberol tier planter refilled</td> <td>£95.00 each</td> </tr> <tr> <td>High street Planters refilled</td> <td>£25.20 each</td> </tr> <tr> <td>Millennium planters refilled</td> <td>£38.00 each</td> </tr> <tr> <td>Delivery / installation</td> <td>£10.00 each</td> </tr> </table> <p>Shops will be asked if they wish to have a hanging basket outside their premises which will be funded by BGPC. The traders will be required to water the baskets.</p>	New 14ins Wicker basket	£21.00 each	Amberol tier planter refilled	£95.00 each	High street Planters refilled	£25.20 each	Millennium planters refilled	£38.00 each	Delivery / installation	£10.00 each
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Millennium planters refilled	£38.00 each										
Delivery / installation	£10.00 each										
f) IT Equipment	<p>As discussed by the previous EO the current BGPC laptop is over five years old.</p> <p>It recent weeks it has increasingly slowed in speed and performance and occasionally crashes.</p> <p>The council is asked to approve a budget of £1,000 - £1,500 in order to obtain quotations for new IT equipment.</p>										

19/069 Finance

- (i) To note the current financial position and bills for payment. See attached
- (ii) To be advised of any expenditure decisions taken by Executive Officer. See Monzo reconciliation and request for authorisation to top up the balance to the agreed sum of £200.00. Top Up request £150.08.
- (iii) To agree the current financial standing order and direct debit payments. See attached.
- (iv) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2019. Please see Interim Summary from Internal Auditor, DKE Audit Services for information.
- (v) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2019

19/070 Committee, Working Party and Members' reports on meetings attended

- a) Annual Parish Meeting held 26/04/2018; draft minutes attached.

19/071 Events

- a) Barnt Green Annual Fun Run – Regrettably the Chuggers have made the decision not to stage the Fun Run event for 2019 but hope to hold a run associated with Sport Relief in 2020.
- b) Treasure Hunt - To approve a budget not exceeding £200.00 for the purchase of incidental items and prizes for the participants.
- c) Dates of other 2019 events: Community Walk 28/09/2019, Christmas Lights-On 30/11/2019 or 7/12/2019, Wassail Walk 28/12/2018?

19/072 Environment & Community Wellbeing

- a) **SmartWater Project** - An application form has been completed and returned to West Mercia Police. BGPC is awaiting a response with a view to establishing dates for a drop in 'sign up to the scheme' event.
- b) **Christmas Illuminations Quotations**
A quotation has been received from Blachere regarding installing wrap around lights in the large tree located in Millennium Park to add to the current lighting scheme. This has been circulated to councillors. The council is asked if it wishes to increase the Christmas Lights budget that is currently set at £7,500 to allow for this expenditure. The budget would need to be increased to £11,000 to allow for this. Please note that a second Christmas lighting supplier also carried out a feasibility into the same project but chose not to provide a quotation.

19/073 Planning

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
19/00424/FUL	16 Margesson Drive	Two storey front and rear extensions including increase to width of the house
19/00533/FUL	14 Cherry Hill Drive	Proposed new dwelling
19/00449/FUL	73 Bittell Road	Rear extension to increase loft rooms with single storey elements.
18/01593/FUL Re-Consultation	11 Cherry Hill Avenue	Demolition of existing house and garage and construction of new dwelling.
19/00562/FUL	10 Cherry Hill Road	Extension to boundary wall at the east elevation between driveways.
19/00576	19 Hewell Lane	Proposed dormer to rear of existing extension to form walk in wardrobe/dressing room, and the erection of a rear detached Art studio and store.

19/074 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. Please see attached a Training Bulletin from CALC, should any councillor wish to attend councillor training at any of these events please contact the EO who will place a booking.

19/075 Date and Venue of Next Meetings

Next Environment Committee Meeting, Monday 3 June 2019, Parish Office 10.00am
Next Parish Council Meeting, Monday 17 June 2019, 7pm at Barnt Green Baptist Church.

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), J Jagger, J Nilsson, P Perry, H Rone-Clarke, S Whitehand and 1 Vacancy



Tracy Bodley
Executive Officer

Agenda Item 19/069 (i) To note the current financial position and bills for payment.

Excerpt from the Financial Spreadsheet for May Payments

Payments for May 2019		Description	Gross	VAT	Net
DD	V122	Mobile Phone	5.00	0.83	4.17
DD	V123	Pension Contributions	138.27		138.27
DD	V124	Office Landline, broadband and calls	35.40	5.90	29.50
DD	V125	Continuous footpath lighting energy	13.59	0.64	12.95
DD	V126	Dusk to dawn footpath lighting energy	271.94	45.32	226.62
SO	V127	May Retainer, footpath lighting maintenance	264.00	44.00	220.00
SO	V128	Grounds Maintenance at playing field	278.89	46.48	232.41
BACS	V129	May Salary	1,109.15		1,109.15
BACS	V130	Outdoor Parish Caretaker April 19	416.66	-	416.66
BACS	V131	Summer Term Room Hire	120.00	-	120.00
BACS	V132	Annual Insurance	821.94	-	821.94
BACS	V133	Remedial Works to damaged Lamppost Bittel Lane	525.36	87.56	437.80
BACS	V134	Grounds Maintenance at Millennium Park	114.00	-	114.00
BACS	V134	Grounds Maintenance Verges High Street & Orchard Croft	30.00	-	30.00
BACS	V135	Printer Cartridges	138.26	23.04	115.22
BACS	V136	CALC Annual Subscription	1,060.91	158.78	902.13
BACS	V137	Petty Cash Top Up	150.08	-	150.08

Current financial position (bank reconciliation to 30 April 2019)

Bank Reconciliation as at 30/04/2019			
Cash in hand at 1 April 2019			
Unity Bank current account	1,066.56		
Unity Bank deposit account	22,465.64		
Cambridge Building Society	55,212.14		
Opening bank balances		£78,744.34	
Less unrepresented cheques	360.00		
Opening Cash Book balance		£78,384.34	
Add receipts between 1 April - 30 April 2019	31,797.50		
Less payments between 1 April - 30 April 2019	6,335.38		
Cashbook balance at 30 April 2019		£103,846.46	A
Cash in hand per bank statements at 30 Apr 2019			
Unity Bank current account	928.68		
Unity Bank deposit account	47,705.64		
Cambridge B/S	55,212.14		
Less unrepresented cheques, as list below			
Bank balances at 30 Apr 2019		£103,846.46	B

£0.00

Agenda Item 19/069 (ii)

To be advised of any expenditure decisions taken by Executive Officer. See Monzo reconciliation and request for authorisation to top up the balance to the agreed sum of £200.00. Top Up request £150.08.

Monzo Reconciliation up to 30 April 2019			
Date		Expenditure	Deposit
27/03/2019	Opening Balance		£ 200.00
01/04/2019	Sign Up Bonus		£ 5.00
01/04/2019	Vistaprint - Pollinator Signs	£ 45.09	
15/04/2019	Microsoft Licence Renewal	£ 79.99	
25/04/2019	Cash Withdrawal Room Hire Friends Meeting House	£ 30.00	
		£ 155.08	£ 205.00
	Balance	£ 49.92	
	Top Up Authorisation Request back up to £200	£ 150.08	

Agenda Item 19/069 (iii) To agree the current financial standing order and direct debit payments.

Current Direct Debits as at 30 April 2019

Name	Description	Frequency	Amount
ICO	Annual Data Protection Registration	Annual	£ 35.00
NEST	Pension Contributions	Monthly	£ 138.27
PLUSNET	Landline & Internet	Monthly	£ 35.40
PLUSNET	Mobile Phone	Monthly	£ 5.00
Southern Electric	Street Lighting	Monthly	£ 290.00
Southern Electric	Office Power	Quarterly	£ 146.59

Current Standing Orders as at 30 April 2019

Name	Description	Frequency	Amount
GJH Electrical Services	Street Light Contract Retainer	Monthly	£ 264.00
NM & AJ Hosking	Grounds Maintenance Parks	Monthly	£ 278.89
REAMM	Office Rent	Quarterly	£ 1,237.50

Minute no. 19/069 (iv)

To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2019

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

Section 1 The Annual Governance Statement 2018/19

We acknowledge as the members of Barnt Green Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2019, that:

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

'Yes' means that the council prepared its accounting statements in accordance with the Accounts and Audit Regulations.

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

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

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

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

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

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

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

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

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

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

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

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

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

7. We took appropriate action on all matters raised in reports from internal and external audit.

'Yes' means that the council responded to matters brought to its attention by internal and external audit.

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

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

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

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

Tracy Bodley
Executive Officer & Responsible Financial Officer
Barnt Green Parish Council
13/05/2019

To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2019

BARNT GREEN PARISH COUNCIL RECEIPTS AND PAYMENTS ACCOUNT 2017/18 AND 2018/19, SUMMARY

RECEIPTS	2017/18	2018/19	PAYMENTS	2017/18	2018/2019
Precept received in current year	62,490	62,440	Administration	33,740	33,267
Council tax support grant	-	-	Communication	1,680	950
Interest	321	532	Millennium Park	1,574	1,291
Lengthsman Refund	2,776	1,168	Playing Field	4,736	4,019
VAT Refund	9,308	5,399	Environment	2,024	8,032
Miscellaneous	1,916	80	Footpath lighting	13,303	13,150
Hires (room / playing field)	860	510	Highways	2,500	-
			Events	2,610	2,029
			Capital projects	3,733	5,697
Total Receipts	77,671	70,128	Total payments	65,900	68,437

Figures Included in the Annual Return

	2017/18	2018/19
Box 1: Balances b/f	64,923	76,694
Box 2: Precept	62,490	62,440
Box 3: Total other receipts	15,181	7,688
Box 4: Staff costs	16,969	16,629
Box 5: Loan interest / capital repayments	-	-
Box 6: All other payments	48,931	51,808
Box 7: Balances c/f	76,694	78,385
Box 8 : Total value of cash and short term investments	76,694	78,385
Box 9 : total fixed assets	210,300	198,988
Box 10 : Total borrowings	-	-

AGAR 2019

Section 2: Accounting Statements

Variance of more than 15% require an explanation; see below for explanation variances to box 3.

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AGAR 2019

Explanation of variances: BARNT GREEN PARISH COUNCIL	
Annual Audit: Financial year-end 31/03/2019	
Box no. 3: All other receipts	£
(b) Figure in 2019 column	7,688
(a) Figure in 2018 column	15,181
(d) Total variance: 2019 figure less 2018 figure	-
(d) Total variance as % of 2018 figure	7,493 -97%
Reasons	Amount
Miscellaneous receipts	variance
Reason 1	
2017/18 Insurance claim for equipment = £1216	
2017/18 Contribution Buskers Festival = £130	
2017/18 Contribution to footpath maintenance = £500	
2018/2019 Wayleave = £57.50	-
2018/2019 Contribution to Fire Extinguishers from Landlord = £22.00.	1,837
No other misc. receipts during this period.	
Reason 2	
Vat Refund for 18/19 is lower due to less expenditure Events and Environment expenses.	-
	3,909
Reason 3	
Lengthsman Scheme Refund was invoiced after 31 March 2019.	-
	1,609
(e) Total amount £ explained (as reasons above)	-£7,354
(f) Unexplained amount £ of total variance at (d - e)	-
Unexplained as %	139 0.0%
Unexplained amount is less than 15% of 2018	✓

Explanation of variances: BARNT GREEN PARISH COUNCIL	
Box no. 6: All other payments	£
(b) Figure in 2019 column	51,808
(a) Figure in 2018 column	48,931
(d) Total variance: Between 2018 and 2019	3877
(d) Total variance as % figure	5.55%
Reasons	Amount
Reason 1	variance
During 2018/18, an invoice has yet to be received for the Lengthsman duties.	-
	2,500.00
(e) Total amount explained	2500
(f) unexplained amount £ of total variance at (d - e)	377
Unexplained as %	13.10%
Unexplained amount is less than 15% of 2018 figure	✓