

# BARNT GREEN PARISH COUNCIL

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## Public notice of Parish Council meeting

Monday 17 June 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 19/079b 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

#### 19/076 Apologies

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

#### 19/077 **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.

#### 19/078 **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

#### 19/079 **Adjournment of meeting to hear from:**

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

**The meeting will resume to allow for the following business:**

#### 19/080 **To adopt previous minutes**

- a) To approve adoption of the minutes of the Annual Parish Council meeting held 20/05/2019

#### 19/081 **Chairman's Report**

#### 19/082 **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

**Lifts** - A letter has been written to DfT requesting a meeting to discuss the requirement of the installation of

	<p>lifts at the Station with representatives interested in attending from BDC and WCC in addition to BGPC.</p> <p>Bromsgrove Engagement and Equalities Forum have reported that they will be writing to the Disabilities Minister on the same matter and will also contact Kevin Dicks, Chief Executive of BDC and Richard Dugdale of Network Rail.</p> <p><b><u>Station Improvements</u></b> – A reminder email has been sent to Richard Brooks of West Midlands Rail requesting that an update be provided regarding securing funding for station requirements with a view to providing a timescale with which the work would be carried out. An invitation has also been sent requesting attendance at the parish council meeting on Monday 17 June to update the parish council. A response has yet to be received.</p>
b) Cofton Parish Footpath - Update	<p>Following a query from members of BGPC regarding the apparent road being laid from the new estate, it has been confirmed that it is a footpath and cycle path, not an access road.</p> <p>This will be barriered or secured with bollards at both ends.</p> <p>The path is as per the original plans for the estate and Gavin Herd has promised to secure both ends of the path.</p>
c) Defibrillator	<p>It has been reported by the Outdoor Parish Caretaker that the defibrillator housed on the side of the post office is showing a red light and only has two charges left. Upon investigation it was discovered that this means the battery needs to be replaced.</p> <p>The cost of a new battery is £230 plus delivery and VAT. A purchase order has been placed to purchase a new battery which has a life of 4 years.</p>

## 19/083 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) DKE Audit Services – Annual Internal Audit for Financial Year Ending 31 March 2019. Please see report attached and note recommendations by Mr Edwards.
- (iv) Barnt Green Parish Council will be trialling a cloud based accounting software package called Xero. The one month trial is free and thereafter the cost per month rises to £12 for the first four months and then £24 thereafter.  
 The benefits of using accounting software over the spreadsheet method as currently adopted is this provides a more accurate and time efficient method of data capture.  
 A bank statement feed can be set up to directly import bank statements into the software allowing speed and accuracy for monthly reconciliation.  
 Using accounting software also enables budgets to be set and VAT reclaims to be efficiently managed.  
 Signatories will also be able to have access to the accounting daybook by having an individual login should they wish to view for financial audit purposes.

Following the trial an update will be given at the next parish council meeting to decide whether to continue using the current method or change to cloud accounting.

#### 19/084 Events

- a) Summer Treasure Hunt – Sunday 7 July 2019, 2pm – 5pm  
Organisation for the event is well under way with the Treasure Hunt clues for both adults and children completed and sent to BDC for printing.  
Prizes have been sought with contributions from the Victoria, Tony's Handyman, Morso Café and the new dental practice – a thank you letter will be sent to each.  
A donation of chocolate has been kindly offered by our new councillor Olivia Polton.  
Promotional material is being designed and printed by BDC and volunteers are being sought for flyer distribution to residential addresses and businesses.  
Two Porta loos have been ordered and will be installed on the day before and collected the following day.  
Music is being organised and a risk assessment is being carried out.  
Food has also been arranged and traders will be informed of the event asking if they would like to open for trade.  
Support and attendance at the event would be greatly appreciated.
- b) Community Walk – Confirmation of date and any further information.
- c) Christmas Switch on – Set for Saturday 30 November 4pm – 7pm  
A meeting took place with Cheryl Welsh from BDC regarding setting the date for the Switch On.  
BDC will arrange the services of the Town Crier and organise a choir and other organisations and groups will be contacted to see if they wish to participate.

#### 19/085 Environment & Community Wellbeing

- a) **SmartWater** – Barnt Green have been awarded a SmartWater grant to assist with a small financial contribution to the project. Sgt Ram Aston, lead officer for 'We Don't Buy Crime' has provided dates of his availability to start registering residents to the scheme. Please see email attached.  
It was discussed that a promotional stand announcing the project could be placed at the Summer Treasure Hunt event to make villagers aware of the project.  
It was also suggested that the sign up could take place the following week after the Treasure Hunt. Members are invited to discuss dates and times for the sign up project.
- b) **Butterwick Close:** Update from BDC Councillor C Hotham, if any, regarding concerns about public safety with access onto Cherry Hill Road from the estate.

#### 19/086 Planning

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
19/00679/HHPRIO	Blythe, Aqueduct Lane	Single storey rear extension
19/00669/FUL	38 Sandhills Lane, Barnt Green	Single storey rear extension
19/00690/FUL	10 Bittell Lane, Barnt Green	Proposed porch extension and single storey side extension

#### 19/087 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) Please be advised that the parish office will be closed week commencing 22 – 26 July and 26 – 30 August, due to annual leave of the Executive Officer.
- c) Please be advised that the Finance & General Purposes Committee being held on Monday 2 July 2019 is cancelled.

**19/088 Date and Venue of Next Meeting**

Next ordinary parish council meeting will be Monday 15 July 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, O Polton



Tracy Bodley  
Executive Officer  
12/06/2019

## Excerpt from the Financial Spreadsheet for June Payments

How paid	invoice ref V/R	Description	Payments Gross	Payments VAT	Net
DD	V139	Mobile Phone	5.00	0.83	4.17
DD	V140	Pension Contributions	138.27		138.27
DD	V141	Office Landline, broadband and calls	35.40	5.90	29.50
DD	V142	Continuous footpath lighting energy	18.06	0.86	17.20
DD	V143	Dusk to dawn footpath lighting energy	430.84	71.80	359.04
SO	V144	May Retainer, footpath lighting maintenance	264.00	44.00	220.00
SO	V145	Grounds Maintenance at playing field	278.89	46.48	232.41
BACS	V146	May Salary	1,109.15		1,109.15
BACS	V147	Outdoor Parish Caretaker April 19	416.66	-	416.66
BACS	V148	PAYE Qtr 1	515.40		515.40
BACS	V149	Dog Bags	164.70	27.45	137.25
BACS	V150	Copier paper, stamps and notice board magnets	38.59	4.51	34.08
BACS	V151	Brass Plaque for Flagpole	91.57	15.26	76.31
BACS	V152	IT Equipment	1,596.83	266.14	1,330.69
BACS	V153	2018/2019 Internal Audit	242.40	-	242.40
BACS	V154	Grounds Maintenance at Millennium Park	114.00	-	114.00
BACS	V154	Grounds Maintenance Verges High Street & Orchard Croft	60.00	-	60.00

## Current financial position (bank reconciliation to 31 May 2019)

<b>Bank Reconciliation as at 31/05/2019</b>			
<b>Cash in hand at 1 April 2019</b>			
Unity Bank current account	1,066.56		
Unity Bank deposit account	22,465.64		
Cambridge Building Society	55,212.14		
<b>Opening bank balances</b>		<b>£78,744.34</b>	
Less unpresented cheques	360.00		
<b>Opening Cash Book balance</b>		<b>£78,384.34</b>	
<b>Add receipts between 1 April - 31 May 2019</b>	31,797.50		
<b>Less payments between 1 April - 31 May 2019</b>	11,999.86		
<b>Cashbook balance at 31 May 2019</b>		<b>£98,181.98</b>	<b>A</b>
<b>Cash in hand per bank statements at 31 May 2019</b>			
Unity Bank current account	1,264.20		
Unity Bank deposit account	41,705.64		
Cambridge B/S	55,212.14		
Less unpresented cheques, as list below			
<b>Bank balances at 31 May 2019</b>		<b>£98,181.98</b>	<b>B</b>
		<b>£0.00</b>	

**SmartWater email from Sgt Ram Aston**

Hi Tracy

I am happy to work around you.

Are you looking for days, evenings, and weekends?

I can help on the days of the 9<sup>th</sup> 10<sup>th</sup> and 17<sup>th</sup> 18<sup>th</sup> July

Or the evenings of the 11<sup>th</sup> , 15<sup>th</sup> 16<sup>th</sup>

I can also help on Saturday the 6<sup>th</sup> July or Sunday the 7<sup>th</sup>

Please let me know if any of this works for you.

Kind regards

Ram