

BARNT GREEN PARISH COUNCIL

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Public notice of Parish Council meeting

Monday 15 July 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 19/092a 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

19/089 Apologies

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

19/090 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.

19/091 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

19/092 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:

19/093 To adopt previous minutes

- a) To approve adoption of the minutes of the Annual Parish Council meeting held 17/06/2019

19/094 Chairman's Report

19/095 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

1. Risk Management Policy – July 2019.
Following recommendations from the Internal Auditor this newly created policy needs to be approved and adopted by the council and signed by the Chairman. The policy requires an annual review and will be placed on the Rolling 12 month Review Calendar.
2. Balances and Reserves Policy – July 2019.
This has been updated, requiring review, approval and signature by the Chairman.

3. Freedom of Information Policy – July 2019
This remains unchanged but requires approval and signature by the Chairman.
4. Publication Scheme – July 2019
This largely remains unchanged other than updating contact details. This requires approval.

19/096 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.

<p>a) Station</p>	<p>Lifts - A letter has been received from Sajid Javid MP in response to the letter sent to DfT requesting a meeting with parish, district and county councillors. The letter overlooks the question put to both the local MP and DfT regarding setting up a meeting but clarifies that a bid for funding is being carried out and if successful work would be carried out at the end of 2019/ the beginning of 2020.</p> <p>Station Improvements – An invitation has been sent to Richard Brooks of West Midlands Rail requesting attendance at a future parish council meeting. Mr Brooks and Station Manager Zoe Hodgins will be attending the Parish Council Meeting being held on Monday 16 September.</p>
<p>b) Scope Charity – Recycling Bank</p>	<p>An email has been received from Scope, a national disability charity who are seeking to find new locations to install a textile recycling bank. The Council is asked if it wishes to pursue this further and if so a suitable location to site this will need to be found.</p>
<p>c) Lickey Hills – Proposal to introduce parking charges by Birmingham City Council.</p>	<p>It has been reported that Birmingham City Council are undertaking an informal public consultation for the proposed parking charges at Lickey Hills.</p> <p>The informal consultation will consist of:</p> <ul style="list-style-type: none"> • BeHeard questionnaire – <i>BeHeard is the Council's online survey system</i> • Hard copy questionnaires available in the visitor centre • Face to face/clipboard exercises with park users/visitors to the car park • Email mailbox – lickeyhillsconsultation@birmingham.gov.uk • Drop-in sessions for residents/park users (one evening and one afternoon session) <p>The consultation will be advertised via the following routes:</p> <ul style="list-style-type: none"> • Posters and flyers in the park • Local newspaper • BCC social media • Ongoing consultation with local BCC ward members

	The results of the informal public consultation will be added to the business case to WCC. The business case will seek permission to go ahead subject to a formal consultation.
d) Worcestershire Passenger Transport Strategy Questionnaire	<p>An email previously circulated to members has been received regarding completion of the Passenger Transport Strategy Consultation Paper. BGPC is asked if it wishes to answer the questionnaire as a Public Sector Organisation.</p> <p>A printed copy of the questionnaire will be provided at the Parish Council Meeting whereby collective answers from the Council will be submitted using the online platform.</p> <p>Members are asked to nominate 2 representatives to give the views of the council and return the completed questionnaire to the EO for online submission.</p>

19/097 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. See Monzo reconciliation and request for authorisation to top up the balance to the agreed sum of £200.00. Top Up request £144.66.

19/098 Events

- a) Summer Treasure Hunt – Sunday 7 July 2019, 2pm – 5pm
Feedback to be received on the event.
- b) Community Walk – Saturday 28 September 2019, 3pm – 5pm
- c) Christmas Switch on – Set for Saturday 30 November 4pm – 7pm

19/099 Environment & Community Wellbeing

- a) **SmartWater** – Sgt Ram Aston, lead officer for ‘We Don’t Buy Crime’ attended the Treasure Hunt event to assist the EO in handing out promotional flyers. The Council is asked to consider and approve dates for the ‘Drop in Signup to SmartWater Event’. SmartWater packs will then be purchased from West Mercia in time for the first drop in session.
- 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.
- c) **Knee Rail Fencing Quotations – Pollinator Site**
Quotation requests were sent to 6 contractors for the supply and installation of wooden knee railing at the perimeter of the pollinator site. These quotations are awaited and will be produced at the meeting if received.
 - (i) The council is asked if it wishes to increase the 19/20 Other Environs Budget to accommodate expenditure in this financial year (currently standing at £1,000 with current expenditure of £480) or to budget this into 20/21 and contract out the work in April 2020.
 - (ii) The council is also asked if it wishes to award the contract for the supply and installation of knee railing if quotes are received.

19/100 Planning

a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
TPO19/093	Flat, 33A Fiery Hill Road	Large conifer at the rear of the property - next to the shed and by rear boundary - to be taken down completely - will replant a smaller tree in garden

19/101 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) Venue for Parish Council Meetings – A request was made to consider relocating the parish council meetings back to the parish office from September 2019. Please be advised an email has been received from the Treasurer of the Baptist Church stating that the hourly rate is increasing by 20%. A discussion is welcome.
- d) Expansion of Barnt Green – Members are reminded that this item will be placed on the Agenda for September 2019 and a Planning Meeting will be held in early September to discuss possible options.

19/088 Date and Venue of Next Meeting

Next ordinary parish council meeting will be Monday 16 September 2019, 7pm. Venue to be confirmed.

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
10/07/2019

Excerpt from the Financial Spreadsheet for July Payments

How paid	invoice ref V/R	Description	Gross	VAT	Payment NET
DD	V159	Mobile Phone	5.00	0.83	4.17
DD	V160	Pension Contributions	138.27	-	138.27
DD	V161	Office Landline, broadband and calls	22.16	3.69	18.47
DD	V162	Continuous footpath lighting energy	13.12	0.62	12.50
DD	V163	Dusk to dawn footpath lighting energy	254.25	42.37	211.88
DD	V164	energy to office premises, Apr 19 - Jun 19	290.83	13.84	276.99
SO	V165	July Retainer, footpath lighting maintenance	264.00	44.00	220.00
SO	V166	Grounds Maintenance at playing field	278.89	46.48	232.41
BACS	V167	Outdoor Parish Caretaker June 19	416.66	-	416.66
BACS	V168	Defibrillator Battery	288.00	48.00	240.00
BACS	V169	Carriage Return of Lights	84.00	14.00	70.00
BACS	V170	July Salary	1,109.15		1,109.15
BACS	V171	Expenses	15.01		15.01
BACS	V172	Petty Cash Top Up	144.66	-	144.66
BACS	V173	Summer Planting	1175.20	-	195.86

Current financial position (bank reconciliation to 30 June 2019)

Bank Reconciliation as at 30/06/2019			
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 unpresented cheques	360.00		
Opening Cash Book balance		£78,384.34	
Add receipts between 1 April - 30 June 2019	32,142.15		
Less payments between 1 April - 30 June 2019	18,892.11		
Cashbook balance at 30 June 2019		£91,634.38	A
Cash in hand per bank statements at 30 June 2019			
Unity Bank current account	871.95		
Unity Bank deposit account	35,550.29		
Cambridge B/S	55,212.14		
Less unpresented cheques, as list below			
Bank balances at 30 June 2019		£91,634.38	B

£0.00

Monzo Reconciliation and Top Up Request

Monzo Reconciliation From May up to July 2019			
Date		Expenditure	Deposit
	Opening Balance		£ 49.92
23/05/2019	BGPC Top Up		£ 150.08
29/05/2019	Post Office - Register of Interest forms to BDC	£ 2.70	
29/05/2019	Tesco - Toilet Rolls	£ 4.00	
30/05/2019	PDF Filler - IT Software (account Verification)	£ 0.79	
	May 2019 Expenditure	£ 7.49	£ 200.00
	Account Balance as at 31 May 2019	£ 192.51	
05/06/2019	Tesco - Skimmed Milk	£ 0.50	
07/06/2019	PDF Filler - Account transaction for verification	-0.79	
17/06/2019	Amazon - Cable for Scanner & HDMI Cable	£ 17.37	
17/06/2019	Amazon set up account charge - Account Verification	£ 1.00	
18/06/2019	Plus Net - Router	£ 5.99	
25/06/2019	Amazon Recharge Account Verification	-£ 1.00	
29/06/2019	PDF Filler Annual Subscription	£ 63.16	
	June 2019 Expenditure	£ 86.23	£ 192.51
	Account Balance as at 30 June 2019	£ 106.28	
02/07/2019	Vistaprint - Smart Water Flyers and Sign	50.94	£ 106.28
	Account Balance as at 2 July 2019	£ 55.34	
	Top Up Authorisation Request back up to £200	£ 144.66	