

BARNT GREEN PARISH COUNCIL

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Public notice of Parish Council meeting

Monday 16 September 2019 at 7.00pm

at Barnt Green Parish Council Office, 80 Hewell Road, B45 8NF

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 19/106b 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

19/103 Apologies

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

19/104 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.

19/105 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

19/106 Adjournment of meeting to hear from:

- a) **Network Rail Representatives – Richard Brooks and Zoe Hodgins**
- 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:

19/107 To adopt previous minutes

- a) To approve adoption of the minutes of the Annual Parish Council meeting held 15/07/2019

19/108 Chairman's Report

19/109 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

- a) Barnt Green Parish Council Risk Assessment & Management Policy – September 2019.
- b) Operational Risk Assessment – September 2019
- c) Risk Register Review – September 2019
- d) Communications Risk Assessment – September 2019

19/110 CiLCA – Certificate in Local Council Administration Learning Agreement

Please see attached learning agreement requiring signature. The council is asked to refer to paragraph 4, The Council's commitment and requested to allow permission for additional remunerated time to complete the portfolio.

19/111 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 of introduction has been sent to the new Transport Minister, Grant Shapps on 31 July 2019 highlighting the situation and requesting that a meeting is setup between the parish, district and county councillors. As yet no response has been received.
b) Cofton Footbridge	Correspondence has been received from Richard Dugdale regarding the completion of the footbridge. Although the bridge is now complete the footpath cannot be reopened until land and rights of way have been concluded. This is due to be submitted to WCC week commencing 09/09/19. Talks are underway with multi agencies to complete the correct paperwork in time for the re-opening prior to the Community Walk on 28 September. An update will be provided once received.
c) Bluwave Community Transport	A letter has been received by a local charity 'Bluwave' that operates a community transport service for Redditch, Bromsgrove and the surrounding areas. Please see letter attached. The Chairman has responded to Bluwave requesting further information in order to put the request into context for Barnt Green Residents, as listed below: <ol style="list-style-type: none"> 1. If people are physically unable to use the phone, how does your service come into play? 2. Are residents of Barnt Green already using your service? 3. How do you expect residents to become aware of your service? 4. Please provide comparative costings in relation to other forms of public and private transport. Further point highlighted: If the residents of Barnt Green do not use your service, it will be difficult to argue that they should fund something they don't use without any evidence of demand for. As the centre of Barnt Green is compact with 2 dentists, a doctors, ladies and male hairdressers it is envisaged the main demand would be with hospital appointments in Redditch, Bromsgrove or the QE in Birmingham. Further information as requested is yet to be supplied.
d) West Midlands Trains Community Transport Learnshop Event	An invitation has been sent to councillors regarding the Learnshop Event being held on Friday 20 September. This event is an opportunity to bring together local authorities, community transport providers and community rail partnerships. Anyone wishing to attend is asked to sign up using the Eventbrite link in the email. Travel passes will be supplied for attendees.

e) External Maintenance to the Parade of shops	Barnt Green resident Jenny Jellie has contacted the management company, Martin Slowe regarding maintenance to the Parade of shops. Paul Dwek of Martin Slowe has responded to say that work would be carried out later this year.
f) Spare Bollards - Storage	Please be advised that the spare bollards purchased earlier this year have now been moved to the Chairman's storage bunker at his house to allow for extra space in the parish office for meetings.

19/112 Finance

- (i) To note the current financial position and bills for payment August and September
- (ii) To be advised of any expenditure decisions taken by the Executive Officer.
- (iii) Replacement LED Bulbs to Street Lighting Tender – Please see report
- (iv) Transfer of funds from the Cambridge Building Society – SmartWater Project and Street Lighting Tender. The total expenditure for the two projects amounts to £21,178.00. It was agreed that payment for these projects would be taken from reserves. A letter has been drafted for the transfer of these funds. Approval is sought and signatures required.
- (v) External Auditor Report 2018/2019 – Please see attached
- (vi) Grant Application – A grant application has been received. Please see attached. The council is asked if it wishes to approve the application and award the sum £250.00 to the CAB Bromsgrove and Redditch. Please be advised the budget currently stands at £1,000.

19/113 Events

- a) Community Walk – Saturday 28 September 2019, 3pm – 5pm
- b) Christmas Switch on – Set for Saturday 30 November 4pm – 7pm
Work has been carried out to deadwood the large oak tree prior to the installation of the wrap around tree lights. Successful installation of the tree lights has also been carried out on 3 September in readiness for the switch on.
- c) Wassail Walk – to Confirm date and arrangements.

19/114 Environment & Community Wellbeing

- a) **SmartWater – Debrief on first drop-in session, Saturday 14 September.**
- 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) **Pollinator Site – See report attached**
- d) **Litter Bin Request –** Cllr Hotham has received a request for a litter bin to be installed by the motorway bridge in Aqueduct Lane. A 100 litre capacity bin, an example provided is attached, is in the region of £279. Budget remaining following the deduction of the Outdoor Parish Caretaker fixed monthly cost equals £193.62.
- e) **Private Parking Sign – The Longlands:** A resident of The Longlands has asked permission to install a sign on the lamppost owned by Barnt Green Parish Council. It is proposed that the sign be installed on the lamppost next to 1A, please see photograph supplied, to deter parking from non-residents. The sign would be 11.75in x 8.5in and read: PRIVATE PARKING, RESIDENTS ONLY, and would be purchased, installed and maintained by the residents. The council is asked if it gives permission for installation of the sign.

19/115 Planning

a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
19/01030/FUL	14 Butterwick Close, Barnt Green	Single storey rear extension and loft conversion
18/01593/FUL	11 Cherry Hill Avenue, Barnt Green	Demolition of existing house and garage and construction of new dwelling.
19/01117/FUL	47 Blackwell Road, Barnt Green	Installing 2 x Dormer Windows to roof at front of property in line with pre application meeting at Bromsgrove Council surgery Extending driveway to allow safe exit onto Blackwell Road

19/116 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.

19/117 Date and Venue of Next Meeting

Next ordinary parish council meeting will be Monday 21 October 2019, 7pm. Barnt Green Parish Council Office.

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
11/09/2019

Excerpt from the Financial Spreadsheet for August Payments

August Receipts and Payments			Description	Payments Gross	Payments VAT	Payments Net
DD	V181	Plusnet	Mobile Phone	5.25	0.88	4.37
DD	V182	NEST	Pension Contributions	138.27		138.27
DD	V183	Plusnet	Office Landline, broadband and calls	62.33	10.39	51.94
DD	V184	SSE	Continuous footpath lighting energy	13.90	0.66	13.24
DD	V185	SSE	Dusk to dawn footpath lighting energy	280.80	46.80	234.00
SO	V186	GJH Electrical	July Retainer, footpath lighting maintenance	264.00	44.00	220.00
BACS	V188	JRB Enterprise Ltd	Dog Bags	164.70	27.45	137.25
BACS	V189	Cardiac Science	Defib Pads	55.14	9.19	45.95
BACS	V190	SLCC	Training (Clerk) - CilCA	350.00	-	350.00
BACS	V191	Hosking Ground Maintenance	Grounds Maintenance at playing field	278.89	46.48	232.41
BACS	V192	T Bodley	August Salary	1,109.15	-	1,109.15
BACS	V193	John S Bishop	Grounds Maintenance at Millennium Park	171.00	-	171.00
BACS	V193	John S Bishop	Grounds Maintenance Verges High Street & Orchard Croft	125.00	-	125.00
BACS	V194	Andlin Cleaning	Outdoor Parish Caretaker July 19	416.66	-	416.66
BACS	V195	Tracy Bodley MONZO Account	Petty Cash Top Up	137.74	-	137.74

Current financial position (bank reconciliation to 31 July 2019)

Bank Reconciliation as at 31/07/2019			
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 - 31 July 2019	34,244.65		
Less payments between 1 April - 31 July 2019	23,926.55		
Cashbook balance at 31 July 2019		£88,702.44	A
Cash in hand per bank statements at 31 July 2019			
Unity Bank current account	2,600.01		
Unity Bank deposit account	30,890.29		
Cambridge B/S	55,212.14		
Less unrepresented cheques, as list below			
Bank balances at 31 July 2019		£88,702.44	B

£0.00

Monzo Reconciliation as at 12/08/2019			
Date		Expenditure	Deposit
	Opening Balance		£55.34
16/07/2019	BGPC Top Up		£144.66
			£ 200.00
07/08/2019	Adobe PDF Annual Subscription	£21.14	
07/08/2018	Banner Warehouse - Community Walk & SmartWater Banners	£ 116.60	
	Account balance as at 12/08/2019	£ 62.26	
	Topup Authorisation Request	£ 137.74	

Excerpt from the Financial Spreadsheet for September Payments

September Receipts and Payments			Description	Payments Gross	Payments VAT	Payments Net
DD	V196	Plusnet	Mobile Phone	5.25	0.88	4.37
DD	V197	NEST	Pension Contributions	138.27		138.27
DD	V198	Plusnet	Office Landline, broadband and calls	48.50	8.08	40.42
DD	V199	SSE	Continuous footpath lighting energy	14.05	0.66	13.39
DD	V200	SSE	Dusk to dawn footpath lighting energy	289.65	48.27	241.38
SO	V201	GJH Electrical	September Retainer, footpath lighting maintenance	264.00	44.00	220.00
BACS	V202	Hosking Ground Maintenance	Grounds Maintenance at playing field	278.89	46.48	232.41
BACS	V203	Heron Press	Printing of The Bulletin newsletter	260.00	-	260.00
BACS	V204	Jack Cotterill Tree Services	Deadwood Oak Tree Millennium Park	348.00	58.00	290.00
BACS	V205	SmartWater Technology	SmartWater Security Packs	5,149.08	858.18	4,290.90
BACS	V206	REAMM	Service Charge for period up to 31 Mar 19	674.19	-	674.19
BACS	V207	T Bodley	September Salary	1,109.15	-	1,109.15
BACS	V208	HMRC	PAYE Qtr 2	515.40	-	515.40
BACS	V209	PKF Littlejohn LLP	Annual Governance Accountability Return	360.00	60.00	300.00
BACS	V210	T Bodley	Expenses	73.93	-	73.93
SO	V211	John Truslove	Rent 29/09 - 24/12	1,237.50		1,237.50
BACS	V212	Andlin Cleaning	Outdoor Parish Caretaker August	416.66		416.66

Current financial position (bank reconciliation to 31 August 2019)

Bank Reconciliation as at 31/08/2019			
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 - 31 August 2019	34,244.65		
Less payments between 1 April - 31 August 2019	27,499.38		
Cashbook balance at 31 August 2019		£85,129.61	A
Cash in hand per bank statements at 31 Aug 2019			
Unity Bank current account	1,527.18		
Unity Bank deposit account	28,390.29		
Cambridge B/S	55,212.14		
Less unpresented cheques, as list below	-		
Bank balances at 31 August 2019		£85,129.61	B

£0.00