

BARNT GREEN PARISH COUNCIL

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Summons and Notice of Parish Council meeting

Monday 14 October 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 allocated time as listed under agenda item 19/121a below. The public may ask 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

19/118 Apologies

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

19/119 **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.

19/120 **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

19/121 **Participation to hear from:**

A verbal report may be given during this agenda item.

- a) **Members of the Public**
- b) **Supporting organisations**, e.g. Safer Neighbourhood Team, Footpath Warden
- c) **Worcestershire County Councillor** – Peter McDonald (Beacon division)
- d) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)

19/122 **To adopt previous minutes**

- a) To approve adoption of the minutes of the Parish Council meeting held 16/09/2019

19/123 **Chairman's Report** - A verbal report may be given during this agenda item.

19/124 **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 – Following the Parish Council meeting held on 16 September, the council resolved to request an update from Richard Dugdale of Network Rail in two months' time. The reminder is scheduled to go out on 6 November in order to coincide with the Parish Council meeting scheduled in November.

b) Cofton Footbridge	<p>The application for permanent diversion of the crossing is now complete and the footbridge is open.</p> <p>A press release has been sent out to The Advertiser, The Standard, The Village and BBE Hereford & Worcester regarding the back history and success.</p>
c) Barnt Green Traders – Hewell Road closure impact on trade	<p>An enquiry has been made from a Hewell Road trader expressing disappointment that BGPC did not speak to traders regarding the impact of trade during the road closure.</p> <p>The EO has drafted a newsletter to be hand delivered to traders on the subject of the recent road closure, signing up for SmartWater and the Christmas event. Please find attached.</p> <p>The council is asked to approve the newsletter.</p>
d) Lickey Hills Country Park Stakeholder consultation – Re. parking charges	<p>An email has been received from Birmingham City Council regarding the formal response sent from BGPC regarding parking charges at Lickey Hills Country Park. Please see email attached for your information.</p>
e) Severn Trent / Amey – Further Works	<p>A report has been received by AMEY regarding the replacement mains pipes on Hewell Road.</p> <p>Following overnight work on the lower end of the road by the parish office, the connection to the new piping did not go ahead. There is a problem with the valves that connect to the new pipework.</p> <p>As a result, Severn Trent are carrying out a full inspection with a view to undertaking further night work in the future. An update will be provided once received.</p> <p>A completion questionnaire has also been received and it is proposed that the EO will complete on behalf of the council under delegated powers.</p>
f) Bromsgrove District Plan Review – Call for Sites	<p>BDC has forwarded the consultation document, consultation response and call for sites forms and an A3 poster.</p> <p>Members of the public can call into the office to collect forms for completion.</p> <p>The poster has been displayed in the noticeboard by Millennium Park.</p>

19/125 Finance

- (i) To note the current financial position and bills for payment October.
- (ii) To be advised of any expenditure decisions taken by the Executive Officer.
- (iii) 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 £300.00 to the Barnt Green Open Gardens and Flower Festival. Please be advised the budget currently stands at £800.00.
- (iv) Financial Quarterly Checks – In line with the council's internal control the second financial quarter covering the period July – September is ready for quarterly inspection. The council is asked for a member of the Finance sub-committee to undertake the check at a convenient date and time.

19/126 Events

- a) Community Walk – Saturday 28 September 2019. To receive a debrief of the event from the Chairman.
- b) Christmas Switch on – Set for Saturday 30 November 4pm – 6pm

Cheryl Welsh of BDC has reported that the Town Crier can no longer attend the event. The Father Christmas volunteer has been contacted and is willing to take part for his usual fee that he will donate to charity and to cover the cost of lollipops given to the children.

A request has been made to a garden centre for a donation of the Christmas tree; however, a response is yet to be received. The EO will place an order to purchase a 20ft tree if a response has not been received by week commencing 14 October 2019. The EO has had a meeting with GJH Electrical to run through proceedings – Christmas Lights will be collected from Blachere and installed on the weekends of 17 and 24 November. GJH Electrical has asked that the tree be delivered by 23 November in order that the lights are dressed on the 24 November. Arrangements have been made for the switch on day and it is finalised that Father Christmas will carry out a countdown to the switch on.

St Andrews Church have been approached and are happy to be involved in some way – an update will be given at the next PC meeting.

Blackwell Concert Band has also been secured for the event – BDC is happy to fund this.

EO has also asked that BDC provide artwork and produce flyers and banners for promotional purposes.

- c) Chairman's Annual Thank You Buffet – The date is yet to be confirmed. Notification will be provided at the meeting.
- d) Wassail Walk – The proposed date is Friday 27 December a preference of the footpath warden and the orchard owner Greg Hunt. The committee is asked for approval of this date.

19/127 Environment & Community Wellbeing

- a) **SmartWater – Debrief on second drop-in session, Thursday 3 October 2019, 6pm – 8pm.**

Currently 87 registrations have been recorded. Estelle Stock, SmartWater Co-ordinator has asked if BGPC wish to arrange a door knock to take place during one afternoon where she will attend. Members are asked for their availability and to confirm a date.

- 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) **Path at Parker's Piece Playing Field** – Reports have been received regarding the condition of the path. The EO has contacted the grounds maintenance contractor to submit a report on the feasibility and costings to improve the path with recommendations. The contractor has advised that the pathway only requires grass strimming on either side and spraying with weed killer. He has quoted £86.00 to carry out the work. He stated that there was no need to 'top up' the path and that it was adequate for the semi-rural setting. The committee is asked to approve expenditure on additional strimming and spraying.

- d) **Tiered Planters** – A email has been received regarding the lack of attractiveness of the tiered planters, the effectiveness of the plants and the water which it receives. The Chairman has also received a similar email from the same source. It was resolved at the meeting of the parish council 20 May 2019 that a request be submitted to the contractor for more trailing plants.

The watering of the planters is currently being undertaken by the Outdoor Parish Caretaker and in subsequent years additional watering in very dry spells and deadheading has been carried out by the EO.

With current commitments and 20 contracted hours per week, it is an inefficient and cost prohibitive use of resource to use the role of the EO for this nature of activity.

The current budget for the Outdoor Parish Caretaker is expenditure of £19.23 per weekday to carry out all village duties as detailed in schedule 2 of the OPC Agreement attached.

The original purchase cost for 2 tiered planters in 2017/2018 was £1,500 for the pair.

Where Next, the current planting contractor has contacted the office to enquire as to the autumn planting requirements suggesting that the price would remain the same as in the previous year - £596.00. This includes removal of the summer bedding and planting up winter bedding in the tiered planters and rectangular planters in Hewell Road.

Possible solutions suggested:

- (i) Consider the use of volunteers to increase the regularity of watering and deadheading in summer months.
- (ii) Increase the summer hours of the OPC in order dedicate an increased amount of time allocated to watering and deadheading flowers.
- (iii) Removal and sale/donation of the planter(s) to a neighbouring parish or town council.

The Council is asked to consider the success of the planter and what steps to take to improve it or as suggested to remove it.

19/128 Planning

a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
19/01221/ADV	Barnt Green Inn [ph], Kendal End Road, Barnt Green	1 No. externally illuminated post sign and 3 No. tray/panel signs providing information / safety / disclaimer notices
19/01248/FUL	Barnt Green Inn [ph], Kendal End Road, Barnt Green	External and Internal refurbishment works
19/01284/FUL	31 Sandhills Road, Barnt Green	Demolition of an existing two storey extension and the construction of a new two storey extension to the rear and side elevation.


19/129 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) A meeting will be held for attendance of all councillors on an information gathering basis – Discussion Topic: Barnt Green Position and Practicalities of a Neighbourhood Development Plan. Proposed date of Monday 2 December at 5:00pm.

19/130 Date and Venue of Next Meeting

Next ordinary parish council meeting will be Monday 18 November 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
09/10/2019

Excerpt from the Financial Spreadsheet for October Payments

October 2019 Receipts & Payments		Description	Payments Gross	Payments VAT	Payments Net
DD	V216	Mobile Phone	5.25	0.88	4.37
DD	V217	Pension Contributions	182.13		182.13
DD	V218	Office Landline, broadband and calls	50.59	8.43	42.16
DD	V219	Continuous footpath lighting energy	13.28	0.63	12.65
DD	V220	Dusk to dawn footpath lighting energy	263.11	43.85	219.26
DD	V221	Office Energy 27 Jun - 27 Sept 19	166.48	7.92	158.56
SO	V222	September Retainer, footpath lighting maintenance	264.00	44.00	220.00
SO	V223	Grounds Maintenance at playing field	278.89	46.48	232.41
BACS	V224	Grounds Maintenance at Millennium Park	179.00	-	179.00
BACS	V224	Grounds Maintenance Verges High Street & Orchard Croft	30.00	-	30.00
BACS	V225	Supply and Installation of Wrap Around Tree Lights	3,642.00	607.00	3,035.00
BACS	V226	Printer Ink and notice board magnets	305.22	50.87	254.35
BACS	V227	Small notice board magnets	6.13	1.02	5.11
BACS	V228	Training (Clerk) - CILCA Course	408.00	68.00	340.00
BACS	V229	12 months web hosting	120.00	-	120.00
BACS	V230	Music performance - Community Walk	150.00	-	150.00
BACS	V231	Outdoor Parish Caretaker September 2019	416.66	-	416.66
BACS	V232	October Salary	1,367.52	-	1,367.52
BACS	V233	October Expenses	102.24		102.24
BACS	V234	Porta Loos for Community Walk	168.00	28.00	140.00
BACS	V235	Grounds Maintenance at Millennium Park	57.00	-	57.00
BACS	V235	Grounds Maintenance Verges High Street & Orchard Croft	30.00	-	30.00

Current financial position (bank reconciliation to 30 September 2019)

Bank Reconciliation as at 30/09/2019			
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 Sept 2019	35,684.83		
Less payments between 1 April - 30 Sept 2019	38,699.90		
Cashbook balance at 30 Sept 2019		£75,369.27	A
Cash in hand per bank statements at 30 Sept 2019			
Unity Bank current account	3,068.72		
Unity Bank deposit account	17,088.41		
Cambridge B/S	55,212.14		
Less unrepresented cheques, as list below			
Bank balances at 30 Sept 2019		£75,369.27	B

£0.00