

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893
07410 906 282

exec@barntgreen.org.uk
www.barntgreen.org.uk



Summons and Notice of Parish Council meeting

Monday 18 November 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 19/134a 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

19/131 Apologies

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

19/132 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.

19/133 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

19/134 Open Session - 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)

19/135 To adopt previous minutes

- a) To approve adoption of the minutes of the Parish Council meeting held 14/10/2019

19/136 Chairman's Report - A verbal report may be given during this agenda item.

19/137 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

- a) Grant Awarding Policy – November 2019. This has been improved to include the council's aims and objectives and further information regarding the award criteria and guidelines. The policy requires approval.
- b) Press & Media Policy – November 2019. This requires approval and signature.
- c) Training Policy – November 2019. This requires approval and signature.
- d) Recruitment Equality Policy – November 2019. This is a newly created policy requiring approval and signature by the Chairman. As part of the EO's CiLCA training, it was indicated that BGPC's current Equal Opportunity Policy did not extend as far as it should to include recruitment equality and equality for members

of the public. This document has redressed recruitment equality and changes will be made to the BGPC Equal Opportunity Policy to include equality to members of the public when it is due for review in February 2020.

- e) Health & Safety Policy – November 2019. This is a newly created policy requiring approval and signature by the Chairman. As part of the EO's CiLCA training, it was established that the parish council did not have a health and safety policy. Some reference was made to health and safety in the Lone Working Policy however this did not cover H&S implications for council members and the public. The policy covers all aspects of council activity including safety of visitors, contractors, volunteers, members and employees in both the office and external environment.

19/138 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. A reminder was sent on 5 November.
b) Barnt Green Commuter Car Park	After much pressing the Regional Land Director has reported that Cala is now ready to legally handover the car park to the parish council. The commuted sum is £30,000 minus the council's legal expenses. The EO has instructed the council's solicitor Thomas Guise to carry out the necessary legal administration and an update on progress will be presented once received.
c) Electric Vehicle Charging Point	An email has been received from the Climate Change and Energy Support Officer at BDC stating that they have secured a successful bid for funding to install rapid electric vehicle charge-points within the district. They are identifying suitable locations on land that is owned by Parish Councils, with a view for a suitable company to supply, install and operate the chargers, for use by taxi drivers and the general public. There would be no cost to the Parish Council, the works would be funded by the grant money. Suitable land would be leased from the Parish Council at a rate that would be agreed after the procurement exercise. A request is made for an agreement in principle so that the site can be included in the procurement specification. The tendering process will be completed by March 2020. The EO has suggested a possible site on the commuter carpark soon to be in the legal ownership of the parish council. Consideration is requested to approve the suggestion of the proposed site.
d) Parade of Shops Improvement Update	A Local resident has provided an update as follows: i) The drain cover below the ATM has been replaced. ii) The remainder of the maintenance is outstanding but ongoing.
e) Power for People – Support of the	An email has been received from the Director of Power For People, a not-for-profit organisation campaigning about the

Local Electricity Bill	Local Electricity Bill which is currently supported by 115 cross party MPs. Please see attached email for full details. The council is asked to consider passing a motion in support of the Local Electricity Bill and signing up to the campaign. A copy of the proposed draft resolution is also attached.
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19/139 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. See Monzo reconciliation and request for authorisation to top up the balance to the agreed sum of £200.00. Top Up request £195.53.

19/140 Events

- a) Community Walk – Date for 2020 Feedback on preferred date of 5 September 2020 – one of the walk leaders will be on holiday.
- b) Christmas Switch on – Saturday 30 November 4pm – 6pm – To receive organisation Update.
Blackwell Concert Band are officially booked with BDC being invoiced directly. The band will play from 15:55 – 16:55 located by the parade of shops.
A purchase order has been placed for a 20ft Christmas tree. A discounted rate was not forthcoming.
A Lighting arrangement schedule has been sent to both the lighting contractor and tree supplier to confirm dates for delivery, installation and removal. (Please see attached for information).
Finalised arrangements are supplied separately for information.
- c) Christmas Best Shop Window Competition – BDC have kindly organised the competition again this year and have requested a small panel of judges. Volunteers are welcomed and names will be forwarded to Bromsgrove Centre Manager.
- d) Chairman’s Annual Thank You Buffet – The date has been set for Monday 16 December at 5.30pm at Barnt Green Social Club. Invitations will be sent out accordingly.
- e) Wassail Walk –Date set - Friday 27 December. Arrangements have been made and publicity organised by way of banners and posters. The banners will be installed following the Christmas Lights switch on.

19/141 Environment & Community Wellbeing

- a) **SmartWater** – Currently 96 registrations have been recorded in total. The We Don’t Buy Crime Co-ordinator is anxious to carry out a door knock session, members are asked to advise on suitable dates.
- 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) **Tiered Planters** – A meeting was requested between Cllr Hotham, The EO and a representative from Where Next, the current summer planning contractor. As yet Where Next have not managed to confirm a date for this meeting.
- d) **Bittell Road Lamppost** – Damage has occurred to the lamppost opposite building work at house number 81. Reportedly a builder carrying out work at number 81 reversed into the lamppost, however the builder denies the claim. The Council’s insurance, police and lighting contractor have been informed.

19/142 Planning

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
19/00533/FUL	14 Cherry Hill Drive Barnt Green	Proposed new dwelling

19/143 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, Tuesday 3 December at 5:30pm in the parish council office.
- c) A reminder that the office will be closed due to CiLCA training on 10 December 2019

19/144 Date and Venue of Next Meeting

Next Finance Committee Meeting will be Monday 6 January 2020, 10am. Barnt Green Parish Council Office.

Next ordinary parish council meeting will be Monday 20 January 2020, 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
11/11/2019

Excerpt from the Financial Spreadsheet for November Payments

How paid	Description	Payments Gross	Payments VAT	Payments Net
DD	Mobile Phone	5.25	0.88	4.37
DD	Pension Contributions	228.39		228.39
DD	Office Landline, broadband and calls	50.59	8.43	42.16
DD	Continuous footpath lighting energy	13.28	0.63	12.65
DD	Dusk to dawn footpath lighting energy	263.11	43.85	219.26
SO	November Retainer, footpath lighting maintenance	264.00	44.00	220.00
SO	Grounds Maintenance at playing field	278.89	46.48	232.41
BACS	Outdoor Parish Caretaker October 2019	416.66	-	416.66
BACS	Grant Award	200.00	-	200.00
BACS	Petty Cash Top Up	192.54	-	192.54
BACS	Membership Renewal	36.00	-	36.00
BACS	Local Councils Explained Book	19.99	-	19.99
BACS	Carriage Return of Lights to GJH	168.00	28.00	140.00
BACS	Pollinator Expenses	101.29		101.29
BACS	NDP Training Course	30.00	-	30.00
BACS	Part Payment for LED Contract	12,876.66	2,146.11	10,730.55
BACS	November Salary	1,848.32	-	1,848.32
BACS	November Expenses	87.23	-	87.23
BACS	Stationery	11.42	1.90	9.52
BACS	Spray path & Strim – Playing Field	103.20	17.20	86.00

Current financial position (bank reconciliation to 31 October 2019)

Bank Reconciliation 31st October 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 Oct 2019	70,766.15		
Less payments between 1 April - 31 Oct 2019	46,905.40		
Cashbook balance at 31 Oct 2019		£102,245.09	A
Cash in hand per bank statements at 31 Oct 2019			
Unity Bank current account	3,704.54		
Unity Bank deposit account	43,328.41		
Cambridge B/S	55,212.14		
Less unpresenteds, as list below			
Bank balances at 31 Oct 2019		£102,245.09	B

A - B = **£0.00**

Petty Cash Monzo Bank Reconciliation

Monzo Reconciliation as at 07/11/2019			
Date		Expenditure	Deposit
	Opening Balance		£ 62.26
16/07/2019	BGPC Top Up		£ 137.74
			£ 200.00
13/08/2019	Vista Print - Community Walk Flyers	£ 32.04	
16/08/2019	Lidl - Cable Ties	£ 2.99	
01/09/2019	Argos - Label Printer	£ 39.99	
06/10/2019	Lidl - Toilet paper, handwash, washing up liquid & milk	£ 5.02	
28/10/2019	Tesco - Milk	£ 0.50	
28/10/2019	Banner Warehouse - Wassail Walk Banners x 2	£ 68.75	
30/10/2019	Amazon - Snips and plastic display poster case	£ 19.27	
04/11/2019	123-Reg - Website domain name	£ 23.98	
07/11/2019	Lidl - Coffee	£ 2.99	
		£ 195.53	
			£ 4.47
	Topup Authorisation Request	£ 195.53	