

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

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www.barntgreen.org.uk



Summons and Notice of Parish Council meeting

Monday 16 March 2020 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 19/177a 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

19/174 Apologies

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

19/175 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.

19/176 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

19/177 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)

19/178 To adopt previous minutes

- a) To approve adoption of the minutes of the Parish Council meeting held 17/02/2020

19/179 Chairman's Report - A verbal report may be given during this agenda item.

19/180 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

- a) Data Protection Policy – March 2020. This has been significantly updated in order to comply with current legislation, requiring approval and signature of the Chairman.
- b) Document Retention Policy – March 2020. This is a newly created policy as although previously referred to in historic policies, the council did not have one in existence. The policy requires approval and signature by the Chairman.

- c) Sickness Absence Policy – March 2020. This policy has been updated requiring approval and signature by the chairman.

19/181 Casual Vacancy, Co-Option – There was no call for an election received by the Returning Officer at Bromsgrove District Council meaning the Parish Council are now able to fill the vacancy by co-option. Advertisement of the vacancy will be promoted using the website, social media, the Bulletin newsletter and posters with the closing date for applications being 11 May with a co-option date of 18 May.

19/182 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 – Since January, Network Rail have been asked on two occasions for an update on the funding from DfT for the installation of lifts at Barnt Green Station. No response has been received as yet. An invitation has also been sent requesting attendance at the annual parish council meeting being held on Wednesday 29 April.</p> <p>A meeting was arranged with council members to ascertain a plan of legal action and a Freedom of Information Request has been sent to Network Rail. Acknowledgement has been received by Network Rail with a latest response date issued as 6 April 2020.</p> <p>Station Improvements – Since the previous meeting the station manager has been asked for an update for the provision of services including; PA System and screen on platform 1, moving self-service ticket machine to entrance of platform 1, installation of a Lockable noticeboard and re-marking of car park lines creating additional parking.</p> <p>An invitation has also been sent requesting attendance at the annual parish council meeting.</p>
<p>b) NALC survey on Dementia-Friendly Communities</p>	<p>In association with University of Plymouth, NALC is undertaking research on what parish councils are doing to support dementia within local communities. The closing date for completed surveys is 17 April and the parish council is asked if it wishes to submit a completed survey. Please find attached survey for your information.</p>

19/183 Finance

- (i) To note the current financial position and bills for payment March.
- (ii) To be advised of any expenditure decisions taken by the Executive Officer.
- (iii) Parish Council Office Lease – Following the report at the previous parish council meeting that the office rental lease is due to expire on 7 April 2020 with an increase to £5,000 per annum on a 5-year term, it has been established that there is a break clause after three years. The EO also met with the landlords management company representative regarding equality access into the building and he stated that he would obtain quotations for a ramp to be installed and forward these to the landlord for a decision to be made. Since the previous parish council meeting the annual inspection of the emergency lighting and fire alarm system has been carried out on behalf of the landlord. The contractor reported that there was a complete failure of the emergency lighting and a partial failure of

the fire alarm system. The EO recommends that any renewal of the lease is not finalised until this is remedied.

19/184 Environment & Community Wellbeing

- a) **SmartWater** – Door knock sessions have been arranged and the EO has compiled zones within the village to target areas that have not signed up to the scheme. Discussion on future dates proposed during May in conjunction with West Mercia Police Partnership van.
- b) **Butterwick Close** – Update from BDC Councillor C Hotham, if any, regarding concerns about locked gated non-access to public open space.
- c) **Butterwick Close** – Adoption by Highways update.
- d) **Bittell Road Playing Field** – Path improvements, please see separate report
- e) **Storage shed/unit** – Update
The supplier of the preferred metal shed/unit has reported that they offer pro-forma invoices, requiring payment prior to delivery. A quote has also been requested from a garden contractor to install a suitable base prior to the shed being delivered.

19/185 Planning

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
20/00284/FUL	49 Sandhills Road	Proposed 2 bed dwelling with car parking and private garden accessed from existing right of way

19/186 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) Councillors are asked to bring their diaries in order to arrange an Environment Committee Meeting to discuss Christmas Lighting Hire and the Pollinator Site.

19/187 Date and Venue of Next Meeting

- a) Next ordinary parish council meeting will be Monday 20 April 2020, 7pm. Barnt Green Parish Council Office.
- b) Date for the Annual Parish Meeting will be Wednesday 29 April, 7pm. Friends Meeting House.

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), J Jagger, J Nilsson, P Perry, S Whitehand, O Polton, plus 1 vacancy


Tracy Bodley
Executive Officer
10/03/2020

Excerpt from the Financial Spreadsheet for March Payments

Barnt Green Parish Council
PAYMENTS LIST

Voucher	How paid	Description	Net	VAT	Total
212	SO	Office Rent	1,237.50	0.00	1,237.50
213	BACS	Smart Wheelie	89.00	0.00	89.00
214	BACS	Councillor Training	40.00	0.00	40.00
215	BACS	Outdoor Parish Caretaker	416.66	0.00	416.66
216	BACS	Office stationery	53.07	10.61	63.68
217	BACS	Annual Membership	192.00	0.00	192.00
218	BACS	Salary	1,166.93	0.00	1,166.93
219	DD	Pension contributions	148.09	0.00	148.09
208	DD	Landline and Broadband	39.49	7.90	47.39
209	DD	Continuous footpath lighting energy	12.50	0.62	13.12
210	DD	Dusk to dawn footpath lighting energy	211.87	42.38	254.25
211	SO	Grounds maintenance at playing field	232.41	46.48	278.89
Total			3,839.52	107.99	3,947.51

Current financial position (bank reconciliation to 29 February 2020)

Bank Reconciliation at 04/03/2020			
	Cash in Hand 01/04/2019		78,384.34
	ADD Receipts 01/04/2019 - 04/03/2020		75,352.04
			153,736.38
	SUBTRACT Payments 01/04/2019 - 04/03/2020		86,622.76
			67,113.62
A	Cash in Hand 04/03/2020 (per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2020	0.00	
	Cambridge Building Society 29/02/2020	34,034.14	
	Unity Bank Deposit Account 29/02/2020	32,711.52	
	Unity Bank Current Account 29/02/2020	532.66	
			67,278.32
	Less unrepresented payments		164.70
			67,113.62
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		67,113.62
	A = B Checks out OK		

Bittell Road Playing Field Path Improvements

Bromsgrove District Council hold an allocated sum of money in region of £45,000 from the development of the Cala Homes estate.

Previously consideration was given to use this money to make improvements to the path on Bittell Road playing field.

The EO, Chairman, Vice Chairman and a BDC Officer met on site to discuss the feasibility of creating a set distance circular route (Trim Trail) and subsequently met with a BDC approved contractor to obtain a quotation for the work.

The installation would consist of replacing the original gravel path to widen to a width of 1.2m and extend the path in front of the tree coppice and to the east side of the field, joining back up to the original path. With some adjustment the total circular walk would be half a kilometre.

Option 1: To replace with gravel – Total Cost = £26,124.72

Option 2: To replace with Tarmac – Total Cost = £38,557.92

Due to the nature of the sodden ground it is anticipated that work would be scheduled to be carried out during the summer to enable the ground to dry out sufficiently.

Discussion also took place regarding the installation of outdoor adult fitness equipment in addition to the Trim Trail to make the area a multi-use circuits facility. Further quotations would be required for the fitness equipment.

Following discussions, the preferred recommendation would be option 2. The council is asked to approve accordingly.

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DRAFT

**Minutes of the Parish Council meeting
held at Barnt Green Parish Council Office, B45 8NF**

on Monday 17 February 2020 at 7.00pm

Members present: Cllrs R Cholmondeley, C Hotham, P Perry, S Whitehand, J Jagger and O Polton from 19:14

In attendance: A representative of The Village magazine
A representative of West Mercia Safer Neighbourhood Team
Executive Officer, Tracy Bodley
1 Member of the public

19/160 Apologies
Cllr Nilsson

19/161 Declarations of Interest: Councillors were 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.

- Cllr Hotham has a standing declaration in his role as a member of the district council's planning committee; any comments made at parish council meetings on planning matters are made prior to possession of the full facts and would not amount to pre-determination.

No other declarations were received.

19/162 To consider any dispensations
No dispensation requests had been received.

19/163 Open Session - Participation to hear from:

a) Members of the Public –

A member of the public made representation on behalf of the Sports Club providing background for the request to utilise the parish council for distribution or publicising the completion of a survey from the community.

It was reported that the sports club building, having varying degrees of wear required refurbishment. A member's questionnaire has been circulated to gauge opinion on how to develop a scheme and plan of action, however the club also wished to canvas opinion from local residents. The focus of the club will remain racket-based sports.

Cllr Cholmondeley stated that if the questionnaire was paper based then it could be distributed household wide to the residents along with the Bulletin Newsletter in early spring.

It was likely that the questionnaire would be an online survey as data can be collected more effectively.

The EO stated that a brief article with a link to the questionnaire could be placed in the newsletter and would be happy to leave space for content to be provided by the club.

RESOLVED: That the Sports Club would provide content for the parish council newsletter.

- b) **Supporting organisations**, e.g. Safer Neighbourhood Team – Community Support Officer, Sue White, reported on criminal activity within the area relating to;
- A burglary occurring in Bittell Road on 5 February
 - A report of activity at a property on Blackwell Road in the early hours of the morning being captured on private CCTV
 - Neighbouring areas in Hagley and Clent were experiencing moderately higher rates of crime
 - 8 arrests had been made on criminals from the Rednal/Longbridge area for offences relating to burglary
- c) **Worcestershire County Councillor** – Peter McDonald (Beacon division)
Not Present
- d) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)
Cllr Hotham reported that the call for sites had now been concluded with proposed sites being made available to view online.
It was thought that too many sites had been put forward with little methodology on how data would be analysed, finding out firm housing numbers was thought not to be imminent.
The cost of the planning review has been budgeted over three years which was considered unachievable, with preference to stretch over a five-year period.
The Whitford Road development had been refused by BDC planning authority but it was reported that this would be appealed.

19/164 To adopt previous minutes

- a) To approve adoption of the minutes of the Parish Council meeting held 20/01/2020
AGREED
The minutes of the Parish Council meeting held 20/01/2020 were approved as an accurate record of the meeting and signed by the Chairman.

19/165 Chairman's Report

The Chairman stated that the EO had received a letter of resignation from Cllr Rone-Clarke due to increasing study commitments and other interests. The EO has publicised a casual vacancy notice on the website, official parish council noticeboard and social media.

An election to fill the casual vacancy shall be held if notice is received by the Returning Officer at BDC in writing by 10 electors in 14 working days from date of notice.

If no such notice is given, the Parish Council will fill the vacancy by co-option.

19/166 Governance – Adoption of the General Power of Competence (England)

Following recent notification of the successful completion of the portfolio for the Certificate in Local Council Administration by the EO, it was reported that Barnt Green Parish Council was now eligible to adopt the General Power of Competence meeting the specific criteria to qualify. The council was asked to consider adoption, approving the GPC Policy and obtain signature from the Chairman.

RESOLVED:

1. That the Parish Council adopt the General Power of Competence (England)
2. That the GPC Policy be approved and signed by the Chairman
3. That the EO be congratulated for her achievement

19/167 Policy and Documents Review

- a) Child, Young Adult and Vulnerable Person Protection Policy – February 2020. Significantly updated, requiring addition of protection for young adults and vulnerable society members within the community, the policy required approval and signature of the Chairman.
- b) Disciplinary Procedure Policy – February 2020. Being re-written, the policy required approval and signature by the Chairman.
- c) Equal Opportunities – February 2020. The policy had been re-written requiring consideration of equal opportunities for service users and the wider community, requiring approval and signature by the chairman.
- d) Grievance Procedure – February 2020. Being updated the policy required approval and signature by the Chairman.
- e) Three Year Forward Plan 2020 – 2022. The newly created three-year plan acting as a vision for the council’s purpose and intentions required adoption and signature of the Chairman.
- f) Action Plan for the year ahead 2020 – The twelve-month action plan ensures that budgets are correctly set and monitored in order to fulfil the council’s short term aims, requiring approval and signature by the Chairman.

RESOLVED:

- 1. That following policies be approved and signed by the Chairman.
 - i) Child, Young Adult and Vulnerable Person Protection Policy
 - ii) Disciplinary Procedure Policy
 - iii) Equal Opportunities Policy
 - iv) Grievance Procedure
- 2. That the Three-Year Forward Plan be adopted and signed by the Chairman.
- 3. That the 12 Month Action Plan be approved and signed by the Chairman.
- 4. That all the reviewed policies would be placed on the council’s website.

19/168 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	<p>Lifts –</p> <p>It was reported that Network Rail were asked to clarify the position of the multi-agency liaison as to whether the work was being carried out in parallel or a sequential timeline. No response had been received.</p> <p>A meeting is due to be arranged with council members to ascertain a plan of legal action.</p>
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	<p>RESOLVED:</p> <ul style="list-style-type: none"> i) That Cllrs Cholmondeley, Hotham and Perry would meet to discuss the council's legal position ii) That the EO would arrange a mutually convenient date. <p>Station Improvements – It was reported that the Station Manager was asked for an additional update on the installation of a PA system and information screen on platform 1. She replied that there was no update to give at this time but would report back accordingly once news was received.</p> <p>Cllr Cholmondeley added that Richard Brooks had retired at the end of January, that the previous union action had now been resolved and that Worcestershire County Council were looking at availability of parking at county stations, however the landowners adjacent to Barnt Green Station are not willing to sell at this time.</p> <p>RESOLVED: That the report was noted.</p>
<p>b) Re-Deployable CCTV. Bromsgrove District Council / Bromsgrove CALC</p>	<p>It was reported that an email had been received from Bromsgrove CALC on behalf of BDC asking if BGPC would like re-deployable CCTV in the village in addition to the current 4 fixed cameras. BGPC was also asked if it was interested in principle to contributing to a BDC fund in order that these cameras are added to the purchase of district wide fixed cameras?</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) That the Parish Council would decline additional re-deployable cameras. ii) That the Parish council does not wish to contribute to the BDC CCTV fund.
<p>c) Sports Club Improvements - Questionnaire</p>	<p>Being covered during public open session, no further comment was made during this agenda item.</p>
<p>d) Barnt Green Brook – Update from North Worcestershire Water Management</p>	<p>It was reported that following investigation the water course is mostly culverted with a couple of locations being an open channel. Work had been carried out on Blackwell Road (3-11) and along the section behind the social club. The intention was to carry out a letter drop to properties affected by the brook but as yet this has not happened. Complaints had also been received regarding the area adjacent to the Scout Hut and following being asked if BGPC would send the Lengthsman to clear this section, it was confirmed that they would.</p> <p>RESOLVED: That the report was noted.</p>
<p>e) Citizens Advice Bromsgrove and Redditch Annual Report</p>	<p>RESOLVED: That the report was noted.</p>

19/169 Finance

- (i) To note the current financial position and bills for payment

RESOLVED:

- a) That the current financial position was noted.
- b) That the list of payments was agreed.

- (ii) To be advised of any expenditure decisions taken by the Executive Officer. The Monzo (Petty Cash) reconciliation requesting authorisation to top up the balance to the agreed sum of £200.00 was authorised in December. Top Up request £151.57

RESOLVED: That authorisation of top up of the Monzo card (Petty Cash Purchases) was noted.

- (iii) To receive interim report from the Internal Auditor

RESOLVED: That interim report be noted.

- (iv) Commuter Car Park – Completion of the transfer.

RESOLVED:

- a) That the report was noted.
- b) That a sign and litter bin be purchased and installed at the car park.

- (v) Parish Council Office Lease – It was reported that the office rental lease is due to expire on 7 April 2020 with the landlord offering a new 5-year lease, an annual increase of 10%. It is yet to be established the responsibility of equality access into the building for legal compliance. Discussion took place regarding if alternative office space may be found but in light of the timescale it was felt that this was not achievable.

RESOLVED:

- a) That the terms of the lease would be established to ensure that there was a break clause within the contract.
- b) That the EO establish the responsibility of equality access.

- (vi) Wayleave Engrossment Lease – Signatures required.

RESOLVED: That the Wayleave be signed by the Chairman and Vice-Chairman

- (vii) Millennium Park and Grass Verges 2020 Estimate – The annual estimate has been received from the contractor with an average increase of 5.33% from the previous year in line with the proposed 20/21 budget.

RESOLVED: That the proposed annual estimate be approved.

19/170 Environment & Community Wellbeing

- a) Smart Water Project Update

176 registrations have been recorded in total.

Door Knock registration – New dates offered were between 9 – 20 March, not to include 12th. The Chairman reported that he could not attend on the 9 March.

It was agreed that the following dates and volunteers would be as follows:

Date	Time	In attendance
09/03/2020	4pm – 6pm	Cllr Hotham
10/03/2020	4pm – 6pm	Cllrs Cholmondeley & Jagger
19/03/2020	4pm – 6pm	Cllrs Cholmondeley & Hotham

Further publicity would include an article in the spring edition of 'The Bulletin' and the installation of banners.

RESOLVED:

1. That Cllrs would make themselves available for 'door knock' sessions on the dates listed above meeting at the parish council office at 4.15pm.
2. That the session would be cancelled in the event of heavy rain.

b) **Butterwick Close – Gated access / public highway**

Cllr Hotham reported that there were no updates at this time.

c) **Butterwick Close – Adoption by Highways update.**

Cllr Perry gave a verbal report on the history and current status and stated that he had drafted a letter to send to Cala Homes and the contractor that carried out work during the previous summer. The letter would request information as to why it was decided not to carry out a section 38 agreement and also to establish if the previous work carried out was to an appropriate standard to allow adoption by WCC.

Cllr Perry will report back in due course in order that BGPC may support residents wish for adoption by WCC.

RESOLVED: That the report was noted.

d) **Village Sign**

Following proposals at a previous Parish Council Meeting regarding the installation of a village sign, the council requested to receive a draft artistic impression. Cllr Polton reported that she had made enquiries but without ideas for design a draft could not be carried out.

Discussion took place to establish the location, number and aim of the project and suggestions that a 'to the shops' arrow sign be produced instead.

RESOLVED: That any decision would be placed on hold until good design examples were provided by council members.

e) **Storage shed/unit – Millennium Park**

Following circulation of a report with examples of suitable storage sheds it was commented that the Lotus Heritage Green Apex example appeared more robust and less likely to be vandalised by graffiti due to its ridged panels.

Further remarks stated that the site would need to be measured prior to placing an order to ensure the correct fit and that additional work/costings would need to be established to provide a suitable concrete base for the shed.

It was suggested that a battery alarm system be fitted.

RESOLVED:

- i) That the preferred choice was: Lotus Heritage Green Apex Galvanised Shed 10' x 6' Product code: SHS20162 – ShedStore
- ii) That the site would be accurately measured to ensure that the shed would fit in the intended area.
- iii) That an estimate be provided for a concrete foundation.

- f) **Replacement LED Bulbs to Street Lighting** – It was reported that the contractor had completed the installation of all parish council owned lamps other than those in Hewell Road where the supplier sent the incorrect bulb size. It was also reported that the current maintenance retainer will cease and that any bulb failure during the first five-year period will be supplied and installed free of charge. The monthly checks will also cease with any reports of lights out being provided by council staff, councillors, the OPC and members of the public. The last monthly retainer invoice of £264 (inc VAT) was paid in January, with a reported annual saving of £2,640.

RESOLVED: That the report was noted.

19/171 Planning Applications

- a) Members' response to the following consultations:

BDC ref	Site Address	Proposal
20/00048/FUL	74 Hewell Road	Improvements to existing room in roof space with front and rear dormers and new stair position
<p>BGPC Recommendation: Approval on the provision that the plans do not contravene guidance relating to High Density Housing on the visual and amenity impact of neighbouring properties and that the Velux windows contain obscure glass.</p>		

19/172 Future Meetings and items for future agendas

- a) Councillors were reminded of meetings to be attended and asked to use the opportunity to raise items for future agendas.
- i) Cllr Cholmondeley reminded members of the Bromsgrove CALC Meeting on Wednesday 11 March.
 - ii) Cllr Cholmondeley spoke on the proposal to host a food festival event during the summer of 2021.

19/173 Date and Venue of Next Meeting

Next Parish Council meeting will be Monday 16/03/2020, 7pm at the Parish Office

This meeting ended at 20:47hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council 16/03/2020

Excerpt from the Financial Spreadsheet for February Payments

**Barnt Green Parish Council
PAYMENTS LIST**

Voucher	How Paid	Description	VAT Type	Net	VAT	Total
193	DD	Pension contributions	E	138.27	0.00	138.27
194	DD	Landline and Broadband	S	39.99	8.00	47.99
195	SO	Grounds maintenance at playing field	S	232.41	46.48	278.89
196	BACS	Data Protection Annual Fee	E	40.00	0.00	40.00
197	BACS	Dog bags	S	137.25	27.45	164.70
198	BACS	Outdoor Parish Caretaker	X	416.66	0.00	416.66
199	BACS	Christmas Tree Lights Dismantle	S	1,975.00	395.00	2,370.00
200	BACS	Salary	E	1,109.15	0.00	1,109.15
201	BACS	Petty cash top up	E	151.57	0.00	151.57
202	BACS	Local Councils Direct Subscription	E	100.00	0.00	100.00
203	DD	Dusk to dawn footpath lighting energy	S	241.38	48.28	289.65
204	DD	Street Light Energy	L	13.38	0.67	14.05
Total				4,595.06	525.88	5,120.93

Current financial position (bank reconciliation to 31 January 2020)

Bank Reconciliation 31st January 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 Jan 2019	91,979.26		
Less payments between 1 April - 31 Jan 2019	80,484.10		
Cashbook balance at 31 Jan 2019		£89,879.50	A
Cash in hand per bank statements at 31 Jan 2019			
Unity Bank current account	625.84		
Unity Bank deposit account	34,041.52		
Cambridge B/S	55,212.14		
Pocket account	-		
less unrepresented payments, as list below	-		
Bank balances at 31 Jan 2019		£89,879.50	B

A - B = **£0.00**

Petty Cash Monzo Bank Reconciliation (January 2020)

Monzo Reconciliation as at			
Date		Expenditure	Deposit
	Opening Balance		£ 18.80
16/11/2019	BGPC Top Up		£ 181.20
			£ 200.00
05/01/2020	Morrisons - Milk, Tea, Kitchen Paper	£ 4.50	
09/01/2020	Amazon - Surge Protector Tower Extension Cable	£ 25.99	
09/01/2019	Amazon - 4 x A4 Display Frames	£ 31.16	
09/01/2020	Vista Print - New Window Sign Decal	£ 17.08	
18/01/2020	Waitrose - Coffee	£ 3.85	
21/01/2020	Tesco - Milk	£ 0.50	
21/01/2020	Adobe Pro Software	£ 15.17	
22/01/2020	Amazon - Index Dividers	£ 3.40	
22/01/2020	Amazon - Black ink Cartridge	£ 34.49	
22/01/2020	Amazon - Jan - Dec Dividers	£ 2.98	
22/01/2020	Amazon - Lever Arch Files x 4	£ 12.45	
	Total	£ 151.57	
	Balance		£ 48.43
	Top up Authorisation Request	£ 151.57	

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Data Protection Policy

1. Introduction

In order to conduct relevant business, services and duties as a public authority, Barnt Green Parish Council processes a range of data relating to its own operations and some which it handles on behalf of partners.

In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies in the process of being decided.
- Information about other organisations that is confidential because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, councillors and volunteers.
- Personal data concerning individuals who contact the Parish Council for information, to access its services or facilities or to make a complaint.

Barnt Green Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

Barnt Green Parish Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the parish communities.

Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils and is available on the Barnt Green Parish Council website.

Protecting Confidential or Sensitive Information

Barnt Green Parish Council recognises it must at times, keep and process sensitive and personal information about employees and the public; it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

2. This policy is based on 'data protection principles' defined in the 2018 Act

Data shall:

- i. used fairly, lawfully and transparently
- ii. used for specified, explicit purposes
- iii. used in a way that is adequate, relevant and limited to only what is necessary
- iv. accurate and, where necessary, kept up to date
- v. kept for no longer than is necessary
- vi. handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

3. Definitions:

The Act – means the Data Protection Act 2018 which controls the use of personal information by organisations, businesses and government. Everyone responsible for using data has to follow the data protection principles (as above) and make sure the information is used fairly and lawfully and is the UK's implementation of the General Data Protection Regulation (GDPR).

General Data Protection Regulation (GDPR) – Its aim is to give people more control over how organisations use their data and to ensure data protection law is almost identical across the EU.

Data subject - means the person whose personal data is being processed. This may be an employee, prospective employee, councillor, resident or customer. *Other data subjects* and *third parties* may include contractors, suppliers, contacts, referees, friends or family members.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - There is stronger legal protection for more sensitive information, such as:

- race
- ethnic background
- political opinions
- religious beliefs
- trade union membership
- genetics
- biometrics (where used for identification)
- health
- sex life or orientation

There are separate safeguards for personal data relating to criminal convictions and offences.

Data controller - is a 'person' who determines the purposes for which and the manner in which any personal data is to be processed. A 'person' as recognised in law may be an individual, organisation or body of persons.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing – refers to any action involving personal information, including obtaining, viewing, copying amending, adding, deleting, extracting, storing, disclosing or destroying information.

Data Protection Officer – is an individual working on behalf of the Data Controller with responsibility for the data protection within that organisation.

4. Reasons for processing personal data

Barnt Green Parish Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities.
- fulfil its duties in operating the business premises including security.
- assist regulatory and law enforcement agencies'
- process information including recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we may carry out the above processing jointly with other appropriate bodies from time to time.

5. Fair Process

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Parish Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

6. Responsibilities

Barnt Green Parish Council is the Data Controller and must ensure that any processing of personal data for which they are responsible complies with the Act.

The Data Protection Officer is the Executive Officer, who acts on behalf of the Council and is responsible for:

- i. Fully observing conditions regarding the fair collection and use of information;
- ii. Meeting the Council's legal obligations to specify the purposes for which information is used;

- iii. Collecting and processing relevant information, only to the extent that is required to fulfil operational needs/to comply with legal requirements;
- iv. Ensuring the quality of information used;
- v. Applying strict checks to determine the length of time that information is held;
- vi. Ensuring that the rights of the people whose information is held are able to be fully exercised under the Act;
- vii. Taking appropriate technical and organisational security measures to safeguard personal information;
- viii. Ensuring that personal information is not transferred abroad without suitable safeguards;
- ix. Ensuring that everyone managing and handling personal information –
 - a) Fully understands they are contractually responsible for following good practice in terms of protection;
 - b) Is adequately trained to do so;
 - c) Is appropriately supervised.

Appendix A of this policy sets out guidelines for staff members, volunteers and councillors that process or may have access to personal data.

7. Information provided to Barnt Green Parish Council

Personal information such as name, address, email address, phone number provided to Barnt Green Parish Council, will be processed and stored so that it is possible for the Council to contact, respond to or conduct the transaction requested by the individual.

By transacting with Barnt Green Parish Council, individuals are deemed to be giving consent for the personal data they have provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure the Parish Council can keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

8. The Council's Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

- Processing is with consent of the data subject, or
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary for the legitimate interests of the Council.

9. Storage and Retention

Personal data may exist in either paper-based format or electronically.

All paper-based documents are securely filed in lockable cabinets in an alarmed office premises that can be accessed only by the Data Protection Officer and nominated members of the parish council.

All electronic data is securely password protected on both a cloud based operating system.

Different types of information will be kept for differing time periods, depending on legal and operational requirements. See the council's Document Retention Policy for further details.

10. Access to Information

Any employee, councillor, resident, customer or other data subjects have a right to:

- i. Ask what personal information the Council holds on them;
- ii. Ask what this information is used for;

- iii. Be provided with a copy of the information
- iv. Be given details of the purposes for which the Council uses the information and any other persons or organisations to whom it is disclosed;
- v. Ask that any incorrect data held is corrected.

If the data subject believes that any personal information held is incorrect the individual may request that it be amended. The Council must advise the individual within 21 days whether or not the amendment has been made.

11. Breach of Policy

Compliance with the Act is the responsibility of all councillors and members of staff. Any deliberate or reckless breach of the policy may lead to disciplinary action and, where appropriate, legal proceedings.

Any individual who believes that the Council has breached any of the requirements of the Data Protection Act 2018 should raise the matter with the Executive Officer. Alternatively, a complaint can be made to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF; casework@ico.org.uk / Tel: 0303 123 1113

Approved by Barnt Green Parish Council

Chairman: _____

Date: _____

March 2020

Date of Review: March 2022

Appendix A – Guidelines for Staff, Volunteers and Councillors

During the course of your duties with Barnt Green Parish Council, you will be dealing with information such as names/addresses/phone numbers / email addresses of members of the public. You may be told or overhear sensitive information while working for the Parish Council.

The Data Protection Act 2018 including the General Data Protection Regulation 2018 give specific guidance on how this information should be dealt with. In order to comply with the law, when personal information is collected, it must be used fairly, stored safely and not disclosed to any other person unlawfully.

Please use the following guidelines to help meet the legal requirements. If you are in any doubt about any of them, please ask the Data Protection Officer (the Executive Officer) for advice:

Sharing of personal information

'Personal information' includes details such as addresses / phone numbers and health details supplied by members of the public.

Such information may be shared between staff and councillors at Barnt Green Parish Council for work purposes but should not be given to anyone outside the Council without explicit consent from the person concerned.

If such a situation arises, please ask the Executive Officer for advice.

Unlawful disclosure of personal information

Under the Data Protection Act you are committing a criminal offence if you disclose personal information 'knowingly or recklessly' to anyone you are not supposed to, so please be careful. Give consideration to any conversations you are having containing personal or sensitive information that could possibly be overheard by people who should not have access to such information.

Use of files, books and other paper records

In order to prevent unauthorised access and accidental loss or damage to personal information held on paper, please take good care of the files, books and other paper records you use, and ensure they are stored safely and securely before leaving the office.

Use of email

Please ensure before sending e-mails that they contain no personal or sensitive information that the recipients should not have access to. This is a particular risk when forwarding emails or adding in new recipients to an e-mail chain. Always check the email before sending.

Disposal of scrap paper

Be aware that names / addresses / phone numbers and other information written on scrap paper are also considered to be confidential. Such notes must be shredded or disposed of in the confidential waste provision within the office.

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

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



Retention of Documents and Records Management Policy

Barnt Green Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention Schedule

Scope of the policy

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Executive Officer.

The responsible personnel will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Individual employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy
- Publication Scheme

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Individual employees are expected to manage the current record keeping systems using the retention schedule taking account of the different retention periods when creating new record keeping systems.

The retention schedule refers to record series regardless of the media in which they are stored.

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCIL

Document	Minimum retention period	Reason
Signed minutes of council meetings (Hard copy)	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payment accounts (Hard copy)	6 years	Limitation Act 1980 (as amended)
Receipt books of all kinds	6 years	VAT
Bank statements including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Payments	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Payroll records	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date from when insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
For Recreation Grounds		
Application to hire	6 years	VAT
Copies of bills to hirers	6 years	VAT
Health and Safety		
Accident books	25 years from closure	Management
Equipment Inspection Records	25 years	Management
Premises Inspection records	25 years	Management
Risk assessment	3 years from last assessment	Management
Members		
Register of members interests	18 months after individual ceases to be a Member	Management
Miscellaneous		
Complaints	5 years after closure of case	Management

Press releases	5 years	Management
Public consultation - survey and returns	5 years	Management
Register of Officer interests	Indefinite	Management
Reports, newsletters etc	Retain as long as useful	Management
Parish Council Newsletter	As long as wish	Management
Planning		
Planning applications where granted, plans and decision letters	Paper copy – discard within 12 months Electronic copy - until development completed	Planning and enforcement
Appeal decision notice	Until development completed, maybe longer as may set a precedent	Planning and enforcement
Planning applications where refused, plans and decision letters	Until period in which appeal can be made expires	Planning and enforcement
Structure plans, Local Plans and similar documents	As long as in force	Planning and enforcement
Documentation for Legal purposes (unless extended)		
Negligence	6 years	Limitation Act 1980 (as amended)
Defamation	1 yr	Limitation Act 1980 (as amended)
Contract	6 yrs	Limitation Act 1980 (as amended)
Sums recoverable	6 yrs	Limitation Act 1980 (as amended)
Leases	12 yrs	Limitation Act 1980 (as amended)
Personal injury	3 yrs	Limitation Act 1980 (as amended)
To recover land	12 yrs	Limitation Act 1980 (as amended)
Rent	6 yrs	Limitation Act 1980 (as amended)
Breach of Trust	None	Limitation Act 1980 (as amended)

Approved by Barnt Green Parish Council

Chairman: _____ Date: _____

March 2020

Date of Review: March 2025

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Sickness Absence Policy

Policy Statement

Barnt Green Parish Council is committed to improving the health, wellbeing and attendance of its employees. The council values the contribution its employees to ensure its successful running and would miss that contribution if an employee is unable to work for whatever reason. A copy of the employee's sick pay and sick leave entitlements are detailed in the employee contract.

Key Principles

- As a responsible employer, the Parish Council undertakes to provide payments to employees who are unable to attend to work due to sickness, (Details are included in the employee's Contract of Employment).
- Each employee is asked, and expected, to take responsibility for achieving and maintaining good attendance to cover the work required.
- The Parish Council will support employees who have genuine grounds for absence for whatever reason. This support includes:
 - (a) "Special leave" for necessary absences not caused by sickness.
 - (b) A fairly flexible approach to the taking of annual leave to fit in with regular Parish Council meetings.
 - (c) Access to counsellors where necessary.
 - (d) Rehabilitation programmes in cases of long-term sickness absence.
- The Parish Council will consider any advice given on the "Statement of Fitness for Work" provided by the employee's GP.
- The use of an occupational health adviser, where appropriate, to:
 - (a) Help identify the nature of an employee's illness.
 - (b) Advise the employee and the Parish Council on the best way to improve the employee's health and wellbeing.

The Parish Council's disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory.

The Parish Council respects the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with all data protection legislation and the Access to Medical Records Act 1988.

Notification of absence

If an employee is going to be absent from work they should speak to their line manager (the Executive Officer), or in the case of the Executive Officer, the Chairman/Vice Chairman as soon as they are aware that they will not be able to fulfil their contractual hours. They should also give a clear indication of the nature of the illness and a likely return date.

The relevant line manager will check with the employee to ascertain if there is any information that they as the manager need to know about the current workload. If the employee does not contact their manager by the appropriate time, the manager must attempt to contact the employee at home.

An employee may not always feel able to discuss their medical problems with their manager. Managers must always be sensitive to individual concerns and make appropriate arrangements where necessary.

Evidence of incapacity

Employees can use the accepted self-certification arrangement for the first seven days of absence. Thereafter a "Statement of Fitness for Work" is required to cover every subsequent day.

If absence is likely to be protracted, i.e. more than four weeks continuously, there is a shared responsibility for the manager and the employee to maintain contact at agreed intervals.

"May be fit for some work"

If this is the advice of the GP on the Statement of Fitness for Work, then it will be discussed with the employee as to ways of helping them to get back to work, possibly by a phased return or temporarily amended duties. If it is not possible to provide the support an employee needs to return to work, or the employee feels unable to return the Statement will be used as if the GP advised that the employee was 'not fit for work'.

Return to work discussions

The manager will discuss absences with employees upon return to work to establish:

- (a) The reason for and cause of absence.
- (b) If there is anything that the manager or Parish Council can do to help.
- (c) That the employee is fit to return to work.

If an employee's GP has advised that they 'may be fit for work' the return to work discussion can also be used to agree in detail how their return to work might work best in practice.

Formal Review

A more formal review will be triggered by:

Frequent short-term absences or long-term absence. Any such review should look at any further action required to improve the employee's attendance and wellbeing.

Absence due to disability/maternity

Absences relating to the disability of an employee or to pregnancy will be kept separate from sickness absence records. With regard to disability, employees and managers are referred to relevant legislation and the Disability Discrimination Act 1995. Details with regarding maternity, paternity and adoption leave are as set out in the relevant legislation.

In connection with this policy and its employees, Barnt Green Parish Council is also committed to its Equal Opportunities Policy and Data Protection Policy.

Approved by Barnt Green Parish Council

Chairman: _____

Date: _____

March 2020

Date of Review: March 2022

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THERE IS ONE VACANCY ON BARNT GREEN PARISH COUNCIL COULD YOU FILL IT?

This is what we do:

- we meet monthly to discuss and act on local council issues that affect the Barnt Green community
- we represent the community
- we look after Millennium Park, Barnt Green playing field, benches, bus shelter, footpath lighting and planters
- we are consulted on planning applications
- we can provide support to voluntary bodies
- we operate the Lengthsman's scheme
- we liaise with partner organisations such as County and District Councils and other statutory bodies
- we issue a bi-annual newsletter... among other things

INTERESTED?

Contact us via -
The parish council office at 80 Hewell Road
Email: exec@barntgreen.org.uk
Phone: 0121 447 9893

or view the procedure, eligibility criteria and application form by using the following link

<https://www.barntgreen.org.uk/news/casual-vacancy-for-barnt-green-parish-councillor>

There will be a co-option date: 18 May 2019 so please respond by
Monday 11 May 2019 by the latest

WE LOOK FORWARD TO HEARING FROM YOU!



A SURVEY ON DEMENTIA-FRIENDLY COMMUNITIES

The National Association of Local Councils (NALC), alongside our partners at The University of Plymouth, Faculty of Health: Medicine, Dentistry & Human Sciences and Dementia-Friendly Parishes believe that local (parish and town) councils are ideally placed as the central point of communities to improve the quality of life of their community.

There is a mounting body of research that outlines the prevalence of dementia in our society and the effects that this can have on any individual; such as isolation and loneliness. This, in addition to the reduction of health services in rural communities, will be the largest health problem that our country faces. Dementia-Friendly Communities, as set up by local councils, can ensure that people living with dementia can live well in their community. And guarantee that people living with dementia have access to an active lifestyle in their community.

We have designed this survey to identify the work that local councils are already doing to assist those most vulnerable in their communities. We plan to use this research demonstrate the impact of Dementia-Friendly Communities and to ensure that our councils are provided with the tools to best serve their communities

0 of 13 answered

If you have any questions, please contact NALC at claire.goldfinch@nalc.gov.uk or on 0207 290 0314.

1. Name of your local (parish and town) council?

2. Contact details

Name

Address

Address 2

City/Town

ZIP/Postal Code

Email Address

Phone Number

* 3. Would you be happy for us to contact you?

Yes

No

4. County association area:

0 of 13 answered

5. Is your local council Dementia-Friendly?

“A city, town or village where people with dementia are understood, respected and supported, and confident they can contribute to community life. In a dementia-friendly community, people will be aware of and understand dementia, and people with dementia will feel included and involved, and have choice and control over their day-to-day lives”. -The Alzheimer's Society

Yes

No

6. What Dementia-Friendly activities or involvement does your local council have?

- Support an inclusive and accessible activity group
- Support people with dementia and their families
- Support local organisations in providing Dementia-Friendly activities
- Assist health-care bodies (e.g. your local medical centre)
- Challenge stigma and raise awareness around dementia
- Other (please specify)

7. What is preventing your local council from becoming Dementia-Friendly?

0 of 13 answered

8. Are there any local Dementia-Friendly organisations?

- Local charities
- The National Federation of Women's Institutes
- Religious and Faith groups
- Health groups
- Other (please specify)

9. Do you work with any Dementia-Friendly organisations?

- Yes
- No

10. If yes, who do you work with?

11. Would your local council benefit from a Dementia-Friendly Community guide?

- Yes
- No

0 of 13 answered

12. If your local council is Dementia-Friendly, would you be interested in contributing to the guide?

Yes

No

13. Thank you from all of us at NALC and the University of Plymouth for completing this survey. Feel free to leave any further comments below.

DONE

Powered by



See how easy it is to [create a survey](#).

[Privacy & Cookie Policy](#)

0 of 13 answered