

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

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



Summons and Notice of Parish Council meeting

Monday 20 January 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 19/148a 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

19/145 Apologies

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

19/146 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.

19/147 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

19/148 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)

19/149 To adopt previous minutes

- a) To approve adoption of the minutes of the Parish Council meeting held 18/11/2019

19/150 Chairman's Report - A verbal report may be given during this agenda item.

19/151 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

- a) Complaints Policy – January 2020. This has been updated and requires approval and signature of the Chairman.
- b) Community Engagement Strategy – January 2020. As part of the CiLCA qualification it is recognised that the main aim of any first-tier local council should be to provide quality services to improve the life of village residents. It is therefore imperative that the council adopt an appropriate Strategy to engage with its community. This newly created policy that requires approval and signature by the Chairman.

c) To review the Policy Review Calendar 2020/2022

19/152 Executive Officer's Report

To be advised of any decisions taken under delegated powers since the last meeting and receive updates to ongoing matters and a list of office communications since the previous council meeting.

<p>a) Station</p>	<p>Lifts – A request was sent to Network Rail for an update on the design process. A verbal report will be given if an update is received.</p> <p>Station Improvements - An email was sent to WMT on 20 November and again in the new year requesting an update on the station improvements. A verbal report will be given if an update is received.</p>
<p>b) Scribe Accounting Software</p>	<p>Under consultation the Chairman and using delegated authority the parish council has subscribed to Scribe accounting software specifically designed for parish and town councils. The software is cloud based, has complex firewalls for security and is compliant with both external audit and HMRC legislation.</p> <p>Currently the council uses spreadsheets for all its financial accounts and by streamlining to accounting software should reduce data input and eliminate error.</p> <p>The current financial year 19/20 is being input in order to carryout year end accounts and annual return on the new system and to enable comparatives for 2020/2021.</p>
<p>c) Prohibition of Wating Order – Hewell Lane</p>	<p>Notification from WCC has been received proposing to extend the existing 'Prohibition of Waiting At Any Time' restrictions on Hewell Lane from its junction with Fiery Hill Road. The proposed additional restrictions result from concerns raised regarding continuous all-day parking due to the railway station. It is deemed that parking is causing safety and congestion issues.</p> <p>The implementation of double yellow lines will prevent parking, aiding visibility, preventing congestion and ensuring a safe free flow of traffic. The proposals have the support of the local member, County Councillor Peter Mcdonald.</p> <p>Comments are welcomed by 4 February 2020 as part of the consultation process.</p> <p>Please refer to attached plan 2019-474-1 detailing the proposed double yellow line extension.</p>
<p>d) BDC Rapid Electric Vehicle Charger project update</p>	<p>The tender has now been issued with 6 companies invited to tender. BDC have selected the commuter car park as the preferred choice and added this location to the tender documents.</p> <p>It is envisaged that the chargers will be made publicly available with a priority booking system in place for taxis. A set index-linked annual fee will be paid from the contractor to BGPC with the amount to be confirmed following tender completion.</p> <p>The contract term will run for 10 years with a possible 5-year extension.</p> <p>The contractor will be expected to organise power supply, and legal agreements with BDC legal team providing informal support to BGPC.</p> <p>It is anticipated that the contract will be awarded by 1 April 2020 with phased installations through 2020.</p>

e) Internal Auditor visit – DKE Audit Services	The annual visit of the Internal Auditor will take place on Tuesday 21 January 2020. An interim report following the visit will be circulated accordingly.
f) RoSPA Inspection – Playing Field and Millennium Park	Please be advised that RoSpa will carry out an annual inspection at both sites during March 2020.
g) Public Path Order	A letter has been received from WCC regarding the consultation of the public footpath proposal via the constructed footbridge. Please see the letter attached. Members are asked to submit comments to revert back to the Mapping Officer.

19/153 Finance

- (i) To note the current financial position and bills for payment January.
- (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. The Top Up request of £181.20 was authorised in the December payments.
- (iii) To receive budget recommendation from Finance and General Purposes Committee
- (iv) To approve the precept for 2020/21 of £64,000 (Band D impact of £62.47pa) – The Precept Request Form requires signature of the Chairman and EO.

19/154 Committee, Working Party and Members' reports on meetings attended

- a) **Finance and General Purposes Committee** meeting held 06/01/2020 to receive minutes.
 - i) Commuter Car Park - At the Finance and General Purposes Committee meeting the contract was signed by the Chairman and Vice-Chairman. Ratification of this decision is required prior to completion.
 - ii) Wayleave – At the Finance and General Purposes Committee meeting the lease agreement between Cadent Gas and Barnt Green Parish Council was approved. Ratification of this decision is required.

19/155 Events

- a) Christmas Switch on – Saturday 30 November 4pm – 6pm – To receive feedback.
- b) Christmas Best Shop Window Competition – Winner of the competition was Bliss Estate Agents who were awarded a trophy and certificate.
- c) Wassail Walk – To receive feedback.

19/156 Environment & Community Wellbeing

- a) **SmartWater** – Currently 171 registrations have been recorded in total.
In order to increase the number of registrations a new wave of registration events could be organised. The 'We don't Buy Crime' Co-Ordinator is happy to come out in conjunction with the Community Support Officer for Barnt Green to continue 'door knock' sessions with councillors. Leaflets will also be printed to post through the letterboxes of people who are out when carrying out the 'door knock' exercise. An article will be placed in the Spring edition of 'The Bulletin' and a banner has been drafted to publicise office opening times for residents to come in to register.
- 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 held between the contractor, Cllr Hotham and the EO. It was agreed to plant Surfinia Petunias in both tiered planters to enable a voluminous trailing display. The contractor agreed to supply watering cards to be given to the traders with the hanging baskets and the EO agreed to co-ordinate with the Outdoor Parish Caretaker regarding the correct watering if the

tiered planters to ensure that the reservoirs were filled twice weekly. This would have an impact on the OPC budget which has been accounted for in the 2020/2021 budget provision.

- d) **Village Sign** – Please see separate report attached.
- e) **Parking problems at the end of Greenbank** – Please see separate report attached.

19/157 Planning

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
19/01566/FUL	Westmead, Aqueduct Lane	Proposed two storey extension and re-modelling works to Westmead
19/01501/FUL	67 Fiery Hill Road	Alterations and Extensions to Dwellinghouse and Replacement Carport

19/158 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.

19/159 Date and Venue of Next Meeting

Next ordinary parish council meeting will be Monday 17 February 2020, 7pm. Barnt Green Parish Council Office.



Tracy Bodley
Executive Officer
14/01/2020

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), J Jagger, J Nilsson, P Perry, H Rone-Clarke, S Whitehand, O Polton

Excerpt from the Financial Spreadsheet for January Payments

How Paid	Description	Payments Gross	Payments VAT	Payments Net
DD	Pension Contributions	239.55		239.55
DD	Office Landline, broadband and calls	45.42	7.57	37.85
DD	Continuous footpath lighting energy	13.90	0.66	13.24
DD	Dusk to dawn footpath lighting energy	280.80	46.80	234.00
DD	Office Energy 28 Sep - 07 Jan 20	168.01	8.00	160.01
SO	December 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 Dec 2019	416.66	-	416.66
BACS	Replace Damaged Street Lamp - 81 Bittell Road	428.10	71.35	356.75
BACS	Replacements lamps - Sandhills Rd, Poplar Dr, Margesson Dr	412.44	68.74	343.70
BACS	January Salary	1,705.78	-	1,705.78

Current financial position (bank reconciliation to 31 December 2019)

Bank Reconciliation 31st December 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 Dec 2019	91,979.26		
Less payments between 1 April - 31 Dec 2019	75,300.55		
Cashbook balance at 31 Dec 2019		£95,063.05	A
Cash in hand per bank statements at 31 Dec 2019			
Unity Bank current account	309.39		
Unity Bank deposit account	39,541.52		
Cambridge B/S	55,212.14		
less unpresented payments, as list below			
Bank balances at 31 Dec 2019		£95,063.05	B

Petty Cash Monzo Bank Reconciliation (December 2019)

Monzo Reconciliation as at 03/12/2019			
Date		Expenditure	Deposit
	Opening Balance		£ 4.47
18/11/2019	BGPC Top Up		£ 195.53
			£ 200.00
03/12/2019	Vista Print - Wassail Walk Flyers	£ 31.20	
03/12/2019	Cash Withdrawal - Payment for Chairman's Buffet	£ 150.00	
	Total	£ 181.20	
	Balance		£ 18.80
	Topup Authorisation Request	£ 181.20	

Village Sign

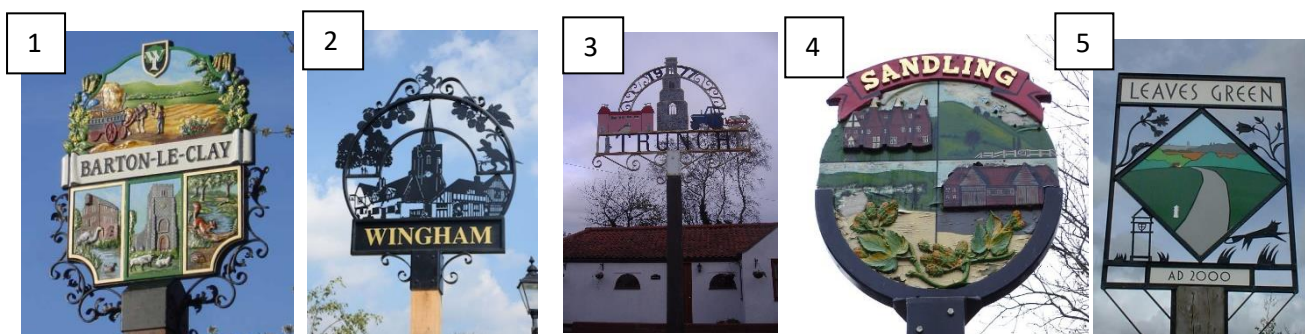
A proposal has been made for Barnt Green Parish Council to install a decorative village sign within the parish.

Background

In many parts of England an ornamental village sign is erected to announce the village name to those entering the village. They are typically placed on the principal road entrance or in a prominent location such as a village green. The design often depicts a particularly characteristic feature of the village or a scene from its history, heritage, or culture. They are typically made of wood or metal or a combination of both, the designs are often made by the local community.

The tradition of village signs is believed to have started in Norfolk early in the 20th century suggested by Edward VII that the installation of village signs would aid motorists and give a feature of interest. Later popularity grew following promotion for wider use of village signs at a speech given to the Royal Academy in 1920 by the future George VI.

Examples of Village signs



Approximate cost

Description	Supplier	Cost
Double sided with bracket and green oak post Dagnall, see photo 1	Sign of the Times https://www.signsofthetimes.co.uk/wp-content/uploads/2017/12/Village-Sign-Price-Guide-2018.pdf	£6,150 + VAT
Bespoke metal sign, wooden post See. Photo 2	Black Forge Village signs http://www.blackforgevillagesigns.co.uk/jubilee-sign/	£2,950 + VAT
Pierced Metal Sign, see photo 3	Village Sign People https://www.villagesignpeople.com/	POA – Approximately £3,700 + VAT
Hand Carved Wooden Sign See photo 4.	Village Sign People	POA - Approximately £6,000 + VAT
Cast Aluminium Sign See photo 5	Village Sign People	POA – Approximately £3,950

Considerations

1. Does the Parish Council wish to proceed with the proposal of the installation of a village sign(s)?
2. Would BGPC wish for signs to be installed on principal entrances to the village?
3. Would BGPC wish to one sign installed in a central location?
4. What design features would be included?
5. What material would the sign be constructed from?

Further Information to assist with decision making

1. There are four identified principal entrances to Barnt Green Village – if the purchase of 4 village signs were considered, choosing the least expensive sign would amount to a total cost of £11,800 + VAT.
2. If a central location is chosen to minimise the cost, the most likely place would be Millennium Park, however as it already has 1 vertical feature in the form of the flagpole, would it be considered overkill to have another vertical landmark in such a small area?
3. As the village is considered a commuter settlement from the development of the railway and in relative terms has no real age, there is no significant history to reference in an artistic design. Furthermore, as there is no village crest or logo, what design features would be considered relevant and meaningful?
4. If the project were to go ahead then consideration would be needed for an ongoing maintenance budget for regular cleaning and possible future repairs to the oak post etc.

Parking Problems at Greenbank

Several residents living in Greenbank have reported problems and public order matters relating to parking on the corner of Greenbank/Hewell Road directly on the verge in addition to blocking residential driveways predominantly from parents dropping off/collecting children from St Andrews First school.

Unpleasant exchanges have occurred where heated conversation has resorted in bad language and occasional physical assault with driveways being blocked and cars temporarily abandoned. Parking and damage to verges has created an objectionable street scene. Please refer to photographs supplied.

Attempts have been made by the Parish Council Lengthsman to refill and reseed the area only for tyre tracks to reappear within hours. Please refer to photograph supplied.

The primary school is aware of the problem and has asked parents for more consideration.

Offering impartial judgement the parish council could offer possible solutions and suggest arranging a meeting with residents, the school head, parent representatives and police safer neighbourhood officer to encourage positive solutions to benefit all concerned.

Outlined below are proposals benefitting both parties that embrace community spirit and wellbeing.

METHOD	INVOLEMENT REQUIRED	BARRIER	POTENTIAL OUTCOME / BENEFIT
Extending double yellow lines on Greenbank.	Worcestershire Highways	Protracted process that may not be approved. If not policed then could be abused. Unlikely that Highways will approve extending the double yellow lines. May move the problem somewhere else in the village.	No blocked driveways. Residents happy.
Plant large pollinator shrubs on grass verge.	BGPC	Damage to plants if driven over. Regular hedge cutting maintenance cost. Won't completely eliminate parking.	Improved street scene eliminating tyre tracks on verge. Council's aim providing pollinator sites within the village.
Install Sphere Bollards or natural boulders on grass verge	BGPC	Initial Outlay of bollards/boulders	No ongoing maintenance Attractive design improved street scene.
Introduce a Walking Bus to school from a suitably agreed location.	Primary School Vetted Volunteers BGPC to provide possible location	Lack of support from school, parents and volunteers May cause congestion at the proposed drop off / collection point	Health benefits of walking to school. Less congestion in Hewell Road Elimination of parked cars in Greenbank area

The council is asked to consider the options suggested and if it wishes to approve or facilitate a suitable solution.

Verge Damage Photographs



Work Carried out by Lengthsman



Examples of Options



Large Planted Evergreen Pollinator Shrubs -

Viburnum tinus 'Lisarose' is an attractive, hardy evergreen shrub known its scented flowers and winter berries, bearing clusters of fragrant, creamy white flowers that open from deep red buds.

Flowering from December – April

Good to use as a dense evergreen rounded hedge attracting pollinating insects.

Height and spread: 3m (10') but can be maintained at a lower height with bi-annual trimming.

3 x 10 litre potted plants £80.00 plus delivery.

Spherical Bollard 500mm



£553.39 each
Delivery £400.00
Stone weight – 214kg

Glacial Boulders 650mm



£245 Net for 3 stones
Delivery included
Stone weight – 250kg – 300kg

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Complaints Policy

Barnt Green Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received, or are unhappy about an action or lack of action, this Complaints Procedure sets out how you may complain to the Council and how we shall try to resolve your complaint.

This form tells you:

- the type of complaints that can be addressed using this procedure;
- how to contact us with your complaint;
- what information we will ask you to provide;
- what we will do when we hear from you.

The type of complaints that can be addressed using this procedure

This procedure should be used to address complaints about Council administration and procedures and may include complaints about the way Council employees have dealt with your concerns.

It is not appropriate to deal with all complaints using this procedure. For example, complaints about financial irregularity, criminal activity, councillor or employee conduct require special consideration or may be subject to other Council or third party procedures. If your complaint does not fall within the scope of this procedure please contact either the Executive Officer or the Chair of the Council for further advice.

How to contact us with your complaint

You can contact the Executive Officer to advise that you have a complaint as follows:

- by telephone on 0121 447 9893;
- by email to exec@barntgreen.org.uk
- in writing to 80 Hewell Road, Barnt Green, Birmingham, B45 8NF;
- in person at the above address on Monday 1pm – 4pm and Tuesday – Wednesday 10am – 2pm.

You can contact the Chairman of the Council to advise that you have a complaint as follows:

- by email to robert.cholmondeley@btinternet.com
- in writing to 80 Hewell Road, Barnt Green, Birmingham, B45 8NF and marked for the attention of the Chairman.

Information we will ask you to provide

We will ask you to provide the Council with:

- your name and contact details;
- details of your complaint;
- details of any prior contact with the Council about the matter;
- an indication of the outcome you are seeking.

Please use the Council's Complaint Report Form when making a complaint under this procedure. This form can be downloaded from the Council's website at www.barntgreen.org.uk or will be sent to you by the Executive Officer upon request.

What we will do when we hear from you

On receiving your completed Complaint Report Form the Council will investigate the matter fully and will obtain further information as required.

In the first instance, your complaint will be investigated by the Executive Officer. If this is not acceptable, or the Executive Officer does not feel that it is appropriate, your complaint will be investigated by the Chairman of the Council. If neither the Executive Officer nor the Chairman can investigate, your complaint will be referred to the relevant council member.

We may be able to give you an answer straight away. If not, we will use our best endeavours to notify you, by email or in writing, of the outcome of your complaint within 10 working days of hearing from you. If we cannot give you a full answer within 10 working days we will give you a progress report, explain why we need more time to investigate further and tell you when you can expect a full answer.

The Council will be notified of your complaint and any conclusion or on-going progress, as part of the Executive Officer's report at the Council's next meeting.

If you are dissatisfied with the outcome of the investigation you may ask for your complaint to be referred to the full Council. If procedures permit, and the information required by the Council is available, the complaint will be heard at the next Council meeting. If this is not possible, the complaint will be heard at the following Council meeting.

Where a complaint is referred to the Council, the circumstances of the complaint will be considered and, if necessary, the public and press will be excluded from that part of the agenda under which the matter is discussed. You will be advised of the Council's decision within 5 days of the meeting.

The decision will be recorded in the minutes of the meeting.

Chairman..... Date.....
Cllr R Cholmondeley, Barnt Green Parish Council

Date of next review: February 2022

Please complete this form when making a complaint to Barnt Green Parish Council under its Complaints Procedure.

Name	
Address	
Telephone No	
Email address (optional)	

Provide here the details of your complaint (Continue overleaf if necessary)

Have you spoken to, emailed or written to anyone at the Council about your complaint?	Yes	No
If Yes, provide their name:		
What happened as a result of this contact? (Continue overleaf if necessary)		

What would be the best way for the Council to resolve your complaint? (Continue overleaf if necessary)

**Please return this completed form either by post to:
 The Executive Officer, Barnt Green Parish Council, 80 Hewell Road, Barnt Green, B45 8NF
 or by email to exec@barntgreen.org.uk**

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Community Engagement Strategy

The primary aim of Barnt Green Parish Council is to improve the quality of life for residents through the provision of appropriate services.

It is therefore important that the Parish Council communicate, consult and engage ensuring this is undertaken in an open, direct and trustworthy way.

The purpose of this strategy is to set out how the Council intends to achieve this by developing and improving its future communication ensuring interaction with the whole community in order to best represent their interests.

Current communications include the website, regular contributions to local publications, a biannual newsletter, social media, consultation and Annual Report.

The overall aim is to make council communications a two-way process: providing information that the community can accurately understand, enabling the council to make informed decisions using information received from residents and partners.

Understanding the needs of different groups within the community is an important role of the council and council members. Occasionally the Council needs to make difficult decisions about issues that impact the community in an open and reasoned way, it is therefore its responsibility to be well informed about diverse local issues. A council cannot represent the interests of electors without consulting with them.

Why is communication Important?

Local government communications have increasingly focused on reputation. Improved communications lead to recognition and respect – reputation **does** matter.

Through good communication the Parish Council will understand and better meet the needs of the community, whilst also raising the profile of the village and the Parish Council.

Good communications will enable the Council to:

- Better understand the needs of the community and develop appropriate strategies and priorities
- Raise residents' satisfaction, trust and confidence by communicating about services provided by the Council
- Raise the profile of Barnt Green
- Attract businesses/employment to the village
- Make best use of technology to innovate and engage with hard-to-reach groups such as young people

- Proactively challenge inaccuracies and misrepresentations that might undermine the brand image or integrity of the Council

There are methods in which people can express hopes and wishes for their community providing valuable opportunities for local people to identify features of the parish that need improving or are worth protecting. They stimulate discussion; they inform and influence the decision makers and usually lead to action.

What should be communicated?

There are two methods of communication:

- Proactive – telling people information to influence and change attitudes
- Reactive – giving residents information they have requested

It is recognised that the most important drivers of council reputation among residents are:

- Perceived quality of available services
- Perceived value for money
- Media coverage
- Direct communications
- Council performance
- A clean, green and safe environment
- Positive experiences of contact with council employees

If the Council is to build a strong reputation, effectively inform residents, engage and improve customer satisfaction then these drivers must form the basis of its' proactive and reactive communications.

Who should the Parish Council Communicate with?

In order to assist and influence Parish Council decisions, it aims to identify and involve the people and organisations with an interest in the parish, including but not exclusively:

- Residents of all ages
- Elderly Groups: Residential Nursing Home
Sheltered Accommodation Residents
- Schools & Youth Groups: St Andrews Church of England First School
Barnt Green Scouts (Cubs) & Guides (Brownies)
Pre-school groups including nurseries
- Religious Organisations: St Andrews Church of England
Barnt Green Baptist Church
Barnt Green Quakers
- Social & Sports Groups: Barnt Green Social Club
Barnt Green Sports Club
Barnt Green Cricket Club
Barnt Green Sailing Club
- Social Recreational Groups: Bridge Club
Choral Society
Yoga Class

- Barnt Green Artists
- Star Project – Children’s Performing Arts Club
- Barnt Green businesses: All retail outlets (based in & around Hewell Road)
All parish-based office businesses
Public Houses
- Professional services: Doctor’s surgery
Dental surgeries
Other supportive health-care services
- Police and law enforcement: Safer Neighbourhoods Team

Support

The Parish Council will identify any barriers to involvement and will attempt wherever possible to overcome them. Barriers to involvement will take a variety of forms depending on the activity planned: for instance, the parish council is aware of low turn-out to parish council elections and will therefore try to encourage greater turn-out.

The Council will ensure that information is easily accessible, relevant and timely. It recognises the importance of communication and commits to meet the expectations of the community it serves.

In order to encourage greater participation, the parish council will ensure access to information about its services is freely available.

Different forms of communication will appeal to different ages, social groups and demographics so it is important to ensure that within reason, all options for increasing communication and participation are considered in order to communicate effectively with everyone.

The advances made in information technology offer exciting new ways of communicating. At the same time, for many people, traditional methods – newspapers, telephone and leaflets – still play a fundamental role that must not be undervalued.

It is recognised that some members of the community are more difficult to reach than others; and to this end the Parish Council aim to promote alternative methods of engagement making services available during the evening and weekends in the form of surgeries for those working long hours. Those with limited knowledge or no access to the internet will receive regular visits by prior appointment i.e. the Sheltered Housing Coffee morning group and Residential Care Home. Other ways to converse with groups that rarely engage may involve further scrutiny, for example, special needs, ethnicity, social isolation and disability, however in order to achieve the council’s aims supporting inclusivity for all, it will work with other agencies, groups and organisations to deliver this.

Council members will be expected to promote the Parish Council when and where appropriate to encourage understanding of the council’s aims.

How should the Parish Council Communicate?

Currently communication is achieved through:

- Parish Council Office (Open 16 Hours per week, Mon – Wed)

- Press releases
- The Council's website and Facebook page
- Council agenda papers/correspondence
- Biannual newsletter
- Councillor interaction
- Issue specific consultation
- Annual Parish Meeting

Ways in which communication could be improved:

- Improved visibility of the Council and its activities by more frequent reporting
- Manage local media more effectively by proactive use of a template press release document to reduce factual errors in reporting
- Inviting residents to be actively involved in council meetings during the time set aside for public discussion
- Improved communication by means of attending meetings of community organisations and Safer Neighbourhood team
- Improve relations by Councillors taking up places on community groups and organisations
- Continue to improve the Council's website to make it more user friendly including capturing data for a communication database
- Increased use of social media
- Invite groups using council premises to contribute to 'The Bulletin' Newsletter
- Active involvement in various networking organisations
- Regular consultation with the community and feedback to them on subsequent analysis including actions resulting from the consultation
- Strive towards achieving Gold Quality Award under the Local Council Award Scheme

Press Involvement

The media play a strong role in shaping perceptions of local councils, so informed reporting is vital.

It is recognised that people are more positive about their Council where it has a good relationship with local media. Whilst good relationships already exist, there is always room for improvement.

Key points for effective management of media relations:

- Respond to journalists in full within a reasonable time
- Be helpful, polite and positive
- Never say "no comment", speculate or gossip
- Ensure a full understanding of the question before answering. In the event of any indecision refer to the Council as a whole.
- Ensure all statements or responses to hostile enquiries have council approval
- Evaluate media coverage
- Issue timely and relevant press releases

- Pre-empt potential stories arising from Council agendas/minutes by issuing proactive PR (where possible)
- Ensure all media contact is with the Executive Officer or Chairman (or in their absence, the Vice Chairman)
- Issues **not** to be discussed are a) legal issues, b) personnel issues, c) questions involving council integrity or d) emergency situations

Online Presence and Social Media

The council's website is regularly maintained and updated.

It is important to outline strategies for regular website maintenance ensuring good links with local businesses and community groups.

The parish council has a social media policy that is available to view on the council's website.

All communications should promote the Council's website and, if appropriate, its social media accounts.

Planning Standard

For any parish council consultation, project or event, the Parish Council will identify through the gathering of evidence, the needs and available resources to agree the purposes, scope and timescale of the engagement and the actions to be taken.

Evidence may be gathered by direct contact with the likely participants face-to-face, telephone, letter or e-mail; by newsletter article seeking feedback; observational, non-interactive survey, questionnaires, focus groups, workshops or community conferences and consultation.

Consultation will take place to engage with the whole community to establish its needs and how they should be developed with any information gathered providing useful evidence to support initiatives and funding bids.

Any consultation will also help to better understand the Council's strengths and weaknesses and measure the effectiveness of its work.

Consultations need to be developed in such a way that there is an opportunity for all members of the community to engage in the process.

The format of consultation needs to consider:

- **Who** – develop an understanding of the demographics of the community?
- **How** – establish ways of communicating with each of these that best encourages their engagement in the process
- **What** – consider what information is required and develop relevant means of achieving this whilst still being appropriate, accessible and engaging
- **Where** – define the best locations for accessing and engaging with the different groups identified
- **When** – develop a timetable for the consultation process including when it is intending to hold consultation 'events'

Who should carryout engagement?

Staff and Councillors are ambassadors of the Council and in all communications will;

- be courteous, timely, professional, appropriate and reflect the decisions and policies of the Council
- ensure that every piece of communication reflects the reputation of the council in the eyes of the community

Methods Standard

The Parish Council will use methods of engagement that stand up to scrutiny. As all people respond differently to the various media methods, where possible an attempt will be made to convey the same message in different ways to ensure the best coverage and not seek to unfairly discriminate against any person or group.

- All parish council meetings are open to the public.
- Parish Council meetings are advertised on the website and the locked noticeboard.
- The parish council office is open to the public – opening hours are publicised on the noticeboard, website, social media and newsletter.
- The biannual newsletter 'The Bulletin' is delivered to all households with copies available from the post office, dental surgery and doctor's surgery, social club, sports club, cricket club and sailing club. A digital copy is posted on the website and sent to Barnt Green's County Councillor, District Councillor, Local Community Support Officer and the village religious establishments.
- The parish council's website is kept up-to-date and is available 24/7.
- The parish council's noticeboard is kept up to date with relevant information.
- The parish council's community notice board is available to all to post information inside.
- The Parish Council will seek to use groups and schemes within its means to deliver and request information. For example; Age UK, St Andrews C of E First School, Good Neighbour Scheme, Rail User Group, Disability UK.
- The Annual Parish Meeting – This is a meeting hosted by the Parish Council for electors in Barnt Green to discuss 'parish affairs'.
- Information will be provided in plain English and jargon-free.
- The Parish Council appoints representatives to other public bodies.
- Parish Council members are trained in their role, happy to talk about the council and positively promote its aims.
- Parish Council employee(s) are trained in their role, will always uphold the council's principles and positively promote its aims.

Roles and Communication Defined

Council members and staff will be required to communicate regularly with the community and outside bodies as part of their duties. How enquiries from the public are dealt with will reflect on the Council. The Executive Officer has overall responsibility for communications and will ensure that;

- written communication will be provided with council contact details to be used solely for the purpose of conducting Council business.

- all email communication will include an electronic 'signature' detailing their name, position and contact information, unless responding to a previous email train.
- guidance will be offered when any council member is in doubt how to respond to an enquiry.
- verbal communication will always be handled with courtesy and professionalism.
- training will be given to staff and members to offer guidance when handling difficult, angry or vexatious complaints.

Procedural Communication Guidance for Councillors

At no time should promises be given to the public about any matter raised other than a promise to investigate the matter. All manner of issues may be raised, many of which may not be relevant to the Parish Council. Depending on the issue raised it may be appropriate to deal with the matter in the following ways:

- Refer the matter to the Executive Officer who will deal with it as appropriate
- Request an item on a relevant agenda
- Investigate the matter personally, having sought the guidance of the Executive Officer

All communication **must** be responded to and the correspondent kept apprised of progress. The procedure for doing so is as follows:

- Having received an enquiry/complaint, the Councillor should acknowledge receipt (in writing) and advise of what action is intended to be taken
- Advise when that action has been taken and what to expect next (i.e. a response is awaited from a third party)
- Report back on the outcome of the enquiry or ensure that either the third party or the Executive Officer will/has report(ed) back on the matter

Councillors must ensure that any and all communication with the public on Council related matters reflect the decisions and policies of the Council regardless of the Councillor's own views on the subject.

Any and all enquires by the media should be referred immediately to the Executive Officer or Chairman of the Council.

Working Together

The Parish Council will agree and use clear procedures to encourage efficient and effective co-operative working practices.

- All verbal agreements will be supported in writing to ensure no misunderstandings.
- Methods of communication will depend on the situation and the individual's preferences and will be either in writing (e-mail, letters, reports), telephone or face-to-face.
- Language will be in plain, jargon-free English.
- Collaboration with residents, other public bodies and all stakeholders working to improve, enhance and benefit the parish, will be welcomed and encouraged.

- Meetings, other than scheduled council meetings, may be held at times to suit the attendees and in a place that will accommodate the number attending.
- Contact details of the parish council and each member, where appropriate, are available on the website and from the parish council office.

Sharing Information

The Parish Council will ensure necessary information is communicated to those who need to know.

- The Parish Council is registered with the Information Commission and must comply with the twin principles of Freedom of Information and Data Protection. The Parish Council's Publication Scheme details available council information accessible to the public from the council office and on the website.
- General information is published on the website and in the biannual newsletter.
- Agendas and draft minutes are published on the website and displayed in the locked notice board.
- Draft minutes of all parish council and committee meetings will be published within one month of the meeting; agendas will be published at least three clear days in advance of the day of the meeting.
- The Parish Council will maintain a database of residents' e-mail addresses, of those who have given permission to do so, circulating items of interest.
- The Executive Officer is available to the public for 16 hours per week to answer queries and record matters of concern.
- The parish council's website has a facility for residents to record streetlight faults which will be dealt with promptly and appropriately.
- Notwithstanding the statutory requirement to comply with Freedom of Information requests, the Parish Council will aim to respond to all requests for information, advice and support within five working days.

Working with Other Agencies

The Parish Council will identify and work effectively with others who may be interested in engagement or able to provide a supportive benefit to the outcome.

- The Parish Council values and will continue to invite and encourage participation and input from the County and District ward representatives.
- The Parish Council will retain links with the parish tier and wider local government network to draw in support and guidance when required.
- The Parish Council will work with other tiers of local government to provide maximum benefit to residents; this may include taking on additional services in the face of restrictions to County Council and District Council budgets.
- The Parish Council will encourage regular communication with the police via the Safer Neighbourhoods Team and Community Support Officers.
- Using local knowledge, the Parish Council will seek and encourage specific individuals known for their particular capabilities to contribute support and advise as relevant.
- Wherever possible the Parish Council will seek to establish and maintain links to all members of society within the parish irrespective of age, disability, race, religion,

sexuality, gender and gender identification, and will strive to overcome any barriers to equality.

Monitoring and Evaluation

The Parish Council will monitor and evaluate the success of the engagement strategy ensuring that it meets its purpose against any applicable national standards.

The strategy will be measured to inform any future plan and create a comparative for future development.

- The Parish Council will set targets for each community engagement project it undertakes and upon completion of the project will review these targets.
- Evaluation of each engagement project will be honest and open to allow for clear understanding as to the effectiveness and benefit of engagement.
- Appreciation of the benefit of each community engagement project will not depend solely on value for money.
- Any consultations carried out by the Parish Council will be standardised in order to more easily carry out comparison with previous and future projects.

What communication improvements can be measured?

- Media's assessment of Barnt Green Parish Council's communication coverage
- Raised awareness of the Parish Council and the services it provides
- Attitudes of all stakeholders towards the Parish Council
- Participation and engagement with council projects, initiatives and consultation processes
- Increased attendance at public meeting and organised events.

How will this be achieved?

- Consultation with residents – perception and satisfaction surveys
- Measure press coverage for saturation and against press releases for content usage
- Number of visits to the website
- Number of Likes and Followers on Social Networking sites

Improvement

The Parish Council will encourage the development of the skills, knowledge and confidence of all participants engaging with the Parish Council.

- The Parish Council will treat all approaches by residents with respect and in cases of concern and hardship will always endeavour to seek a beneficial outcome.
- All members of staff will be required to understand the council's priorities and recognise the importance of all communication from residents.
- The Parish Council will aim to identify all community groups and endeavour to reach out to all in its mission to deliver community needs and desires.
- Training for parish council members and staff will be ongoing and tailored to the individual; a training audit to identify individual needs will be completed annually.
- Non-council members of committees and working groups will be provided with an induction pack to support and build on their knowledge base.

Feedback

The Parish Council will feedback the results of any engagement exercise to the wider community and agencies affected.

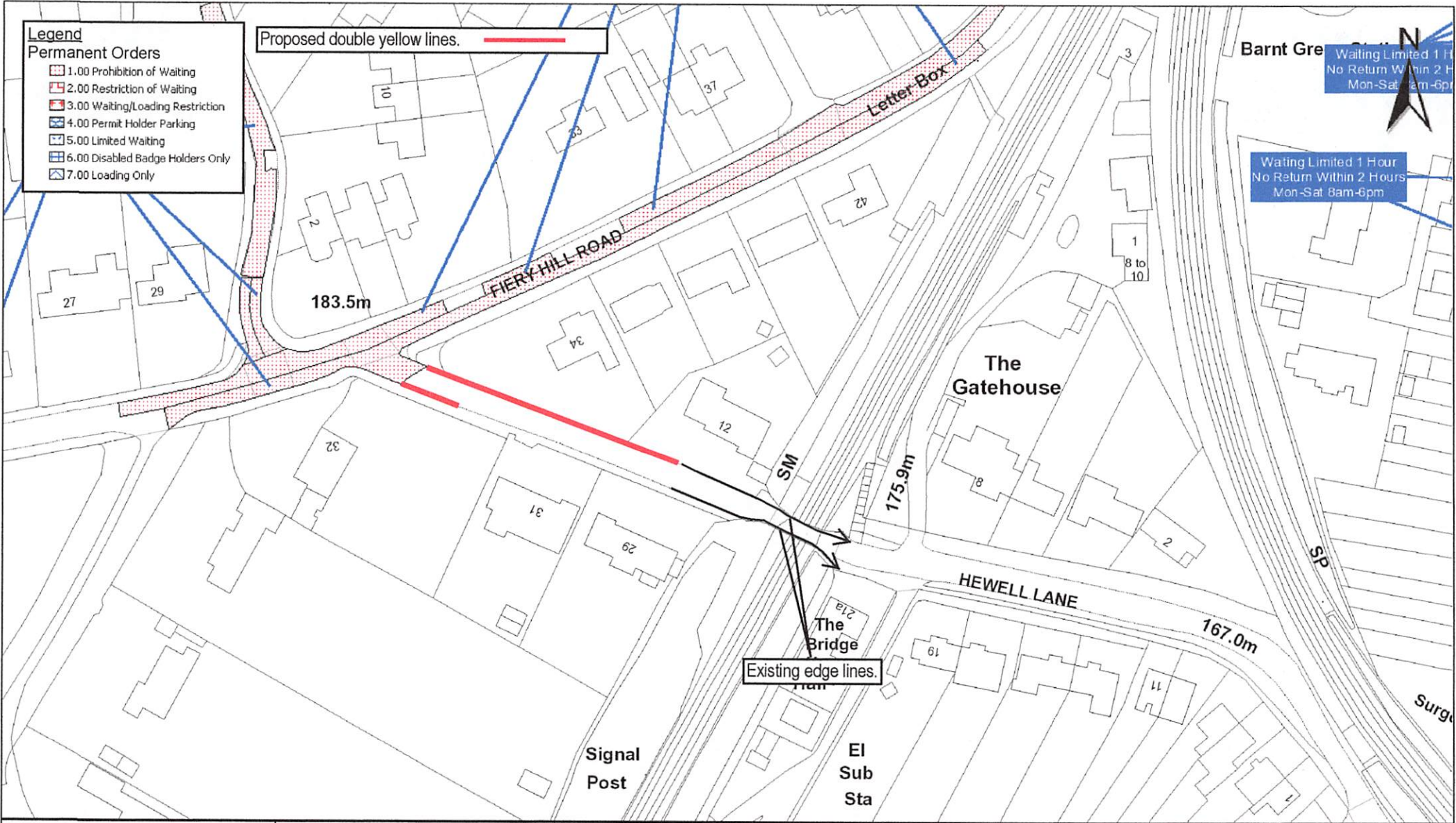
- Feedback will be communicated either verbally to individuals or at meetings, or in writing such as emails, website, social media, letters and newsletters.
- The Parish Council may also contact local media to share any feedback more widely.

This policy was approved at the Barnt Green Parish Council meeting held 20 January 2020

Signed:.....

Chairman, Barnt Green Parish Council

Review date: January 2021



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 Ordnance Survey 100024230.

**HEWELL LANE, BARNT GREEN -
 PROPOSED PROHIBITION OF WAITING ORDER**



Worcestershire County Council
 County Hall
 Spetchley Road
 Worcester
 WR5 2NP

Scale: 1:1250 At A4

Date Printed: 20/11/2019

Drawing 2019-474-1

Tracy Bodley
Executive Officer
Barnt Green Parish Council
80 Hewell Road
Barnt Green
Birmingham
B45 8NF

Via email: exec@barntgreen.org.uk

Mrs Kirsten Stiles AIPROW

**Directorate of
Economy and Infrastructure**

Mapping Officer
Public Rights of Way

The Countryside Centre
Worcester Woods Country Park
Wildwood Drive
Worcester
WR5 2LG

14 January 2020

Our ref: CS/M/D575/KS
Ask for: Kirsten Stiles

Dear Ms Bodley

**PUBLIC PATH ORDER PRE-ORDER CONSULTATION
HIGHWAYS ACT 1980 SECTION 119A
PROPOSED DIVERSION OF:
FOOTPATH CH-520 (PART), FORMERLY FOOTPATH 11, COFTON HACKETT,
AND
FOOTPATH BG-500 (PART), FORMERLY FOOTPATH 21, BARNT GREEN,
AND EXTINGUISHMENT OF PERMISSIVE ROUTE**

The County Council has received an application as set out above, in the parishes of Cofton Hackett and Barnt Green. The proposal seeks to divert Cofton Hackett footpath CH-520 from its current position to further south, over an already constructed footbridge, to meet part of Barnt Green footpath BG-500. It also seeks to extinguish a permissive route that crosses the railway line at a point that is not a level crossing.

I have attached a copy of the plan showing the proposal. Please note that although the plan is based on the most up-to-date Ordnance Survey mapping available to the County Council, there may be some inaccuracies regarding fencing etc.

The reasons given for the proposal are as follows:

- In the interests of safety of members of the public using or likely to use footpath CH-520, due to the level crossing being non-compliant with Network Rail's safety standards.

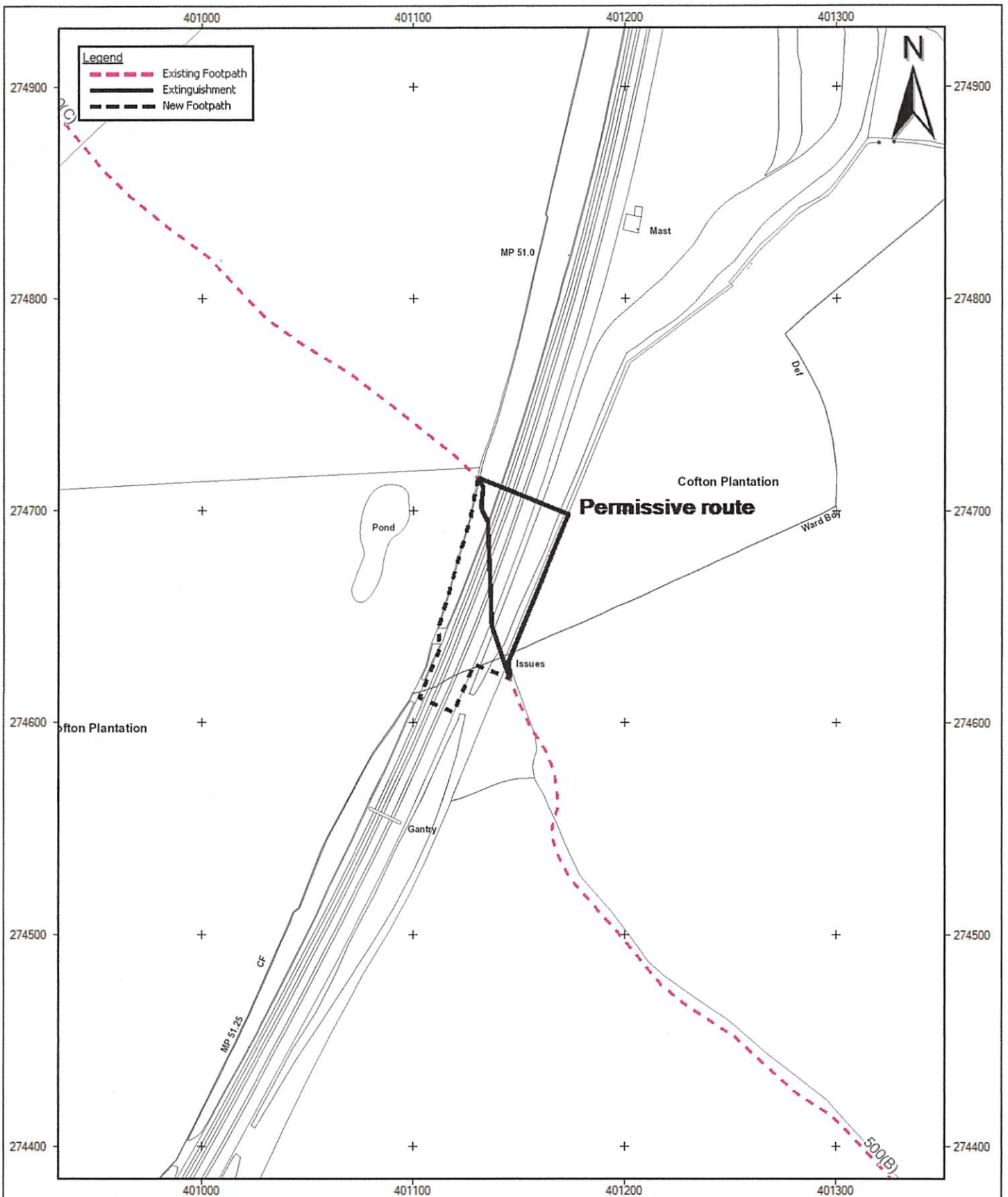
- Although there have been no recorded fatalities at this crossing, there have been incidents of misuse and near misses.
- Future capacity and frequency of services may also be increased as the result of this section of railway line being selected for electrification.
- As part of the electrification works, stanchions will be erected to support overhead power lines and it is highly likely that these will restrict sighting distances available for users of the crossing.
- To extinguish a permissive route that does not pass over a level crossing, which endangers members of the public who use or are likely to use it.

If you wish to send me any comments you may have at this time, please do so within the next two calendar months, that being no later than **14 March 2020**. If I do not hear from you by then, I shall assume that you have no objection. Please note that any views expressed at this stage in no way limit your right to formally object if the County Council decide to make and advertise an Order.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'K Stiles', written in a cursive style.

Kirsten Stiles AIPROW
Mapping Officer



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Ordnance Survey 100024230.

0 10 50 100 metres



Indicative Scale: 1:2,500

D575
District of Bromsgrove
Parishes of Cofton Hackett & Barnt Green
Proposed diversion of CH-520(part) and BG-500(part),
and extinguishment of permissive route

Date Printed: 19/11/2019

Countryside Service
Worcester Woods Country Park
Wildwood Drive
Worcester
WR5 2LG

BUDGET PREPARATION 2020/2021

RECEIPTS for year to 31/03/2020	Actual Outcome 18/19	Agreed budget 2019/20	Actual as at 30/11/2019	Expected Outcome 31/03/2020	Proposed Budget 20/21
Precept	62,440.00	63,480	63,480.00	63,480.00	64,000.00
Interest	531.54	150	72.77	545.54	300.00
Lengthsman reimbursement	1,167.50	1,888	1,762.50	2,362.50	1,888.00
VAT Refund	5,399.22	5,000	4,583.38	7,583.38	6,000.00
Other income	79.50	300	357.50	357.50	350.00
Hires (room / playing field)	510.00	600	510.00	680.00	510.00
Cala Homes Commuted Sum					30,000.00
Total receipts	70,127.76	71,418.00	70,766.15	75,008.92	73,048.00
PAYMENTS for year to 31/03/2020					
Staff Costs	16,629.29	17,000	12,355.52	18,533.28	19,500.00
Chairman's expenses	262.80	200	-	150.00	200.00
Office Running costs	6,405.99	7,000	3,936.42	6,154.63	7,000.00
Training and Publications	223.99	1,000	769.99	869.99	500.00
Meeting Rooms and Refreshments	210.00	350	120.00	120.00	50.00
Subscriptions	979.02	950	938.13	938.13	1,200.00
Insurance	790.33	800	821.94	821.94	875.00
Auditor Fees	542.40	550	542.40	542.40	550.00
Legal/Professional Fees	600.00	500	-	400.00	600.00
Loan repayments	-	-	-	-	-
Election costs	-	500	-	500.00	500.00
Grants/Donations	200.00	1,000	200.00	500.00	1,000.00
General admin cost (inc bank charges)	922.26	1,000	966.29	1,449.44	1,500.00
Administration	27,766.08	30,850.00	20,650.69	30,979.81	33,475.00
Newsletters	830.00	900	260.00	555.00	600.00
Website	120.00	150	120.00	120.00	150.00
Communications	950.00	1,050.00	380.00	675.00	750.00
Park Mowing	798.00	1,155	950.00	1,068.75	1,200.00
Park Maintenance	426.80	500	290.00	500.00	500.00
Park Safety Inspections	66.50	70	68.50	68.50	70.00

Millennium Park	1,291.30	1,725.00	1,308.50	1,637.25	1,770.00
Field Mowing	2,788.92	2,200	2,177.69	3,266.54	3,500.00
Field Maintenance	1,163.94	2,200	411.75	463.22	1,500.00
Field Safety Inspections	66.50	70	68.50	68.50	70.00
Playing Field	4,019.36	4,470.00	2,657.94	3,798.25	5,070.00
Hanging baskets	565.25	600	560.00	560.00	600.00
Planters	929.17	1,200	419.34	1,060.00	1,200.00
Outdoor Parish Caretaker (New Cost Code)		6,500	2,916.62	4,374.93	5,500.00
Other environmental (inc Defib)	6,537.92		1,473.67	1,842.09	1,542.00
Pollinator Site (new Cost code)			533.31	750.00	1,000.00
Commuter Car Park (new cost Code)					1,000.00
Village Environs	8,032.34	8,300.00	5,902.94	8,587.02	10,842.00
Lights Maintenance/repairs	3,804.52	4,500	2,197.80	3,296.70	1,200.00
Lights Electricity	2,404.89	2,500	2,441.06	3,661.59	3,500.00
Christmas Lights/Tree	6,940.00	11,000	4,605.06	10,470.06	8,000.00
Street Lighting	13,149.41	18,000.00	9,243.92	17,428.35	12,700.00
Lengthsman charges	-	2,000	-	2,000.00	2,000.00
Highways	-	-	-	1,000.00	1,000.00
Highways	0.00	2,000.00	0.00	3,000.00	3,000.00
Community Walks and other events	2,029.49	2,000	580.00	1,030.00	2,000.00
Neighbourhood Plan		500	-		2,500.00
Contingency		1,023			441.00
Section 137					
Fixed Assets	5,697.41		1504.50	1504.50	500.00
Miscellaneous	7,726.90	3,523.00	2,084.50	2,534.50	5,441.00
Payments: Revenue Budget	62,935.39	69,918.00	42,228.49	68,640.18	73,048.00
Capital Projects funded via Reserves	-		15,021.45	15,021.45	9,000.00
Village Signs					5,000.00
Interpretation panel - Pollinator Site					1,500.00
Neighbourhood plan					2,500.00

BUDGET PREPARATION 2020/2021

	Actual Outcome 18/19	Actual as at 30/11/2019	Expected Outcome 31/03/2020	Proposed Budget 20/21	Comments note No.
RECEIPTS					
Precept	62,440.00	63,480.00	63,480.00	64,000.00	The 2019/20 precept of £63,480 impacts on Band D taxpayer to the extent of £62.58 for the year. The impact figure is related to the Council Tax Base (CTB) figure provided by Bromsgrove DC. In effect, as more people pay into the precept pot, then the amount each person pays will reduce; therefore, if more houses are built and occupied, we could expect the individual contributions to decrease. For 19/20 the national average for band D property was £67.18 a 4.9% on the previous year. In the past, BGPC opted to keep the impact the same for residents (which last year meant a decrease in the amount of precept received by BGPC). It is proposed to increase the precept year slightly for 20/21 to £64,000. Please refer to the precept Council Tax Band Impact Table at the end of the budget report.
Interest	531.54	72.77	545.54	300.00	Current Unity Trust Bank interest rate for the instant access deposit account is 0.4% gross and Cambridge Building Society interest rate is .75% gross.
Lengthsman reimbursement	1,167.50	1,762.50	2,362.50	1,888.00	The total annual amount awarded to BGPC by WCC towards the Lengthsman scheme is £1,888. The figure is based on a basic rate multiplied by the mileage of roads in the parish. It is unlikely that the amount of reimbursement from WCC will be increased. We have not yet received confirmation the scheme will continue for 2020/21 but to date there has been no contraindication. Last year's higher figure shows income relating to previous year.
VAT Refund	5,399.22	4,583.38	7,583.38	6,000.00	VAT is reclaimed half-yearly. A proportion of the figure received to date relates to the previous period.

	Actual Outcome 18/19	Actual as at 30/11/2019	Expected Outcome 31/03/2020	Proposed Budget 20/21	Comments note No.
Other income	79.50	357.50	357.50	350.00	This 'other income' figure is to some extent an unknown quantity, hence proposal for next year is a nominal £350. NB the amount (£30,000) to be paid to the parish council by CALA Homes for taking on responsibility for the car park will not be shown as income here because it is not to be considered when calculating the precept.
Hires (room / playing field)	510.00	510.00	680.00	510.00	The playing field is hired out to a football training organisation on Saturday mornings and school holidays; currently the amount charged is £170 per term. Each term is three months. The parish council office is occasionally used for meetings by local groups, for which there is a charge of £5 for commercial organisations or those from outside the parish; free use to community groups.
Cala Homes Commuted Sum				30,000	This is ring-fenced income under covenant only to spent on the maintenance of the car park. Therefore, this sum is not included in the total receipts and will not be considered when calculating the precept.
Total receipts A	70,127.76	70,766.15	75,008.92	73,048.00	A
PAYMENTS					
Staff Costs	16,629.29	12,355.52	18,533.28	19,500.00	Increase on previous year due to annual incremental pay rise and additional incremental rise should the EO qualify for CiLCA. Costs shown here include employer's pension contribution and NI payment with some contingency for increase via national salary negotiations.
Chairman's expenses	262.80	-	150.00	200.00	The Chairman is statutorily entitled to an allowance to cover the costs of office and the council should fix the amount in advance on a rational basis. The cost has an element of public relations work. Recently such costs have covered the modest annual Christmas 'Thank You' event hosted by the parish council to thank members of the community who have contributed to the community's well-being.

	Actual Outcome 18/19	Actual as at 30/11/2019	Expected Outcome 31/03/2020	Proposed Budget 20/21	Comments note No.
Office Running costs	6,405.99	3,936.42	6,154.63	7,000.00	The costs include rent (£4,950pa, + variable maintenance), telephone landline and broadband (£500), refuse collection (£90), electricity (£580). A contingency amount is also allowed.
Training and Publications	223.99	769.99	869.99	500.00	The previous year's budget saw an increase due to CiLCA training for the EO. Going forward the EO will undergo training to obtain CPD points and members are expected to undergo relevant training when the opportunity arises. It is suggested to decrease the budget as it is hoped that the EO will have gained qualification by the end of the current F/Yr.
Meeting Rooms and Refreshments	210.00	120.00	120.00	50.00	Monthly parish council meetings are no longer held in the Baptist Church. The Annual Parish Meeting will require hire of a public meeting room.
Subscriptions	979.02	938.13	938.13	1,200.00	Annual subscriptions are paid to Worcestershire County Association of Local Councils and the national association (£902.13 this year) and CPRE £36. BGPC may also pay for clerk's membership of SLCC.
Insurance	790.33	821.94	821.94	875.00	Slight increase to premium for the year.
Auditor Fees	542.40	542.40	542.40	550.00	No change of internal auditor costs. External audit costs are based on turnover and will remain the same £300.
Legal/Professional Fees	600.00	-	400.00	600.00	There are two matters currently requiring legal input: 1. Agreement for taking on the 'Foxhills' car park and 2. Agreement for lease of part of site for gas equipment and wayleave at Millennium Park. These should be resolved prior to the commencement of 20/21, however a contingency is allowed for any future requirement.
Loan repayments	-	-	-	-	
Election costs	-	-	500.00	500.00	The next council elections will be in May 2023. It is however advised that the council sets a contingency figure of £500

	Actual Outcome 18/19	Actual as at 30/11/2019	Expected Outcome 31/03/2020	Proposed Budget 20/21	Comments note No.
					each year to cover possible charges in the event of by-election during the year.
Grants/Donations	200.00	200.00	500.00	1,000.00	The budgeted amount for 2019/20 has not been exceeded. The parish council is often the first port of call for community groups to seek support. All applicants for grant funding are asked to complete the same form. The suggested amount for 2020/21 is the same as previous year, i.e. £1,000.
General admin (Inc. bank charges)	922.26	966.29	1,449.44	1,500.00	Banks now charge for current accounts, UTB charge £6pcm; other charges here relate to stationery and office admin costs with a contingency built in.
Administration	27,766.08	20,650.69	30,979.81	33,475.00	
Newsletters	830.00	260.00	555.00	600.00	2 issues of the Bulletin (cost for 2019/20 was £520) + Christmas message in The Village £35.00 Contingency for increase in printing costs has been included.
Website	120.00	120.00	120.00	150.00	Website hosting is £150pa.
Communications	950.00	380.00	675.00	750.00	
Park Mowing	798.00	950.00	1,068.75	1,200.00	No tendering exercise has been undertaken for 2019/20; expect contract to continue with JS Bishop with slight contingency for increase.
Park Maintenance	426.80	290.00	500.00	500.00	Costs here include seasonal hedge cutting and is carried out by the mowing contractor at a cost over the year of £350. Bromsgrove DC empty the litter bins at no charge to the parish council. Regular (weekly) litter picking is being undertaken by the Outdoor Parish Caretaker. Trees are visually checked and attended to as required (large oak received coppicing in August 2019).
Park Safety Inspections	66.50	68.50	68.50	70.00	The play equipment is checked weekly and litter-picked at the same time by Outdoor Parish Caretaker. A more in-

	Actual Outcome 18/19	Actual as at 30/11/2019	Expected Outcome 31/03/2020	Proposed Budget 20/21	Comments note No.
					depth inspection of the play equipment is carried out annually by RoSPA which cost £68.50 in 2019.
Millennium Park	1,291.30	1,308.50	1,637.25	1,770.00	
Field Mowing	2,788.92	2,177.69	3,266.54	3,500.00	No tendering exercise has been undertaken for 2019/20; expect the contract will continue with Hosking Ground Maintenance at an expected cost of £3,300pa which includes regular grass cutting, occasional strimming, spiking of football pitch area with some contingency allowed in the budget.
Field Maintenance	1,163.94	411.75	463.22	1500.00	Costs here include hedge cutting twice a year, emptying litter bins, tree cutting when necessary, attention to stream, provision of dog-waste bags. Some hedge cutting and stream maintenance is currently included in the park mowing tender; the litter bins are emptied via contract with Bromsgrove DC. Costs include the provision of dog-waste bags, up to £350 pa. Regular (weekly) litter picking is being undertaken by the Outdoor Parish Caretaker who also does ad hoc work such as attention to the stream, weed pulling, keeping car park tidy. Due to the number of trees on the field, a portion of the expected costs should be ring-fenced for eventual requirements/tree surgery.
Field Safety Inspections	66.50	68.50	68.50	70.00	The play equipment is checked weekly and litter-picked, costs for which are included as part of the Outdoor Parish Caretaker's remit. A more in-depth inspection of the play equipment is carried out annually by RoSPA which 2019 cost £68.50 in 2019.
Playing Field	4,019.36	2,657.94	3,798.25	5,070.00	

	Actual Outcome 18/19	Actual as at 30/11/2019	Expected Outcome 31/03/2020	Proposed Budget 20/21	Comments note No.
Hanging baskets	565.25	560.00	560.00	600.00	Hanging baskets are purchased once pa from Where Next, a charity that provides work experience and training for people with learning difficulties or who are disadvantaged in some way. Watering of them once in place is carried out by the shopkeepers.
Planters	929.17	419.34	1,060.00	1,200.00	The planters are planted twice pa and 2 'beehive' planters were purchased in 2017 (capital purchase). Watering is carried out by the OPC using BGPC barrel-on-wheels and park water supply. A small increase is expected due to the request of a fuller and more trailing display of summer plants.
Outdoor Parish Caretaker	6,537.92	2,916.62	4,374.93	5,500.00	The OPC takes care for the parish's outdoor environment over and above that currently provided. The position covers litter picking and play equipment inspections, plus maintenance of car parks at Parker's Piece and from takeover of commuter car park, watering of planted troughs, maintenance of the bus shelter, notice boards and highways seats. To allow for additional watering of the tiered planters at the start and end of the week filling each reservoir tier an additional 2 hours per week has been added to the contract between the months of May – September. This will increase the budget to £5,500.
Other environ. (inc Defib)		1,473.67	1,842.09	1,542.00	- The grass verges along Hewell Road are cut by the same contractor who mows Millennium Park. WCC would provide 3 cuts pa, but don't need to as cuts are provided by the PC. 2019/20 costs to date were an average of £51 for each visit. (number of visits dependent on weather).

	Actual Outcome 18/19	Actual as at 30/11/2019	Expected Outcome 31/03/2020	Proposed Budget 20/21	Comments note No.
					<ul style="list-style-type: none"> - The grass verge to the rail embankment on Fiery Hill Road is cut by the PC and by the Lengthsman as part of the scheme work schedule (Network Rail are not known to have maintained here). - Occasional replacement of the bollards along Hewell Road is required; during 19/20 BGPC purchased 6 bollards which should mean that a further purchase is not needed during 20/21. - Public Right of Way countryside footpaths can be maintained by the parish council. - A new battery and pads were purchased for the defibrillator that should have a life expectancy of 18 months. No costs should be needed in 20/21.
Pollinator Site		533.31	750.00	1,000.00	A new budget area has been created to allow for expenditure to the area to include wildflower plants and seeds and other necessary items.
Commuter Car Park				1,000.00	The commuters' car park at Fiery Hill Road is expected to be in the PC's ownership from 2020 and will require on-going maintenance. The contract between the PC and the seller provides for £30,000 to be paid to the parish council which the parish council 'covenants to use for the purposes of maintaining the Car Park only'. Regular maintenance will be included in the OPC's remit.
Village Environs	8,032.34	5,902.94	8,587.02	10,842.00	
Lights Maintenance/repairs	3,804.52	2,197.80	3,296.70	1,200.00	The lighting contractor currently charges £264 pcm (£3,168 pa) for providing a monthly night visit to check and maintain the lighting points. The sodium (orange) style of lamp used in most of the PC's 71 footpath lamps is soon to be replaced to LED lamps under the led lighting contract; future maintenance costs are likely to be less and upon installation have a five-year guarantee. Should bulbs fail within this period then bulbs will be

	Actual Outcome 18/19	Actual as at 30/11/2019	Expected Outcome 31/03/2020	Proposed Budget 20/21	Comments note No.
					replaced free of charge and payment will only be required for the fitting. Following the completion of the contract negotiations will proceed to reduce the cost of the monthly retainer.
Lights Electricity	2,404.89	2,441.06	3,661.59	3,500.00	Power is supplied on an unmetered basis and calculated using the number of lighting points, the type of point and the hours of use. The 19/20 budget was considerably underestimated and only when the contract is due for renewal can renegotiations be carried out. The current 2-year contract with SSE ends in February 2021. It is expected that energy consumption will be less following replacement to energy efficient LED Bulbs to support the renegotiation when the time comes.
Christmas Lights/Tree	6,940.00	4,605.06	10,470.06	8,000.00	The Christmas lights 3-year hire agreement with Blachere comes to an end in December 2019. 19/20 hire, installation and dismantle amounted to £6,800. A new contract will need to be undertaken with a suggested budget of £8,000 for 20/21. The 19/20 budget was increased to £11,000 to allow for the current lighting hire agreement and the supply and installation of the new wrap around tree lights in the large oak tree in Millennium Park which cost £3,035.00. This is a one-off cost as the lights will remain in the tree during the year and should have a life expectancy of at least 5 years. Purchase, installation and removal of the Christmas tree on Hewell Road/Sandhills Road £350.
Street Lighting	13,149.41	9,243.92	17,428.35	12,700.00	
Lengthsman charges	-	-	2,000.00	2,000.00	Bromsgrove DC is the PC's appointed Lengthsman, the contract is provided as part of their Place Team arrangements. BDC charge £500 per quarter (£2,000pa), regardless of work undertaken of which £1,888 is reclaimed from WCC via their Lengthsman Scheme. The amount of

	Actual Outcome 18/19	Actual as at 30/11/2019	Expected Outcome 31/03/2020	Proposed Budget 20/21	Comments note No.
					work required of the Lengthsman may require additional visits and incur a higher cost; the parish council bears the cost of the difference between receipts & payments. As yet an invoice hasn't been received.
Highways	-	-	1,000.00	1,000.00	Speed awareness signs and other signage may need to be repaired or replaced.
Highways	0.00	-	3,000.00	3,000.00	
Community Walks/other events	2,029.49	580.00	1,030.00	2,000.00	Events during the year could include: First weekend July – support given to the flower festival/open gardens but there may be scope to provide entertainment and other central village activities. Community Walk September Christmas Lights switch-on Post-Christmas (Wassailing) Walk
Neighbourhood Plan	-	-	-	2,500.00	No details yet provided of expected costs. When ready to consult then there will be costs related to hall hire, display items; when ready to appoint an advisor then further professional fees will be incurred. Some grant funding may be available - Funds are available in reserves for the Plan.
Contingency				441.00	
Section 137	-	-	-	-	
Fixed Assets	5,697.41	1504.50	1504.50	500.00	19/20 Purchase of new IT equipment. A contingency sum of £500 has been allocated should further equipment needs arise.
Miscellaneous	7,726.90	2,084.50	2,534.50	5,441.00	
Payments: Revenue Budget B	62,935.39	42,228.49	68,640.18	73,048.00	The figures at A and B exclude any capital projects proposed for the year. It is advisable to set either a balanced budget or one showing a slight excess of income over expenditure. It is recommended that the excess of £610.91 is retained as contingency.

	Actual Outcome 18/19	Actual as at 30/11/2019	Expected Outcome 31/03/2020	Proposed Budget 20/21	Comments note No.
Capital Projects from Reserves	-	15,021.45	15,021.45	9,000.00	The reserves available will include any excess at the end of this financial year. Suggested capital projects for 2020/21 as listed to the left. The precept is not expected to cover capital costs.
Village Signs				5,000.00	
Interpretation panel - Pollinator				1,500.00	
Neighbourhood Plan				2,500.00	

Council Tax Band Impact Table

Council Tax Band →	A	B	C	D	E	F	G	H
Impact per band of £63,000 precept	41.00	47.83	54.66	61.49	75.16	88.82	102.49	122.99
Impact per band of £64,000 precept	41.65	48.59	55.53	62.47	76.35	90.23	104.12	125.94
Compared to last year:								
Impact per band of £63,400 precept 2019/20	41.67	48.61	55.56	62.50	76.39	90.28	104.17	125.00