

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

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www.barntgreen.org.uk



Summons and Notice of Meeting

Members are summoned to attend an **online Parish Council** meeting to be held on
11am, Thursday 21 May 2020

The meeting is open to the press and members of the public who may access the meeting by requesting a link to the email below

exec@barntgreen.org.uk to request a link to join the meeting

Meeting Agenda

20/001 Welcome by the Chairman

20/002 Apologies

To receive apologies from absent members and record the reason for absence.
Members are advised to forward apologies on receipt of this summons by email.

20/003 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.

Members are requested to declare their interests at this point during the meeting or alternatively lodge an interest with the Executive Officer prior to the meeting by email.

20/004 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 by email.**

20/005 To adopt previous minutes

To approve adoption of the minutes of the parish council meeting held 16 March 2020, previously circulated but also attached.

20/006 Annual Business

a) Review of Asset Register

Please see revised Asset Register as at 31 March 2020 for approval.

b) Confirm insurance arrangements and adequacy of cover

An annual renewal quote has been received from its current insurance company of £1,157.53 (compared to £821.94 for 19/20). This is due to the fact that in previous years there was an under representation in the asset register which was highlighted by the Internal Auditor and required correction. This will exceed the 20/21 budget by £282.53 (24.41%) and will require amendment going forward.

20/007 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 last council meeting;

a) Station	<p>An update was requested from Network Rail on 22 April and a response received reporting that all Network Rail governance has been concluded and they are still awaiting DfT approval.</p> <p>A reminder email will be sent at the end of the month.</p>
b) Pollinator Patch	<p>The low-level fencing and pollinator sign have now been installed with positive comments received from members of the public.</p> <p>A BDC 'New Homes Bonus' Grant has been drafted and supported by District Councillor Hotham, community members - School Governor and head teacher and residents. Cllr support is welcomed to add weight to the application. All supporting comments will be sent with the application.</p>
c) SmartWater	<p>Barnt Green has now reached 70% saturation meaning that it is able to display SmartWater signage at various locations in the village.</p> <p>A request has been sent to the Station Manager for permission to place signs in exit locations from the station. Council members have provided further suggestions in addition to those proved by the EO which have been added to the map.</p>
d) Pathway Improvements to Bittell Road Playing Field	<p>BDC has updated the parish council reporting that the contractor undertaking work to improve and extend the pathway is producing a phased work programme meeting the current Covid-19 Government Guidelines.</p> <p>A Risk Assessment specific to Covid-19 has also been received.</p> <p>A purchase order from BDC has been raised and the contractor will commence work W/C 18/05/20.</p>
e) Casual Vacancy	<p>Due to the current Covid-19 Restrictions the vacancy posted has been revised to remove the closing date for applications.</p> <p>No applications have been received so far but any future applicants will be given a holding response and a deadline to accept applications for transparency and fairness.</p>

20/008 Finance

- (i) To approve the Year End financial position to complete the Internal Audit.
- (ii) To note the current financial position and bills for payment. See attached
- (iii) To be advised of any expenditure decisions taken by Executive Officer. See Monzo reconciliation and request for authorisation to top up the balance to the agreed sum of £200.00. Top Up request £170.16
- (iv) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2020. Please see report provided on page 7 and Interim Summary from Internal Auditor, DKE Audit Services for information.
- (v) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2020. Please refer to page 9 for information.
- (vi) To approve quote for shed base and fencing – An email was forwarded on 13 May regarding the quotation for the shed base at a cost of £520.00 and the

installation of a 6ft, 6 section fence with concrete posts and gravel boards at a cost of £600.00. The council is asked if it wishes to instruct the contractor to carry out this work.

20/009 Planning

a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
20/00500/FUL	23 Hewell Lane	Single storey side, rear and front extensions

20/010 Date of Next Meeting

The next online Parish Council Meeting will be published on the council website and main noticeboard 3 working days prior to meeting.



Tracy Bodley
Executive Officer

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

Barnt Green Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2020		
	Cash in Hand 01/04/2019		78,384.34
	ADD		
	Receipts 01/04/2019 - 31/03/2020		105,314.10
			183,698.44
	SUBTRACT		
	Payments 01/04/2019 - 31/03/2020		91,751.84
A	Cash in Hand 31/03/2020 (per Cash Book)		91,946.60
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2020	0.00
	Cambridge Building Society	31/03/2020	63,963.31
	Unity Bank Deposit Account	31/03/2020	27,244.41
	Unity Bank Current Account	31/03/2020	738.88
			91,946.60
	Less unrepresented payments		0.00
			91,946.60
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		91,946.60
	A = B Checks out OK		

Current financial position (bank reconciliation to 30 April 2020)

5 May 2020 (2020-2021)

Barnt Green Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2020			
	Cash in Hand 01/04/2020			91,946.60
	ADD			
	Receipts 01/04/2020 - 30/04/2020			34,162.93
				126,109.53
	SUBTRACT			
	Payments 01/04/2020 - 30/04/2020			5,966.61
A	Cash in Hand 30/04/2020 (per Cash Book)			120,142.92
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2020	0.00	
	Cambridge Building Society	30/04/2020	63,963.31	
	Unity Bank Deposit Account	30/04/2020	53,244.41	
	Unity Bank Current Account	30/04/2020	2,935.20	
				120,142.92
	Less unrepresented payments			0.00
				120,142.92
	Plus unrepresented receipts			0.00
B	Adjusted Bank Balance			120,142.92
	A = B Checks out OK			

May 2020 Payments List

Voucher	Code	Payment Method	Description	Net	VAT	Total
27	Pollinator Site	BACS	low level fencing supply and install	519.00	0.00	519.00
28	Staff Costs	BACS	Salary	1,331.42	0.00	1,331.42
29	Staff Costs	DD	Pension contributions	168.87	0.00	168.87
30	General Admin Costs (inc bank charges)	BACS	Petty cash top up	170.16	0.00	170.16
19	Office Running Costs	DD	Landline and Broadband	37.50	7.50	45.00
20	Lights Electricity	DD	Dusk to dawn footpath lighting energy	226.12	45.22	271.34
21	Lights Electricity	DD	Continuous footpath lighting energy	12.94	0.65	13.59
22	Field Mowing	SO	Grounds maintenance at playing field	232.41	46.48	278.89
23	Outdoor Parish Caretaker	BACS	Outdoor Parish Caretaker	450.00	0.00	450.00
24	Insurance	BACS	Annual insurance	1,157.53	0.00	1,157.53
25	Capital Projects	BACS	Pollinator Interpretation Panel	648.00	0.00	648.00
26	Commuter Car Park	BACS	Commuter Car Park Sign	402.00	0.00	402.00
31	Training	BACS	Online Webinar	30.00	6.00	36.00
				5,385.95	105.85	5,491.80

Agenda Item 20/008 (iii)

To be advised of any expenditure decisions taken by Executive Officer. See Monzo reconciliation and request for authorisation to top up the balance to the agreed sum of £200.00. Top Up request £170.16.

Monzo Reconciliation up to 18 May 2019				
Date	Description	Supplier	Expenditure	Deposit
	Opening Balance			6.42
24/03/2020	BGPC Top up			193.58
		Balance		200.00
26/03/2020	Monthly Subscription	Adobe	15.17	
30/03/2020	Camera Charging cable	Digi-Quick	5.99	
21/04/2020	Monthly Subscription	Adobe	15.17	
23/04/2020	Printer Cartridges	Amazon	90.59	
23/04/2020	A4 file Dividers	Amazon	4.99	
04/05/2020	PC Webcam	EBay	20.00	
07/05/2020	Coffee & milk	Waitrose	18.25	
		Subtotal	170.16	
		Balance		29.84
		Top up Request		170.16

Minute no. 20/008 (iv)

To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2020

To be considered by the Full Council in the meeting; Sections 1 and 2 are part of the Annual Governance and Accountability Return that is sent to the External Auditor

Section 1 The Annual Governance Statement 2019/20

We acknowledge as the members of Barnt Green Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2020, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

'Yes' means that the council prepared its accounting statements in accordance with the Accounts and Audit Regulations.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

'Yes' means the council made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. *This has been done via:*

- *council's quarterly book-keeping review;*
- *receipt of regular, sequential financial information to meetings;*
- *recording of regular, sequential financial information in council minutes;*
- *adherence to the council's financial regulations and risk management policy;*
- *appointment of internal independent auditor.*

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

'Yes' means that the council has only done things that it has the legal power to do and has complied with proper practices in doing so via:

- *Regular information is provided to members via the county association and*
- *the publication Governance and Accountability for Smaller Authorities in England' is freely available;*
- *EO/RFO confirms not aware of any non-compliance.*

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

'Yes' means that the council during the year has given all persons interested the opportunity to inspect and ask questions about this authority's accounts.

The accounts were open to inspection between 17/06/2019 and 26/07/2019 and were advertised as such from 11/06/2019 on the council's notice boards and website.

5. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

'Yes' means that the council has considered and documented the financial and other risks it faces and has dealt with them properly.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

'Yes' means that the council has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

7. We took appropriate action on all matters raised in reports from internal and external audit.
'Yes' means that the council responded to matters brought to its attention by internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and where appropriate have included them in the accounting statements.
'Yes' means that the council has disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
The EO/RFO confirms the accounting statements include all required information.

9. Relates to Trust Funds: this is not relevant to Barnt Green PC, the response is N/A.

Tracy Bodley
Executive Officer & Responsible Financial Officer
Barnt Green Parish Council
06/05/2020

To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2020

BARNT GREEN PARISH COUNCIL RECEIPTS AND PAYMENTS SUMMARY 2019/2020					
RECEIPTS	2018/19	2019/2020	PAYMENTS	2018/2019	2019/2020
Precept received in current year	62,440.00	63,480.00	Administration	26,680.39	34333.37
Interest	531.54	550.94	Communication	950.00	339.00
Lengthsman Refund	1,167.50	1,888.10	Millennium Park	1,291.30	1421.50
Miscellaneous	79.50	29,877.20	Playing Field	4,019.36	4970.17
Hires (room / playing field)	510.00	680.00	Lighting	13,150.05	15,966.26
			Environment	8,032.34	8666.91
			Highways	-	0.00
			Events	2,029.49	2518.71
			Capital projects	5,697.41	15021.45
Total Receipts	64,728.54	96,476.24	Total payments	61,850.34	83237.37
VAT Refund	2,964.66	8,837.86	VAT PAID		8708.47
Annual Receipts		£105,314.10	Annual Payments		£91,945.84

AGAR 2020

							Explanation Required?	Explanation from smaller authority (must include narrative and supporting figures)
		2018/19	2019/20	Variance	Variance			
		£	£	£	%			
1 Balances Brought Forward		76,694	78,384					
2 Precept or Rates and Levies		62,440	63,480	1,040	1.67%		NO	
3 Total Other Receipts		7,688	41,834	34,146	444.15%		YES	Commutated sum of £30,000 (minus solicitors fees and disbursements) received for transfer of land from developer to use for maintenance of land only.
4 Staff Costs		16,629	20,765	4,136	24.87%		YES	Study time paid for additional hours spent undertaking CiLCA qualification. Overtime paid for weekend events during the year. £4,136 including oncosts.
5 Loan Interest/Capital Repayment		0	0	0	0.00%		NO	
6 All Other Payments		51,808	70,987	19,179	37.02%		YES	Additional expenses include £3035 for wrap around tree lights, £4290 capital expenditure for the purchase SmartWater Kits. Capital project of £13,000 for contract for replacement LED bulbs to street lighting. Plus £1450 for new IT Equipment.
7 Balances Carried Forward		78,384	91,946					
							NO	
8 Total Cash and Short Term Investments		78,384	91,947					
9 Total Fixed Assets plus Other Long Term Investments and Assets		198,988	204,385	5,397	2.71%		NO	
10 Total Borrowings		0	0	0	0.00%		NO	

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DRAFT

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

on Monday 16 March 2020 at 7.00pm

Members present: Cllrs R Cholmondeley, C Hotham, P Perry, J Jagger, J Nilsson and O Polton

In attendance: A representative of The Village magazine
A representative of Network Rail
Executive Officer, Tracy Bodley

19/174 Apologies
Cllr Whitehand

Other Apologies received
Worcestershire County Councillor Peter McDonald

19/175 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.

No declarations were received.

19/176 To consider any dispensations
No dispensation requests had been received.

19/177 Open Session - Participation to hear from:

a) Members of the Public – None present

b) Supporting organisations, e.g. Safer Neighbourhood Team

A representative from Network Rail reported on the progress and status of the funding application for Barnt Green Station Lifts stating that their visit was not related to the recent Freedom of Information request submitted by the parish council.

Funding through the enhancement pipeline is represented in stages with the current funding request starting at the design stage.

The 'Decision to design' is a thorough process making its way through various civil service departments and currently awaiting approval from the Minister for Transport which should be imminent.

Following the completion of the stage 2 funding request, stage 3 consists of detailed design which may take 6 – 12 months, following this, approval will be given for implementation of the project. It was anticipated that full implementation should conclude before the end of the control period (2024).

The representative asked if the parish council would consider withdrawing the Freedom of Information request recently submitted as it was suggested that this was a further drain on resources best utilised elsewhere taking focus away from the continuously moving project.

An update was also provided on the impact that the Coronavirus had on Network Rail and public transport and advised that it was well-prepared for the unprecedented level of disruption that may be caused.

RESOLVED:

1. That the FOI request be withdrawn to enable Network Rail to continue its focus on the funding application and implementation of the lifts.
2. That representatives from the parish council request a meeting with local MP Sajid Javid to ask for assistance regarding the approval of the funding application from the Minister for Transport.

c) Worcestershire County Councillor – Peter McDonald (Beacon division)
Apologies given

d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood)
Cllr Hotham reported that BDC were holding an emergency meeting regarding the escalated status of the Coronavirus and the district wide impact this afternoon and as yet did not know the outcome of this meeting.
The Full Council had met to discuss the budget and although the Independent Party had submitted a fully costed alternative budget, it did not gain sufficient support. The alternative budget made provision for a local bus route servicing the wider community where public transport was limited and also costings for 13 electric staff pool cars to eliminate the annual £63,000 expenditure relating to staff mileage claims, but these were rejected.
Approval was given however to a green energy scheme using a subterranean groundwater source to power and heat district council owned buildings i.e. schools, leisure centre and other facilities with a feasibility study costing ¼ million pounds.

19/178 To adopt previous minutes

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

The minutes of the Parish Council meeting held 17/02/2020 were approved as an accurate record of the meeting and signed by the Chairman.

19/179 Chairman's Report

The Chairman stated that an emergency meeting was held prior to the parish council meeting and gave the following statement:

'The parish council conducted a special meeting due to the progression of the Coronavirus. The overall feeling was that as this is a fast-moving situation the parish council feel that it is inappropriate to act without further official guidance from the Government and should this be given, Barnt Green Parish Council stand ready to act.'

19/180 Policy and Documents Review

- a) Data Protection Policy – March 2020. Being significantly updated to comply with current legislation, the policy required approval and signature of the Chairman.
- b) Document Retention Policy – March 2020. A newly created policy requiring approval and signature by the Chairman.

- c) Sickness Absence Policy – March 2020. Being updated the policy required approval and signature by the chairman.

RESOLVED:

1. That following policies be approved and signed by the Chairman.
 - i) Data Protection Policy
 - ii) Document Retention Policy
 - iii) Sickness Absence Policy
2. That all the reviewed policies would be placed on the council's website.

- 19/181 Casual Vacancy, Co-Option** – It was reported that the Bromsgrove District Council Returning Officer did not receive a call for an election meaning the Parish Council are able to fill the vacancy by co-option. Advertisement of the vacancy has been placed on the council's website and social media. Publication has been placed in the Bulletin newsletter and posters displayed on the village noticeboards. The closing date for applications is 11 May with a co-option date of 18 May at the annual Parish council meeting should this go ahead.

RESOLVED: That the report was noted.

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 – Being covered during public open session, no further comment was made during this agenda item.</p> <p>Station Improvements – It was reported that since the previous meeting the station manager had 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>It was further reported that an invitation had also been sent requesting attendance at the annual parish council meeting. An rsvp had not been received as yet.</p> <p>RESOLVED: That the report was noted.</p>
<p>b) NALC survey on Dementia-Friendly Communities</p>	<p>It was reported that in association with University of Plymouth, NALC is undertaking research on what parish councils are doing to support dementia within local communities. The parish council was asked if it wished to submit a completed survey.</p> <p>RESOLVED: That the EO would complete the survey on behalf on the parish council and circulate as a draft document to Cllrs prior to submission.</p>
<p>c) Sports Club Improvements - Questionnaire</p>	<p>The representative of the sports club failed to meet the deadline for submission in the spring parish council newsletter despite sending reminders by email and telephone message.</p> <p>RESOLVED: That the report was noted.</p>

19/183 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.
There was no expenditure recorded.

- (i) Parish Council Office Lease – It was reported that the office rental lease due to expire on 7 April 2020 has a break clause after three years. The EO also stated that a meeting had taken place with the landlord's management company representative regarding equality access into the building. Quotations are to be obtained for installation of a ramp with the landlord making a final decision if action would be taken.

It was also reported that since the previous parish council meeting the annual inspection of the emergency lighting and fire alarm system had been carried out. The contractor reported that there was a complete failure of the emergency lighting and a partial failure of the fire alarm system. The EO recommended that any renewal of the lease was not finalised until this was remedied and an email had been sent to the Management Company stating this.

RESOLVED: That a request be made to extend the current lease until there was a resolution on the disability access and emergency lights before entering into a new agreement.

19/184 Environment & Community Wellbeing

- a) Smart Water Project Update

The EO had compiled zones within the village to target areas that have not signed up to the scheme with Door knock sessions arranged but not executed. There was some discussion on future dates proposed during May in conjunction with West Mercia Police Partnership van.

Due to the Coronavirus it was agreed to cancel some dates previously arranged. The following schedule has been arranged as follows:

Date	Time	In attendance
19/03/2020	4pm – 6pm	Cllrs Cholmondeley & Hotham Plus, extra police presence Cancelled due to Coronavirus
25/04/2020	10am – 2pm 12 Noon – 4pm	Cllr Cholmondeley EO Sgt Aston A number of Police cadets Cancelled due to Coronavirus
Dates scheduled to be decided upon cancellation nearer the time		
02/05/2020	10am – 3pm	Cllr Cholmondeley Kay Cholmondeley Police Team with Van
09/05/2020	10am – 3pm	Police Team with Van
16/05/2020	10am – 3pm	Cllr Cholmondeley Kay Cholmondeley Police Team with Van

RESOLVED: That Cllr Cholmondeley would approach Tesco regarding parking the partnership in the vicinity of the parade of shops on the dates in May for signup sessions should this go ahead.

- b) **Butterwick Close – Gated access / public highway**
Cllr Hotham reported that there was no progress and that he had requested an update on 3 March from BDC Planners. He had not received a response on this matter but stated that the Planning Department were keen to resolve the situation.
- c) **Butterwick Close – Adoption by Highways update.**
Cllr Perry gave a verbal report stating that letters had been sent to the contractor and Cala Homes. The contractor responded reporting that Cala has no intention of entering into an adoption agreement with Worcestershire County Council under section 38. It was also observed that the contractor did not respond to the question regarding if the road was currently of a suitable standard for adoption. Cllr Perry stated that would send a reminder at the end of April.
It was suggested that Cllr Perry also consider writing to Worcestershire County Councillor McDonald to enquire as to when Butterwick Close dropped off the adoption list as communication could be channelled through WCC Officers.

RESOLVED: That the report was noted.

- d) **Bittell Road Playing Field – Path improvements**
It was reported that Bromsgrove District Council hold an allocated sum of money in region of £45,000 from the development of the Cala Homes estate. Previous consideration was given to use this money to improve to the path on Bittell Road playing field.
A meeting took place between the EO, Chairman, Vice Chairman, a BDC Officer and BDC approved contractor to discuss the feasibility of creating a circular route (Trim Trail) and obtain a quotation for the work.
Two options were presented to the council regarding widening and extending the path.
Option 1: To replace with gravel – Total Cost = £26,124.72
Option 2: To replace with Tarmac – Total Cost = £38,557.92
It was further reported that due to the nature of the sodden ground it was 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.

RESOLVED:

1. That the preferred option was to replace and extend the path replacing with tarmac under phase 1 of the Bittell Playing Field Improvements.
2. That a request is made to BDC to include a quotation to increase the size of the basketball foot pad to allow for a solid ground to shoot targets from.
3. That phase 2 would include the provision of outdoor gym equipment should the S106 budget allow.

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

It was reported that the supplier of the preferred metal shed/unit will offer pro-forma invoices on the proviso that payment was made prior to delivery. A quote had also been requested from a garden contractor to install a suitable concrete base prior to the shed being delivered. As yet the quotation had not been received.

RESOLVED: That the report was noted.

19/185 Planning Applications

a) Members' response to the following consultations:

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
<p>BGPC Recommendation for Refusal.</p> <p>It reiterates comments made on the previous planning application number: 19/00775/FUL as follows:</p> <p>BDC Policy number BDP19(n) states resistance to back land development. There is also no supporting evidence to suggest that the proposed planning application;</p> <ol style="list-style-type: none">1. Integrates into the residential area.2. Does not enhance the community.3. Is out of character for the area by way of there being no other back land development in this area. <p>Should approval be granted then a precedent will be set for adjoining properties? The right of way has a narrow access point to the proposed development. Despite the fact that this application is for a smaller dwelling than that of the previous application as listed above, it is still 'back land' development and out of character. Despite the contention that there has been historic back land development within the area of Barnt Green, it is argued that it is incorrect.</p>		

19/186 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) Councillors were be reminded of meetings to be attended and may use this opportunity to raise items for future agendas.
- ii) Previous to the meeting councillors were asked to arrange a date for an Environment Committee Meeting to discuss Christmas Lighting Hire, the Pollinator Site and other amenity provision – In light of the current Coronavirus situation it was stated that this should not go ahead, however information relating to those topics would be circulated in a report for council consideration and actioned using delegated powers of the Executive Officer.

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.
- These meetings may likely be cancelled due to the Coronavirus situation.

This meeting ended at 20:43hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council 21/05/2020

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			

Barnt Green Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Administration							
Filing Cabinets	2005	195.00	195.00	Parish Council Office			
Folding tables and benches	2016	575.00	575.00	Parish Council Office			
Gazebos x 2	Oct 2018	417.00	417.00	Parish Council Office	10 years		
HP Laptop	May 2019	420.00	420.00	Executive Officer Home A	4 years		
HP Officejet Printer	2018	200.00	200.00	Parish Council Office	5 years		
HP PC Tower and 2 x HP Monitors	May 2019	700.00	700.00	Parish Council Office	4 years		
Laminator	2012	155.00	155.00	Parish Council Office	10 years		
Office Furniture	2010	500.00	500.00	Parish Council Office			
Scanner	2013	320.00	320.00	Parish Council Office	8 years		
Shredder	2019	80.00	80.00	Parish Council Office	5 years		
		3,562.00	3,562.00				
Bittell Road Playing Field							
3 x Picnic Bench tables	2017	1,230.00	1,230.00	Bittell Road Playing field			
Adventure Trail Equipment	2009 - 2010	10,000.00	10,000.00	Bittell Road Playing field			
Basketball post and surface	2006	1,000.00	1,000.00	Bittell Road Playing field			
Bench Seating	2007	2,750.00	2,750.00	Bittell Road Playing field			
Dog Waste Bag Dispenser	2017	79.00	79.00	Bittell Road Playing field			
Fencing	2006	6,000.00	6,000.00	Bittell Road Playing field			
Footpath, cotswold stone to north wets side	2016	4,568.00	4,568.00	Bittell Road Playing field	4 years		
Goal Posts and Sockets	2006	1,000.00	1,000.00	Bittell Road Playing field			
Leasehold land north east of Bittell Road	1994	0.01	0.01	Bittell Road Playing field			
Litter/Dog Waste Bins	2007	3,000.00	3,000.00	Bittell Road Playing field			
Lockable Notice Board	2017	555.00	555.00	Bittell Road Playing field			
Pedestrian Gate	1994	250.00	250.00	Bittell Road Playing field			
Vehicle Gate	1994	1,000.00	1,000.00	Bittell Road Playing field			
Wooden bench	2011	350.00	350.00	Bittell Road Playing field			

Barnt Green Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
		31,782.01	31,782.01				
Highways							
Finger posts and gateway signs	2008-2009	3,600.00	3,600.00	village Wide			
Metal Bench Seat	2008	800.00	800.00	Bittell Road/Bittell Farm F			
Metal Bench Seats	2008-2013	4,090.00	4,090.00	Hewell Road x 3, Blackw			
Signage	2009	100.00	100.00				
		8,590.00	8,590.00				
Millennium Park							
Climbing Frame	2012	8,850.00	8,850.00	Millennium Park			
Entrance Pillars	2008	1,600.00	1,600.00	Millennium Park			
Fencing/Railings	2006-2008	4,000.00	4,000.00	Millennium Park			
Flag Pole and flags	November 2018	650.00	650.00	Millennium Park			
Lighting Column	2008	1,600.00	1,600.00	Millennium Park			
Litter/Dog Waste Bins	2009	4,000.00	4,000.00	Millennium Park			
Millennium Arch	1999	3,000.00	3,000.00	Millennium Park			
Park Benches	2008	2,700.00	2,700.00	Millennium Park			
Park Gate	2008	1,000.00	1,000.00	Millennium Park			
Planters	2006	1,500.00	1,500.00	Millennium Park			
Roundabout and safety surface	2006	2,500.00	2,500.00	Millennium Park			
Set of 4 Swings	2008	10,600.00	10,600.00	Millennium Park			
Slide, Fireman's pole and safety surface	2004-2011	10,000.00	10,000.00	Millennium Park			
Stand pipe	2018	275.00	275.00	Millennium Park			
Stilt Slide and safety surface	2004	6,500.00	6,500.00	Millennium Park			
		58,775.00	58,775.00				
Street Lighting							
13 Heritage Stlye Columns	2003-2009	20,000.00	20,000.00	Hewell Road			

Barnt Green Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
55 Steel Columns	Various	56,000.00	56,000.00	village Wide			
Christmas Lighting	2017	660.00	660.00	Hewell Road	3 years		
Wrap around tree lights	September 2019	3,642.00	3,642.00	Millennium Park	5 years		
		80,302.00	80,302.00				
Village Environs							
Brick Bus Shelter		10,000.00	10,000.00	Hewell Road			
Bus shelter Lighting	2015	350.00	350.00	Hewell Road			
Cycle Stands	2016	767.00	767.00	Hewell Road			
Defibrillator	2015	767.00	767.00	Side of post office Hewell			
Lockable notice board	2004	1,500.00	1,500.00	Hewell Road			
Noticeboard	2009	2,000.00	2,000.00	Station Approach			
Planters	2015	4,490.00	4,490.00	Hewell Road			
Tiered Planters x 2	2017	1,500.00	1,500.00	Hewell Road			
		21,374.00	21,374.00				
Grand Total:		204,385.01	204,385.01				

DKE AUDIT SERVICES

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Annual Internal Audit Report

Barnt Green Parish Council

80 Hewell Road, Barnt Green, Birmingham. B45 8NF

Financial Year Ending 31 March 2020

Name of Clerk to the Council	Tracy Bodley
Name of RFO (if different)	As above
Precept (for audit year)	£63,480
Gross budgeted income	£71,418

Internal audit carried out by	Duncan Edwards
Audit type	ANNUAL
Date of Audit Visit	21 January 2020
Date of Report	Draft Report 5 February 2020 Final Report xx xxx 2020

1 Introduction and summary

I have concluded the Council's annual internal audit. I have therefore been able to complete the Annual Internal Audit Report 2019/20 which forms part of the Annual Governance and Accountability Return.

My internal audit plan considers the evidence available to assess and ensure the Council has effective governance arrangements in place. In examining the governance framework focus has been placed on compliance with the Council's key governance 'rules', its management of risk and its financial controls.

The internal audit is not designed to identify all weaknesses in the Parish Council's systems but, it is a sample examination of systems and of testing those systems. Where weaknesses are identified during the internal audit process, which impact on governance and control, recommendations have been made in this report. These recommendations will have been discussed and agreed with the Parish Clerk.

The responsibility for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the Council. The internal audit should not be relied upon to disclose all material misstatements or frauds, errors or instances of non-compliance as may exist.

2 Due Process / Governance

The Council has adopted the key policies and documents associated with effective governance. The Standing Orders, Financial Regulations and Members' Code of Conduct and these are reviewed periodically by the Council. As part of the audit these documents have been examined and are appropriate to support and maintain effective governance arrangements. Compliance with the requirements of these documents has been reviewed and evidence and explanations obtained supports this.

Financial Regulations have been examined in particular detail, these are the financial rules upon which all Members, the Clerk (and the Responsible Financial Officer) must comply. The Council has a number of other policies, processes and documents that support its governance arrangements which have been reviewed. Policies have been reviewed and approved within the year.

The minutes of meetings appear comprehensive and are formally approved as required. The calendar of meeting, agendas and minutes are all published. The assessment of the internal control arrangements has been undertaken.

3 Risk Management & risk mitigation

The Councils approach to risk management has been reviewed. The Council is risk aware, it has a comprehensive risk management policy and operates processes that assesses, reviews, records and scores its key risk activities and implements appropriate mitigating actions. The Councils assets are risk assessed with appropriate controls in place. Insurance arrangements mitigate the risk of asset loss and negligence. Effective internal control mitigate the risk of financial loss and the system of internal control has been reviewed in support of the last Annual Governance Statement. The Risk Assessment and Management document (risk register) is periodically reviewed by the Clerk and is reviewed by Members. Specific events are risk assessed with mitigating actions put in place.

4 Budget

The budget setting process has been reviewed and is appropriate. Precept setting stems from the budget requirement. Regular budget monitoring and reporting operates and this supports effective financial management. The Council holds appropriate earmarked and contingency reserves.

5 Book-Keeping

The book-keeping arrangements have been reviewed. Receipts and payments are accurately recorded and all payments are listed and presented to Members and are approved.

A review of both the minutes and the payment files have found no unusual financial activity. Statutory payments, have been identified, recorded and processed. The financial records are well structured using the new finance package, supporting evidence provide a full audit trail.

6 Expenditure / payments and procurement controls

The Council has procurement rules. The Councils Financial Regulations specify how the procurement and contracting process must operate. In order to demonstrate both compliance with the regulations and the overarching principle of securing and evidencing value for money, appropriate records of processes followed when inviting, evaluating and awarding contracts should be retained.

A sample number of payments were examined, the payments were for items in accordance with budget, were supported by invoices or appropriate records, and had been approved by Members. Payments were verified to the bank account which had been reconciled. The bank account signatory controls are followed.

7 Procurement, credit or debit cards (inc. internet procurement)

The Council uses a preloaded payment card. Use and payments were reviewed and appropriate controls are present.

8 Payroll and Staffing – Parish Clerk and others

Employment and payroll processes have been reviewed. The employment contract for the Clerk sets the terms for the role and that of the Responsible Financial Officer and salary is set in accordance with Nalc pay structure. For the sample selected, salary payment calculations are correct and statutory deductions made.

9 Income (receipt) Controls

The Council has minimal activities that generate income, the main receipt being the precept. The payments received have been properly recorded in the accounting records and have been banked.

10 Petty Cash & Change Floats

The Council does not operate petty cash or change float systems.

11 Asset Control

The Council has a comprehensive asset register that is risk assessed. Assets are valued based on purchase price. The correlation between the value of the assets stated in the asset register and the insured values could be reviewed. This matter was raised in last year's internal audit report.

12 Bank Reconciliation

The bank reconciliation is a key financial control. The bank reconciliation process was reviewed and found to be effective and provides sound control. The bank reconciliation is periodically approved by Members.

13 Information Technology

The Councils financial records are maintained on a recently acquired specialist software system. The computer is password controlled with the access arrangements being in accordance with Financial Regulations. Back-up arrangements are in place as the Clerk saves all data and information on the 'Cloud'.

14 Information management, DP, FOI & Transparency

The Council has arrangements in respect of data protection, freedom of information and records management.

15 Year-End Procedures

This is the drafting assuming the end of year documents provided support the statement.

The key end of year records have been examined after 31 March 2020 to seek evidence that the accounting records and funds statement agree to sums held at the bank, and formal verification has been given by Members. The end of year accounting records examined were the:

- Final cash book summary, showing for each budget head the final actual payments and receipt sums to budget
- Final bank statements
- Final bank reconciliation signed off by Members
- Year-end accounts, those submitted or to be submitted to Members

No issues have arisen from the review of the above records. This concluded the internal audit review, enabling the completion of the annual 'internal audit report' that accompanies the accounting and governance statements submitted to the external auditor.

16 Miscellaneous / other control matters

The matters raised in the last internal audit report to be actioned were;

Risk Management

There is no formal overarching risk management policy, it is recommended that a policy is introduced (see example in the Governance and Accountability for Smaller Authorities in England – Practitioners' Guide – Section 5). The policy should set out how the Council assesses, controls, records and monitors risks, in doing so it should aid and support decision making particularly where there is competing demand for limited resources.

Although the Council is risk aware, there remains no overarching Risk Management Policy to determine and govern how risks will be identified, assessed, managed and the level of the Councils risk appetite set (the risk levels the Council will accept). The Councils Financial Regulations (17.1), (1.9), (1.15), refer to a risk policy, and reference and define 'proper practice', the guidance for which detail a suggested approach to risk management.

This has now been addressed.

Asset value to insured value

The correlation between the value of the assets stated in the asset register and the insured values could be reviewed.

The review of the value of assets shown on the asset register to the value of the items insured has not occurred. However, work is in progress to add the insured value and the replacement cost of assets to the asset register. This will identify any variance between the values that need consideration. At the time of the audit the approximate value of the items on the asset register was £210,000 the value of assets on the insurance schedule was £110,000.

This matter remains outstanding

Verification of invested sums

A significant sum is held in an investment account, it is recommended that evidence, by way of Members verifying the bank statement, should occur at least half yearly and include the verification of the final year end statement at 31 March.

The verification of the sums held in the investment account to a statement has not occurred. However, the account is due to be closed with the sum being transferred to a new investment account. This process will confirm to Members the sum held. The recommendation that sums held in investment accounts are verified by Members at least half yearly remains.

Members agreed to maintain the Councils existing investment arrangements. The sums in the account have been verified. This has now been addressed.

The internal auditor wishes to acknowledge the support and assistance provided by the Parish Clerk during the internal audit review.

xxxx

Duncan Edwards