

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 Meeting

Members are summoned to attend an **online Parish Council** meeting to be held on
10am, 22 June 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

20/011 Welcome by the Chairman

20/012 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.

20/013 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.

20/014 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.

20/015 To adopt previous minutes

To approve adoption of the minutes of the parish council meeting held 21 May 2020, previously circulated but also attached.

20/016 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

a) **Volunteers Policy and Procedure** – As part of compliance with insurance regulations and to recognise the Council's duty of care to its volunteers, this is a newly created policy to encompass protecting both the council and the volunteer. It further creates a framework in which the council and volunteer strives to build together, requiring adoption and signature by the Chairman. A draft copy of the Pollinating Group Volunteer Risk Assessment is also provided for approval.

b) **Guidelines for Staff, Volunteers and Councillors** - These guidelines have been updated and will accompany the Volunteers Policy and Procedure for volunteers signing up to carry out voluntary work.

- c) **Protocol on Preapplication Meetings for Major Developments** – This policy has been updated to include statements from the National Planning Policy Framework and additional information relevant to the current National Guidelines. This policy requires approval and signature by the Chairman.
- d) **Councillor Vacancies and Co-Option Procedure** - This has been revised with additional information included to allow interested candidates to gain a better understanding of the vacancy and co-option process . The application form remains largely unchanged. The policy requires approval and signature by the Chairman.
- e) **Vexatious Requests and Complaints Policy** - This is a newly created policy to address an increased frequency in vexatious and repeated complaints made toward the council, its staff, and contractors. It demonstrates the procedures to follow should a councillor, member of staff or contractor receive habitual requests that represent a grossly oppressive strain on time and council resources in a disruptive and unreasonable manner. This policy requires adoption and signature by the Chairman.
- f) **Death of a Senior National Figure – Operation London Bridge Protocol** - This protocol is in draft format requiring approval of recommendations with thoughts to be considered on the occasion of the death of a Senior National Figure and how the village wishes to pay respect to this.
 The action grid commencing on page 9 of the protocol highlights in red items that require approval prior to the adoption of the procedure.
 To clarify, the points requiring action are:
 - 2. BGPC’s Mourning Protocol to be approved.
 - 3. Flag Flying – Requires a council volunteer and a standby.
 - 4. Proclamation Day – a) The council is asked if it wishes to give a village Proclamation, b) To approve invited guests as listed in appendix 4 (If no Proclamation is to be given, then this is not required), c) Publicising the Proclamation (If no Proclamation is to be given, then this is not required).
 - 5. Book(s) of Condolence – a) Councillor Volunteers are required to man the office during the official period of mourning in order for residents to be able to sign the book when the EO is not in attendance, b) Consideration is asked for a second book location within the village, c) Website condolences to be added to the hard copy book of condolence requires approval.
 - 8. Flowers – To approve the proposed site for the laying of flowers under the large tree in Millennium Park.
 - 9. Mourning Expenditure – Black Ribbons, armbands, condolence book, suitable table covering, table flag, the expenditure of such requires approval.
 - 11. Content for Website – requires drafting and subsequent approval.
 - 12. Letter of condolence – Content requires drafting by the Chairman.

20/017 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	An update was requested from Network Rail on 15 June and a response received reporting that a query has been highlighted from the Chief Secretary to the Treasury regarding cost effective delivery of the scheme. Network Rail has answered this and is awaiting the remit from DfT to commence design.
------------	--

b) SmartWater	Having previously reported that Barnt Green has now reached 70% saturation enabling SmartWater signage to be installed in the village, the EO is awaiting responses from other agencies prior to forwarding the final site plan to West Mercia Police for installation.
c) Streetlamp Replacement LED Bulbs completion	Due to the Covid-19 lockdown the contractor carrying out the replacement LED bulbs has notified the parish council that they had been closed from 24 March, with their staff on furlough. The business re-opened on 1 June and steps have been taken to chase the delivery of the bulbs for the Hewell Road streetlamps from China.
d) Yellow developer signs within the village	The EO has asked the lighting contractor to assist in removing 3 yellow signs that were installed on parish council owned streetlamps without permission. 2 x 'Foxhills' signs on Bittell Road and 1 x 'Cofton Grange' sign at the top of Hewell Road by Greenbank.
e) Shed base and replacement fencing – Millennium Park	The contractor has completed work to install a shed base in the children's play area. A shed has been placed on order following payment on a pro-forma invoice. Lead time for the shed will take approximately 8 weeks. The galvanised metal shed previously approved by council members, is black in colour and the new size of 10ft x 7ft due to the difficulties in sourcing the approved item.
f) Worcestershire County Council – Mineral Site Allocations Call for Sites Responses	An email has been received stating that WCC is preparing a Mineral Site Allocations Development Plan Document. A 'Call for Sites' ran from 16/01/20-13/03/20 with the council publishing a summary that can be viewed at www.worcestershire.gov.uk/minerals displaying the sites promoted for consideration. No decision has yet been made on which of these sites should be allocated.
g) Rapid Electric Car Charging - Update	It has been reported that BDC has appointed and signed contracts for installation and management of rapid electric car charging points throughout the district. The successful contractor is currently assessing the feasibility of the proposed sites with notification expected shortly.
h) Litter bin – Commuter Carpark	BDC have advised that a litter bin will be installed week commencing 15 June 2020, regular collections have also been scheduled to coincide with collections on the playing field.
i) Overhanging holly tree and large shrubs Hewell Road	Reports have been received that the holly tree and entwined large shrubs need to be reduced in height and size. This is blocking the light to the adjacent streetlamp and diminishing visibility to any Christmas motif display. The weight of the branches in full leaf have brought down the Christmas string lights on two occasions this year. It is recommended due to health and safety implications that the tree height is reduced and the trailing hedge cut back accordingly. The pea lights will require removal and discarding. A quotation has been received to carry out the work at a cost of £210.00. Given the H&S implications, instructions have been given to carry out the work as a matter of urgency.

20/018 Finance

- (i) To note the current financial position and bills for payment. See attached
- (ii) To be advised of Final Internal Audit Report and to note recommendations;
 - a) Item 11 – Asset Control (page 3) '*....The correlation between the value of the assets stated in the asset register and the insured values could be reviewed.*'

Please note that a revised Asset Register was submitted to the online parish meeting on 21 May 2020 and subsequently approved. This matter is now resolved.

- b) Item 16 – Miscellaneous / Other Control Matters (page 4) ‘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.’* **This has now been addressed, the risk management policy is one of the best I have seen.**
- c) Item 16 - Miscellaneous / Other Control Matters (page 4) ‘The matters raised in the last internal audit report to be actioned were; *‘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.’* Please note this has now been actioned resulting in the insurance premium being increased which was reported at the previous Parish Council meeting 21/05/2020.
- iii) To be advised that the Annual Governance and Accountability Return (AGAR) has now been submitted to the External Auditor and the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return for year ended 31 March 2020 has been published on the council’s website, Office Window and the main noticeboard by the bus stop in Hewell Road.

20/019 Environment & Community Wellbeing

- a) Pathway Improvements to Bittell Road Playing Field - **Please see separate report appended. Members are asked to consider recommendations within this report.**
- b) Pollinator Patch – Volunteer Request
A BDC ‘New Homes Bonus’ Grant has been submitted. The council will be notified in early September if the application is successful. Various social media methods have been employed to formulate a bank of volunteers to carryout planned planting events and occasional maintenance. **Everyone is welcome to join and members are requested to lend their support and spread the word to interested parties willing to give up a small amount of time.**
- c) Total Football – Field Hire
The organiser of Total Football has reported that due to Covid-19 there was a period where football activity ceased. It was reported that from 2 June, coaching would restart on a limited basis with full risk assessment in place.
The Chairman has proposed issuing a credit note for term 2 (£170.00) in lieu of non-usage during the lockdown. **Members are asked to approve this decision.**
- d) Bittell Road Playing Field – Night-time activity
Reports have been received about groups of young adults congregating in the playing field during the night running into the early hours of the morning. Audible disturbance to the neighbours, notably in Margesson Drive, has resulted in calls to the police who are unwilling to intervene as no criminal act has taken place.
The OPC has reported that litter has increased mainly left by the litter bins (cans, bottles of Prosecco, food packaging etc.).
The council is asked if it wishes to pursue the matter formerly by introducing a PSPO. The local Government Guidance on Public Spaces Protection Orders is supplied for your information.
- e) Boundary of Children’s Play Area in Millennium Park – Work has been completed on the new boundary fence adjoining the garden of a neighbouring property on Hewell Road. The property owner is now seeking permission to use the space between the old and new boundary to plant additional screening vegetation. The EO has responded to say that although in principal this should not be a problem, a stipulation prior to granting approval would be a requirement to provide a signed agreement acknowledging that further maintenance of the planted area would fall to the property owner and that any damage caused by said planting to the perimeter fence would also be their responsibility. **The council is asked if it wishes to grant permission with an agreement in place as directed above.**
- f) Use of Carpark by Mercian Fitness and Nordic Walking Group – The council has been approached by the group wishing to use the playing field carpark for up to a maximum of 6 vehicles for the duration of up to 2 hours on an occasional basis to provide a starting point for group walks within the area.
The EO has supplied an alternative site as the commuter carpark given it provides

more spaces to utilise and asked the group to confirm the possible dates, start and finish times and confirmation that the number of cars would not exceed 6.

The council is asked to approve the use of the carpark for the group.

20/020 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. Members are requested to consider a convenient date for an online parish council meeting for the end of July.



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

Agenda Item 20/017 (d) Pathway Improvements to Bittell Road Playing Field

Playing Field Update

Work at the playing field on the installation of the circular route pathway is continuing well and is scheduled for completion shortly.

Exercise Equipment – Tenders have been sent out through BDC for the supply and installation of outdoor exercise equipment. Once successful tenderers have been selected, BDC will consult the parish council on what equipment it would prefer from the remaining budget.

The council is asked if it wishes to install an outdoor hand sanitiser dispenser in the location of the exercise equipment for users of the equipment. A quotation has been received for a galvanised steel foot pedal operated dispenser with 5 litre refillable tank, please see quotation and specification. **The council is asked if it wishes to approve this expenditure.**

Tree Maintenance - The dead tree on the edge of the wooded area of the park adjacent to the path has now been removed free of charge in exchange for the logs produced. There is a lot of smaller branches and debris on site which for health and safety compliance and for appearance will need to be chipped and scattered.

The basketball square has been increased in size and re-laid to blacktop, however a large tree on the perimeter of the playing field has several overhanging branches requiring attention.



A quote has been received from the contractor who carried out pollarding work on the large tree in Millennium Park. To carry out the clearance and chipping of the small branches and debris and to clear the branches around the basketball hoop would cost £125.00 + VAT.

The council is asked if it wishes to approve this expenditure.

Signage – The main entrance to the playing field has three information signs that are looking faded and cracked. Please refer to photographs. It is proposed to consolidate all the information from



these signs and install with one sign measuring 300mm x 400mm, please refer to draft illustrated. A larger copy is also attached at the end of the report. The dog waste bag dispenser will be re-sited in a lower position with the sign installed on the tall post between the two gates. It is proposed that the

redundant signs are removed. The cost to supply and fit the new sign is £175.00.

The council is asked if it wishes to approve the content of the new sign and expenditure for supply and installation?

With the completion of the measured circular route, the council may wish to consider installing a distance marker.

It is recommended to install a wooden 900mm height post, a taller version of those at the pollinator patch without a rope hole. Example shown below. The council has a spare permanent spike fixing post and would only need to purchase 1 x taller wooden post (cost of post £45.00). The costing for the supply and installation of 3 x side panels and 1 x top panel is £125.00, making the entire project a cost of £170.00.

The council is asked if it wishes to approve the design of the distance marker post and expenditure for supply and installation?



Top 85mm x 115mm

Side 85mm x 200mm

Concrete circular bollards – Following a mixed response to removing or retaining the large circular bollards a decision was made to remove the bollards and install a dropdown lockable barrier post. The post will provide additional piece of mind security while looking more pleasing to the newly laid path surface.

Ref. UVG2

TOTEM HYDRO

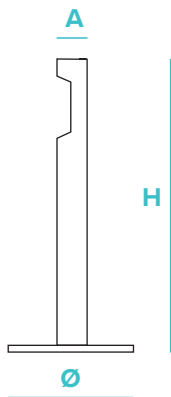
GEL DISPENSER



FEATURES

Manufacturing: Hydroalcoholic gel dispenser made of galvanized steel with epoxy primer and polyester paint, black powder coating, forge effect. Head in stainless steel. With 5 litre refillable tank.

Installation: Floor mounting with 2 Ø10 screws, not supplied.



TECHNICAL TABLE

REF.	H	A	Ø
UVG2	1230mm	150 x 100mm	380mm



**WITH
5 LITRE
REFILLABLE
TANK**



The UK's sport and play specialist

QUOTATION

Barnt Green Parish Council

80 Hewell Road
Barnt Green
BIRMINGHAM
West Midlands
B45 8NF
GBR

Date

04 Jun 2020

Quote Number

QU-0020

Reference

Expiry

04 Jul 2020

Morti Sport & Play Limited

Corner Cottage
Holford
BRIDGWATER
Somerset
TA5 1RZ
GBR

VAT Number

304 7259 15

Description	Quantity	Unit Price	VAT	Amount GBP
UVG2, Hydroalcoholic gel dispenser made of galvanised steel with epoxy primer and polyester paint, black powder coating, forge effect. Head in stainless steel. With 5 litre refillable tank.	1.00	385.00	20%	385.00
Freight, Delivery to B45 8NF	1.00	30.00	20%	30.00
			Subtotal	415.00
			Total VAT 20%	83.00
			Amount Due GBP	498.00

Morti Sport & Play Limited Terms and Conditions

The Content of This Contract

In this contract "the company" means Morti Sport & Play Limited, "the goods" means the goods or services sold or supplied by the company to the customer under this contract. "This contract" means a contract between the customer and the company incorporating these conditions. This contract governs the sale of goods by the company to the exclusion of all other representations, statements, understanding, negotiations, proposals or agreements. Where the customer submits its own order form these terms shall prevail if they conflict with the terms in that form, even if that form includes a condition similar to this one. The customers offer shall be subject to acceptance by the company. Orders are accepted are estimates of delivery given conditionally on the company being able to secure the necessary labour or material and without responsibility for delays or non- fulfilment arising through risk and uncertainties of manufacture, strikes, accidents, force majeure or otherwise howsoever caused. All drawings, descriptive and forwarding specifications, particulars of weights and

Existing Signs at the entrance to the playing field



Bittell Road Playing Field

Managed by

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

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



Please help the council to be good neighbours

- Arrange noisy gatherings / play games away from houses.
- Avoid footballs landing in the sports club neighbouring gardens.
- Use the litter and dog waste bins provided.
- For larger gatherings please take your litter home with you.
- Please keep dogs off the football pitch.
- Contact the Parish Council if you wish to use the field for organised activities.
- Organised activities MUST have appropriate insurance cover and risk assessments.
- Contact the Parish Council if you identify any problems or you have any queries.

NO VEHICLES ALLOWED

Take Care of Your Property

Barnt Green Parish Council will not accept liability for any damage, accidents or loss to any vehicles. The parish council forfeits the responsibility of articles left on the land under its control used by patrons.

Agenda Item 20/018 (i) To note the current financial position and bills for payment.
Current financial Position – Bank Reconciliation up to 31 May 2020

Barnt Green Parish Council

Prepared by: Tracy Bodley Date: 08/06/2020
Name and Role (Clerk/RFO etc)

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

Bank Reconciliation at 08/06/2020			
	Cash in Hand 01/04/2020		91,946.60
	ADD Receipts 01/04/2020 - 08/06/2020		34,162.93
			126,109.53
	SUBTRACT Payments 01/04/2020 - 08/06/2020		11,699.41
A	Cash in Hand 08/06/2020 (per Cash Book)		114,410.12
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2020	0.00	
	Cambridge Building Society 31/05/2020	63,963.31	
	Unity Bank Deposit Account 31/05/2020	50,244.41	
	Unity Bank Current Account 31/05/2020	202.40	
			114,410.12
	Less unrepresented payments		0.00
			114,410.12
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		114,410.12
	A = B Checks out OK		

June Payments Report – Authorised 18 June 2020

Voucher	Payment Method	Description	Net	VAT	Total
34	BACS	Internal Audit	247.40	0.00	247.40
35	BACS	Outdoor Parish Caretaker	450.00	0.00	450.00
36	SO	Office Rent	1,237.50	0.00	1,237.50
37	SO	Grounds maintenance at playing field	232.41	46.48	278.89
38	BACS	Professional Fees - Lease on Millennium Park (Cadent Gas)	936.67	187.33	1,124.00
39	DD	Pension contributions	168.87	0.00	168.87
40	BACS	Salary	1,376.44	0.00	1,376.44
41	DD	Landline and Broadband	37.50	7.50	45.00
42	BACS	PAYE Qtr. 1	848.19	0.00	848.19
43	BACS	Summer planting - planters	466.67	93.33	560.00
44	BACS	Metal Apex Shed	526.62	105.33	631.95
45	DD	Continuous footpath lighting energy	13.24	0.66	13.90
46	DD	Dusk to dawn footpath lighting energy	233.47	46.70	280.17
47	BACS	Grounds maintenance at Millennium Park	118.00	0.00	118.00
48	BACS	Cutting Verges - Hewell Road	32.00	0.00	32.00
49	BACS	Removal of 3 x Yellow signs	60.00	12.00	72.00
50	BACS	Dog bags	137.25	27.45	164.70
51	BACS	Shed Base Installation	570.00	0.00	570.00
52	BACS	Supply and fit perimeter fence	600.00	0.00	600.00
			8,292.23	526.78	8,819.01