

# 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  
**5pm, Monday 18 January 2021**

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](mailto:exec@barntgreen.org.uk)

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 20/070a 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

#### **20/067 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.

#### **20/068 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.

#### **20/069 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.

#### **20/070 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)

#### **20/071 To adopt previous minutes**

To approve adoption of the minutes of the parish council meeting held 30 November 2020, previously circulated but also attached.

#### **20/072 Policy and Documents Review - All approved Policies will be uploaded onto the council's website**

- a) **Community Engagement Strategy** – This was a newly created policy in 2020 requiring only minimal changes. The Strategy requires approval and signature by the Chairman.
- b) **Interim Review of Three Year Forward Plan 2020-2023** – With some minor amendments the policy requires approval and signature by the Chairman.

- c) Action Plan for the year ahead – 2021 –** Previously circulated with the draft budget prepared for 2021. This document assists with the financial plan and activities the council wishes to continue and/or newly execute for the year ahead. Members were asked if it wished to include additional actions previously. The 2021 Action Plan requires approval and signature by the Chairman.

**20/073 Chairman’s Report** - A verbal report may be given during this agenda item.

**20/074 Executive Officer’s Report**

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

a) Station Lift Update	An update was requested on 5 January and will be reported at the meeting should it be received.
b) Best Dressed Christmas Shop Window Competition	Following judging taking place on 15 December, the winner of the 2020 trophy went to Village Financial Solutions. Newly co-opted councillor Mark Roberts presented the award with a photograph published on the council website and social media page and forwarded to local press.
c) Bittell Road Playing Field – Bench Update	The bench has been delivered to the OPC for installation. A meeting has been arranged to identify a suitable location for maximum use by path users.

**20/075 Finance**

- (i) To note the current financial position and bills for payment authorised on 18 December. See attached page 4 and 5.
- (ii) To be advised of any expenditure decisions taken by Executive Officer. See Monzo reconciliation with request for authorisation to top up the balance to the agreed sum of £200.00. The Top Up request of £153.35 was authorised in the December payments. Page 5.
- (iii) To receive budget recommendations for 2021/2022, see attached Page 6. – Full report previously circulated and included within separate agenda information pack.
- (iv) To approve the precept for 2021/2022 of £65,000 (Band D impact of £63.10pa) – The Precept Request Form Requires signature of the Chairman and EO.
- (v) Millennium Park/Hewell Road Verges Estimate 2021 - The annual estimate has been received from the contractor carrying out grass cutting in Millennium Park including hedge and verge cutting. The estimate has an average increase of 0.33% from the previous year and therefore it is recommended to accept the proposed estimate accordingly. Please see attached analysis on year-on-year comparatives. Page 7.

**20/076 Environment & Community Wellbeing**

- a) Bittell Road Playing Field Outdoor Gym Equipment Tenders - Members are asked to consider the proposals for the Outdoor Gym Equipment and approve award of the scheme. Report previously circulated but also included within separate agenda information pack.
- b) Greenbank Grass Verge – A resident has requested that a second ‘Verge Master’ bollard is placed on the grass verge on the corner of Greenbank and Hewell Road to deter vehicles mounting the kerb leaving tracks. The council is asked to consider the request.
- c) Request for food trailer popups to be sited within the village by two separate businesses – Please see report attached on page 7 and 8.

**20/077 Planning Matters –**

a) To consider response to consultations received including:

None to be considered.

**20/078 Date of Next Meeting**

The next online Parish Council Meeting will be published on the council website 3 working days prior to meeting. Members are requested to consider a convenient date for an online parish council meeting for February.



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

Tracy Bodley  
Executive Officer  
11/01/2021

**Agenda Item 20/075 (i)** To note the current financial position and bills for payment.  
 Current financial Position – Bank Reconciliation up to 31December 2020

	<b>Bank Reconciliation at 04/01/2021</b>		
	Cash in Hand 01/04/2020		91,946.60
	<b>ADD</b> Receipts 01/04/2020 - 04/01/2021		81,713.91
			173,660.51
	<b>SUBTRACT</b> Payments 01/04/2020 - 04/01/2021		57,871.63
<b>A</b>	<b>Cash in Hand 04/01/2021</b> (per Cash Book)		<b>115,788.88</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2020	0.00	
	Cambridge Building Society 31/12/2020	63,963.31	
	Unity Bank Deposit Account 31/12/2020	51,159.35	
	Unity Bank Current Account 31/12/2020	839.74	
			<b>115,962.40</b>
	Less unrepresented payments		173.52
			115,788.88
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>115,788.88</b>
	<b>A = B Checks out OK</b>		

December Payments Report – Authorised 18 December 2020

## December Payments List

Voucher	Description	Net	VAT	Total
129	Continuous footpath lighting energy	12.73	0.64	13.37
130	Dusk to dawn footpath lighting energy	221.50	44.30	265.80
131	Best Dresses Window Trophy	14.95	2.99	17.94
137	Grounds maintenance at playing field	232.41	46.48	278.89
139	Christmas Tree, supply, install and remove	560.00	112.00	672.00
140	Feel and Clear trees in wooded area of park	330.00	66.00	396.00
141	Completion of LED Lighting Contract	2,090.00	418.00	2,508.00
142	Installation of Christmas Lights	2,540.00	508.00	3,048.00
143	Christmas Message	30.00	6.00	36.00
145	Landline and Broadband	37.50	7.50	45.00
148	Bench with Arms	207.50	41.50	249.00
132	Cutting of play area & side verges	376.00	0.00	376.00
133	Installation of Shed	240.00	0.00	240.00
134	Outdoor Parish Caretaker	450.00	0.00	450.00
135	Shelving for shed	24.00	0.00	24.00
136	Office Rent	1,237.50	0.00	1,237.50
138	Pension contributions	173.52	0.00	173.52
144	Salary	1,381.69	0.00	1,381.69
146	PAYE	565.75	0.00	565.75
147	Lengthsman Work	225.00	0.00	225.00
149	Petty cash top up	153.35	0.00	153.35
		<b>11,103.40</b>	<b>1,253.41</b>	<b>12,356.81</b>

**Agenda Item 20/075 (ii) Expenditure Decisions taken by Executive Officer – Monzo Reconciliation**

Monzo Reconciliation up to 18/12/2020				
Date	Description	Supplier	Expenditure	Deposit
	Balance			32.50
13/10/2020	A4 Envelopes	Amazon	4.49	
16/10/2020	BGPC Topup			167.50
				195.51
21/10/2020	Monthly Subscription	Adobe	15.17	
30/10/2020	Online Communication Subscription	Zoom	14.39	
04/11/2020	Collins 2021 Diary	Amazon	6.76	
04/11/2020	Desktop Calendar	Amazon	4.25	
04/11/2020	Wall Calendar	Amazon	12.78	
11/11/2020	Printing of Shop Window Competition Postcards	Vista Print	39.20	
21/11/2020	Monthly Subscription	Adobe	15.17	
30/11/2020	Online Communication Subscription	Zoom	14.39	
01/12/2020	Webcam	Amazon	19.97	
01/12/2020	Noticeboard Magnets	Amazon	5.99	
07/12/2020	Photo Editor	Microsoft	0.79	
		Sub-Total Spend	<b>148.86</b>	
		Balance		46.65
		Top Up Request		<b>153.35</b>

# Agenda Item 20/075 (iii) 2021/2022 Proposed Budget

## BARNT GREEN PARISH COUNCIL PROPOSED BUDGET 2021/2022

	Actual Outcome 19/20	Expected Outcome 20/21	Proposed Budget 21/22
<b>RECEIPTS</b>			
Precept	63,480.00	64,000.00	65,000.00
Interest	550.94	100.00	100.00
Lengthsman Refund	1,888.10	1,888.00	1,888.00
Other Income	29,876.50	13,057.50	1,500.00
Hires (room/playing field)	680.00	340.00	510.00
<b>SUB TOTAL</b>	<b>96,475.54</b>	<b>79,385.50</b>	<b>68,998.00</b>
VAT Reclaim			5,000.00
			<b>73,998.00</b>
<b>PAYMENTS</b>			
<b>Administration</b>			
Staff Costs	20,765.14	22,496.18	23,000.00
Chairman's Expenses	383.46	0.00	200.00
Office Running Costs	7,315.08	7,400.00	7,400.00
Training & Publications	1,069.99	120.00	300.00
Meeting Rooms	120.00	0.00	50.00
Subscriptions	1,330.13	1,400.00	1,400.00
Insurance	821.94	1,157.53	1,250.00
Auditor Fees	542.40	647.40	650.00
Legal/Professional Fees		1,686.67	750.00
Loan Repayments		0.00	0.00
Elections Costs	82.72	0.00	500.00
Grants/Donations	200.00	1,000.00	1,000.00
General Admin Costs (inc bank charges)	1,702.51	883.06	1,200.00
<b>SUB TOTAL</b>	<b>34,333.37</b>	<b>36,790.84</b>	<b>37,700.00</b>
<b>Bittell Road Playing Field</b>			
Field Mowing	2,642.51	2,390.50	3,000.00
Field Maintenance	2,259.16	1,365.27	1,500.00
Field Safety Inspections	68.50	68.50	70.00
<b>SUB TOTAL</b>	<b>4,970.17</b>	<b>3,824.28</b>	<b>4,570.00</b>
<b>Communications</b>			
Newsletters	25.00	560.00	600.00
Website	120.00	120.00	140.00
<b>SUB TOTAL</b>	<b>145.00</b>	<b>680.00</b>	<b>740.00</b>
<b>Highways</b>			
Lengthsman Charges	0.00	1,166.00	2,000.00
Highways	0.00	1,000.00	500.00
<b>SUB TOTAL</b>	<b>0.00</b>	<b>2,166.00</b>	<b>2,500.00</b>
<b>Millennium Park</b>			
Park Mowing	836.00	946.00	1,300.00
Park Maintenance	517.00	985.00	800.00
Park Safety Inspections	68.50	68.50	70.00
<b>SUB TOTAL</b>	<b>1,421.50</b>	<b>1,999.50</b>	<b>2,170.00</b>
<b>Street Lighting</b>			
Light Maintenance/Repairs	3,338.25	500.00	400.00
Lights Electricity	3,038.43	3,000.00	2,800.00
Christmas Lights/Tree	9,589.58	7,500.00	8,000.00
<b>SUB TOTAL</b>	<b>15,966.26</b>	<b>11,000.00</b>	<b>11,200.00</b>
<b>Village Environs</b>			
Hanging Baskets	560.00	0.00	660.00
Planters	916.01	466.67	1,200.00
Other Environmental	2,190.90	1,427.14	1,500.00
Outdoor Parish Caretaker	5,000.00	5,400.00	5,800.00
Pollinator Site	0.00	3,500.00	800.00
Commuter Car Park	0.00	900.00	1,000.00
Covid-19	0.00	1,500.00	0.00
<b>SUB TOTAL</b>	<b>8,666.91</b>	<b>13,193.81</b>	<b>10,960.00</b>
<b>Miscellaneous</b>			
Walks & Events	1,014.21	0.00	2,000.00
Neighbourhood Plan	0.00	0.00	1,000.00
Contingency	0.00	0.00	658.00
Section 137 / GPC	0.00	0.00	0.00
Fixed Assets	0.00	3,000.00	500.00
<b>SUB TOTAL</b>	<b>1,014.21</b>	<b>3,000.00</b>	<b>4,158.00</b>
<b>TOTAL:</b>	<b>66,517.42</b>	<b>72,654.43</b>	<b>73,998.00</b>
<b>Capital Projects funded via Reserves</b>			<b>20,000.00</b>
New Bus Shelter Noticeboard			7000.00
Circular Route signage at Playing Field			1000.00
Neighbourhood Plan			9000.00
New Park Signs - Millennium Park			500.00
Woodland seating for children's group learning at pollinator site			2500.00

**Agenda Item 20/075 (v) Millennium Park/Hewell Road Verges Estimate 2021**

**John Bishop Garden Contractors Estimate 2021 Comparison Report**

Description	Frequency per annum	2020 Cost	2021 Cost	% Difference	2021 Annual Cost
Grass cutting Millennium Park	15	59.00	60.00	1.7	900.00
Cutting of Perimeter hedging to park	1	130.00	130.00	0.0	130.00
Verge Cutting Hewell Road	12	32.00	32.00	0.0	384.00
Leaf Raking and removal from site in park	1	115.00	115.00	0.0	115.00
Cutting of back hedge in park	1	65.00	65.00	0.0	65.00
				<b>Total Cost</b>	<b>1594.00</b>

**Agenda Item 20/76 c) Request for food trailer popups to be sited within the village by two separate businesses**

The Parish Council has been approached by two separate business ventures requesting permission to operate trade on Parish Council owned land.

**Urban Village Pizza**

Set up in August 2020, Urban Village Pizza currently operate outdoor pop-up's around Worcestershire, working with other local parish councils to run the pop-up at village halls/ social club car parks in rural areas including Worcester, Hartlebury, Droitwich, Norton & Malvern.

The team of two operate from a 3x3 metre pop-up tent that doesn't need access to any power or lighting.

All orders are pre-paid for takeaway only, with no cash or eating on site using an allotted collection time slot and a maximum of 3-4 people at any one time. When customers arrive their pizza is ready to collect straight away.

The company is fully Covid compliant having all the correct licenses, insurances, qualifications and safety certificates to operate.

All the food is made fresh & locally sourced and the company rate 5/5\* reviews on Facebook.

The enterprise is looking for two days a month (every other week) on a Wednesday-Saturday to operate from 4.30-8.30pm.

During the second lockdown the company has received orders from the Barnt Green area for pizza delivery kits to make at home and would like to expand this further offering villagers ready made fresh pizzas.



### **Artisan Street Kitchen**

Local businessman Alfredos Barbershop has have recently gone into business with Sam Morgan who owns both two restaurants in Birmingham city centre.

They have joined forces to bring high end artisan food to local areas in the form of a top of the range mobile trailer.

The food is prepared by a Michelin star chef and the company is looking for a location in Barnt Green to operate from.

Artisan Street Kitchen is due to start trading in Blackwell village on the 27th January and would very much like to bring it to Barnt Green village too.

### **Artisan Street Kitchen Trailer**



Both companies have been invited to attend the parish council meeting should members wish to ask questions.

1. The Council is asked if it wishes to approve the request of Village Urban Pizza and Artisan Street Kitchen to operate on parish council land.
2. If approved then suggested sites would need to be determined:
  - a) Commuter Car Park
  - b) Bittell Road Playing Field Car Park
  - c) Millennium Park
3. The council would need to draw up an agreement regarding operating days, times and length of contract term?
4. Would the council wish to charge an operating fee and if so how much would it charge?

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## Minutes of the Parish Council Online meeting on Monday 30 November 2020 at 5.00pm

**Members present:** Cllrs R Cholmondeley, C Hotham, P Perry, J Nilsson from 17:09hrs, S Whitehand, O Polton and M Roberts

**In attendance:** Executive Officer, Tracy Bodley

### 20/056 Apologies

Cllr Jagger

**20/057 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.

### 20/058 To consider any dispensations

No dispensation requests had been received.

### 20/059 Open Session - Participation to hear from:

**a) Supporting Organisations,**  
None present.

**b) Worcestershire County Councillor** – Peter McDonald (Beacon division) – Not present

**c) Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)  
Cllr Hotham stated that there had been no full council meeting since the last parish council meeting but reported on the following;

- i) The revised Government White Paper on Planning means that there is still uncertainty where the District Neighbourhood Plan is heading.
- ii) Cllr Hotham is forwarding a motion at the next full council being held on Wednesday 2<sup>nd</sup> December to review planning enforcement as previously there was a dedicated team of enforcement officers which now is not the case.
- iii) Road Sweeping in Bromsgrove District produced 43 tonnes of hazardous waste disposal in the last 6 months. In this same comparative period, it was stated that Wychavon District had disposed of 900 tonnes. It was reported that this was due to several reasons, staff absence because of coronavirus and vehicular breakdown. Cllr Hotham stated that Barnt Green fared better than other villages within Bromsgrove District however it raised concerns over localised flooding from blocked drains because of irregular road sweeping activity.
- iv) Cllr Hotham updated the parish council on the gated access to the Cala Homes estate stating that matters were progressing. He also remarked that the District Council could not enforce removal of the 'Private' signs which the Management Company would be required to administer.

- v) It was reported that the Vehicle Activated Speed Sign had been installed on Fiery Hill Road and that the responsibility for the signs had now passed to the Parish Council. The Executive Officer confirmed that replacement batteries would be purchased once the serial numbers were established and would be stored in the new shed.

**20/060 To adopt previous minutes**

To approve adoption of the minutes of the Parish Council meeting held 26/10/2020  
**AGREED**

The minutes of the Parish Council meeting held 26/10/2020 were approved as an accurate record of the meeting and signed by the Chairman.

**20/061 Chairman's Report**

Cllr Cholmondeley said that he had nothing to report that was not already detailed on the agenda.

**20/062 Executive Officer's Report**

The council was advised of decisions taken under delegated powers, updated on ongoing matters and a reported upon relevant office communications.

<p>a) Station Lifts</p>	<p>An update stated that the scheme requirements were being assembled which will include a 'Route Requirements Document'. The RRD will feed into the contract requirements and form the basis of the tender including design, engineering, and delivery. Given that the project will exceed a certain threshold it will not be awarded as a single tender. The contract strategy will be presented to a 'Gateway' panel in January for approval. Cllr Cholmondeley stated that although previously recorded in the last minutes, he expressed council dissatisfaction with the progress.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED: That the report was noted.</p>
<p>b) Millennium Park Updates – (i) Shed</p> <p>(ii) Playground Equipment</p>	<p>It was reported that installation had took place and a combination padlock fitted. Interior shelves will be purchased and items to be stored will be relocated in due course. Members will be provided with the combination to the padlock in order that access is always available.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED: That the report was noted.</p> <p>It was reported that the wooden bridge play equipment needs repair and that the rubber flooring by the roundabout required attention. A quote was sought from the equipment provider with a proposal to instruct them to carry out the work as soon as possible due to H&amp;S implications.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED: That the play equipment provider carry out repair to the playground as per quote.</p>
<p>c) Bittell Road Playing Field – Tree Work in wooded area</p>	<p>It was reported that three partially fallen trees in the wooded area had resulted in tree maintenance work being carried out and a proposal that the chipped branches would be spread under the wooden play equipment to absorb the mud. It was also reported that a resident stated that the council should take further action to improve drainage in this area</p>

	<p>suggesting the ground under the play equipment is dug out, raised and filled with suitable drainage material and topping.</p> <p>Cllr Nilsson remarked that this was designed as a rural play area given the close proximity to the wood and therefore should have a natural surface such as the chipped bark.</p> <p>Cllr Cholmondeley stated that he had visited the area that day and the chippings had not been spread under the play equipment. The EO said that she would see when this would be carried out.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: That the council approve the scattering of bark chippings and monitor its effectiveness prior to undertaking further drainage rectification in the play area.</p> </div>
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### 20/063 Finance

- (i) To note the current financial position and bills for payment. Authorised 16 November.

RESOLVED:

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

- (ii) To be advised of any expenditure decisions taken by Executive Officer. Tree work as detailed in minute 20/062 c)

RESOLVED: That the report was noted.

- (iii) To note External Auditor Report 2019/2020

RESOLVED: That the report was noted.

- (iv) To consider a Grant Application from Cobalt Medical. Some members expressed concern that residents within Barnt Green may not directly benefit from the service that the charity provided.

RESOLVED: That the grant application was not approved.

### 20/064 Environment & Community Wellbeing

- a) Wassail Walk – It was reported that the scaled down event being promoted on an informal basis led to a decision that the Parish Council would step back from involvement for this year.

RESOLVED: That the report was noted.

- b) Best Dressed Christmas Shop Window Competition – A request was made to determine volunteer judges. It was also reported that the cup was ready for collection.

RESOLVED: That councillor Polton and Cllr Roberts partner judge the competition with the EO to liaise with both as to a convenient judging date.

**20/065 Planning Matters**

a) To consider response to consultations received including:

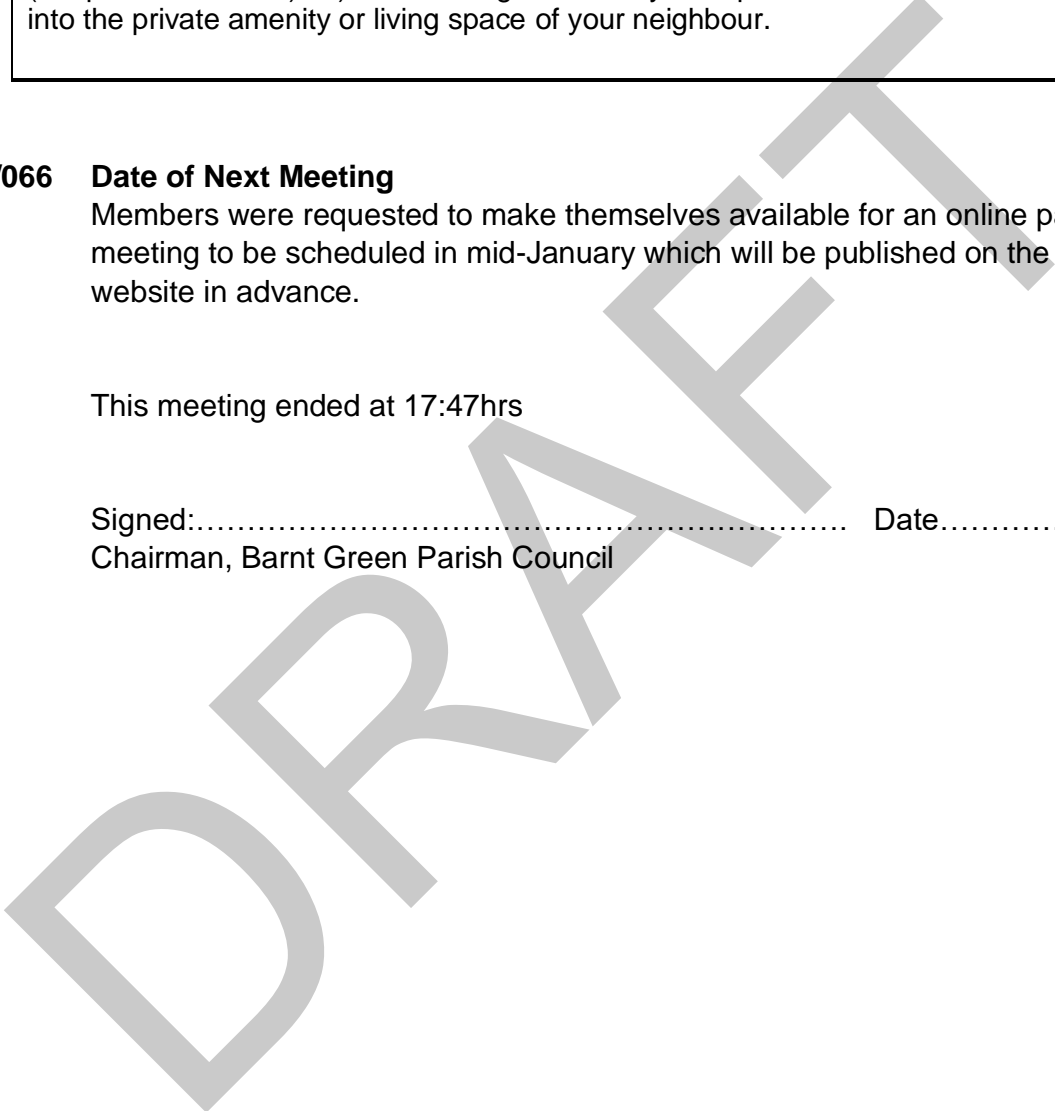
BDC ref	Site Address	Proposal
<b>20/01196/FUL</b>	22 Bittell Lane	Proposed single storey rear extension
<b>BGPC Recommendation:</b>  Approve subject that consideration is given to the impact on neighbouring occupiers and protection of neighbouring amenity. Please refer to Bromsgrove District Council Planning and Regeneration High Quality Design SPD (adopted June 2019) – i) Overlooking – This may be a problem if a new extension allows views into the private amenity or living space of your neighbour.		

**20/066 Date of Next Meeting**

Members were requested to make themselves available for an online parish council meeting to be scheduled in mid-January which will be published on the council website in advance.

This meeting ended at 17:47hrs

Signed:..... Date.....  
Chairman, Barnt Green Parish Council



## Current financial position (bank reconciliation to 31 October 2020)

<b>Bank Reconciliation at 31/10/2020</b>			
	Cash in Hand 01/04/2020		91,946.60
	<b>ADD</b> Receipts 01/04/2020 - 31/10/2020		81,083.91
			173,030.51
	<b>SUBTRACT</b> Payments 01/04/2020 - 31/10/2020		38,247.74
<b>A</b>	<b>Cash in Hand 31/10/2020</b> (per Cash Book)		<b>134,782.77</b>
<hr/>			
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2020	0.00	
	Cambridge Building Society 31/10/2020	63,963.31	
	Unity Bank Deposit Account 31/10/2020	67,159.35	
	Unity Bank Current Account 31/10/2020	3,920.11	
			<b>135,042.77</b>
	Less unrepresented payments		260.00
			134,782.77
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>134,782.77</b>
<hr/>			
	<b>A = B Checks out OK</b>		

## November Payments Report – Authorised 16 November 2020

<b>November Payments List</b>				
Voucher	Description	Net	VAT	Total
115	Landline and Broadband	37.50	7.50	45.00
116	Grass Cutting	232.41	46.48	278.89
118	Cut grass on footpath edge	88.00	17.60	105.60
119	Pollinator site - ground prep	150.00	30.00	180.00
121	Annual governance accountability return	400.00	80.00	480.00
123	Supply and fit streetlamp shield	125.00	25.00	150.00
125	Christmas Lighting Hire	2,487.77	497.55	2,985.32
114	Pension contributions	173.52	0.00	173.52
117	Outdoor Parish Caretaker	450.00	0.00	450.00
120	Lengthsman Work	150.00	0.00	150.00
122	Grant award	500.00	0.00	500.00
124	Annual Membership	36.00	0.00	36.00
126	Salary	1,411.70	0.00	1,411.70
		<b>6,241.90</b>	<b>704.13</b>	<b>6,946.03</b>

<b>BARNT GREEN PARISH COUNCIL</b> <b>80 Hewell Road, Birmingham, B45 8NF</b>		
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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 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?

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.

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 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, 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
- 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 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 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.

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 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 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 to carry out comparison more easily 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, 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 18 January 2021

Signed:.....

Chairman, Barnt Green Parish Council

Review date: January 2025

# BARNT GREEN PARISH COUNCIL

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## THREE YEAR FORWARD PLAN



Created by Tracy Bodley  
Executive Officer  
January 2020

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## **1.BACKGROUND**

All local authorities are established by legislation and work within a statutory framework.

### **1.1 A Parish Council**

A Parish Council is a civil local authority found in England and is the first tier of local government. They are elected corporate bodies, have variable tax raising powers and are responsible for areas known as civil parishes.

### **1.2 Barnt Green**

The Parish is bound on its north-west side by the wooded Lickey Hills and to the east by the Bittell Reservoirs. The main Birmingham to Bristol and Wales railway line, and the Cross-City line from Lichfield to Redditch, runs through the centre of the village. Junction 2 of the M42 motorway is 3 miles to the east and Junction 4 of the M5 motorway is 4 miles to the west. To the south of the village is mixed-farm land.

The railway station which is in the heart of the village provides the residents of the Parish with a frequent train service to Birmingham (12 miles) and Redditch (8 miles) and to Worcester (20 miles). There is an hourly day-time bus service to Birmingham and Bromsgrove, and a less frequent service to Alvechurch and Redditch.

### **1.3 The Council**

Barnt Green Parish Council has eight councillors, seven councillors are elected, and one appointed by co-option. The next elections are due in May 2023.

Barnt Green Parish Council serves the Parish of Barnt Green which has a population of around 1,800 people living in 849 residential households.

Council meetings are held at the parish council office, Hewell Road, Barnt Green on the third Monday of each month at 7.00pm except for the months of August and December. There is also an Annual Parish Meeting held between March and May each year. The Council hold committee meetings to discuss matters as and when they arise.

Residents are encouraged to attend Council meetings and are invited to address the Council at the beginning of the meeting on any item on the agenda. Notices of meetings are placed on the Council's website and noticeboards within the village.

Barnt Green Parish Council will continue to maintain the properties and open spaces it owns or has responsibility for.

#### Mission Statement

'To enhance the quality of life for the community of Barnt Green, maintain the village identity and encourage a community spirit'.

The Parish Council duties and main responsibilities are:

## Assets

- 4 public noticeboards at the following sites:
  - Lockable noticeboard on Hewell Road to the right-hand side of the bus shelter
  - Inside the bus shelter on Hewell Road
  - Corner of Station Approach/Hewell Road
  - Lockable noticeboard on Bittell Road Playing Field Car Park
- A number of public benches around the village
- A number of litter bins – emptied by Bromsgrove District Council
- A number of dog foul bins – emptied by Bromsgrove District Council
- The ownership and maintenance of open spaces in the village:
  - Millennium Park, Hewell Road – a grassed area surrounded by trees with half of the park having a children’s play area including a set of swings, a slide, roundabout, infant activity climbing frame, junior swing bridge/climbing frame.
  - Bittell Road Playing Field – to the north of the parish consisting of 9 acres of mainly open fields and a formal circular walk with woodland and stream and areas marked out for four football pitches. There is an older children’s activity play area with climbing wall, balance pole and rope bridge; a basket-ball hoop, three picnic tables and several bench seats.
  - A small area of land at the end of Hewell Road outlined as the new village pollinator site.
- The ownership of the Village pathway lighting other than that in Fiery Hill Road

## 1.4 Services

### Parish Council Office

- The Parish Council office is located on the ground floor at 80 Hewell Road and is occupied by the Executive Officer three days a week. Monday – Wednesday. The office is the first point of contact by residents and has the following supplies/information:
  - Dog foul bags
  - Copies of the Lickey Hills Walks for purchase
  - Information on local clubs and organisations
  - Copies of the Barnt Green footpath map
- The Executive Officer of the council calls meetings of the councillors when necessary (by means of a summons) and publishes notices on the public noticeboards and the Parish Council website
- The Executive Officer of the council processes emails, letters, complaints and reports of any problems in the village and carries out work and monitoring to resolve these
- The Executive Officer of the council receives consultation requests from outside bodies and responds accordingly following consideration by the council
- The Parish Council publishes the Parish Council Newsletter – The Bulletin on a bi-annual basis which is hand delivered to all residents and traders.
- The Parish Council maintains the Council’s website which has access to Parish Council documents

## **Open Spaces**

The Parish Council maintains several open spaces and much of the work is carried out by contractors or with the use of volunteers who carry out work within the village. The Parish Council assists the group with contributions to the maintenance and supply of tools and other equipment.

## **Annual Parish Meeting**

It is a legal requirement of the Parish Council to provide an Annual Parish Meeting for the electorate of the village. This is usually held between March and May each year at the Friends Meeting House, Sandhills Road. Briefings are provided by the Chairman of the Council along with occasional displays/exhibitions from local groups/associations.

## **1.5 Other work of the Parish Council**

Monitoring and Reporting

- Road and utility works (Worcestershire County Council and Utility companies)
- Public Rights of Way (Worcestershire County Council)
- Footpaths and Verges (Worcestershire County Council)
- Fly tipping on public land (Bromsgrove District Council)
- Potholes and pavement maintenance (Worcestershire County Council)

## **1.6 Overall Aims and Objectives**

To serve the residents of Barnt Green, providing, maintaining and improving facilities through the provision of appropriate services to improve health, fitness, well-being and support inclusivity.

## **2. INTRODUCTION**

### **2.1 Purpose of the Forward Plan**

The Forward Plan for the period 2020 – 2022 is a statement of the vision for the parish and sets out the Council's purpose, objectives and key priorities for development. This is a key tool for communicating the Council's plans for the next three years to residents of Barnt Green and provides a clear understanding of how the Council works and the aims the Council wishes to achieve during the three-year period.

### **2.2 Monitoring and Review**

The Plan is a statement of the Parish Council's intentions over the next three years and will be subject to at least an annual review in January each year. Elements of the plan will be controlled through the monthly council agenda. This will ensure that the plan is carefully monitored and that it aligns with the aspirations of the Council.

## **2.3 Resources**

The Plan is resourced by the Parish Council staff and external contractors which is financed by the Parish Council from the Precept and Council Reserves. Further resources may be sourced from grants from outside bodies where these are forthcoming.

It is the responsibility of the Parish Council to ensure that the Plan is properly resourced and financed.

It is specifically the responsibility of the Staffing Committee to ensure that the plan and the required human resources within the Parish Council are matched.

It is specifically the responsibility of the Finance and General Purposes Committee to ensure that the funds required by the agreed plan are matched by the funding sources that are available.

## **2.4 Communication**

The Plan will be widely published via the Council's website, the Bulletin newsletter and other community channels. The Council will promote its availability and seek feedback on the contents from within the community.

## **2.5 Governance**

The Parish Council is responsible for complying with the governance and accountability requirements placed on local councils. Barnt Green Parish Council works within an effective control environment which includes Standing Orders, Financial Regulations and a Code of Conduct along with an appropriate Internal Audit.

Barnt Green Parish Council aims to be a professional and competent council which ensures sound financial management and is open and accountable in all that it does. The annual governance statements show that the Council has met and continues to meet these aims and objectives.

## **2.6 Working with Bromsgrove District Council**

The Parish Council recognises that Bromsgrove District Council has adopted its district plan on 25 January 2017 for 2011 to 2030.

It is recognised that there is limited capacity for development within Barnt Green due to its green belt status and conservation area. The Parish Council remains undecided whether it is appropriate and cost prohibitive to pursue a Neighbourhood Plan and is seeking further advice prior to making a commitment however it will still offer guidance about the character of the village and its surroundings when approached by the planning authority.

Bromsgrove District Council has a statutory requirement to consult the Parish Council on planning matters.

The Parish Council, as a statutory consultee, reviews all planning applications and provides recommendations to Bromsgrove District Council representing local views.

## **3. COMMITTEES**

### **3.1 Overview**

Parish Council meetings are held once a month. In addition, separate committees have been established to deal with specific areas of the Council in more detail. The Committees are:

- Finance and General Purposes
- Environment
- Personnel
- Planning

### **3.2 Finance and General Purposes Committee**

The Finance and General Purposes Committee oversees the Council's finances and is also responsible for:

- Reviewing the Councils' assets
- Managing the Council's grants scheme
- Reviewing and drafting the annual budget
- Recommendation on setting the precept

### **3.3 Environment Committee**

The Environment Committee is concerned with looking after the recreation areas, the Lengthsman scheme, floral displays, footpaths and general appearance of the parish.

### **3.4 Staffing Committee**

The Staffing Committee oversees the employees of the Council along with consideration for training and management of all councillors.

2020 saw one new Councillor introduced to the Council with training provided to give overall knowledge enabling them to undertake their duties and responsibilities.

### **3.5 Planning Committee**

The Planning Committee meets when required, depending on the frequency of applications notified to the Parish Council by the Local Planning Authority (Bromsgrove District Council).

### **3.6 Outside Bodies**

Parish Councillors are nominated each year to sit on several Outside Bodies which include the following:

- Worcestershire CALC
- Campaign to Protect Rural England (CPRE)
- St Andrews C of E First School

### **3.7 Local Council Award Scheme**

The Parish Council has been awarded the Foundation Level in the Local Council Award Scheme.

## **4. FINANCE**

### **4.1 Overview**

The Parish Council meet in January of every year to review and set the budget and precept for the next financial year.

### **4.2 Current Budget**

The 2020/2021 budget was set at the parish council meeting held on 20 January 2020 – full details can be found using the following link: <https://www.barntgreen.org.uk/wp-content/uploads/2020/01/Approved-20.21-Budget.pdf>

The 2021/2022 budget was set at the parish council meeting held on 18 January 2021 – full details can be found using the following link: [Link to be inserted following approval.](#)

### **4.3 Revenue Streams**

The main income for the Parish Council is through the Precept, which is a tax paid by households of Barnt Green to contribute to the running of council facilities. Parish Councils are expected to build up a level of reserves equivalent to between 3- and 12-months precept, in accordance with good practice.

In addition to the Precept the Parish Council receive a small amount of income from the block hire of football pitches at Bittell Road Playing Field and a wayleave payment.

## **5. OBJECTIVES, STRATEGIES AND OUTCOMES**

### **5.1 Road Safety**

Barnt Green Parish Council's objective is to improve road safety for residents on the roads and footpaths.

Road safety is a principal concern of residents and a key objective of the Council.

The main solution to many of these problems is only achievable with the cooperation of Worcestershire County Council, however, in times of severe financial constraint some of the objectives of the Parish Council will be difficult or even impossible to implement.

Working with residents, associations, groups and stakeholders to strive for resolutions to road safety issues, including parking and speeding will continue, with identification and monitoring of areas causing most concern prioritised accordingly.

#### **5.1.1 OBJECTIVE**

Improve road safety including speeding and parking.

#### **5.1.2 STRATEGY**

Engage with residents, District and County Councillors and West Mercia Police to create and provide a safer environment within the village.

### 5.1.3 OUTCOME

- Reduction in the number of accidents
- Ensuring easier access to the roads for vehicles and pedestrians.
- Elimination of antisocial behaviour by road users parking inconsiderately blocking resident access to drives.
- Safer pedestrian crossing on main trading area – Hewell Road.

## 5.2 Public Transport

### 5.2.1 OBJECTIVE

Barnt Green Parish Council will encourage the increased use of public transport.

### 5.2.2 STRATEGY

- Engage with residents.
- Council Chairman appointed to Bromsgrove Rail User Group.
- Lobby Network Rail and Department for Transport for the installation of elevators to the raised multi-platform station.
- Monitor effectiveness of public transport in Barnt Green.

### 5.2.3 OUTCOME

- Disability access to station.
- Improved public transport network serving Barnt Green providing improved links to other destinations.

## 5.3 Environmental Issues

### 5.3.1 OBJECTIVE

Barnt Green Parish Council will seek to improve the environment of the village.

### 5.3.2 STRATEGY

- Litter/street cleansing – 1 Outdoor Parish Caretaker employed to service the village. Engage with other agencies, including Bromsgrove District Council and encourage participation in initiatives i.e. Parish Cleansing Days
- Graffiti – monitored by the Outdoor Parish Caretaker and residents.
- Fly tipping – monitored by the Outdoor Parish Caretaker and residents.
- Dog Fouling – monitored by the Outdoor Parish Caretaker, problem areas are reported to Bromsgrove District Council. Dog foul bags are provided at the entrance to Bittell Road Playing Field in addition to the Parish Council office.
- Flyposting – monitored by the Outdoor Parish Caretaker with incidents reported to Bromsgrove District Council.
- Illegal felling of trees – monitored through Councillors inspection of areas and reports from residents
- Planning – monitored through the planning process. BGPC support protection of the Green Belt.

- Noise – residents’ complaints or concerns are passed onto Bromsgrove District Council Public Health department
- Pollinator Sites - In line with Worcestershire County Council’s motion in October 2015 regarding making Worcestershire a pollinator friendly county, the parish council propose to deliver the same within the village by creating specifically adopted pollinator sites with a potential to rollout further pollinator sites on verges and grassed areas in Barnt Green.

### 5.3.3 OUTCOME

To maintain a clean, tidy and environmentally friendly village which residents will take pride in living in with an aim to protect the natural environment from future damage.

## 5.4 Engagement

### 5.4.1 OBJECTIVE

To constantly strive to improve engagement across the Parish.

### 5.4.2 STRATEGY

- Communication with residents – continue to communicate with residents via the Parish Council office, website, Facebook page, noticeboards, the Bulletin newsletter, Annual Parish Meeting, Three-year plan and Annual Report.
- Outside Bodies – the Council is a member of the Worcestershire Association of Local Councils (Worcs CALC). The Executive Officer is a member of the Society of Local Council Clerks (SLCC) and regularly meets with other clerks in the local area. Councillors are appointed as representatives on CPRE and St Andrews C of E First School.
- Promote Parish Council events – The council host four annual events; 2 community walks, the Christmas Lights Switch On and a summer event which changes annually. An Annual Parish Meeting (a legal requirement) is also held, and the Chairman hosts an annual thank you buffet for the volunteers and contractors working within the village.

### 5.4.3 OUTCOME

Continuation and improvement of the current engagement will assist the Council to liaise with groups and residents.

## 5.5 Local Health and Well-being

### 5.5.1 OBJECTIVE

To improve the health and wellbeing of the residents of Barnt Green.

### 5.5.2 STRATEGY

- Urge residents to contact their appropriate health forums with any problems, or their views on proposed changes.
- Encourage visitors to the Lickey Hills by way of sale of promotional merchandise to support the Lickey Hills Society.

- Encourage residents and visitors to attend guided community walk events organised by the parish council.
- Footpaths map.
- Encourage use of the new formal circular walk within Bittell Road Playing Field.

### 5.5.3 OUTCOME

Local participation to improve health and well-being.

## 6. Achievements

Barnt Green Parish Council continue to organise and facilitate various services throughout the year for the benefit of the residents. In the last 12 months the following achievements were made:

- Provision of SmartWater security kits available to all village residents and traders, fully funded by BGPC.
- Financial support by way of grant funding to Bromsgrove Citizens Advice Bureau.
- Provision of summer bedding to village troughs and tiered planters, supporting the local charity 'Where Next' who provide work for adults with learning difficulties.
- Publication of the Bulletin newsletter.
- Installation of speed warning signs on Fiery Hill Road and Blackwell Road.
- Maintenance of a defibrillator located centrally within the village.
- Financial and personnel support of The Environment Group who oversee the new pollinator site.
- Grass maintenance contract provided for Bittell Road Playing Field, Millennium Park and village grass verges.
- Replacement LED lighting to all village streetlamps.

## 7. Ambitions for the Next Three Years

The Council has developed this three-year strategic plan which both maintains existing services and plans for new ones. It will use the Risk Management Scheme in conjunction with the plan to deliver the aims and objectives as detailed within this document with both being constantly reviewed and developed to meet legal compliance and ensure that the council is protected in all aspects of risk to serve and benefit the community accordingly.

## 8. Planned Projects

The Parish Council sets a budget to provide funds for projects which can be implemented through a combination of reserves, grants and the annual Precept. These will be scheduled into the plans over the three-year period and will be agreed on an annual basis.

## 9. ACTION PLAN

See Action Plan 2021/2022 as a separate document.

First Adopted at the Parish Council meeting held on 17 February 2020

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Chairman

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Date

Interim Review Date: January 2021  
Next Interim Review: January 2022  
Full three-year review: January 2023

**BARNT GREEN PARISH COUNCIL**  
**80 Hewell Road, Birmingham, B45 8NF**

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**ACTION PLAN 2021 / 22**

<b>Plan Ref:</b>	<b>ROAD SAFETY</b>			
<b>5.1</b>	Objective: Parking & Parking restrictions - make improvements by providing safer roads and footpaths in selected areas identified within the village			
<b>STRATEGY</b>	<b>AIM</b>	<b>HOW</b>	<b>COST</b>	<b>SCHEDULED DATE</b>
Hewell Road - problems with pavement parking, blocked driveways, and speeding.	i) Reduce cars parked / blocked driveways. ii) Promote speed awareness	i) Report to BDC for enforcement. ii) Issue on request wheelie bin speed awareness stickers.	i) No cost to BDC ii) £89 for pack of 100	Ongoing. When requested
Make improvements to road and footpath conditions	To provide safer roads and footpaths	Maintain pressure to improve surfaces, areas of concern are monitored and reported to the appropriate agencies.	No cost to BGPC	Ongoing
Installation and Maintenance of Vehicle Activated Speed Signs	To reduce speed from of road users	Installation through WCC following traffic calming survey.	Cost of sign WCC Battery replacement BGPC responsibility.	Fitted on Bittell Road, Fiery Hill Road & Blackwell Road. Batteries purchased from FY20.21 Budget.
<b>Plan Ref:</b>	<b>PUBLIC TRANSPORT</b>			
<b>5.2</b>	Objective: To improve access at Barnt Green Station			
<b>STRATEGY</b>	<b>AIM</b>	<b>HOW</b>	<b>COST</b>	<b>SCHEDULED DATE</b>
Installation of elevator at the station	To improve access to each platform for wheelchair users, those with disability or mobility issues, those with prams or pushchairs.	To maintain pressure on Network Rail, Local MP and Department for Transport.	No cost to BGPC	Ongoing

Improve bus routes to and from the village.	To maintain transport links for the community promoting an environmentally sustained method of travel reducing pollution and congestion.	Work with WCC to ensure that vital routes are not cut or reduced significantly.	No cost to BGPC	Ongoing
<b>Plan Ref: 5.3</b>	<b>ENVIRONMENTAL ISSUES</b> Objective: To improve the street scene and take a proactive approach to global environmental issues that may impact the village.			
<b>STRATEGY</b>	<b>AIM</b>	<b>HOW</b>	<b>COST</b>	<b>SCHEDULED DATE</b>
Installation of Rapid Electric Vehicle Charging Points at Commuter Car Park	To encourage car users to consider a greener energy source when purchasing a new vehicle.	Contract to install charging point through BDC.	No cost to BGPC. Will receive £1k annually from lease agreement.	Spring 2021
Improve issues with litter	To keep the village looking clean and tidy.	Litter pick duties on Outdoor Parish Caretaker's schedule.	No additional cost as included in contract.	Ongoing
Planting - improve the street scene by maintaining and introducing additional pollinator sites.	Phased project in various village locations, to enhance the village and improve the street scene. Promote insect and wildlife within the village creating pollinator corridors.	Planting at the established pollinator site including annuals and perennials. Rolling out to other suitable village locations.	Grant of £3k secured for work at pollinator site. Proposed budget of £800 for 21/22.	Spring 2021
Improve Street scene	i) Street nameplate cleaning ii) Bus shelters cleaning iii) Maintenance of grassed areas iv) keep the village looking clean and tidy	i) Lengthsman ii) Outdoor Parish Caretaker iii) Contractor iv) Outdoor Parish Caretaker	Approved budgets for all areas covered.	Ongoing
Dog fouling	Monitor excessive fouling hot spot areas and report to Bromsgrove District Council.  Replenish dog waste bags regularly at playing field.	Outdoor Parish Caretaker	Budget area for OPC.  Annual bags cost: £300	No end date

Plan Ref: 5.4	<b>ENGAGEMENT</b> Objective: Promotion of Council activities and past activities / Raising awareness of Barnt Green Parish Council			
<b>STRATEGY</b>	<b>AIM</b>	<b>HOW</b>	<b>COST</b>	<b>SCHEDULED DATE</b>
Annual Report	Provide information on the Council's past activities for the year, raising awareness of how council money is spent.	Report provided at the Annual Parish Meeting and published the website	Contained within current staff hours	Annually
Council Website	To provide information about the Council and other agencies	Inclusion of statutory and relevant documents e.g., Parish Council Agenda, minutes, policies, AGAR, approved budget etc. Regular posts of newsworthy village information, events etc.	Website annual budget £150, Content contained within staff hours.	Ongoing
<b>STRATEGY</b>	<b>AIM</b>	<b>HOW</b>	<b>COST</b>	<b>SCHEDULED DATE</b>
Social Media - Council Facebook page	To provide informal information about the council and other agencies	Regular posts include events, temporary road closures, residential and community information.	Content contained within staff hours	Ongoing
The Bulletin Newsletter	To report on past events, to promote the work of the council and future events, with the inclusion of editorials providing information of work from other organisations and groups.	Council content channelled from council meetings and resolutions. Other agencies and groups provide content via email. Volunteers hand deliver to every house and shop within the village and to some houses outside the parish boundary.	Annual printing cost £560	March and September
Communications with traders	Engaging with businesses to provide a better shopping experience for the community and visitors outside the parish.	Production of a regular traders' newsletter distributed to each shop. Provision of the office for trader meetings should they wish, ensuring a councillor or EO attend the meeting and feedback at an appropriate council meeting.	Contained within current staff hours	Traders newsletter quarterly. Traders meetings when required.

Local clubs and voluntary groups	Maintain communications with clubs and groups and provide information to all residents.	<ul style="list-style-type: none"> <li>i) Maintain a local directory of local groups and associations on the Council's website.</li> <li>ii) Propose inclusion of directory in parish council newsletter, The Bulletin.</li> <li>iii) Events/meeting dates posters placed in village noticeboards.</li> </ul>	<ul style="list-style-type: none"> <li>i) Contained within current staff hours</li> <li>ii) Would increase cost of production as would require an additional page.</li> <li>iii) Contained within current staff hours</li> </ul>	Ongoing
Safety and Security	Maintain awareness within the community	<ul style="list-style-type: none"> <li>i) Regular reports received from West Mercia Police forwarded to councillors and placed on social media.</li> <li>ii) West Mercia Police invited to report at every Parish Council Meeting.</li> <li>iii) West Mercia Police hold regular drop-in sessions at the parish office.</li> <li>iv) SmartWater security kits available to all parish residents and traders.</li> </ul>	<ul style="list-style-type: none"> <li>i) – iii) No cost to BGPC</li> <li>iv) Kits funded from 19/20 capital project expenditure.</li> </ul>	Ongoing
Grants scheme	To make groups aware of the scheme with encouragement to apply for grant funding providing financial support where needed.	Publicise through The Bulletin Newsletter and Website.	Annual budget agreed £1,000	Considered on a first come first served basis when applications are received.

Events - 1 x Summer event differing each year 2 x Community Walks Christmas Lights Switch On	Continue to organise events to engage with all ages of the community. To promote health and wellbeing.	Organise through having systems in place and feedback on improvement from previous events.	Events budget agreed	Summer Event – July 21 Community Walk – Sept 21 Wassail Walk – 2021 between Xmas & New Yr. Switch on – Nov 2021.
Chairman’s Annual Thank you buffet	To thank volunteers and contributors to the parish for their commitment and work during the year.	Event held in Barnt Green Social Club	Budget agreed	2 <sup>nd</sup> Monday in December
<b>Plan Ref: 5.5</b>	<b>LOCAL HEALTH &amp; WELL BEING</b> Objective: To improve the health and wellbeing of residents within the village			
<b>STRATEGY</b>	<b>AIM</b>	<b>HOW</b>	<b>COST</b>	<b>SCHEDULED DATE</b>
Bittell Road Playing Field	i) Encourage participation in outdoor activities.  ii) Installation of Outdoor Gym Equipment.	i) Maintain and improve the facilities, encouragement of health activities for the young including the Saturday Football Club – Total Football. ii) Liaison with BDC to set tender.	i) Maintenance budget agreed.  ii) S106 Funding.	i) Term time basis and summer school activities. ii) Within 2021.
Millennium Park	Encourage use of the younger children’s play area	Maintain facilities	Safety checks and maintenance budget agreed	Ongoing
Guided Community Walks	To promote council run events and healthy community activities	Organise events for September and December with additional activities following the walk.	Events budget agreed	September and Between Xmas & new year
Lickey Hills Walks	To promote independent walkers to the Hills	Sale of Lickey Hills walk books at the Parish Council Office.	No cost to BGPC	Ongoing

Foster a wider sense of inclusive community belonging	Giving residents a sense of place, common standards and purpose. Combatting loneliness and depression within the community.	Engaging through The Bulletin newsletter, website and social media benefit to all residents. Promotion of outside workshops and organisations.	Contained within current staff hours	ongoing
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Signed: \_\_\_\_\_

Chairman

Date Approved: \_\_\_\_\_

Next Review: January 2022

## BUDGET PREPARATION 2021/2022

	Actual Outcome 19/20	20/21 Budget	Actual Figures as at 31/10/20	Expected Outcome 31/03/2021	Proposed Budget 21/22	Comment number	Comments
<b>Receipts</b>							
Precept	63,480.00	64,000.00	64,000.00	64,000.00	65,000.00	1	
Interest	550.94	300.00	49.94	100.00	100.00	2	Interest Rates are at an all time low. Not expecting a vast increase in interest rates for 21/22
Lengthsman Refund	1,888.10	1,888.00	555.00	1,888.00	1,888.00	3	Total reclaim allowed from WCC is £1,888
Other Income	29,876.50	350.00	13,057.50	13,057.50	1,500.00	4	Unpredicted 20/21 income £10,000 Covid-19 Business Relief, £3,000 BDC NHB Grant for Pollinator site. Going forward will receive a payment of £1,000 per annum for 2 x rapid electric charging points from 21/22.
Hires (room/playing field)	680.00	510.00	170.00	340.00	510.00	5	In 20/21 a credit note was issued for 1 term due to Covid-19 Restrictions on outdoor activity in March 20. This should not impact 3 x term receipts in 21/22.
<b>SUB TOTAL</b>	<b>96,475.54</b>	<b>67,048.00</b>	<b>77,832.44</b>	<b>79,385.50</b>	<b>68,998.00</b>		
VAT Reclaim					5,000.00	6	Any VAT reclaim cannot be considered as income but by including this figure allows an overall picture of receipts.
					<b>73,998.00</b>	<b>A</b>	
<b>Payments</b>							
<b>Administration</b>							
Staff Costs	20,765.14	19,500.00	13,122.77	22,496.18	23,000.00	7	In Feb 20 the EO hours were increased from 20 to 23. The National Pay award of 2.75% also impacted this figure. This figure includes Employer Tax and NI.
Chairman's Expenses	383.46	200.00	0.00	0.00	200.00	8	No Chairman's Buffet for 2020 due to Covid restrictions however it is hoped to resurrect for 2021.
Office Running Costs	7,315.08	7,000.00	4,441.59	7,400.00	7,400.00	9	Rent and office service charge, Landline and broadband, Office Energy, Refuse collection.
Training & Publications	1,069.99	500.00	60.00	120.00	300.00	10	19.20 Cost of Cilca qualification for EO, Exam now passed. In 20.21 limited online training available due to Covid-19, however EO attended 2 x online SLCC courses. Going forward there is one new councillor who may also wish to take advantage of external training courses.

Meeting Rooms	120.00	50.00	0.00	0.00	50.00	11	No Annual Parish Meeting held due to Covid-19 but it is hoped that this will go ahead in 21/22.
Subscriptions	1,330.13	1,200.00	1,277.34	1,400.00	1,400.00	12	New accounting software was subscribed to in 20.21. Allowance in budget to accommodate annual increase of subscriptions.
Insurance	821.94	1,158.00	1,157.53	1,157.53	1,250.00	13	It was reported that council assets were under insured in previous years. In 20.21 a full asset register was provided to the insurer meaning a significant increase to the premium.
Auditor Fees	542.40	550.00	247.40	647.40	650.00	14	The fees for the External Auditor increased by £100.00 meaning an overspend for 20.21.
Legal/Professional Fees		600.00	936.67	1,686.67	750.00	15	Unexpected historic legal fees of £936 to Thomas Guise for the renegotiation of the Cadent Gas Wayleave from 2018. Legal fees of £750 for lease on Electric Charging point. No unexpected legal costs foreseen for 21/22 however standard legal assistance starts in the region of £750 so would advise at least this amount as a contingency.
Loan Repayments		0.00	0.00	0.00	0.00		
Elections Costs	82.72	500.00	0.00	0.00	500.00	16	Standard provision should a Casual Vacancy prompt an election if requested by 10 local government electors.
Grants/Donations	200.00	1,000.00	500.00	1,000.00	1,000.00	17	During 20.21 an award of £500 was issued to Bromsgrove CAB. It is recommended to retain a budget of £1k
General Admin Costs (inc bank charges)	1,702.51	1,500.00	515.12	883.06	1,200.00	18	Due to the pandemic there has been a reduction in the amount of printing of agendas and reports as all meetings are currently held online. This has significantly reduced the amount of copier paper and ink cartridges being purchased.
<b>SUB TOTAL</b>	<b>34,333.37</b>	<b>33,758.00</b>	<b>22,258.42</b>	<b>36,790.84</b>	<b>37,700.00</b>		

<b>Bittell Road Playing Field</b>							
Field Mowing	2,642.51	3,500.00	1,394.46	2,390.50	3,000.00	19	Currently invoices from the contractor are not sufficiently broken down to ascertain a definitive split between park mowing, spraying around play equipment and strimming of Greenbank Embankment. This was historically how the contract was set up. Going forward when going out for a re-quote this will be broken down further to reflect real spend in each cost centre.
Field Maintenance	2,259.16	1,500.00	796.41	1,365.27	1,500.00	20	Significant tree work in the wooded area of the field will impact final yr. end figures for 20/21, propose to retain a contingency budget of £1500 to cover future tree work, strimming back of path and annual perimeter hedge cut.
Field Safety Inspections	68.50	70.00	68.50	68.50	70.00	21	Annual safety inspection has not significantly increased over the past year.
<b>SUB TOTAL</b>	<b>4,970.17</b>	<b>5,070.00</b>	<b>2,259.37</b>	<b>3,824.28</b>	<b>4,570.00</b>		
<b>Communications</b>							
Newsletters	25.00	600.00	520.00	560.00	600.00	22	Propose to retain current budget of £600 should there be an increase of printing the parish newsletter. This also allows for a Christmas bauble message to be placed in the Village Magazine.
Website	120.00	150.00	120.00	120.00	140.00	23	Propose to set budget of £140 should there be an increase website hosting fees.
<b>SUB TOTAL</b>	<b>145.00</b>	<b>750.00</b>	<b>640.00</b>	<b>680.00</b>	<b>740.00</b>		
<b>Highways</b>							
Lengthsman Charges	0.00	2,000.00	150.00	1,166.00	2,000.00	24	WCC pay £1,888 as its contribution to Lengthsman duties, BGPC top this up to £2,000 which approximately equates to 11 hours of Lengthsman duties per month at £15.00 an hour. Due to the pandemic Lengthsman duties were suspended by WCC from Mar-Jul resulting in an underspend for 20.21 which will return to normal in 21.22.
Highways	0.00	1,000.00	0.00	1,000.00	500.00	25	Village speed signs now fall under parish responsibility to maintain and WCC have reported that new batteries are required for the existing sign. Proposed to retain a budget of £500 for other Highway related matters.
<b>SUB TOTAL</b>	<b>0.00</b>	<b>3,000.00</b>	<b>150.00</b>	<b>2,166.00</b>	<b>2,500.00</b>		

<b>Millennium Park</b>							
Park Mowing	836.00	1,200.00	826.00	946.00	1,300.00	26	In 20.21 the contractor increased prices by 5.33%. The park receives 14 cuts per annum - 2 times per month during Apr-Jul and once in March and October. It is expected an increase between 3-5% for 21.22 and proposed to increase the budget to accommodate any increase.
Park Maintenance	517.00	500.00	665.00	985.00	800.00	27	Increase of 5.33% for same contractor as above in 20.21. In addition strong winds pulled perimeter hedging down adjacent to a residential property. BGPC replaced hedge with fencing and concrete posts. The proposed budget allows for a small contingency should remedial perimeter hedging work be required.
Park Safety Inspections	68.50	70.00	68.50	68.50	70.00	28	
<b>SUB TOTAL</b>	<b>1,421.50</b>	<b>1,770.00</b>	<b>1,559.50</b>	<b>1,999.50</b>	<b>2,170.00</b>		
<b>Street Lighting</b>							
Light Maintenance/Repairs	3,338.25	1,200.00	195.00	500.00	400.00	29	During 20.21 a lamp shield was fitted to a street lamp as requested from a resident. The delay on the new LED fittings for all bulbs in Hewell Road should be completed by the end of the current FY. All leds bulbs have a 5yr guarantee so maintenance should be minimal but need to allow a contingency for repairs should vehicles damage streetlamps as have occurred in the past.
Lights Electricity	3,038.43	3,500.00	1,696.71	3,000.00	2,800.00	30	Fixed contract with SSE ends in Feb 21. With the installation of the new energy saving LED fittings in all council owned streetlamps it is hoped that a renegotiation will reduce costs.
Christmas Lights/Tree	9,589.58	8,000.00	71.63	7,500.00	8,000.00	31	The new 3yr hire contract commences in 2020, however it is proposed to allow for a contingency of £500.00 to accommodate any tweaks to the scheme if required.
<b>SUB TOTAL</b>	<b>15,966.26</b>	<b>12,700.00</b>	<b>1,963.34</b>	<b>11,000.00</b>	<b>11,200.00</b>		

<b>Village Environs</b>							
Hanging Baskets	560.00	600.00	0.00	0.00	660.00	32	Due to Covid-19 the shops were closed for a significant time during the early summer, with BGPC taking the decision not to provide hanging baskets as the watering of such is carried out by the shopkeepers. It is hoped that the provision of baskets will restart in 2021.
Planters	916.01	1,200.00	466.67	466.67	1,200.00	33	Planters were planted up by the Charity Where Next in summer 2020. Due to the pandemic and the nature of the charity some members of staff were placed on furlough with volunteers self isolating. This meant that autumn planting would not be carried out. Concerns over the desirability of the planters arose in 2019 with a council decision allowing to continue for 1 year to see if planting could be improved. Should BGPC decide to continue with the tiered planters then it is proposed that a budget of £1200 is set for summer and winter planting for 3 x square planters in Millennium Park, 4 x rectangular planters in Hewell Road and 2 x tiered planters.
Other Environmental	2,190.90	1,542.00	832.50	1,427.14	1,500.00	34	Includes provision of dog waste bags, defibrillator maintenance, verge cutting on Hewell Road and hedge cutting within the village, collection of waste from litter bins and dog waste bins at playing field and commuter car park. Propose to retain budget as previous year.
Outdoor Parish Caretaker	5,000.00	5,500.00	3,150.00	5,400.00	5,800.00	35	Current contract ends 31 Mar 21. Re-tendering may mean an increase in the current costings. Tasks include litter picking village wide including the car parks, park inspections, replenishment of sanitisers and dog waste bags, checking defibrillator, watering planters.
Pollinator Site	0.00	1,000.00	536.48	3,500.00	800.00	36	£3K received from NHB Grant to be spent before FY 20.21 on new planting and groundworks at site. Going forward it is proposed to retain a budget of £800 for any future improvements or projects village wide.
Commuter Car Park	0.00	1,000.00	402.00	900.00	1,000.00	37	Car park sign and litterbin provided at the site in 20.21. Yet to be invoiced for the bin from BDC. Annual maintenance requires a contingency budget created from the sum received from Cala Homes.

Covid-19	0.00	3,000.00	1,263.00	1,500.00	0.00	38	£10,000 received from BDC for Business relief in 20.21 due to Covid-19, allowed for a budget of £3,000 to be created for provision of hand sanitisers and social distance signs. It is hoped that the council will not require this cost centre in 21.22 and it is proposed not to have a budget for this going forward.
<b>SUB TOTAL</b>	<b>8,666.91</b>	<b>13,842.00</b>	<b>6,650.65</b>	<b>13,193.81</b>	<b>10,960.00</b>		
<b>Miscellaneous</b>							
Walks & Events	1,014.21	2,000.00	0.00	0.00	2,000.00	39	It is hoped to recommence events post covid-19 for 21.22 therefore it is proposed to retain a budget of £2,000.
Neighbourhood Plan	0.00	2,500.00	0.00	0.00	1,000.00	40	With the Government Planning White Paper not released it is uncertain how this may impact the parish council's NDP, however it would be sensible to retain a budget of £1K should BGPC wish to recommence during this FY.
Contingency	0.00	441.00	0.00	0.00	658.00	41	
Section 137 / GPC	0.00	0.00	0.00	0.00	0.00	42	
Fixed Assets	0.00	500.00	1,744.62	3,000.00	500.00	43	Expenditure on Capital Projects for 20.21 includes purchase of storage shed, pollinator interpretation panel, bench with arms for playing field and the remainder of the installation of LED streetlamps in Hewell Road.
<b>SUB TOTAL</b>	<b>1,014.21</b>	<b>5,441.00</b>	<b>1,744.62</b>	<b>3,000.00</b>	<b>4,158.00</b>		
<b>TOTAL:</b>	<b>66,517.42</b>	<b>76,331.00</b>	<b>37,225.90</b>	<b>72,654.43</b>	<b>73,998.00</b>	<b>B</b>	The proposed budget figures at A and B exclude any capital projects proposed for the year. It is advisable to set either a balanced budget and recommended that the excess is retained as contingency as shown in point 41.

<b>Capital Projects funded via Reserves</b>	<b>20,000.00</b>	44	Suggestions for how reserves could be spent. This does not mean that this is committed expenditure but needed to justify retention of savings.
New Bus Shelter Noticeboard	7000.00		
Circular Route signage at Playing Field	1000.00		
Neighbourhood Plan	9000.00		
New Park Signs - Millennium Park	500.00		
Woodland seating for children's group learning at	2500.00		

### Council Tax Band Impact Table Using BDC 21/22 Council Tax base figure

Council Tax Band →	A	B	C	D	E	F	G	H
Impact per band of £63,000 precept	40.77	47.57	54.36	61.16	74.75	88.34	101.93	122.32
Impact per band of £65,000 precept	42.07	49.08	56.09	63.10	77.12	91.14	105.17	126.20
Compared to last year:								
Impact per band of £64,000 precept 2020/21	42.06	49.07	56.08	63.09	77.11	91.13	105.15	126.18

(N.B. Council Tax base figure supplied by BDC 15 December 2020)

# **BARNT GREEN PARISH COUNCIL**

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## **Bittell Road Playing Field – Outdoor Gyn Equipment Tender Responses**

Following the successful completion of phase 1 of the playing field improvements, Bromsgrove District Council went out to tender for Outdoor Gym Equipment.

The proposed budget was set at £18,000, the remainder of the s106 fund from the Cala Homes development, with all tenderers required to carry out a full site survey prior to submission.

Bromsgrove District Council invited quotes for the manufacture, delivery, and installation of outdoor fitness equipment at the playing fields, with participants required to submit a detailed design for the outdoor fitness equipment including manufacture, delivery, and installation.

The procurement and selection process will be completed by the District Council working alongside the Parish Council during the process. The ordering of the equipment and payment will also be completed by the District Council and the successful contractor. The Parish Council will be responsible for the on-going management, maintenance and inspection of the facility and the successful contractor will ensure all correspondence relating the equipment and maintenance is provided accordingly.

### **Background**

Bittell Road Playing Fields is one of Barnt Green's principal open spaces and it is hoped that the provision of outdoor fitness equipment will encourage and increase participation for those members of the community who would not normally participate in sport or outdoor exercise as well as those that do and provide a free of charge outdoor gym facility that is simple to use for a wider age range and ability.

The field has a new pathway circular route with the fitness equipment to be positioned alongside this route (location detail yet to be confirmed).

### **Current Site Facilities include:**

Informal Basketball Hoop area (hard Pad)  
Wooden informal play  
Goal ends for kick around area  
Woodland  
Brook course

### **Project aims and objectives**

Provision of outdoor fitness equipment to be suitable for all appropriate age ranges and abilities to include inclusive provision and accessibility with the equipment installed to ensure accessibility from the new pathway route.

### **Tender Requirements:**

- The total scheme must be within budget of 18K (inc, Supply, Surfacing, Site Survey, Consultation (if appropriate), Installation, Post Installation Inspection Report)

- EN 16630 standards for outdoor fitness
- Inclusive features
- Mix/Range of Equipment to include CV, strength, resistance etc. (note resistance on all equipment must be adjustable by maintenance operatives)
- Warrantees/Guarantees in accordance with industry recommended standards
- Easy/simple instructions for use
- Design to encourage individuals of varying abilities and age ranges who would not normally participate in exercise
- Equipment, Landscaping and surfacing to prioritise sustainability/longevity and ease of maintenance.
- The selected contractor must work closely with both the District Council and the Parish Council on delivery and project management of the scheme.
- Provision of a 12-month maintenance and inspection programme in line with industry recommended standards.
- Provision of detailed handover and training programme to the Parish Council

## Responses

Two companies submitted a formal response each offering 10 pieces of equipment some single user and some with the capability of double use.

**Freshair Fitness** has proposed to house the equipment in one complete fitness zone on a grass tile pad offering either a rectangular layout to the base or a square layout. The installation area will be confirmed and approved by BGPC. Please refer to page 3 and 4 for options.

**Haggs** has proposed individual siting of the ten pieces of equipment staggered at 50m intervals with distance markings on the path and other markings detailing long/triple jump, zig zag trail and ladder trail for additional non equipment based physical activity. The equipment will be installed on a grass pad near the edge of the pathway. Please refer to page 5 & 6 for proposed locations and equipment.

## For Consideration

The Parish Council is asked to consider which proposal it wishes to approve basing a decision on practical use, ongoing maintenance, year-round ground conditions and aesthetics.

Please note that following an enquiry to ascertain which layout is most popular or achieves most usage, it was reported that user preference is split as some prefer to work in groups favouring the Freshair proposal and others prefer to use as a trim trail as proposed by Haggs. BDC has provided both layout types district wide which are all well used.

# Freshair Fitness

All equipment QR coded  
"Download our Free App for Workout Guides"



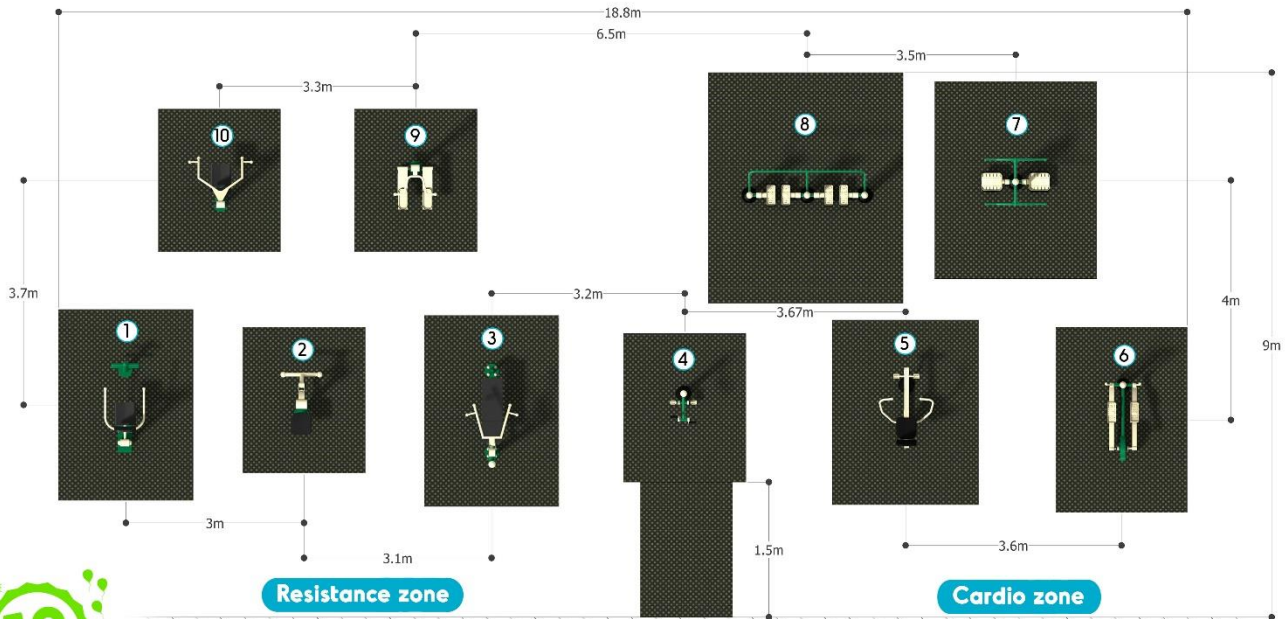
## Equipment List

- 1- Resistance Leg Press
- 2- Resistance Bicep Curl
- 3- Resistance Bench Press
- 4- Disabled Arm & Pedal Bike
- 5- Self-weighted Rower
- 6- Elliptical Cross Trainer
- 7- Air Skier
- 8- Double Air Walker
- 9- Resistance Stepper
- 10- Resistance Shoulder Press

Site Name

Bart Green Outdoor Gym Outdoor Gym Proposal

\*All dimensions are subject to change



A3 = Paper Size  
NOT TO SCALE  
**FreshairFitness**  
The outdoor gym specialists

- ## Equipment List
- 1- Resistance Leg Press
  - 2- Resistance Bicep Curl
  - 3- Resistance Bench Press
  - 4- Disabled Arm & Pedal Bike
  - 5- Self-weighted Rower
  - 6- Elliptical Cross Trainer
  - 7- Air Skier
  - 8- Double Air Walker
  - 9- Resistance Stepper
  - 10- Resistance Shoulder Press

12 User Stations!

Weighted range for adjustable resistance

Double user cardio pieces

Wheelchair accessible piece

Grass tile path for easy access

Site Name

Bart Green Outdoor Gym Outdoor Gym Proposal

Rectangular footprint with access from circular path.



A3 = Paper Size  
NOT TO SCALE  
**FreshairFitness**  
The outdoor gym specialists

**Equipment List**

- 1- Resistance Leg Press
- 2- Resistance Bicep Curl
- 3- Resistance Bench Press
- 4- Disabled Arm & Pedal Bike
- 5- Self-weighted Rower
- 6- Elliptical Cross Trainer
- 7- Air Skier
- 8- Double Air Walker
- 9- Resistance Stepper
- 10- Resistance Shoulder Press

Site Name **Barnet Green Outdoor Gym Outdoor Gym Proposal**

**All equipment QR coded "Download our Free App for Workout Guides"**



**12 User Stations!**

**Works every muscle group**

**Grass tile path for easy access**

**10 years**  
of manufacturing people and communities

**EN16630 Certified**








A3 = Paper Size  
**NOT TO SCALE**



*The outdoor gym specialists*

Square footprint with access from circular path.

# Haggs



For users 14+ Years  
Certified to EN16630  
10 Individual stations

Circle graphics

150M

**SIT Ups**  
Beginner - 5 Reps    Intermediate - 2x 10 Reps    Advanced - 3x 15 Reps



Accessible for all users  
Strength, Conditioning & Cardio exercises  
Accommodates 17 users

**Trinity Cycle**  
Beginner - 30 seconds  
Intermediate - 3x 30 seconds  
Advanced - 3x 30 seconds (high intensity)



**HAGS**

Ladder trail

250M

**Lat Pull / Chest Press**  
Beginner - 5 Reps    Intermediate - 2x 10 Reps    Advanced - 3x 15 Reps



**Ski Stepper**  
Beginner - 30 seconds  
Intermediate - 3x 30 seconds  
Advanced - 3x 30 seconds (high intensity)



**Pull Ups**  
Beginner - 5x reps  
Intermediate - 2x 10 reps  
Advanced - 3x 15 reps



**Air Walker**  
Beginner - 30 seconds  
Intermediate - 3x 30 seconds  
Advanced - 3x 30 seconds (high intensity)



Zig Zag trail

60M

**Leg Press**  
Beginner - 5 Reps    Intermediate - 20 Reps    Advanced - 3x 15 Reps



**Air Skier**  
Beginner - 30 seconds  
Intermediate - 3x 30 seconds  
Advanced - 3x 30 seconds (high intensity)



**Push Hands**  
Beginner - Individual hands  
Intermediate - Both hands  
Advanced - Both hands opposite directions



Long & Triple Jump

350M

**Parallel Bars**  
Beginner - 5x Dips, 5x Leg lifts  
Intermediate - 2x 10 sets  
Advanced - 3x 15 sets