

# **BARNT GREEN PARISH COUNCIL**

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## **Summons and Notice of Meeting**

Members are summoned to the **online Annual Parish Council** meeting to be held on **Tuesday 4 May 2021 at 6.00pm**

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 21/006a 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**

#### **21/001 Election of Chairman**

- The appointment of Chairman is an annual requirement; the appointed member will sign the Chairman's Declaration of Acceptance of Office.

#### **21/002 Election of vice-Chairman**

- The appointment of Vice-Chairman is an annual requirement assuming responsibilities in the absence of the Chairman. The appointed member will sign the Vice-Chairman's Declaration of Acceptance of Office.

#### **21/003 Apologies**

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

#### **21/004 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.

#### **21/005 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

#### **21/006 Open Session – Participation to hear from:**

- a) Members of the public
- b) Supporting organisations, eg Safer Neighbourhood Team, Footpath Warden
- c) Worcestershire County Councillor – Peter McDonald (Beacon division)
- d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood)

#### **21/007 To adopt previous minutes**

To approve adoption of the minutes of the parish council meeting held 22 March 2021, previously circulated but also attached.

## 21/008 Annual Business

Members are reminded that for the purposes of annual business during 2020, Statutory Instrument 2020 No. 392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 – Regulation 6(c), removed the requirement for a parish council to hold an annual meeting in May 2020. As local authorities were not required to hold annual meetings under these regulations, annual governance policies continued unchanged until the next annual meeting of the authority.

- i. **Appointment of committees: nomination thereto and dates of meeting – Please see attached draft Meeting dates with current membership.**
  - a) Planning Committee: to cover comment to consultations, furtherance of the Neighbourhood Plan and parish-based policy proposals; to meet as and when required.
  - b) Finance and General Purposes: to cover governance issues, policy preparation and revision, risk management, budgeting.
  - c) Environment: to cover issues relating to the playing field, Millennium Park, commuters' car park, the work of the Lengthsman and the Outdoor Parish Caretaker and volunteer litter picker.
  - d) Staffing: to cover all issues relating to staffing.
- ii. **Review of delegation arrangements**
  - See proposed schedule of delegation to committees and to Executive Officer to be reviewed and signed by the Chairman.
- iii. **Agree representation arrangements:**
  - a) **Worcestershire CALC**
    - For 2019/20 BGPC representatives were Cllrs J Jagger and S Whitehand.
  - b) **Campaign to Protect Rural England (CPRE)**
    - For 2019/20 BGPC representative was Cllr S Whitehand.
  - c) **St Andrews C of E First School**
    - For 2019/20 BGPC representative was Cllr J Nilsson.
  - d) **Pensions Regulator**
    - For 2019/20 BGPC representative was Cllr R Cholmondeley.
- iv. **Governance arrangements:**
  - a) **Review of Standing Orders**
    - The Standing Orders have been updated and amended. Please refer to separate report detailing an explanation of the changes made.
  - b) **Review of Financial Regulations**
    - The Financial Regulations have been updated and amended. Please refer to separate report detailing an explanation of the changes made
  - c) **Review of Members' Code of Conduct**
    - No changes are proposed to the Members' Code of Conduct. It is a legal requirement that the council has a Code that members must follow, which is linked to their Register of Interests. All Worcestershire local councils adhere to the same code introduced by the county's Monitoring Officers in 2012.
  - d) **Review of Asset Register**
    - Please see revised Asset Register as at 31 March 2021 for approval.
  - e) **Confirm insurance arrangements and adequacy of cover**
    - A renewal quote from the current insurance company is yet to be received following confirmation of the updated Asset Register. Please note the council's assets have increased by £42,637 which may impact the level

of cover needed. Once the renewal has been received the council will be updated accordingly.

**f) Review annual subscriptions**

- National Association of Local Councils / Worcs CALC (£1116.41 for 2020/21)
- Campaign to Protect Rural England (£36 for 2020/21)
- GeoXhere – Parish Online – (£42.00 for 2020/21)
- Society of Local Council Clerks – (£185 for 2020/21)
- Data Protection Annual Fee – (£35.00 for 2020/21)
- Clerks and Councils Direct Magazine and online content – (£100.00 for 2020/21)
- Local Councils Update Magazine and online content – (£100.00 for 2020/21)

**g) Agree calendar for review of all council policies**

- Please see the attached calendar.

**21/009 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 9 and 26 April and will be reported at the meeting should it be received.
b) Outdoor Gym Equipment Installation	Installation dates will run from 5-7 May 2021. A notification through social media and the Council’s website has been posted to keep field users updated. Total Football has also been notified along with the council’s contact list.

**21/010 Finance**

- (i) To note the current financial position (also see agenda item 21/010 (iv)) and bills for payment. See page 5 of the agenda.
- (ii) To be advised of any expenditure decisions taken by Executive Officer.
- (iii) To agree the current financial standing order and direct debit payments. See page 5 of the agenda.
- (iv) To approve the Year End financial position to complete the Internal Audit. See page 6 of the agenda.
- (v) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2021. Please see Interim Summary from Internal Auditor, DKE Audit Services for information, supporting statement, page 7 of the agenda and Section 1 of the AGAR for signature by the Chairman and EO.
- (vi) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2021. Please see section 2 of the AGAR requiring signature of the Chairman previously signed in advance of the meeting by the Responsible Finance Officer.

**21/011 Committee, Working Party and Members’ reports on meetings attended**

- a) Annual Parish Meeting held 12/04/2021; draft minutes attached.

**21/012 Environment & Community Wellbeing**

- a) Picnic Bench at Bittell Road Playing Field – The OPC has reported that one of the three picnic benches has been stolen. An incident report was filed with the police and a crime number was issued. The police have referred the matter to the safer neighbourhood team to patrol the area.

The excess payable on street furniture if the council wish to claim on its insurance is £250.00. Similar picnic benches can be purchased between £150.00 - £200.00. The council is asked if it wishes to claim on insurance to replace the bench stolen.

- b) RoSPA Annual Safety Inspection – Please see separate report from RoSPA and EO report, page 8 of the agenda.
- c) Summer Planting – Where Next, the council’s planting supplier has forwarded a quotation, please see attached. There is budget provision of £660.00 for hanging baskets and £1,200.00 for planters. The council is asked if it wishes to raise a purchase order for summer, autumn and winter planting.
- d) Community Walk – Date set for Saturday 18 September 2021 (full details to be arranged at a future meeting). To consider entertainment at the event.

**21/013 Planning**

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
<b>21/00437/FUL</b>	2 Margesson Drive	Demolish existing conservatory and replace with a single storey rear extension.
<b>21/00532/FUL</b>	22A Orchard Croft	Single Storey side extension to the existing dwelling to provide a single Garage and study.

**21/014 Date and Venue of Next Meetings**

Next Parish Council Meeting, Monday 21 June 2021, time and venue to be confirmed.

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  
26 April 2021

Agenda Item 21/010 (i) To note the current financial position and bills for payment.  
 April Payments Report – Authorised 19 April 2021

<b>April Payments List</b>				
Voucher	Description	Net	VAT	Total
1	Pension contributions	178.61	0.00	178.61
2	Salary	1,383.62	0.00	1,383.62
3	Landline and Broadband	37.50	7.50	45.00
4	Christmas Lighting Hire	2,705.57	541.11	3,246.68
5	Grounds maintenance at playing field	232.41	46.48	278.89
6	Cllr Training	30.00	0.00	30.00
7	Lengthsman Work	180.00	0.00	180.00
8	Online subscription Parish Online	48.00	0.00	48.00
9	Outdoor Parish Caretaker	450.00	0.00	450.00
10	Council Tax with SBR Relief	0.00	0.00	0.00
11	Office Energy	157.36	7.86	165.22
12	Street Lighting	13.34	0.66	14.00
13	Street Lighting	236.38	47.27	283.65
		<b>5,652.79</b>	<b>650.88</b>	<b>6,303.67</b>

Agenda Item 21/010 (iii) To agree the current financial standing order and direct debit payments.

<b><u>Current Direct Debits as at 30 April 2021</u></b>			
Name	Description	Frequency	Amount
ICO	Annual Data Protection Registration	Annual	£ 35.00
NEST	Pension Contributions	Monthly	£ 178.61
PLUSNET	Landline & Internet	Monthly	£ 45.00
Southern Electric	Street Lighting	Monthly	£ 270.07
Southern Electric	Office Power	Quarterly	£ 168.71
<b><u>Current Standing Orders as at 30 April 2021</u></b>			
Name	Description	Frequency	Amount
NM & AJ Hosking	Grounds Maintenance Parks	Monthly	£ 320.06
REAMM	Office Rent	Quarterly	£ 1,237.50

Agenda Item 21/010 (iv) To approve the Year End financial position to complete the Internal Audit.

	<b>Bank Reconciliation at 31/03/2021</b>		
	Cash in Hand 01/04/2020		91,946.60
	<b>ADD</b> Receipts 01/04/2020 - 31/03/2021		85,214.30
			177,160.90
	<b>SUBTRACT</b> Payments 01/04/2020 - 31/03/2021		73,154.63
<b>A</b>	<b>Cash in Hand 31/03/2021</b> (per Cash Book)		<b>104,006.27</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2021	0.00	
	Cambridge Building Society 31/03/2021	64,187.34	
	Unity Bank Deposit Account 31/03/2021	38,559.35	
	Unity Bank Current Account 31/03/2021	1,739.80	
			<b>104,486.49</b>
	Less unrepresented payments		480.22
			104,006.27
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>104,006.27</b>
	<b>A = B Checks out OK</b>		

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

**Section 1 The Annual Governance Statement 2020/2021**

We acknowledge as the members of Barnt Green Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

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

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

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

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

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

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

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

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

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

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

*The accounts were open to inspection between 15 June 2020 and 24 July 2020 and were advertised as such from 10 June 2020 on the council's notice boards and website.*

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

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

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

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

7. We took appropriate action on all matters raised in reports from internal and external audit.  
'Yes' means that the council responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and where appropriate have included them in the accounting statements.  
'Yes' means that the council has disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.  
*The EO/RFO confirms the accounting statements include all required information.*
9. Relates to Trust Funds: this is not relevant to Barnt Green PC, the response is NA.

Tracy Bodley  
Executive Officer & Responsible Financial Officer  
Barnt Green Parish Council  
16 April 2021

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**Agenda item 21/012 b) Environment & Community Wellbeing b) RoSPA  
Annual Safety Inspection**

Two reports have been received from RoSPA for the inspection of Millennium Park and Bittell Road Playing Field.

**Millennium Park** – Items to draw to the attention of the council include:

1. Entrance Gate (Page 5) – Gate closes to quickly needing readjustment
2. Bench seating (Page 6) – Timber decayed requiring sanding and re-varnish.
3. Multi-play Bridge and slide (Page 10) – Rubber floor needs repair.

This work can be carried out by the Outdoor Parish Caretaker as it fairly minor maintenance.

**Bittell Road Playing Field** – Items to draw to the attention of the council include:

1. Agility Trail (Page 8) – Damage to roller log which is completely detached. Timber also decayed leaving half a stump used as a foot landing post.

Members will need to consider de-commissioning the end piece of equipment or obtaining a quotation from equipment provider to repair.

2. Football post (Page 13) – Loose post with significant corrosion.

Members will need to consider removal or seeing if the Outdoor Parish Caretaker can re-set with concrete.