

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 22 March 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

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 20/093a 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

20/090 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.

20/091 **Declarations of Interest:** Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- Keep their Register of Interests form up to date.
- 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.

20/092 **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.

20/093 **Open Session – Participation to hear from:**

A verbal report may be given during this agenda item.

- Members of the Public**
- Supporting organisations**, e.g., Safer Neighbourhood Team, Footpath Warden
- Worcestershire County Councillor** – Peter McDonald (Beacon division)
- Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)

20/094 **To adopt previous minutes**

To approve adoption of the minutes of the parish council meeting held 15 February 2021, previously circulated but also attached.

20/095 **Chairman's Report** - A verbal report may be given during this agenda item.

20/096 **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 15 March 2021 and will be reported at the meeting should it be received. A letter has also been received from Rt Hon Sajid Javid MP
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	with an accompanying letter from the Regional Managing Director of Network Rail detailing the current status of the lifts which is comparable to information sent through from the Senior Sponsor for Network Rail Infrastructure Ltd.
b) Artisan Street Kitchen - Mobile Food Trader	Following conditional approval to trade from one of two Parish Council owned sites, it has been reported that Artisan Street Kitchen are trading at an alternative location within the village. The Parish Council were not notified of this directly, however confirmation was established by browsing the traders webpage. Work formulating a contract and legal investigation has now ceased. An email request was sent to the trader seeking clarification, however no response has been received.
c) Catshill and North Marlbrook Neighbourhood Plan – Regulation 16 Representation Period	Notification has been received of the 'Regulation 16' representation period for the Catshill and North Marlbrook Neighbourhood Plan. Should BGPC wish to make representation this should be received by BDC no later than 8 April 2021. Documents can be viewed online at http://www.bromsgrove.gov.uk/cnmnp or http://catshillandnorthmarlbrookplan.org.uk/
d) Greenbank Grass Verge	A report has been received that rockery stones have been placed on the verge in order to deter vehicles leaving tyre tracks. Who placed the stones is unknown, however the resident wished to impart that removal would not be popular. The EO stated that as the land was not under the responsibility of BGPC, then it was unlikely that the council would remove them.

20/097 Finance

- (i) To note the current financial position and bills for payment. See attached page 4
- (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 £163.71. Page 5.

20/098 Environment & Community Wellbeing

- a) Grounds Maintenance Estimate 2021 for Bittell Road Playing Field and Hewell Road Verges – The current contractor has forwarded an estimate for 2021 stating an increase of 2% itemising the current schedule of works, (please see attached schedule). In order that both the grounds maintenance contracts for Millennium Park and Bittell Road Playing Field align to go out to tender as one contract for 2022, Members are asked to consider the estimate for approval.
- b) Music Band Performance request – A member of the public has asked if their band 'Brass Beatz' could play in Millennium Park during the summer once restrictions have been lifted. The council would need to ensure that all guidelines with regard to minimising the risk of the spread of Coronavirus was carried out i.e. the performer will need to demonstrate that they have carried out a risk assessment, have correct insurance, provide signs requesting bystanders maintain a 2m distance etc. The final decision would rest with government guidance on the return of outdoor events/entertainment adhering to the roadmap out of lockdown. Members are asked to consider this request in a provisional capacity.
- c) Outdoor Parish Caretaker Contract 2021 - 2024 – Please see separate report, page 5. Members are requested to move to contract award.
- d) Millennium Park Play Equipment repairs update – Since placing a purchase order with the playground contractor in December repairs to the rubberised floor by the roundabout and new fitting and wooden bar on the climbing frame have now been carried out.
- e) Outdoor Gym Equipment Update – A meeting with the BGPC Vice-Chairman, a

BDC Officer, the EO and the contractor resulted in 3 locations at the playing field being considered to site the equipment. The favoured location for level ground, openness and spaciousness was at the bottom of the field near the hand sanitiser. Work will commence on installation in early summer.

- f) Village Planters – Concerns over current disappointing display raised by a resident to Cllr Perry. For discussion during the meeting.

20/099 Planning Matters –

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
21/00095/FUL	34 Bittell Road, Barnt Green	Two Storey Side and Rear Extension, Addition of Pitched Roof over existing Flat Roof, Replacement of Windows, Entrance Porch and Bay Window, Rendering of Facing Brickwork.
21/00242/FUL	1 Oakdene Drive, Barnt Green	Single storey extension to side; front/side porch; terrace to rear.

20/100 Date of Next Meeting

The Annual Parish Meeting is being held online – Monday 12 April 2021, 7pm

The next suggested date for the online Parish Council Meeting – Monday 26 April at 5pm.

The online Annual Parish Council Meeting suggested dates, Wednesday 5 May at 7pm.



Tracy Bodley
Executive Officer
16/03/2021

<p>Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), J Jagger, J Nilsson, P Perry, S Whitehand, O Polton and M Roberts</p>
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Agenda Item 20/097 (i) To note the current financial position and bills for payment.
Current financial Position – Bank Reconciliation up to 28 February 2021

	Bank Reconciliation at 02/03/2021		
	Cash in Hand 01/04/2020		91,946.60
	ADD Receipts 01/04/2020 - 02/03/2021		85,021.80
			176,968.40
	SUBTRACT Payments 01/04/2020 - 02/03/2021		67,608.50
A	Cash in Hand 02/03/2021 (per Cash Book)		109,359.90
	Cash in hand per Bank Statements		
	Petty Cash 28/02/2021	0.00	
	Cambridge Building Society 28/02/2021	64,187.34	
	Unity Bank Deposit Account 28/02/2021	44,059.35	
	Unity Bank Current Account 28/02/2021	1,113.21	
			109,359.90
	Less unrepresented payments		0.00
			109,359.90
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		109,359.90
	A = B Checks out OK		

March Payments Report – To be authorised on 22 March 2021 (with the exception of voucher 183)

March 21 Payments List				
Voucher	Description	Net	VAT	Total
175	Repair to playground equipment and rubberised floor	400.18	80.04	480.22
179	Grounds maintenance at playing field	232.41	46.48	278.89
181	Landline and Broadband	37.50	7.50	45.00
174	Clerks and Councils Direct Annual Subscription	75.00	0.00	75.00
176	Printing of the Bulletin newsletter	270.00	0.00	270.00
177	Office Rent	1,237.50	0.00	1,237.50
178	Outdoor Parish Caretaker	450.00	0.00	450.00
180	Petty cash top up	163.71	0.00	163.71
182	Local Councils Update Annual Subscription	100.00	0.00	100.00
183	Salary	1,393.27	0.00	1,393.27
184	Pension contributions	173.52	0.00	173.52
185	PAYE Qtr 4	565.95	0.00	565.95
186	Continuous Energy - Street Lighting	12.59	0.62	13.21
187	Dusk to Dawn - Street Lighting	214.05	42.81	256.86
		5,325.68	177.45	5,503.13

Agenda Item 20/097 (ii) Expenditure Decisions taken by Executive Officer – Monzo Reconciliation

Monzo Reconciliation up to 28/02/2021				
Date	Description	Supplier	Expenditure	Deposit
	Opening Balance			46.65
18/12/2020	BGPC Topup			153.35
				200.00
21/12/2020	Monthly Subscription	Adobe	15.17	
30/12/2020	Online Communication Subscription	Zoom	14.39	
21/01/2021	Monthly Subscription	Adobe	15.17	
30/01/2021	Online Communication Subscription	Zoom	14.39	
01/02/2021	3 x Stickers for shed sides - No tools stored	Vistaprint	44.53	
02/02/2021	WD40 and Combination Padlock	Amazon	22.01	
02/02/2021	5 x Large Letter Stamps	Amazon	8.49	
21/02/2021	Monthly Subscription	Adobe	15.17	
28/02/2021	Online Communication Subscription	Zoom	14.39	
		Sub-Total Spend	163.71	
		Balance		36.29
		Top Up Request		163.71

Agenda Item 20/098 c - Outdoor Parish Caretaker Contract 2021 - 2024

The current contract expiring on 31 March 2021 was sent out to 5 interested parties including the current contractor.

Following a deadline for receipt of tenders on 15 March 2021, only one tender was returned from the current contractor.

Andlin Cleaning & Maintenance Ltd			
YEAR	Cost per month	Cost per annum	Percentage Variance on previous year
Apr 21 – Mar 22	£450.00	£5,400	NIL
Apr 22 – Mar 23	£498.00	£5,976	10.67%
Apr 23 – Mar 24	£544.50	£6,534	9.34%

The Budget for 21.22 is set at £5,800, this allows for work required by the OPC in addition to the contract. If the proposed tender is accepted then there will be impact on future budgets. It would be recommended to set the 22.23 budget for the OPC at £6,300 and 23.24 budget at £6,900.

Members are asked to consider the tender submission.

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Minutes of the Parish Council Online meeting on Monday 15 February 2021 at 5.00pm

Members present: Cllrs R Cholmondeley, C Hotham, P Perry, J Nilsson, S Whitehand, and M Roberts.

In attendance: Executive Officer, Tracy Bodley.

20/079 Apologies

Cllrs Jagger, Polton.

Apologies also received from Worcestershire County Councillor Peter McDonald

20/080 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.

Agenda Item 20/088 Planning Matters – Planning application 21/00111/FUL, Cllr Hotham has declared an ODI, as he is friends with the property owners.

Agenda Item 20/088 Planning matters – Planning application 21/00111/FUL, Cllr Polton also declared an ODI, as the applicants property backs onto her property.

20/081 To consider any dispensations

No dispensation requests had been received.

20/082 Open Session - Participation to hear from:

- a) **Members of the Public** – None present.
- b) **Supporting Organisations** - None present.
- c) **Worcestershire County Councillor** – Peter McDonald (Beacon division) – Not present, apologies received.
- d) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood) Cllr Hotham reported on the following;
 - i) BDC are in the process of undertaking the 21/22 budget which will be taken to full council next week and in discussion at an Overview and Scrutiny Meeting being held this evening. The proposed budget is tight retaining current levels of service and indication was that three-year projections were grim.
 - ii) BDC has received £1.6m additional funding to be retained presently in a reserve. This is not funding to be injected into the budget but to offset the losses that the district council incurred as a result of the pandemic, not to be used as grants for business but used to stimulate additional sectors of Bromsgrove economy moving forward.
 - iii) Through the budgeting process it has been identified that there is an additional £70k cost provision for the supply of replacement wheelie bins resulting in a high number of bins being lost in the refuse lorry when tipped of waste due to the current 'diamond' lift mechanism. Going forward there

will be a gradual transition to an alternative lifting mechanism on the refuse lorry and corresponding wheelie bin.

- iv) The development at the bottom of Rock Hill/Whitford Road has been granted approval for 800 dwellings as part of the development plan which was reported to be delayed due to Highways concerns that have been addressed.
- v) It was reported that a computer anomaly resulted in members of staff leaving BDC were continued to be paid following their leave date. Funds have been returned to the council and tighter control of the finance system has been carried out.

20/083 To adopt previous minutes

To approve adoption of the minutes of the Parish Council meeting held 18/01/2021
AGREED

The minutes of the Parish Council meeting held 18/01/2021 be approved as an accurate record of the meeting and signed by the Chairman.

20/084 Chairman's Report

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

20/085 Executive Officer's Report

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

a) Station Lifts	<p>An update stated that various documents have been assembled to enable the design and feasibility work to be let to the contractor.</p> <p>A 'start-up' meeting with the intended contractor will be held during February, with a view to contract award for design thereafter. The design process will rule in, or rule out, various elements of scope which could be extensive. Once discussion has taken place with the contractor to understand their way of approaching the project it is anticipated that positive progress will be reported.</p> <p style="text-align: center;">RESOLVED: That the report was noted.</p>
b) WCC Consultation on the Statement of Community Involvement – Planning Policy to guide waste and minerals	<p>The second review of the SCI requested comments on the draft update should be received by 18 March 2021.</p> <p style="text-align: center;">RESOLVED: That the report was noted.</p>

20/086 Finance

- (i) To note the current financial position and bills for payment. January payments authorised 18 January and February payments to be authorised on 18 February.

RESOLVED:

- a) That the current financial position be noted.
- b) That the list of January payments be noted.
- c) That the list of February payments be approved.

- (ii) To be advised of any expenditure decisions taken by Executive Officer. The EO stated that one of the two streetlamps on Station Approach was not working and upon investigation it was discovered that these were not listed in

the parish council's inventory and therefore not changed to led fittings. It was thought that they were the responsibility of the Barnt Green Station, but the Station Manager confirmed that they were not. Given the area is badly lit for commuters, the lighting contractor was instructed to replace both lamps to new led fittings. Further investigation will continue to identify which agency is responsible for the ongoing maintenance.

RESOLVED: That the report be noted.

- (iii) To receive the interim report from the Internal Auditor.

RESOLVED: That the report be noted.

- (iv) To note formal appraisal of EO and automatic progression through the substantive benchmark range on 1 April 2021.

RESOLVED: That the report be noted.

20/087 Environment & Community Wellbeing

- a) Total Football Pitch Hire – It was stated that the hirer had requested a credit note be issued against the current invoice as they had been unable to run coaching throughout the third period of lockdown due to Coronavirus restrictions.

RESOLVED: That a credit note be issued against term 1.

- b) Friends Meeting House, gifting site to Barnt Green Surgery – Letter of Thanks. The Chairman apologised for being premature to place this item on the agenda as a 'good news' story, however it has been established from a third party that there has been no formal agreement from the Trustees that the land will be gifted to the surgery.

RESOLVED: That sending a letter of thanks be postponed until official confirmation has been received with approval of its content confirmed at a future PC meeting if necessary.

20/088 Planning Matters

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
21/00111/FUL	13 Hewell Lane	First floor extension to the side and rear, single storey rear extension & loft conversion.
<p>BGPC Recommendation: Refusal.</p> <p>The close proximity to the neighbouring side boundary appears to be short of 2m. This will be overbearing and visually intimidating (SPD High Quality Design 3.1.7 (iii)).</p>		

20/089 Date of Next Meeting

Members were requested to make themselves available for an online parish council meeting scheduled for 22 March at 5pm.

Members were also asked to note that face-to face meeting are due to resume from 7 May unless Government choose to extend this date.

In accordance with continued social distance guidance, it has been advised to hold the Annual Parish Meeting and the Annual Council Meeting prior to this date in an online format thus enabling safe practice and adherence to social distance rules.

It is proposed that the Annual Parish Meeting is held following production of draft year end accounts on Monday 12 April at 7pm.

The Annual Parish Council Meeting cannot be held until 1st May. As Bank Holiday Monday falls on 3rd May and face-to-face meetings resume on 7 May, members were requested to make themselves available between Tuesday 4th - Thursday 6th May.

This meeting ended at 17:46hrs

Signed:.....

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

DRAFT

Current financial position (bank reconciliation to 31 January 2021)

Bank Reconciliation at 31/01/2021			
	Cash in Hand 01/04/2020		91,946.60
	ADD Receipts 01/04/2020 - 31/01/2021		84,197.77
			176,144.37
	SUBTRACT Payments 01/04/2020 - 31/01/2021		62,319.55
A	Cash in Hand 31/01/2021 (per Cash Book)		113,824.82
	Cash in hand per Bank Statements		
	Petty Cash	31/01/2021	0.00
	Cambridge Building Society	31/01/2021	63,963.31
	Unity Bank Deposit Account	31/01/2021	46,159.35
	Unity Bank Current Account	31/01/2021	3,702.16
			113,824.82
	Less unrepresented payments		0.00
			113,824.82
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		113,824.82
	A = B Checks out OK		

January Payment List				
Voucher	Description	Net	VAT	Total
155	Continuous footpath lighting energy	13.92	0.70	14.62
157	Office Energy	160.68	8.03	168.71
151	Grounds maintenance at playing field	232.41	46.48	278.89
153	Landline and Broadband	37.50	7.50	45.00
156	Dusk to dawn footpath lighting energy	258.75	51.75	310.50
158	Dog & Litter Bin Emptying - Bittell Road Playing Field	1,125.00	225.00	1,350.00
152	Pension contributions	173.52	0.00	173.52
154	Salary	1,366.68	0.00	1,366.68
159	Lengthsman Work	225.00	0.00	225.00
160	Outdoor Parish Caretaker	450.00	0.00	450.00
161	Grounds maintenance at Millennium Park	65.00	0.00	65.00
		4,108.46	339.46	4,447.92

February 2021 Payments List to be authorised for payment on 18 February 2021

February Payments List				
Voucher	Description	Net	VAT	Total
163	Landline and Broadband	37.50	7.50	45.00
164	Grounds maintenance at playing field	232.41	46.48	278.89
166	Christmas Tree Lights Dismantle	1,600.00	320.00	1,920.00
167	Dog bags	137.25	27.45	164.70
168	Install 2 x LEDs Station Approach Street Lamps	320.90	64.18	385.08
162	Pension contributions	173.52	0.00	173.52
165	Data Protection Annual Fee	40.00	0.00	40.00
169	Salary	1,381.69	0.00	1,381.69
170	Annual Membership	185.00	0.00	185.00
171	Outdoor Parish Caretaker	450.00	0.00	450.00
		4,558.27	465.61	5,023.88

HOSKING GROUND MAINTENANCE

Est. 7983

Waggoners Cottage • Birmingham Road • Bordesley • Redditch • Worcs B97 6RL
Tel: 01527 596724 • Mobile: 07885 764489 • Email: hoskinggroundmaintenance@outlook.com

Barnt Green Parish Council
80 Hewell Road
Barnt Green
Birmingham
B45 8NF

24th February 2021

Dear Tracy,

Re: Grounds Maintenance Contract 2021

I am writing to inform you that there will be a price rise this year of 2%, please find below schedule of works and revised prices.

I have added the £89.00 x 4 to the contract for cutting the back of the new path, 3 are for the grass and the 4th is for cutting the hedge in the autumn.

To cut playing field @ £106.69/time x 16 = £1707.04

To roll & spike football pitches @ £47.98/time x 4 = £191.92

To spray around obstacles in playing field @ £66.59 x 3 = £199.77

To strim embankment on Hewell Road @ £85.31 x 6 = £511.86 **NB: This is the embankment on the railway bridge by the Victoria end of Hewell Road.**

To strim Hewell Road railway embankment on Greenbank Drive @ £234.09 x 1 = £234.09

To cut grass & the hedges at the back of the new path @ £89.00 x 4 = £356.00

Total Cost of Contract £3200.68 + VAT, 12 monthly payments of £266.72 + VAT

I look forward to hearing from you.

Yours sincerely



Neil Hosking