

# **BARNT GREEN PARISH COUNCIL**

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## **Summons and Notice of Meeting**

Members are summoned to the **Annual Parish Council** meeting to be held on  
**Monday 23 May 2022 at 7.00pm**

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 22/007a 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**

#### **22/001 Election of Chairman**

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

#### **22/002 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.

#### **22/003 Apologies**

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

#### **22/004 Parish Councillor Vacancy/Co-option**

#### **22/005 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.

#### **22/006 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

#### **22/007 Open Session – Participation to hear from:**

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

#### **22/008 To adopt previous minutes**

To approve adoption of the minutes of the parish council meeting held 4 May 2021, previously circulated but also attached.

- 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 2021/22 BGPC representatives were Cllrs J Jagger and S Whitehand.
  - b) **Campaign to Protect Rural England (CPRE)**

For 2021/22 BGPC representative was Cllr S Whitehand.
  - c) **St Andrews C of E First School**

For 2021/22 BGPC representative was Cllr J Nilsson.
  - d) **Pensions Regulator**

For 2021/22 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**
  - c) The Financial Regulations have not been amended.
  - d) **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.
  - e) **Review of Asset Register**

Please see revised Asset Register as at 31 March 2022 for approval.
  - f) **Confirm insurance arrangements and adequacy of cover**
  - g) A renewal quote from Came & Company has been received. We are in a 3-year agreement ending on 31 May 2024. The quote is for £1,307.22. This is an increase of £59.26 on the previous year.
  - h) **Review annual subscriptions**

National Association of Local Councils / Worcs CALC (£1053.40 for 2022/23)  
GeoXhere – Parish Online – (£54.00 for 2022/23)  
Society of Local Council Clerks – (£185 for 2022/23)  
Data Protection Annual Fee – (£35.00 for 2022/23)  
Clerks and Councils Direct Magazine and online content – (£100.00 for 2022/23)  
Local Councils Update Magazine and online content – (£100.00 for 2022/23)

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

Please see the attached calendar. The review of policies will be brought up to date at the June meeting.

**22/010 Chairman's Report** - A verbal report may be given during this agenda item.

**22/011 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 12 May and will be reported at the meeting should it be received.
b) Emergency First Aid Course	It is an insurance requirement that we have a qualified First Aider at the Platinum Jubilee Celebration on Sunday 5 <sup>th</sup> June. Resident Kay Cholmondeley (St Andrews School retired Head Teacher) volunteered to undertake the St Johns Ambulance course at a cost of £198.
c) VAT refund received	The VAT refund for 1.10.21 to 31.3.22 for £2,537.84 has been received.
d) Bank signatories	Cllr Hotham to add signature to Cambridge Building Society mandate to add Cllr Perry as a signatory.
e) PC office signage	A quote totalling £199 has been received for an A board sign and 2 window stickers from SupaPrint.

**22/012 Finance**

- (i) To note the current financial position (also see agenda item 22/011 (iv)) and bills for payment. See page 5 of the agenda.
- (ii) To be advised of any expenditure decisions taken by Executive Officer. A request of £142.27 to top up the Monzo card to £200.
- (iii) To agree the current financial standing order and direct debit payments. See page 8 of the agenda.
- (iv) To approve the Year End financial position to complete the Internal Audit. See page 9 of the agenda.
- (v) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2022. Please see Interim Summary from Internal Auditor, DKE Audit Services for information, supporting statement, page 10 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 31/03/2022. Please see section 2 of the AGAR requiring signature of the Chairman previously signed in advance of the meeting by the Responsible Finance Officer.

**22/013 Committee, Working Party and Members' reports on meetings attended**

- a) Annual Parish Meeting held 25/04/2022; draft minutes attached.

**22/014 Environment & Community Wellbeing**

- a) Parkers Piece Playing Field play equipment quote received
- b) Platinum Jubilee celebration Sunday 5<sup>th</sup> June
- c) Brass Beatz in Millennium Park Saturday 2<sup>nd</sup> July
- d) Blossom Walk Saturday 7<sup>th</sup> May – Review
- e) Application for Village Green Status for the field adjoining footpath BG507
- f) Welcome Back Fund - £1200 remaining grant

- g) Barnt Green Medical Trust application for repairs to the play equipment in Millennium Park
- h) RoSPA Annual Safety Inspection – Please see separate report from RoSPA and EO report, page 11 of the agenda.
- i) Summer Planting – Where Next, the council’s planting supplier has forwarded a quotation for £510 for 34 hanging baskets. There is budget provision of £500.00 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.
- j) Community Walk – Date set for Saturday 17 September 2022 (full details to be arranged at a future meeting). Warwick Butchers is booked for the event.

**22/015 Planning**

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
<b>22/00514/FUL</b>	Bilberry Grange , 26 Fiery Hill Road, Barnt Green, Birmingham.	Front porch, rear extension, rooflights and extension of raised terrace.
<b>22/00640/FUL</b>	Upper Bittell Reservoir , Cofton Church Lane, Cofton Hackett, Worcestershire,	Biodiversity enhancements including the construction of three oval-shaped ponds, each approximately 12 metres long by 8 metres wide and 1.2 metres deep at the deepest point.
<b>22/00623/FUL</b>	23 Hewell Lane, Barnt Green Birmingham Worcestershire B45 8NZ	Single storey side, rear and front extensions, and rear first floor balcony
<b>22/00654/RW PRIO</b>	Barnt Green Railway Station, Fiery Hill Road Barnt Green Birmingham Worcestershire B45 8JX	Request for prior approval under Part 18 Class A of the GPDO: Proposed works to install lifts to existing footbridge
<b>APPEAL</b>		
<b>APP/P1805/W /22/3294320</b>	24 Fiery Hill Road, Barnt Green, Birmingham, Worcestershire.	Construction of agricultural storage barn.

**22/016 Date and Venue of Next Meetings**

Next Parish Council Meeting, Monday 20 June 2022 7pm at 80 Hewell Road.

*E Choudry*

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

Eleanor Choudry  
Executive Officer  
12 May 2022

Agenda Item 22/011 (i) To note the current financial position and bills for payment.  
April Payments Report

**April Payments 2022 paid but to be minuted**

Voucher	Description	Net	VAT	Total
20	Street Light Energy	7.37	1.47	8.84
21	Street Light Energy	0.83	0.04	0.87
22	Street Light Energy	55.27	2.76	58.03
23	Office Energy	34.38	1.72	36.10
24	Petty Cash Top Up	112.51		112.51
		<b>210.36</b>	<b>5.99</b>	<b>216.35</b>

Agenda Item 22/011 (i) To note the current financial position and bills for payment.  
May Payments Report

**PAYMENTS (AWAITING AUTHORISATION) LIST**

**May Payments 2022**

Voucher	Description	Net	VAT	Total
17	Dog bags	137.95	27.59	165.54
18	Lengthsman Work	189.00		189.00
19	CALC Annual Subscription	778.41	155.68	934.09
25	Christmas Lighting Hire	2,705.57	541.11	3,246.68
26	Internal Audit	252.40		252.40
27	Grounds maintenance at playing field	228.41	45.68	274.09
28	Outdoor Parish Caretaker	498.00		498.00
29	Annual playground inspection - Playing Field	98.00	19.60	117.60
30	Annual playground inspection - Millennium Park	70.00	14.00	84.00
31	Office landline, broadband & calls	32.43	6.49	38.92
32	Office Energy	643.72	32.19	675.91
33	Office Energy	237.37	11.87	249.24
34	Office Energy	40.29	2.01	42.30
35	Annual insurance	1,307.22		1,307.22
39	CALC Annual Subscription	118.27		118.27
40	First Aid Training	165.00	33.00	198.00
41	Petty cash top up	146.41		146.41
42	Office Energy	72.88	3.64	76.52
43	Office Energy	19.63	0.98	20.61
44	Pension contributions			
45	Salary			
46	PAYE			
47	Petty cash top up	142.27		142.27
48	Cutting of play area and verges	35.00		35.00
49	Grounds maintenance at Millenium Park	120.00		120.00
50	CPRE annual membership	36.00		36.00

Agenda Item 22/011 (ii) To note the current financial position and bills for payment.  
 April Payments Report

Monzo Reconciliation up to 30.4.22					
	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			123.40
<b>5</b>	7.4.22	Stamp for VAT reclaim	Post Office	0.95	
<b>6</b>	11.4.22	Jubilee chocolate coins	Amazon	34.96	
<b>7</b>	12.4.22	Cable ties for banners	Amazon	3.75	
<b>8</b>	<b>13.4.22</b>	<b>Monzo Top Up</b>			<b>112.51</b>
<b>9</b>	13.4.22	Jubilee bunting	Amazon	119.88	
<b>10</b>	28.4.22	Ronseal wood stain for notice board	Amazon	22.78	
			Total	182.32	
			Balance		53.59
			<b>Topup Request</b>		-
Monzo Reconciliation up to 11.5.22					
	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			53.59
<b>11</b>	4.5.22	Jubilee flyers (250)	Vista Print	23.81	
<b>12</b>	5.5.22	<b>Monzo Top Up</b>			<b>146.41</b>
<b>13</b>	5.5.22	Jubilee banners x 2	Printabanner	107.49	
<b>14</b>	10.5.22	Jubilee balloons x 50	Amazon	10.97	
			Balance		57.73
	<b>5.5.22</b>		<b>Topup Request</b>		

Agenda Item 22/011 (iv) To approve the April Bank Reconciliation 2022

	<b>Bank Reconciliation at 30/04/2022</b>		
	Cash in Hand 01/04/2022		109,011.70
	<b>ADD</b> Receipts 01/04/2022 - 30/04/2022		34,485.00
			143,496.70
	<b>SUBTRACT</b> Payments 01/04/2022 - 30/04/2022		7,641.76
<b>A</b>	<b>Cash in Hand 30/04/2022</b> (per Cash Book)		<b>135,854.94</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2022	0.00	
	Cambridge Building Society 30/04/2022	64,347.81	
	Unity Bank Deposit Account 30/04/2022	71,529.91	
	Unity Bank Current Account 30/04/2022	2,691.34	
			<b>138,569.06</b>
	Less unrepresented payments		2,714.12
			135,854.94
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>135,854.94</b>
	<b>A = B Checks out OK</b>		

Agenda Item 22/011 (iii) To agree the current financial standing order and direct debit payments.

**Current Direct Debits as at 30 April 2022**

<b>Name</b>	<b>Description</b>	<b>Frequency</b>	<b>Amount</b>
ICO	Annual Data Protection Registration	Annual	£ 35.00
NEST	Pension Contributions	Monthly	£ 114.26
PLUSNET	Landline & Internet	Monthly	£ 38.92
Southern Electric	Street Lighting	Monthly	£ 67.74
Pozitive Energy	Gas	Monthly	£ 76.52
Pozitive Energy	Electric	Monthly	£ 42.30

**Current Standing Orders as at 30 April 2022**

<b>Name</b>	<b>Description</b>	<b>Frequency</b>	<b>Amount</b>
John Truslove	Office Rent	Quarterly	£ 1,237.50

Agenda Item 22/011 (iv) To approve the Year End financial position to complete the Internal Audit.

	<b>Bank Reconciliation at 31/03/2022</b>		
	Cash in Hand 01/04/2021		104,006.27
	<b>ADD</b> Receipts 01/04/2021 - 31/03/2022		71,290.91
			175,297.18
	<b>SUBTRACT</b> Payments 01/04/2021 - 31/03/2022		66,285.48
<b>A</b>	<b>Cash in Hand 31/03/2022</b> (per Cash Book)		<b>109,011.70</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2022	0.00	
	Cambridge Building Society 31/03/2022	64,347.81	
	Unity Bank Deposit Account 31/03/2022	43,529.91	
	Unity Bank Current Account 31/03/2022	1,133.98	
			<b>109,011.70</b>
	Less unrepresented payments		
			109,011.70
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>109,011.70</b>
	<b>A = B Checks out OK</b>		

Agenda Item 22/011 (v)

To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2022

**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 2021/2022**

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 2022, 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 14 June 2021 and 23 July 2021 and were advertised as such from 10 June 2021 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.

Eleanor Choudry  
Executive Officer & Responsible Financial Officer  
Barnt Green Parish Council  
27 April 2022

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**Agenda item 22/013 h) 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. Gate closing mechanism not working properly (Page 5)
2. Bench seating (Page 7) – Timber decayed requiring sanding and re-varnish.
3. Carousel (Page 9) Surface requires repair
4. Climber Trail (Page 11) Major repair required – Bridge broken and taped to post, and main mounting bolt sheared.
5. Multi-play Bridge and slide (Page 12) – Rubber floor needs repair.

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

1. Seating (Page 8) – Moderate repairs needed
2. Agility Trail (Page 11) – Damage to roller log which is completely detached. Timber decay of post that is relied upon for stability.  
Members will need to consider de-commissioning the end piece of equipment or obtaining a quotation from equipment provider to repair.
3. Football post (Page 15) – Loose post with significant corrosion.

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

