

# BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

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



## Summons and Notice of Meeting

Members are summoned to the **Parish Council** meeting to be held on **Monday 21 June 2021 at 7.00pm at Barnt Green Cricket Club, Cherry Hill Road, Barnt Green, B45 8LN**

**Parish Councillors are hereby summoned to attend.**

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 21/018a 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

#### **21/015 Apologies**

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

#### **21/016 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.

#### **21/017 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

#### **21/018 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)

#### **21/019 To adopt previous minutes**

To approve adoption of the minutes of the Annual Parish Council meeting held 4 May 2021, previously circulated but also attached.

#### **21/020 Chairman's Report** - A verbal report may be given during this agenda item.

#### **21/021 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 14 June 2021 and will be reported at the meeting should it be received.
b) Correspondence received from	It was reported that two dogs whilst off their lead ventured through the side access point from the field

residents regarding Bittell Road Playing Field	<p>on to Margesson Drive. The resident asks the council to consider installation of a gate in order to protect dogs venturing out on to the road.</p> <p>A second report stated that another dog ventured into the farmers field at the back of the playing field and chased sheep in the field. A request has been submitted to make good the fencing that is partly trodden down.</p> <p>In both instances the EO has responded to say that ultimately the dog owner needs to be responsible for their pets whilst off the lead. The council is asked for comment.</p>
c) Mobile Street Trading Application – Ice Cream Van	BDC has notified BGPC of a street trading application for an ice cream vendor to trade Monday - Friday 3pm – 5pm and weekends, 3pm – 6pm through various point in Barnt Green Village. The council is asked to consider this request.
d) PCC Town and Parish Council Survey	A survey for completion has been received and forwarded to members on 26 May with a request made for a member to complete this survey before the deadline of Wednesday 18 August. The survey can be completed online or by completing the word document.
e) Severn Trent – replacement pipe work on Hewell Road	<p>Notification has been received that Severn Trent will return to complete the work first undertaken in Summer 2019. Initial work will consist of trial holes to determine suitable ground conditions and location of existing pipework. Managed by a manually controlled two-way temporary traffic light system the work was carried out between 1 June – 3 June.</p> <p>The council, residents and shop keepers will be notified in due course when further work will be scheduled.</p>
f) Ringway – Parish Makeover	Barnt Green has been selected as one of four parishes being considered for a makeover. Ringway, the WCC highways contractor provide a team of up to 4 personnel to tackle small projects within the village for one day. A site visit was carried out with the Ringway team and the EO with work agreed on bus shelter maintenance, verge strimming by tiered planter on Bittell Road, Bittell Road Playing Field furniture maintenance covering staining of armed bench, sanding and staining of rustic benches and painting of metal benches in the secluded are of the field. All work was completed on 12 June.

## 21/022 Finance

- (i) To note the current financial position and bill for payment. See page 4 and 5 of the agenda.
- (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. To note the Top Up request of £173.56 authorised on 18 May 2021. Page 6.

## 21/023 Environment & Community Wellbeing

- a) Replacement Picnic Bench at Bittell Road Playing Field – A purchase order has been raised for the replacement picnic bench which will be installed by the OPC.
- b) Bittell Road Playing Field Wooden Agility Course quotation for repairs – A quote has been received for replacement parts and installation of remedial work as identified in the RoSPA report. The equipment supplier, Playdale have stated

that they are unable to quote for the scattering of play bark to improve the surface area underfoot, however they have forwarded contact details of another supplier who has quoted accordingly. Members are asked to consider instruction to repair the play equipment and to improve the play area surface. Please see quote and report on pages 6 and 7.

- c) Public Footpath BG507 – See Footpath Warden report page 7.
- d) Gym Equipment on site support session – The Outdoor Gym Equipment has been signed off by the Safety Inspector and can now be used, however a fault to the air walker on two occasions have been reported and subsequently repaired. Freshair Fitness has asked if the Council wishes to host a site support session, suggesting this takes place over a two-hour timeslot, preferably on a Saturday. Members are asked to consider suitable dates for this to take place. Please see flyer attached of a similar event organised by the contractor page 8.
- e) Barnt Green Doctors Surgery, letters of complaint – Letters have been received by the Practise regarding patient access to the surgery, please find a copy of these in the supporting documents. The Practice has contacted the PCSO and also sent copies to the local MP and is requesting the council’s thoughts on this correspondence.

**21/024 Planning**

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
21/00572/FUL	76A Bittell Road	First floor and side extension.
21/00709/FUL	12 Cherry Hill Avenue	Ground floor side and rear extension
21/00791/FUL	17 Hewell Road	Erection of single-storey rear extension with revised fenestration and front door. New raised decking area.
21/00860/FUL	31 Bittell Road	Single storey rear extension

**21/025 Date and Venue of Next Meetings**

Next Parish Council Meeting, Monday 19 July 2021, time and venue to be confirmed.



Tracy Bodley  
Executive Officer  
14/06/2021

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

Agenda Item 21/022 (i) Bank Reconciliation 30 April 2021 and 31 May 2021  
**April 2021**

	<b>Bank Reconciliation at 07/05/2021</b>		
	Cash in Hand 01/04/2021		104,008.27
	<b>ADD</b> Receipts 01/04/2021 - 07/05/2021		33,525.97
			137,532.24
	<b>SUBTRACT</b> Payments 01/04/2021 - 07/05/2021		6,753.67
<b>A</b>	<b>Cash in Hand 07/05/2021</b> (per Cash Book)		<b>130,778.57</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2021	0.00	
	Cambridge Building Society 30/04/2021	64,187.34	
	Unity Bank Deposit Account 30/04/2021	66,859.35	
	Unity Bank Current Account 30/04/2021	181.88	
			<b>131,228.57</b>
	Less unrepresented payments		450.00
			130,778.57
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>130,778.57</b>
	<b>A = B Checks out OK</b>		

**May 2021**

	<b>Bank Reconciliation at 02/06/2021</b>		
	Cash in Hand 01/04/2021		104,008.27
	<b>ADD</b> Receipts 01/04/2021 - 02/06/2021		33,525.97
			137,532.24
	<b>SUBTRACT</b> Payments 01/04/2021 - 02/06/2021		12,325.15
<b>A</b>	<b>Cash in Hand 02/06/2021</b> (per Cash Book)		<b>125,207.09</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2021	0.00	
	Cambridge Building Society 31/05/2021	64,187.34	
	Unity Bank Deposit Account 31/05/2021	60,859.35	
	Unity Bank Current Account 31/05/2021	610.40	
			<b>125,657.09</b>
	Less unrepresented payments		450.00
			125,207.09
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>125,207.09</b>
	<b>A = B Checks out OK</b>		

Agenda Item 21/022 (i) To note the current financial position and bills for payment.  
**May Payments Report – Authorised 18 May 2021**

<b>May Payments List</b>				
Voucher	Description	Net	VAT	Total
16	Landline and Broadband	37.50	7.50	45.00
17	Grounds maintenance at playing field	266.72	53.34	320.06
18	Operation Forth Bridge Front Page Edit	45.00	9.00	54.00
19	Annual Membership	918.62	183.73	1,102.35
23	Dog bags	137.25	27.45	164.70
15	Lengthsman Work	225.00	0.00	225.00
20	Petty cash top up	173.56	0.00	173.56
21	Salary	1,425.02	0.00	1,425.02
22	Pension contributions	178.61	0.00	178.61
24	Outdoor Parish Caretaker	450.00	0.00	450.00
25	Internal Audit	220.00	0.00	220.00
26	Service charge	713.84	0.00	713.84
		<b>4,791.12</b>	<b>281.02</b>	<b>5,072.14</b>

**June Payments to approve**

<b>June Payments List</b>				
Voucher	Description	Net	VAT	Total
31	Salary	1,341.23	0.00	1,341.23
33	Continuous footpath lighting energy	12.58	0.63	13.21
34	Dusk to dawn footpath lighting energy	213.57	42.71	256.28
38	Landline and Broadband	37.50	7.50	45.00
39	Grounds maintenance at playing field	266.72	53.34	320.06
40	Annual playground inspection - Millennium Park	68.50	13.70	82.20
41	Annual playground inspection - Playing Field	68.50	13.70	82.20
42	Room Hire	50.00	10.00	60.00
32	Pension contributions	178.61	0.00	178.61
35	Lengthsman Work	180.00	0.00	180.00
36	Outdoor Parish Caretaker	450.00	0.00	450.00
37	Annual insurance	1,247.36	0.00	1,247.36
43	Lengthsman Work	202.50	0.00	202.50
44	Office Rent	1,237.50	0.00	1,237.50
		<b>5,554.57</b>	<b>141.58</b>	<b>5,696.15</b>

## Agenda Item 21/022 (ii) Monzo Top up reconciliation approved 18 May to note.

Monzo Reconciliation up to 10/05/2021				
Date	Description	Supplier	Expenditure	Deposit
	Balance			36.29
18/03/2021	Notebook	Lidl	2.99	
21/03/2021	Monthly Subscription	Adobe	15.17	
	Balance			18.13
23/03/2021	BGPC Topup			163.71
23/03/2021		New Balance		181.84
30/03/2021	Online Communication Subscription	Zoom	14.39	
19/04/2021	annual Subscription	Microsoft	79.99	
21/04/2021	Monthly Subscription	Adobe	15.17	
30/04/2021	Online Communication Subscription	Zoom	14.39	
10/05/2021	Internet Security	ESET	31.46	
		Sub-Total Spend	155.40	
		Balance		26.44
		Top Up Request		173.56

**Agenda item 21/023** Environment & Community Wellbeing b) Maintenance repairs to wooden agility play equipment. Playdale Equipment Repairs quotation below:

### Your Quote

Barnt Green Parish Council  
C/o 80 Hewell Road  
Barnt Green  
Birmingham  
West Midlands  
B45 8NF

Quotation Number: 0000070899  
Quotation Date: 19/05/2021  
Reference: WOR/LC  
Project for: Replacement Parts

Product Code	Product Name	Quantity	Unit Price	Total
RRP03	Roll N Rope Log Assembly	1.00	410.21	410.21
RRP04	Roll N Rope Pin Assembly	2.00	66.15	132.30
RRP05	Roll N Rope Log Spacer	2.00	27.09	54.18
F402	Flange Bush 20mm id/26mm od/32mm	2.00	7.52	15.04
F473	M10 X 40mm Security Bolt	6.00	1.10	6.60
AT17	600mm 200mm Vertical Pole	1.00	52.27	52.27
DEL004	Spares Delivery & Installation	1.00	495.00	495.00
		NET		GBP 1,165.60

All the above prices are subject to VAT and are valid for a period of one month.  
Please refer to our standard Terms & Conditions and our Additional Information.  
Finance packages are available.



The Council is asked to consider if it wishes to carry out repair works as detailed above. Should the Council decide not to carry out the repairs, it will need to give some thought to ongoing maintenance of its play equipment. The Council has a duty of care over play equipment users and is required to maintain its assets in the condition that they were first provided to the community or consider to decommission. Should council assets fall into disrepair due to lack of maintenance in order to save costs, then the council could be challenged in a number of ways.

Play bark Supplier:

The Council has 2 options to consider. Both options would require a secondary contractor to spread the mulch underfoot. The OPC estimates that 1 tonne will be required which will equate to 2 x ½ tonne bags, with the cost of spreading has been quoted at £75.00.

1. Purchase play bark - Gravel Master UK at a cost including delivery of £178.00.
2. Purchase cushion soft mulch – Cushion Sales at Giffords at a cost of £348.00.

The Council is asked if it wishes to consider carrying out improvements to the ground and if so, needs to consider each of the above options.

### **Agenda item 21/023 Environment & Community Wellbeing c) Footpath Warden Report on BG507**

Following a check on the path the following has been identified:

- 1) The gap between the fence and the hedge is adequate- minimum of 2 metres.
- 2) The fence has a notice saying it is electrified but it is not switched on. The power supply could be connected later though.
- 3) During the winter when this part gets waterlogged it will be impossible to cut across the field to avoid this.

Background information.

- 4) Over the years people have been going off the path to walk dogs etc. and have been challenged by I believe the landowner.
- 5) I have always said they only have a right to cross the land if they keep to the path.
- 6) When it snows the field is used as a toboggan run. This will now not be possible.
- 7) The landowner erected a sign saying keep to the path.

Photographs provided below of the fence and electrified warning sign:





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King George V Playing Fields (near the children's play area)  
Sycamore Road, Farnborough GU14 6RQ

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**Suitable for anyone 11+ All abilities welcome**

**RUSHMOOR**  
BOROUGH COUNCIL

 **FreshairFitness**  
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