

BARNT GREEN PARISH COUNCIL

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Summons and Notice of Meeting

Members are summoned to the **Parish Council** meeting to be held on **Monday 20 September 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 21/046 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

21/043 Apologies

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

21/044 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.

21/045 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.

21/046 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)

21/047 To adopt previous minutes

To approve adoption of the minutes of the Parish Council meeting held 19 July 2021, previously circulated but also attached.

To approve adoption of the Extraordinary Parish Council meeting held 24 August 2021, previously circulated but also attached.

21/048 Policy and Documents Review – All approved policies will be uploaded onto the Council's website

- a) Risk Register Review – This has been updated and requires approving and signature by the Chairman.

21/049 Chairman's Report - A verbal report may be given during this agenda item.

21/050 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 September 2021 and will be reported at the meeting should it be received.
b) Pollinator Site	A resident has complained that the pollinator site looks dishevelled. A response has been sent stating that the site will be strimmed annually following the flowering season and cleared following reseeding in accordance with the Worcestershire Pollinator Strategy.
c) Safer West Mercia Plan for consultation with Communities - Consultation	Launched on 11 August, the West Mercia Police and Crime Commissioner is requesting communities to take part in an online consultation to assist in providing strategic focus. For anyone wishing to take part in the consultation please use the link provided: https://survey.alchemer.eu/s3/90371654/Police-and-Crime-Plan-Consultation The consultation is open until Monday 1 November 2021.
d) Remembrance 2021 – Supporting veterans by displaying a Tommy	The RBL has reached out to BGPC asking for support of veterans by purchasing a Tommy for display within the village. The Tommy is a symbolic military figure that is a nationally recognised symbol of Remembrance and military support. Please see 2021 Catalogue in supporting documents. Members are asked if it wishes to purchase a Tommy to display in Millennium Park over the Remembrance period.

21/051 Finance

- a) To note the current financial position and bill for payment. See page 4 and 5 of the agenda.
- b) 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. Top Up request of £149.51 see page 5 of the agenda.
- c) Office Lease Renewal – Following resolutions made at the Extraordinary Parish Council Meeting held on 24 August and subsequent negotiations, BGPC will move premises from the front to the rear office of 80 Hewell Road. The lease term is 7-years with a 3-year break costing £6,500 per annum. The letting agent has instructed the solicitor to draw up a new lease which will require ratification at a Parish Council meeting once received. Please note that the invoice listed for payment covers periods September to December based on the rent of the front office once the lease is complete a new invoice will be sent with the apportioned amount.
- d) Total Football:
 - i) Review of Pitch Rent – Following a recommendation from the Internal Auditor that a regular review of its income streams is carried out. The Council is asked to review the pitch rent that has remained the same for the past 10 years at £170.00 per term. The Council need not impose an increase, but it does have to demonstrate to the auditor that a review has taken place.
 - ii) Permission to install lockable storage at the playing field - Total Football has requested permission to install a small lockup to store equipment onsite at their own expense. Please see separate report, page 6, provided by Total Football. Members are asked to consider this request.
- e) External Auditor Report 2020/2021 – Please see attached report where PKF Littlejohn has concluded that information provided as part of the AGAR is in

accordance with Proper Practices with no other matters arising or giving cause for concern.

- f) Consideration of a Grant Application – Bromsgrove and Redditch Citizens Advice Bureau. Please see grant application in supporting documents. The grant request is for £500.00 with the current FY21.22 budget standing at £1,000, no other grant funding requests have been received during this financial period. Historical Information – BGPC has awarded grants to Bromsgrove & Redditch CAB as follows: FY18.19 - £200, FY19.20 - £200, FY20.21 - £500. Members are asked to consider this request. To refresh yourself with the current Grant Warding Policy, please see contained within supporting documents.

21/052 Environment & Community Wellbeing

- a) Christmas Lights Switch On – Usually held on the last Saturday of November, members are requested to consider setting the date as 27 November. Due to Covid restrictions in 2020, there was no formal switch on event. Members are asked to give consideration in holding a public event as in previous years. For information, this is the 2nd year of the 3-year lighting hire contract and arrangements are in place for the awarded installation contractor to collect and install the lights. A purchase order has also been raised for delivery of a Christmas tree of a similar size to 2020 to be located on the grass verge by Millennium Park.
- b) Wassail Walk – Held between Christmas and New Year, members are asked if it wishes to hold this event once again in collaboration with the local orchard and the footpath warden.
- c) Barnt Green Sports Club – Proposal to extend the sports facility into Bittell Road Playing Field alcove. Please see separate report, page 7 & 8. Agreement in principle is sought prior to the club seeking costings etc.
- d) Millennium Park Rough Sleeper – Reports that a small tent has been seen in the corner of the park with a man taking up residence were received at the end of August. A request was made for the local policing team to unofficially speak with the rough sleeper and it was reported through West Mercia Police that the male has stated that he is not begging so is not committing an offence. It is confirmed that members of the public are offering him food and money whilst he is sitting outside Tesco. The police have distributed information in the area advising people not to give handouts but this has limited impact on those actions. The OPC has also approached the male with no effect.
The police have no powers to act to remove the tent and any form of direct action would be the responsibility of BGPC.
Members are asked how it wishes to proceed.

21/053 Planning

- a) To consider response to consultations received including:
None to consider.

21/054 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 18 October 2021, time and venue to be confirmed.



Tracy Bodley
Executive Officer
13/09/2021

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

Agenda Item 21/051 a) Bank Reconciliation 31 July 2021 and 31 August 2021

	Bank Reconciliation at 02/08/2021		
	Cash in Hand 01/04/2021		104,006.27
	ADD Receipts 01/04/2021 - 02/08/2021		35,553.42
			139,559.69
	SUBTRACT Payments 01/04/2021 - 02/08/2021		23,712.16
A	Cash in Hand 02/08/2021 (per Cash Book)		115,847.53
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2021	0.00	
	Cambridge Building Society 31/07/2021	64,187.34	
	Unity Bank Deposit Account 31/07/2021	50,329.35	
	Unity Bank Current Account 31/07/2021	1,780.84	
			116,297.53
	Less unrepresented payments		450.00
			115,847.53
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		115,847.53
	A = B Checks out OK		

	Bank Reconciliation at 06/09/2021		
	Cash in Hand 01/04/2021		104,006.27
	ADD Receipts 01/04/2021 - 06/09/2021		35,718.42
			139,724.69
	SUBTRACT Payments 01/04/2021 - 06/09/2021		26,866.73
A	Cash in Hand 06/09/2021 (per Cash Book)		112,857.96
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2021	0.00	
	Cambridge Building Society 31/08/2021	64,187.34	
	Unity Bank Deposit Account 31/08/2021	48,329.35	
	Unity Bank Current Account 31/08/2021	341.27	
			112,857.96
	Less unrepresented payments		0.00
			112,857.96
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		112,857.96
	A = B Checks out OK		

Agenda Item 21/051 a) Bills for payment.

August Payments to note

August Payments				
Voucher	Description	Net	VAT	Total
66	Grass Cutting - Millennium Park	180.00	0.00	180.00
67	Cutting Verges - Hewell Road	64.00	0.00	64.00
68	Room Hire	50.00	10.00	60.00
69	Grounds maintenance at playing field	266.72	53.34	320.06
70	Annual Website Hosting	120.00	24.00	144.00
71	Salary	1,490.61	0.00	1,490.61
72	Pension contributions	182.65	0.00	182.65
73	Annual governance accountability return	300.00	60.00	360.00
74	Landline and Broadband	39.27	7.85	47.12
75	Outdoor Parish Caretaker	450.00	0.00	450.00
76	Continuous Footpath Energy	13.49	0.67	14.16
77	Dusk to dawn	243.31	448.66	291.97
		3,400.05	604.52	3,604.57

September to approve

September Payments				
Voucher	Description	Net	VAT	Total
78	Landline and Broadband	39.27	7.85	47.12
79	Grounds maintenance at playing field	266.72	53.34	320.06
80	Lengthsman Work	112.50	0.00	112.50
81	Lengthsman Work	180.00	0.00	180.00
82	Grass Cutting - Millennium Park	120.00	0.00	120.00
83	Cut hedges and strim path	65.00	0.00	65.00
84	Cutting Verges - Hewell Road	32.00	0.00	32.00
85	Pension contributions	186.67	0.00	186.67
86	Salary	1,514.39	0.00	1,514.39
87	PAYE Qtr 2	1,020.12	0.00	1,020.12
88	Petty cash top up	149.51	0.00	149.51
89	Continuous footpath lighting energy	12.94	0.65	13.59
90	Dusk to dawn footpath lighting energy	225.61	45.12	270.73
91	Office Rent	1,237.50	0.00	1,237.50
		5,162.23	106.96	5,269.19

Agenda Item 21/051 b) Petty Cash Top Up Request and summary of expenditure

Monzo Reconciliation up to 06/09/2021				
Date	Description	Supplier	Expenditure	Deposit
	Opening Balance			0.59
18/05/2021	BGPC Topup			199.41
				200.00
21/06/2021	Monthly Subscription	Adobe	15.17	
30/07/2021	Online Communication Subscription	Zoom	14.39	
04/08/2021	Hand sanitiser for Community Walk	Amazon	11.97	
16/08/2021	Community Walk Banner	Banner Warehouse	57.73	
16/08/2021	Community Walk Flyers	Vista Print	20.69	
21/08/2021	Monthly Subscription	Adobe	15.17	
30/08/2021	Online Communication Subscription	Zoom	14.39	
		Sub-Total Spend	149.51	
		Balance		50.49
		Top Up Request		149.51

Agenda Item 21/051 d) i) Permission to install lockable cupboard by Total Football.

'Following up from your request for more information regarding a lock up at the field I have attached some more details below.

- We are looking for a fairly small lock up in relation to others as the equipment we would like to store isn't too bulky, so we are currently looking at a 7ft x 3ft lock up.

- The colour would be green, ideally to blend into the surroundings and not stand out or be too much of an eye sore.

- The current lock up we are looking at is an 'Asgard Trojan Plus' made from reinforced steel walls, integrated steel floor and drill resistant cylinder lock. Please see below example.

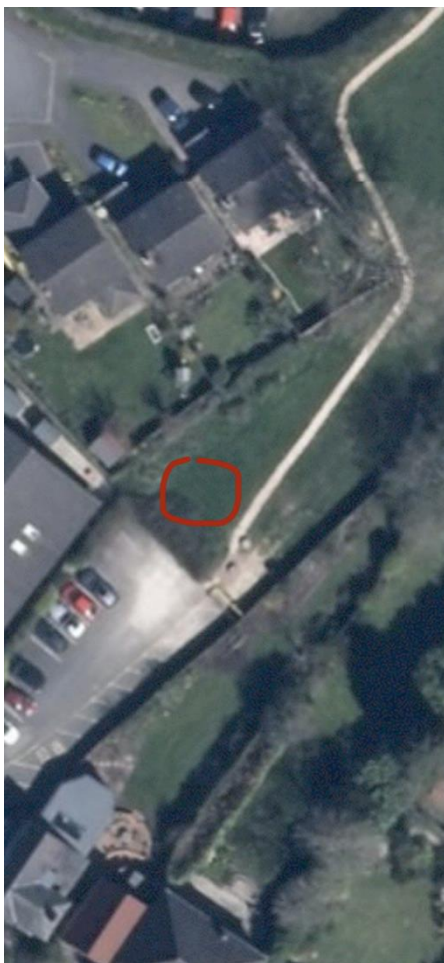
- The ideal location we believe would be at the top of the field, to the left as you walk through the gate. Picture below.

Hopefully you can take this to the next parish council meeting and we can continue to improve the quality of sports coaching we supply to the local community.

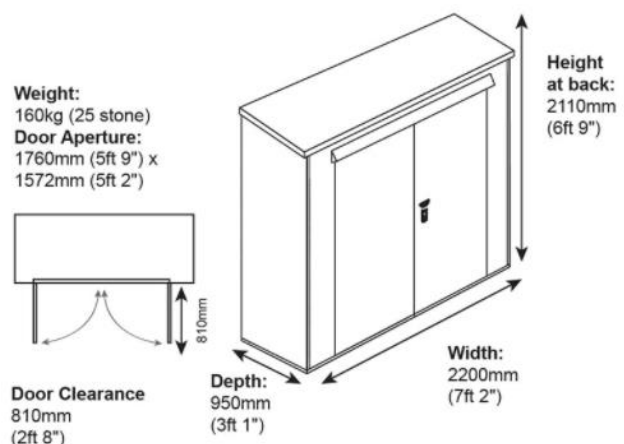
If you have any questions or recommendations/adjustments to the lock up we are proposing please do not hesitate to get in touch.

Kind Regards

Craig and Josh'



EXTERNAL MEASUREMENTS



Agenda Item 21/052 c) Barnt Green sports Club – Proposal to extend sports facility into Bittell Road Playing Field alcove.

Please see excerpt below of an email to the Chairman from a representative of Barnt Green Sports Club

'You suggested it might be helpful if I were to write an email to you for sharing with the committee ahead of the next public meeting so you have an opportunity to consider my request in advance. With this in mind, I have attempted to capture the salient points briefly below.

The directors of the club have for some time now been looking into long term sustainability of both the club as an ongoing entity as well as the sporting facilities that will continue to facilitate the health and welfare goals for all participants. As part of the project, we have to consider a number of factors which include the fabric of the main building structure which is long past its intended lifetime. This means significant building work will be required in the near future to replace and rebuild those parts in most urgent need. Given this reality alongside the fact our membership is at a record high at just over 800, we are considering how to potentially incorporate improvements such as additional squash, badminton and tennis courts to make sure there is adequate capacity for the members to enjoy their recreational exercise.

Tennis is the largest membership section of all the sports and these numbers mean we could justify the construction of an additional court, but if we were to do that in the space we currently have available, this would restrict our options for the future addition of squash and badminton facilities, not to mention the potential restriction (we have not yet checked with relevant authorities) about bringing floodlighting closer to the houses on Margesson Drive. With this in mind, I considered alternative ideas and it occurred to me that the parcel of land just beyond our furthest tennis court could be ideal if we were able to do some form of deal with the current owners/lessors.

It is apparent from utilising the lower tennis court on any given evening that this piece of land is often used for nefarious purposes so we felt that a change of use may benefit the community in two ways; firstly it means that this secluded space is no longer available for antisocial night-time use and secondly, we would be able to continue to offer healthy sporting facilities to the community and increase the number of people able to exercise at the same time.

Additionally, we have been thinking about how to open this up to the wider community so it does not become the sole benefit of members. You may be aware of the partnership we have at Lickey where we have backed our head coach in providing skills and fitness training at the municipal facilities. In addition to this, we have recently trialled a pay to play facility for non-members backed by the LTA which was popular and we could extend this with more facilities.

It is useful background to state that all the land and buildings of Barnt Green Sports Club are subject to covenants restricting its use which means it could never be used for any purpose outside of providing sports and physical recreation facilities. This effectively renders the land and buildings worthless in terms of their value to any outside party and we would anticipate bringing any new land within this same covenant so it would enjoy the same protections for future generations.

Clearly any transition of land will attract costs which would likely be not insignificant so my hope at this stage is purely to establish an agreement in principle that this is an idea the parish council would be open to so we could then approach the land owners subsequently to ask the same question. Only with both your agreement and that of the ultimate land owner would we then seek to incur an expenses. Furthermore, we would be open to different alternatives for the effective transfer of the land including but not limited to outright purchase, novation of the existing lease or even subletting from the parish council.'

Background information:

In 1994 BGPC entered into a 99 year peppercorn lease for land known as Bittell Road Playing field from Birmingham City Council with its use specified as 'solely for the provision of a village sports and recreation field'. It is possible that selling a portion of this land would be a material change as it would remove this portion from being a public facility. Given the ownership is with

Birmingham City Council assent would ultimately come from this body and no formal deal would be struck with BGPC meaning the Parish Council would be unlikely to benefit financially from any sale of land.

Members are asked for their views and if it wishes to approve an agreement in principle in order that the Sports Club can undertake further investigation into the proposal.