

# **BARNT GREEN PARISH COUNCIL**

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## **Summons and Notice of Meeting**

Members are summoned to the **Ordinary Parish Council** meeting to be held on  
**Monday 20 June 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 22/021a 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**

#### **22/017 Apologies**

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

#### **22/018 Parish Councillor Vacancy/Co-option**

#### **22/019 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.

Cllr Hotham declared an interest in agenda item 22/028 d) as he is a Trustee of Cock's Croft, the adjoining woodland. Cllr Hotham cannot comment on any planning applications due to his role as D Cllr at BDC and the possibility that he could be on the Planning Committee.

#### **22/020 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

#### **22/021 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)

#### **22/022 To adopt previous minutes**

To approve adoption of the minutes of the parish council meeting held 23<sup>rd</sup> May 2022, previously circulated but also attached.

#### **22/023 Annual Business**

##### **i. Governance arrangements:**

- a) Adoption of new LGA Members' Code of Conduct

It is a legal requirement that the council has a Code of Conduct that members must follow, which is linked to their Register of Interests. A new LGA Code of Conduct has been agreed by District and County Councils. The new code is endorsed by NALC and it is recommended by CALC that all Worcestershire local councils adhere to the same code.

**b) Review of council policies**

The following policies have been circulated prior to the meeting for review:

- a) 1. Three Year Forward Plan
- b) 2. Action Plan for Year Ahead 2022
- c) 22. Complaints Procedure
- d) 23. Child, Young Adult and Vulnerable Person Protection Policy
- e) 24. Disciplinary Procedure
- f) 25. Equal Opportunities Policy
- g) 27. Grievance Procedure
- h) 28. Data Protection Policy
- i) 30. Sickness Absence Policy
- j) 31. Volunteers policy

**22/024 Chairman’s Report** - A verbal report may be given during this agenda item.

**22/025 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 13 June and will be reported at the meeting should it be received.
b) Annual Return	The Annual Governance and Accounting Statements and supporting documents have been emailed to external auditor PKF Littlejohn and displayed on the website. The Exercise of Public Rights to view the accounts has been uploaded to the website and displayed on the notice boards. The dates for inspection are from 13 <sup>th</sup> June until 22 <sup>nd</sup> July 2022.
c) Utilities	Tritilogy are to supply gas and electric costs for new contract after September 2022.
d) Bank signatories	The Cambridge Building Society mandate to add Cllr Perry as a signatory was posted on 24 <sup>th</sup> May. No acknowledgement has been received to date.
e) PC office signage	The A board and 2 window stickers have been delayed due to staff shortages at SupaPrint but are in progress.
f) Bromsgrove District Plan Review	Update emailed.
g) Legionella training	All buildings with a water supply have to have legionella checks. EO to book on SLCC course.
h) WCC Platinum Jubilee Grant	A £557 grant for hire of the inflatables, generators and supervisory staff has been received from WCC.
i) Platinum Jubilee Refreshments	Refreshments purchased totalled £127.63 to be reimbursed to Cllr Hotham.

**22/026 Finance**

- (i) To note the current financial position and bills for payment. See page 4 of the agenda.
- (ii) To be advised of any expenditure decisions taken by Executive Officer. A request of £152.06 to top up the Monzo card to £200 had been received on

7.6.22. A top up of £86.73 is requested to bring the Monzo balance back to £200 as per expenditure, see page 5.

**22/027 Environment & Community Wellbeing**

- a) Parkers Piece Playing Field play equipment site visit
- b) Platinum Jubilee celebration Sunday 5<sup>th</sup> June - Review
- c) Brass Beatz in Millennium Park Saturday 2<sup>nd</sup> July
- d) Application for Village Green Status for the field adjoining footpath BG507
- e) Welcome Back Fund - £1200 remaining grant
- f) Barnt Green Medical Trust application for repairs to the play equipment in Millennium Park.
- g) RoSPA Annual Safety Inspection. Report given to OPC who is quoting on some of the work listed.
- h) Summer Planting – The hanging baskets and planters are complete for summer.
- i) 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.

**22/028 Planning**

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
22/00664/FUL	40 Oakdene Drive, Barnt Green, Birmingham, Worcestershire	Resubmission of lapsed consent 18/01105/FUL for first floor rear extension

**22/029 Date and Venue of Next Meetings**

Next Parish Council Meeting, Monday 18 July 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  
14 June 2022

June Payments Report

13 June 2022 (2022-2023)

**Barnt Green Parish Council  
PAYMENTS LIST**

<b>Voucher</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
52	Street Light Energy	56.83	2.84	59.67
54	Street Light Energy	-97.37	-4.86	-102.23
56	Street Light Energy	-383.08	-19.15	-402.23
57	Street Light Energy	295.13	14.75	309.88
59	Office Energy	19.63	0.98	20.61
51	Platinum Jubilee Hire of inflatables	557.00		557.00
53	Pension contributions			
55	Street Light Energy	-341.80	-68.36	-410.16
58	Street Light Energy	0.65	0.13	0.78
70	Set up electrc for DJ at Jubilee Celebration	150.00	30.00	180.00
71	Landline and Broadband	31.36	6.27	37.63
75	Expenses reimbursement Platinum Jubilee	106.36	21.27	127.63
62	Office Rent	1,625.00		1,625.00
61	Grounds maintenance at playing field	228.41	45.68	274.09
63	Porta loo for jubilee celebration	120.00	24.00	144.00
65	Summer and winter planting	850.00	170.00	1,020.00
66	Hanging baskets	510.00	102.00	612.00
69	Dog bags	148.95	29.79	178.74
60	Outdoor Parish Caretaker	498.00		498.00
68	DJ Music for Jubilee Celebration	200.00		200.00
76	Salary			
77	PAYE			
64	Lengthsman Work	189.00		189.00
67	Printing of the Bulletin newsletter	290.00		290.00
72	Office Energy	45.35	2.27	47.62
73	Street Light Energy	54.23	2.71	56.94
74	Office Energy	37.59	1.88	39.47
79	Petty cash top up	86.73		86.73

Agenda Item 22/026 (ii) To note and approve the current financial position and bills for payment.

<b>Monzo Reconciliation up to 31.5.22</b>					
	<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Expenditure</b>	<b>Deposit</b>
	<b>11.5.22</b>		<b>Topup Request</b>		<b>142.27</b>
		Opening Balance			200.00
<b>15</b>	18.5.22	Curling ribbon for jubilee balloons	Amazon	5.82	
<b>16</b>	18.5.22	Curling ribbon for jubilee balloons	Amazon	2.40	
<b>17</b>	17.5.22	2nd class stamp for bulletin to LBPC	PO	0.68	
<b>18</b>	24.5.22	2nd class stamp Cambridge BS signat	PO	0.68	
<b>19</b>	24.5.22	Office clock	Amazon	7.99	
<b>20</b>	26.5.22	Printer Ink	Cartridge Save	70.61	
			Balance		111.82
	<b>11.5.22</b>		<b>Topup Request</b>		<b>-</b>
<b>Monzo Reconciliation up to 7.6.22</b>					
	<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Expenditure</b>	<b>Deposit</b>
		Opening Balance			111.82
<b>21</b>	4.6.22	Internet security	ESET	38.17	
<b>22</b>	7.6.22	Brass Beatz leaflets	VistaPrint	25.71	
<b>23</b>	7.6.22	Brass Beatz banners x 2	Banner Warehouse	86.73	
	<b>7.6.22</b>		<b>Topup Request</b>		<b>152.06</b>
			Balance		113.27
			<b>Topup Request</b>		<b>86.73</b>

Agenda Item 22/026 (i) To approve the May Bank Reconciliation 2022

	<b>Bank Reconciliation at 31/05/2022</b>		
	Cash in Hand 01/04/2022		109,011.70
	<b>ADD</b> Receipts 01/04/2022 - 31/05/2022		37,314.94
			146,326.64
	<b>SUBTRACT</b> Payments 01/04/2022 - 31/05/2022		15,880.07
<b>A</b>	<b>Cash in Hand 31/05/2022</b> (per Cash Book)		<b>130,446.57</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2022	0.00	
	Cambridge Building Society 31/05/2022	64,347.81	
	Unity Bank Deposit Account 31/05/2022	64,529.91	
	Unity Bank Current Account 31/05/2022	1,568.85	
			<b>130,446.57</b>
	Less unrepresented payments		
			130,446.57
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>130,446.57</b>
	<b>A = B Checks out OK</b>		





