

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 26 September 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 22/034a 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

22/030 Apologies

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

22/031 Parish Councillor Vacancy/Co-option

An application has been received from resident James Baldwin and he has been invited to attend the meeting.

22/032 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 22/040 c) 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.

22/033 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

22/034 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)

22/035 To adopt previous minutes

To approve adoption of the minutes of the parish council meeting held 20th June 2022, previously circulated but also attached.

22/036 Annual Business

i. Governance arrangements:

a) Review of council policies

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

- a) 2. Action Plan for Year Ahead 2022
- b) 22. Complaints Procedure
- c) 24. Disciplinary Procedure
- d) 27. Grievance Procedure

22/037 Chairman's Report - A verbal report may be given during this agenda item.

22/038 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 from Network Rail	The DFT board have approved the project to progress into delivery so we are now going through the relevant processes to get all this lined up. This will happen alongside the design approvals which should mean that there is minimal delay between the two phases. We are awaiting an updated programme from our contractors but the current aim is to start on site in early 2023.
b) PC office signage	The A board is in use and the window sticker displayed.
c) PCC Survey response	Cllr Cholmondeley completed the survey and it has been submitted.
d) WCC Worcestershire Minerals Local Plan	The Worcestershire Minerals Local Plan was adopted on 14 th July 2022. More information can be found at http://www.worcestershire.gov.uk/minerals .
e) Hereford & Worcester Fire Authority	The Annual Service Plan for 2022-23 has been circulated to Cllrs and is available for residents on request. Information to be found at https://www.hwfire.org.uk/your-right-to-know/our-publications/
f) Total Football	£200 hire fee received for 1.1.22 to 30.4.22
g) Citizens Advice Bureau Grant Application	A request for £500 has been received and is in the budget for payment.
h) Utilities	Contract with Pozitive Energy for gas and electric renewed to 09/2025.
i) Unity Bank	Internal transfer authorisation form
j) Civility and Respect Pledge	The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector. By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. See agenda item page 5.
k) Acorns Hospice	Bucket collection during the Xmas lights switch on.
l) Hire of meeting room	Conexus children's tuition Monday evenings 4.30pm to 7.30pm (6.30pm on PC meeting nights). Starting 12/9/22 term time only. £15 charge per hire.

m) BDC Local Plan Update	The publication of the Preferred Options stage of the Local Plan review has been delayed so that further work can be carried out regarding the infrastructure to support the Plan's delivery.
n) Commuter Car Park	Request to install ANPR generated charging.
o) Memorial tree request	Parkers Piece memorial tree request in memory of long-term resident Margaret Vaughan.
p) Tree Survey	Fallen tree branch in Parkers Piece. Fallen branch on triangle at top of Fiery Hill Road.
q) Christmas Lights	Contract ends 2022. Replacement lights required for above shops including Tonys Handyman.
r) Bin	Resident litter picker asked if bin can be swapped outside Cork N Crust with a larger one as is often overflowing.
s) Hewell Lane	Resident complained about uneven and gravelly footpath. Difficult for elderly and people that use scooters. EO reported to WCC.
t) Water Compliance and Legionella Control	EO attended webinar on 8/9. Risk Assessment to be drawn up. Thermometer to be purchased and schedule of regular testing adhered to.
u) Memorial Flowers/Tree QE II	Tree to be planted using the compost from the memorial flowers in memory of QE II.

22/039 Finance

- (i) To note the current financial position and bills for payment. See page 6 of the agenda.
- (ii) To be advised of any expenditure decisions taken by Executive Officer. A request of £167.71 to top up the Monzo card to £200. See Monzo expenditure list page 11.

22/040 Environment & Community Wellbeing

- a) Parkers Piece Playing Field play equipment drainage update.
- b) Brass Beatz in Millennium Park Saturday 2nd July - Review
- c) Application for Village Green Status for the field adjoining footpath BG507.
- d) Welcome Back Fund - £1200 remaining grant. Proposal to plant fruit trees along edge of Parkers Piece (Bittell Road) playing fields.
- e) Barnt Green Medical Trust application for works in Bittell Road playing fields.
- f) RoSPA Annual Safety Inspection. OPC has carried out remaining repairs except the goal posts. Wicksteed repairs completed.
- g) Community Walk – Saturday 17 September – CANCELLED due to period of mourning QE II.
- h) Correspondence regarding tree height in Millennium Park and hedge at Orchard Croft.
- i) Pollinator site.
- j) Flood level marker post Hewell Road.

22/041 Planning

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
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22/01148/FUL	17 Poplar Drive, Barnt Green, Birmingham, Worcestershire,	Proposed two-storey front and side extension
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22/042 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 17 October 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
20 September 2022

Agenda Item 22/038 (j) Civility and Respect Pledge

Civility and Respect Pledge suggested agenda item:

'To pass a resolution to sign up to the civility and respect pledge'

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Agenda Item 22/039 (i) To note the current financial position and bills paid.

July Payments Report

Barnt Green Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Description	Net	VAT	Total
90	Office Energy	31.16	1.56	32.72
91	Office Energy	59.15	2.96	62.11
84	Grounds maintenance at playing field	228.41	45.68	274.09
85	Tree work on Playing Field	345.00	69.00	414.00
86	Porta loo for Brass Beatz	120.00	24.00	144.00
89	Landline and Broadband	26.07	5.21	31.28
82	Grass Cutting - Millennium Park	120.00		120.00
83	Grounds maintenance Verges High Street & Orchard Croft	90.00		90.00
87	Lengthsman Work	189.00		189.00
88	Outdoor Parish Caretaker	498.00		498.00
92	Grounds maintenance at Millennium Park	180.00		180.00
93	Grounds maintenance Verges High Street & Orchard Croft	55.00		55.00
94	Salary			
95	PAYE			
96	Pension contributions			
97	Street lighting	55.27	2.76	58.03

Agenda Item 22/039 (i) To note the current financial position and bills paid.

August Payments Report

Barnt Green Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Description	Net	VAT	Total
99	Grass Cutting - Millennium Park	60.00		60.00
100	Grounds maintenance at Millennium Park	60.00		60.00
101	Grounds maintenance Verges High Street & Orchard Croft	55.00		55.00
104	Lengthsman Work	189.00		189.00
107	PAYE			
108	Pension contributions			
103	Street Light Energy	56.31	2.81	59.12
109	Office Energy	41.97	2.10	44.07
110	Office Energy	21.93	1.10	23.03
98	12 months web hosting	120.00	24.00	144.00
102	Grounds maintenance at playing field	228.41	45.68	274.09
105	PC office signage	109.00	21.80	130.80
111	Landline and Broadband	23.29	4.66	27.95
106	Salary			
112	PAYE			

Agenda Item 22/039 (i) To note the current financial position and bills paid.

September Payments Report

Barnt Green Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Description	Net	VAT	Total
114	Citizens Advice Bromsgrove	500.00		500.00
116	Service charge	180.23		180.23
117	Service charge	311.34		311.34
131	Office Rent	1,625.00		1,625.00
124	Dusk to dawn footpath lighting energy	56.31	2.81	59.12
113	Training - Clerk	60.00	12.00	72.00
118	Grounds maintenance at playing field	228.41	45.68	274.09
123	Landline and Broadband	25.00	5.00	30.00
125	Dog bags	148.95	29.79	178.74
126	Window sticker PC door sign	80.00	16.00	96.00
136	Annual governance accountability return	300.00	60.00	360.00
115	Outdoor Parish Caretaker	498.00		498.00
119	OPC repairs in Millennium Park	135.00		135.00
120	OPC repairs playing field	100.00		100.00
121	Outdoor Parish Caretaker	498.00		498.00
127	Bank Service Charge	18.00		18.00
128	Pension contributions			
129	Salary			
130	PAYE			
132	Grounds maintenance at Millennium Park	60.00		60.00
133	Grounds maintenance Verges High Street & Orcl	35.00		35.00
134	Grass Cutting	20.00		20.00
135	Expenses	167.71		167.71
122	Lengthsman Work	189.00		189.00

Agenda Item 22/039 (i) To approve the June Bank Reconciliation 2022

Barnt Green Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/07/2022		
	Cash in Hand 01/04/2022		109,011.70
	ADD Receipts 01/04/2022 - 31/07/2022		38,517.63
			147,529.33
	SUBTRACT Payments 01/04/2022 - 31/07/2022		27,155.49
A	Cash in Hand 31/07/2022 (per Cash Book)		120,373.84
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2022	0.00	
	Cambridge Building Society 31/07/2022	64,347.81	
	Unity Bank Deposit Account 31/07/2022	54,788.60	
	Unity Bank Current Account 31/07/2022	1,237.43	
			120,373.84
	Less unrepresented payments		
			120,373.84
	Plus unrepresented receipts		
B	Adjusted Bank Balance		120,373.84
	A = B Checks out OK		

Barnt Green Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2022		
	Cash in Hand 01/04/2022		109,011.70
	ADD Receipts 01/04/2022 - 31/08/2022		38,706.63
			147,718.33
	SUBTRACT Payments 01/04/2022 - 31/08/2022		30,347.90
A	Cash in Hand 31/08/2022 (per Cash Book)		117,370.43
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2022	0.00	
	Cambridge Building Society 31/08/2022	64,347.81	
	Unity Bank Deposit Account 31/08/2022	52,288.60	
	Unity Bank Current Account 31/08/2022	734.02	
			117,370.43
	Less unrepresented payments		
			117,370.43
	Plus unrepresented receipts		
B	Adjusted Bank Balance		117,370.43
	A = B Checks out OK		

Agenda item 22/039 ii) To be advised of any expenditure decisions taken by EO.

Monzo Reconciliation up to 19.9.22					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			200.00
24	19.7.22	Drawing pins	Post Office	2.00	
25	17.8.22	Yellow Rattle seeds Pollinator Site	Amazon	6.58	
26	17.8.22	A5 Diary 2023	Amazon	3.99	
27	17.8.22	A4 Subject Dividers	Amazon	8.99	
28	22.8.22	Community Walk Banner 17.9.22	Banner Warehouse	108.99	
29	25.8.22	Community Walk Flyers 17.9.22	VistaPrint	26.81	
30	5.9.22	PC office key for lettings-Conexus	Tonys Handyman	4.00	
31	12.9.22	Toilet roll and handwash	Tesco	6.35	
			TOTAL		167.71
			Balance		32.29
			Topup Request		167.71