

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 21 November 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 22/060a 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

22/056 Apologies

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

22/057 Parish Councillor Vacancy

Cllr Nilsson is looking to leave Barnt Green and therefore his Cllr role, therefore a Cllr Vacancy will continue to be advertised.

22/058 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 22/066 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. Cllr Cholmondeley declared an interest in agenda item 22/064 f).

22/059 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

22/060 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)

22/061 To adopt previous minutes

To approve adoption of the minutes of the parish council meeting held 17th October 2022, previously circulated but also attached.

22/062 Annual Business

i. Governance arrangements:

a) Review of council policies

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

- a) 3. Risk Management Policy
- b) 4. Balances and Reserves Policy
- c) 12. Operational Risk Assessment
- d) 13. Risk Register Log Review
 - i) Litter picking assessment
 - ii) Storage arrangements for minutes

22/063 Chairman's Report - A verbal report may be given during this agenda item.

22/064 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	An update was requested on 14/11/22.
b) Tree Survey	Update from Gavin Boyes, Senior Tree Officer, WCC to inspect large Oak tree in Bittell Road playing fields that dropped a large branch. Following the fallen branch on the triangle at the top of Fiery Hill Road EO requested tree survey by WCC. WCC responded that the contractor will continue to monitor the area on the inspection regime.
c) Hewell Lane	Resident complained about uneven and gravelly footpath. Difficult for elderly and people that use scooters. EO reported to WCC awaiting response
d) Greenbank	WCC confirmed that they are responsible for maintenance. The area is inspected on foot annually around December. There are no advisories currently for this road.
e) Income received	Room hire from Conexus £75 on 9.11.22.
f) BGMT Grant Application	The application for drainage works at Bittell Road playing fields was successful and the payment of £5736 was received on 31.10.22.
g) Contingency Plan	Proposed reciprocal arrangement with Cofton Hackett Parish Council to cover long term Clerk unavailability due to illness etc. No further updates.
h) Warm Hub	Investigate potential 'warm hub' in Barnt Green. Meeting arranged for 22 nd November.
i) Thermostatic Mixing Valve in office toilet sink	Due to primary school aged children using the sink when attending Conexus a TMW has been fitted to comply with legislation preventing scalds/burns.
j) Fallen bollard Greenbank	Bollard has been replaced.
k) Defibrillator Cabinet	The OPC has painted and improved the appearance of the defibrillator cabinet.
l) Refreshments	The soft drink, wine and beers left over from the jubilee event have been donated to St Andrews First School to be used at their Christmas Fayre.
m) Chairmans Xmas Buffet	Invitations will be distributed for the event on Monday 12 th December 5.30pm until 7pm at BG Social Club.

n) Disability Ramp	Economy aluminium wheelchair ramp for access between PC office and meeting room £74.
o) Blocked drains along Bittell Road	Reported Ref 5522 to WCC. WCC have raised a four-week order to jet the gully and will continue to monitor the drainage system as part of their routine inspection regime 7/11/22.
p) LGA agreed £1 per hour increase back dated to 1 st April 2022	EO added back-dated pay to list of payments.
q) Student Litter Picker	Student to litter pick in Barnt Green as part of DofE Award.

22/065 Finance

- (i) To note the current financial position 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 £101.72 to top up the Monzo card to £200. See Monzo expenditure list page 7.

22/066 Environment & Community Wellbeing

- a) Parkers Piece Playing Field play equipment drainage update.
- b) Bittell Road traffic speed / pedestrians crossing/litter
- c) Application for Village Green Status for the field adjoining footpath BG507. Objection received.
- d) Welcome Back Fund - £1200 remaining grant. Fruit trees have been ordered for planting in Bittell Road playing fields and the Pollinator site. Contractor J Bishop has ordered replacement laurel bushes.
- e) Bittell Road playing fields.
- f) Pollinator site.
- g) Flood level marker post Hewell Road.
- h) Climate change.
- i) Replacement shed in Millennium Park quotes.
- j) Christmas Lights Switch On. Saturday 3rd December 3.30pm to 5pm. Arrow Valley Brass Band, The Theatre Workshop Choir and Father Xmas are booked. The tree will be delivered last week in November. Flyers and banners have been delivered. GJH Electrical to install lights.
- k) Community Events 2023 – Walks and Food Festival.
- l) Lickey Hills Car Parking Charge consultation closes 4th December.
- m) Following a meeting quotes to be sought to trim Millennium Park tree branches that overhang the Friends Meeting House.

22/067 Planning

- a) No applications have been received.

22/068 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 16 January 2022 7pm at 80 Hewell Road.

E Choudry

Agenda Item 22/065 (i) To note the current financial position and bills paid.

November Payments Report

**Barnt Green Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher	Description	Net	VAT	Total
167	Office Energy	9.14	0.46	9.60
169	Street Light Energy	59.15	2.95	62.10
166	Grass Cutting	228.41	45.68	274.09
168	Landline and Broadband	30.25	6.05	36.30
171	Dog bags	148.95	29.79	178.74
172	Repair to playground equipment and rubberised floor	1,320.95	264.19	1,585.14
173	Millennium Park rope bridge inspection	60.00	12.00	72.00
159	Salary			
160	PAYE			
161	Pension contributions			
162	Donation	50.00		50.00
163	Outdoor Parish Caretaker	498.00		498.00
164	Goal post repair in playing field	175.00		175.00
165	Lengthsman Work	189.00		189.00
170	Fit TMV valve and repair toilet	175.00		175.00
174	PAYE			
175	PAYE			
176	Grass cutting - Millennium Park	60.00		60.00
177	Grounds maintenance at Millennium Park	65.00		65.00
178	Grounds maintenance Verges High Street and Orchard Croft	35.00		35.00

Agenda Item 22/065 (i) To approve the October 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 31/10/2022		
	Cash in Hand 01/04/2022		109,011.70
	ADD Receipts 01/04/2022 - 31/10/2022		80,240.59
			189,252.29
	SUBTRACT Payments 01/04/2022 - 31/10/2022		46,880.77
A	Cash in Hand 31/10/2022 (per Cash Book)		142,371.52
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2022	0.00	
	Cambridge Building Society 31/10/2022	64,347.81	
	Unity Bank Deposit Account 31/10/2022	70,567.09	
	Unity Bank Current Account 31/10/2022	7,456.62	
			142,371.52
	Less unrepresented payments		
			142,371.52
	Plus unrepresented receipts		
B	Adjusted Bank Balance		142,371.52
	A = B Checks out OK		

Agenda item 22/065 ii) To be advised of any expenditure decisions taken by EO.

Monzo Reconciliation up to 9.11.22					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			200.00
33	1.11.22	Xmas Lights switch on banners x 2	The Banner Warehouse	84.23	
34	1.11.22	Xmas Lights switch on flyers	VistaPrint	17.49	
			TOTAL		101.72
			Balance		98.28
			Topup Request		101.72