

# **BARNT GREEN PARISH COUNCIL**

**80 Hewell Road, Birmingham, B45 8NF**

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## **Summons and Notice of Meeting**

Members are summoned to the **Annual Parish Council** meeting to be held on **Monday 15<sup>th</sup> May 2023 at 7.00pm at 80 Hewell Road, Barnt Green, B45 8NF**

**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 23/130 a) 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**

**23/125 Election of Chair**

**23/126 Election of Vice-Chair**

**23/127 Apologies**

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

**23/128 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 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.

**23/129 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

**23/130 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)

**23/131 To adopt previous minutes**

- a) To approve adoption of the minutes of the Ordinary parish council meeting held 17<sup>th</sup> April 2023, previously circulated but also attached.

**23/132 Annual Business**

- i. **Appointment of committees: nomination thereto and dates of meeting**
  - a) Planning Committee
  - b) Finance and General Purposes
  - c) Environment.
  - d) Staffing.
- ii. **Review of delegation arrangements**
- iii. **Agree representation arrangements:**
  - a) **Worcestershire CALC**  
For 2022/23 BGPC representatives were Cllrs R Cholmondeley and S Whitehand
  - b) **Campaign to Protect Rural England (CPRE)**  
For 2022/23 BGPC representative was Cllr S Whitehand.
  - c) **St Andrews C of E First School**  
For 2022/23 BGPC representative was Cllr O Pardo Roques.
  - d) **Pensions Regulator**  
For 2022/23 BGPC representative was Cllr R Cholmondeley.
- iv. **Governance arrangements:**
  - a) **Review of Standing Orders**
  - b) The Standing Orders had been circulated prior to the meeting.
  - c) **Review of Financial Regulations**
  - d) The Financial Regulations had been circulated for review prior to the meeting.
  - e) **Review of Members' Code of Conduct**
  - f) **Review of Asset Register**  
The Asset Register had been circulated for review prior to the meeting.
  - g) **Confirm insurance arrangements and adequacy of cover**
  - h) BGPC is in a 3-year deal with Hiscox Insurance Company Ltd until May 2024. Renewal quotes will be sought next year.
  - i) **Review annual subscriptions**
    - i) National Association of Local Councils / Worcs CALC
    - ii) Campaign to Protect Rural England
    - iii) GeoXhere – Parish Online
    - iv) Society of Local Council Clerks
    - v) Data Protection
    - vi) Clerks and Councils Direct Magazine
    - vii) Local Councils update
    - viii) Open Spaces Society
  - j) **Agree calendar for review of all council policies**
  - k) **General Power of Competence**

**23/133 Chairman's Report** - A verbal report may be given during this agenda item.

**23/134 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) Play Equipment Safety Inspections	EO contacted Alvechurch PC, but they also use RoSPA for their inspections.
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### 23/135 Finance

- (i) To note the current financial position, income 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 £55.94 to top up the Monzo card to £200. See Monzo expenditure list page 8.
- (iii) To agree the current financial standing order and direct debit payments.
- (iv) To approve the Year End financial position to complete the Internal Audit.
- (v) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2023.
- (vi) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2023.

### 23/136 Committee, Working Party and Members' reports on meetings attended

- a) Annual Parish Meeting held 24/04/2023 minutes circulated in advance of the meeting and noted.

### 23/137 Environment & Community Wellbeing

- a) Bittell Road Playing Field play equipment.
- b) Bittell Road traffic speed / pedestrians crossing
- c) Flood level marker post Hewell Road.
- d) Lack of departure screens and PA on Platform 1 at Barnt Green train station.
- e) Wicksteed Millennium Park Inspection Report. Quotes for repairs and complete resurfacing with wetpour to be discussed.
- f) Pruning of the lime trees in Millennium Park that overhang the Friends Meeting House.
- g) Community Events – Community Walk and Brass Beatz 24<sup>th</sup> June.
- h) Social Eats Music and Street Food Festival Event in Bittell Road playing fields on the 16<sup>th</sup> September.
- i) Millennium Park dogs in children's play area – EO has ordered 2 x 'No Dog' signs. OPC has agreed to fix them beside the entrance gate.
- j) Hanging baskets and planters on Hewell Road.
- k) Advertising banners.

### 23/138 Planning

- a) Responses to consultations received including:

BDC ref	Site Address	Proposal
23/00412/FUL	Storage Land, Grosvenor House Nursing Home Aqueduct Lane Alvechurch Worcestershire B48 7BS	Proposed new timber framed log cabin office, retaining wall, 2.2m high timber close boarded fencing with aluminium posts.

### 23/139 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 19<sup>th</sup> June 2023 7pm at 80 Hewell Road.

*E Choudry*

Council Members: R Cholmondeley (Chairman), C Hotham (Vice-Chairman),  
P Perry, S Whitehand, O Pardo Roques, M Roberts, J Baldwin and L Williams

Eleanor Choudry  
Executive Officer  
9<sup>th</sup> May 2023

Agenda Item 23/135 (i) To approve the current financial position and bills paid.

Income received

## Barnt Green Parish Council RECEIPTS LIST

Voucher	Supplier	Net	VAT	Total
3	Conexus Tuition			75.00
<b>Total</b>				<b>75.00</b>

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Agenda Item 23/135 (i) To approve the current financial position and bills paid.

May Payments Report

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

Voucher	Description	Net	VAT	Total
19	Office Energy	28.30	1.42	29.72
20	Street Light Energy	41.58	2.08	43.66
21	Petty cash top up	126.43		126.43
22	Dog bags	148.95	29.79	178.74
23	Internal Audit	272.40		272.40
24	Dog & Litter Bin Emptying - Bittell Road Playing Field	1,237.50	247.50	1,485.00
25	CALC Annual Subscription	860.39	172.08	1,032.47
25	CALC Annual Subscription	120.35		120.35
26	Grounds maintenance at playing field	228.41	45.68	274.09
27	OPC repair to new shed lock in playing fields	101.96		101.96
28	Outdoor Parish Caretaker	544.50		544.50
29	Lengthsman Work	207.84		207.84
30	Salary			
31	PAYE			
32	Pension contributions			
33	PAYE			
34	Petty cash top up	55.94		55.94
35	Hire of Friends Meeting House for Assembly	40.25		40.25

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Agenda Item 23/121 (i) To approve the April Bank Reconciliation 2023

## Bart Green Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 30/04/2023</b>		
	Cash in Hand 01/04/2023		110,006.54
	<b>ADD</b> Receipts 01/04/2023 - 30/04/2023		36,373.25
			146,379.79
	<b>SUBTRACT</b> Payments 01/04/2023 - 30/04/2023		4,457.37
<b>A</b>	Cash in Hand 30/04/2023 (per Cash Book)		<b>141,922.42</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2023	0.00	
	Cambridge Building Society 30/04/2023	71,785.55	
	Unity Bank Deposit Account 30/04/2023	69,039.02	
	Unity Bank Current Account 30/04/2023	1,097.85	
			<b>141,922.42</b>
	Less unrepresented payments		
			141,922.42
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>141,922.42</b>
	<b>A = B Checks out OK</b>		

Agenda item 23/121 ii) To be advised of any expenditure decisions taken by EO.

Monzo Reconciliation up to 4th May 2023					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			<b>200.00</b>
<b>1</b>	20.04.23	Workplace First Aid Kit	St John Ambulance	19.14	
<b>2</b>	04.05.23	NO DOG sign for Millennium Park x 2	The Sign Shed	36.80	
		Topup			
			Balance		144.06
			<b>Topup Request</b>		55.94