

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

exec@barntgreen.org.uk
www.barntgreen.org.uk



Summons and Notice of Meeting

Members are summoned to the **Ordinary Parish Council** meeting to be held on **Monday 20th November 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 23/194 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

23/191 Apologies

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

23/192 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.

23/193 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

23/194 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)

23/195 To adopt previous minutes

- a) To approve adoption of the minutes of the Ordinary parish council meeting held 16th October 2023, previously circulated but also attached.

23/196 Annual Business

i. Review of Policies:

- a) Risk Management
- b) Operational Risk Assessment
- c) Training Policy

- d) Risk Register Log Review
 - i) Litter picking assessment
 - ii) Storage arrangements for minutes

23/197 Meetings / Training Attended.

23/198 Chairman’s Report - A verbal report may be given during this agenda item.

23/199 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	A request has been sent to Network Rail for an installation date.
b) Defibrillator	The EO has applied to the Department of Health and Social Care for funding. An email was received on 2/11/23 advising that we will be made aware if we have been successful with the funding application shortly.
c) Basketball Hoop	The EO received a quote from Wicksteed for a replacement backboard. The OPC is to quote for the repair.
d) Interim Internal Audit 2023/24	The interim internal audit by DKE Audit Services was carried out on the 31 st October. The report has been circulated to all councillors. No control issues or non-compliances were identified and no recommendations made. The audit will be finalised after 31/3/24.
e) Ditch alongside scout hut	A resident complained that the debris from the hedge cutting has been thrown into ditch. The ditch needs maintenance as silt and debris have built up over the years causing the ditch to become shallower. The EO reported the hedge cuttings to the Lengthsman and a maintenance request to BDC.
f) LGA agreement on rates of pay for 2023/24.	The EO to add the increase of £1 per hour backdated to April 23 to Decembers salary. The EO had an appraisal in Feb 23, when she had been in post for a year, but did not move up the pay scale.
g) WCC updates to the Worcestershire Local Flood Risk Management Strategy	<p>The strategy can be found at https://www.worcestershire.gov.uk/flooding/plans-policies-and-strategies Respond by 24/11/23.</p> <p>In order to help us to update the Strategy, WCC would like the PC’s responses to the following questions about the existing one.</p> <ol style="list-style-type: none"> 1. Have you ever looked at/referred to the local flood risk strategy? If you have, did you find it useful/helpful? If so, in what way(s) was it useful? 2. Are there things that you would want included in the Strategy that aren’t currently included? 3. Is the current structure of the Strategy right? Are the objectives and measures still relevant?

h) Chairmans Xmas Buffet	Invitations will be distributed for the event which is to be held on Monday 18 th December 5pm until 7pm at BG Social Club.
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23/200 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. See page 7 of the agenda. A top up of £198.82 on 1/11/23 was paid to the Monzo card to top up the balance to £200 so that the EO could purchase Xmas Lights Switch on flyers and Best Dressed Window Competition postcards. Cllrs Cholmondeley and Hotham authorised the payment. A payment of £78.28 is requested to top up Monzo cars to £200. Top up amount needs to be increased if a PA system is to be purchased.

23/201 Environment & Community Wellbeing

- a) Bittell Road Playing Field drainage works.
- b) Bittell Road Playing Field children's play equipment.
- c) Millennium Park flagpole cleaner.
- d) Lack of departure screens and PA on Platform 1 at Barnt Green train station. WM Trains chased for an update.
- e) Millennium Park Multi Play equipment. OPC to carry out repair on 11/11/23.
- f) Millennium Park wetpour resurfacing. Works completed 24th October 2023. Parts of the wetpour reacted to the weather.
- g) Pruning of the lime trees in Millennium Park that overhang the Friends Meeting House. Cllr Cholmondeley and the EO met with the Manager of the Friends Meeting House regarding complaint.
- h) Event organiser Alex McGarry from Social Eats met with Cllrs Cholmondeley, Perry and the EO on 7/11/23 to discuss feedback from the Music and Street Food Festival held on the 16th September and future events.
- i) Future Community Events 2023/24:
 - i) 2024 Events calendar circulated.
 - ii) Christmas Lights switch on Saturday 2nd December. Purchase of PA system (quotes circulated). GJH to provide barriers. Xmas tree to be installed on 27/11/23. The Theatre Workshop and Arrow Valley Brass Band have confirmed.
 - iii) Best Dressed Christmas Window.
 - iv) Wassail Walk on Thursday 28th December.
 - v) Social Eats Music and Street Food Festival Saturday 7th September 2024.
- j) Pollinator Site. Green Bank residents volunteer group have been issued with the Pollinator Site Policy, Health and Safety Policy and Risk Assessment.
- k) Crime in Barnt Green update.
- l) The Longlands, new pedestrian crossing update.
- m) Flooding risk from village stream which runs through Sandhills Road.
- n) Biodiversity Policy Requirement.
- o) UK Men's Shed Project. Alvechurch PC has asked whether BGPC would like to be involved in setting up a Men's Shed project to help improve mental health in men.

23/202 Planning

a) Responses to consultations received including:

BDC ref	Site Address	Proposal
23/01129/FUL	10 Blackwell Road, Barnt Green, Worcestershire, B45 8BU	Proposed two storey extensions to front and rear of dwelling
BGPC Recommendation: TBC		
BDC ref	Site Address	Proposal
23/01159/FUL	34 Fiery Hill Road, Barnt Green, Worcestershire, B45 8LE	Single storey side extension
BGPC Recommendation: TBC		
BDC ref	Site Address	Proposal
23/01163/FUL	1 Poplar Drive, Barnt Green, Worcestershire, B45 8NQ,	Ground floor rear extension with first floor extension set back 300mm over existing garage.
BGPC Recommendation: TBC		

23/203 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 15th January 2024 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
14th November 2023

Agenda Item 23/200 (i) To approve the current financial position and bills paid.

October Income received

21	31.10.2023	£207.84	£0.00	£207.84	Lengthsman refund	Worcestershire County Council
20	31.10.2023	£150.00	£0.00	£150.00	Term 2 of hire of playing field	Total Football
19	31.10.2023	£2,000.00	£0.00	£2,000.00	Hire of playing field by Social Eats	Social Eats

October Payments Report

133	31.10.2023	£35.22	£1.76	£36.98	Office Energy	Positive Energy
132	31.10.2023	£56.34	£2.82	£59.16	Office Energy	Positive Energy

November Payments Report

152	30.11.2023	£290.00	£0.00	£290.00	Grounds maintenance at Millennium Park	John S Bishop
151	30.11.2023	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
150	30.11.2023	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
149	30.11.2023	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
148	30.11.2023	£180.00	£36.00	£216.00	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
147	30.11.2023	£48.12	£9.62	£57.74	Flagpole cleaner	Flagmakers
146	30.11.2023	£250.00	£0.00	£250.00	Grant Application	Barnt Green Friendship Group
145	30.11.2023	£111.00	£22.20	£133.20	Millennium Park Multiplay repair	Wicksteed Leisure Ltd
144	30.11.2023				PAYE	HMRC
143	30.11.2023				Pension contributions	NEST
142	30.11.2023				PAYE	HMRC
141	30.11.2023				Salary	Eleanor Choudry (Eleanor Choudry)
140	30.11.2023	£207.84	£0.00	£207.84	Lengthsman Work	Bromsgrove District Council
139	30.11.2023	£24.90	£1.24	£26.14	Street Light Energy	YU Energy
138	30.11.2023	£164.41	£8.22	£172.63	Street Light Energy	YU Energy
137	30.11.2023	£544.50	£0.00	£544.50	Outdoor Parish Caretaker	Andlin Cleaning
136	30.11.2023	£544.50	£0.00	£544.50	Outdoor Parish Caretaker	Andlin Cleaning
135	30.11.2023	£1,950.00	£390.00	£2,340.00	Tree work at Friends Meeting House	CJ Tree Surgeons Ltd
134	30.11.2023	£28.76	£5.75	£34.51	Office landline, broadband & calls	BT

Agenda Item 23/200 (i) To approve the October 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)

	Bank Reconciliation at 31/10/2023		
	Cash in Hand 01/04/2023		110,006.54
	ADD Receipts 01/04/2023 - 31/10/2023		81,907.95
			191,914.49
	SUBTRACT Payments 01/04/2023 - 31/10/2023		54,451.38
A	Cash in Hand 31/10/2023 (per Cash Book)		137,463.11
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2023	0.00	
	Cambridge Building Society 31/10/2023	71,785.55	
	Unity Bank Deposit Account 31/10/2023	64,204.77	
	Unity Bank Current Account 31/10/2023	1,472.79	
			137,463.11
	Less unrepresented payments		
			137,463.11
	Plus unrepresented receipts		
B	Adjusted Bank Balance		137,463.11
	A = B Checks out OK		

Agenda Item 23/200 (ii) To be advised of any expenditure decisions taken by Executive Officer

Monzo Reconciliation up to 13th November 2023					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			1.18
	01.11.23	Topup			198.82
15	02.11.23	Xmas flyers and postcards	Vista print	78.28	
					78.28
		Topup			
			Balance		121.72
			Topup Request		78.28