

# **BARNT GREEN PARISH COUNCIL**

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

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## **Summons and Notice of Meeting**

Members are summoned to the **Ordinary Parish Council** meeting to be held on **Monday 15<sup>th</sup> January 2024 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 23/207 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**

#### **23/204 Apologies**

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

#### **23/205 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. D Cllr Hotham has declared an interest in agenda item 23/211 h) as he is Chairman of The Cocks Croft Wood Trust.

#### **23/206 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

#### **23/207 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)

#### **23/208 To adopt previous minutes**

- a) To approve adoption of the minutes of the Ordinary parish council meeting held 20<sup>th</sup> November 2023, previously circulated but also attached.

#### **23/209 Meetings / Training Attended –** The EO attended the introduction to the NALC Local Council Awards Scheme on the 12<sup>th</sup> December 2023. The EO requires at least 12 CPD points in the 12 months immediately preceding the application. There is a £50 registration fee and variable accreditation fee. Accreditation lasts

for four years.

**23/210 Chairman's Report** - A verbal report may be given during this agenda item.

**23/211 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 replacement defibrillator has been installed and registered with The Circuit. The EO sent a training video link to neighbouring businesses on how to use the defibrillator. The broken defibrillator has been recycled. Branded 4 U pay for the electricity but queried the cost as the new defibrillator also has a light as well as a heater. Estimate of cost attached.
c) 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.
d) HWFRS Public Consultation	Hereford and Worcester Fire and Resue Service would like to encourage individuals and organisations to share their views on the proposals set out in a Resource Review Consultation Document along with an accompanying Data Pack and short questionnaire. The consultation closes on 4th March 2024. <a href="https://online.ors.org.uk/questionnaire/2066AE2?clear_session=true&amp;language=en">https://online.ors.org.uk/questionnaire/2066AE2?clear_session=true&amp;language=en</a>
e) Council office A board	Ecoflex 2 Pavement Sign withstands winds of up to 70 mph from signsandstickers.co.uk estimate £96. <a href="https://signsandstickers.co.uk/product/ecoflex-2-pavement-sign/">https://signsandstickers.co.uk/product/ecoflex-2-pavement-sign/</a>
f) Monzo purchase card increase	The Financial Regulations currently state that the EO has the authority to spend up to £200 using the card if the amount is in the budget. A single transaction of up to £300 can be spent and the top up limit is £300.
g) Network Rail dilapidated fence near Pollinator site.	The EO contacted Network Rail on 20.12.23 and sent requested photos on 8.1.24.
h) Grant Application	The Cocks Croft Wood Trust have requested £500 to replace fencing and install a new stile to enable continued safe use of the wood.
i) Blackwell Road pavement complaint	Cllr Hotham contacted WCC who advised the footway will be monitored as part of their routine inspection regime.
j) Tree collapsing on Fiery Hill Road.	The EO has reported the tree to Network Rail and WCC.

k) Outdoor Parish Caretaker contract expires on 31 <sup>st</sup> March 2024.	Tender to be advertised on the parish council website for a 3-year contract.
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**23/212 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 Monzo expenditure list page 9 of the agenda. A top up of £144.73 is requested to top up the Monzo card to £300.
- (iii) To receive budget as at 31<sup>st</sup> December 2023 - see attachment
- (iv) To receive budget recommendations for 2024/25 – to follow. The budget was discussed by the Finance Committee on the 18<sup>th</sup> December and the proposal will be finalised at the Finance Committee meeting to be held on the 11<sup>th</sup> January. The budget proposal will be circulated prior to the parish council meeting.
- (v) To approve the precept for 2024/2025. The precept request form requires the signature of the Chairman and EO.

**23/213 Environment & Community Wellbeing**

- a) Bittell Road Playing Field drainage works.
- b) Bittell Road Playing Field children’s play equipment. The OPC is to repair the basketball hoop.
- c) Millennium Park flagpole cleaner.
- d) Lack of departure screens and PA on Platform 1 at Barnt Green train station.
- e) Millennium Park wetpour resurfacing. Works completed 24<sup>th</sup> October 2023. Parts of the wetpour reacted to the weather.
- f) Review of recent events :
  - i) Christmas Lights switch on 2<sup>nd</sup> December.
  - ii) Chairmans Christmas Buffet 18<sup>th</sup> December.
  - iii) Best Dressed Christmas Window.
  - iv) Wassail Walk 28<sup>th</sup> December.
- g) Pollinator Site.
- h) Crime in Barnt Green update.
- i) The Longlands, new pedestrian crossing update.
- j) Flooding risk from village stream which runs through Sandhills Road.
- k) Hanging baskets and planters.
- l) Childrens Christmas Bespoke Motif lights competition. Blachere costs are dependent on design/colour etc estimate £800-£1500 each.
- m) Biodiversity Policy Requirement.
- n) Woodland creation in partnership with National Trust.
- o) Snowball Community App.
- p) Hedge on Hewell Road and trees covering streetlamp in Green Bank and other areas.

**23/214 Planning**

- a) Responses to consultations received including:

BDC ref	Site Address	Proposal
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<b>23/01403/HHP RIO</b>	White Lodge, 34 Bittell Road, Barnt Green, Worcestershire	Single storey rear extension 8m deep and 3m high with flat roof.
BGPC Recommendation: TBC		
BDC ref	Site Address	Proposal
<b>23/01398/CPL</b>	White Lodge, 34 Bittell Road, Barnt Green, Worcestershire	Proposed single storey 4m deep, 3m high rear extension
BGPC Recommendation: TBC		
BDC ref	Site Address	Proposal
<b>23/01274/FUL</b>	12 Bittell Lane, Barnt Green, Worcestershire, B45 8NS	Demolition of Garage, conservatory and stores and erection of single storey side and rear extension. Render of existing and new development
BGPC Recommendation: TBC		
BDC ref	Site Address	Proposal
<b>23/01369/FUL</b>	St Andrews Church , Sandhills Road, Barnt Green, Worcestershire,	Replacement of cracked and uneven paving slabs, at the pedestrian entrance, with permeable asphalt system.
BGPC Recommendation: TBC		

### 23/215 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 19<sup>th</sup> February 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
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Eleanor Choudry  
Executive Officer  
9<sup>th</sup> January 2024

Agenda Item 23/212 (i) To approve the current financial position and bills paid.

### November Income received

25	30.11.2023	£180.00	£0.00	£180.00	Reimbursebent for damage to equipment	Social Eats
24	30.11.2023	£207.84	£0.00	£207.84	Lengthsman refund	Worcestershire County Council
23	30.11.2023	£20.00	£0.00	£20.00	Room Hire	Max Pardo-roques Develop Consulting
22	30.11.2023	£122.50	£0.00	£122.50	Room Hire	Conexus Tuition

### November Payments Report

157	30.11.2023	£198.82	£0.00	£198.82	Petty cash top up	Eleanor Choudry (Eleanor Choudry)
156	30.11.2023	£678.00	£0.00	£678.00	Petty cash top up	Eleanor Choudry (Eleanor Choudry)
155	30.11.2023	£750.00	£0.00	£750.00	New defibrillator and cabinet	London Hearts
154	30.11.2023	£59.61	£2.98	£62.59	Office Energy	Positive Energy
153	30.11.2023	£58.35	£2.92	£61.27	Office Energy	Positive Energy

### December Income received

27	31.12.2023	£402.00	£0.00	£402.00	Credit interest	Unity Bank
26	31.12.2023	£0.00	£1,717.33	£1,717.33	VAT Reclaim 1.8.23 to 30.11.23	HMRC

### December Payments Report

180	31.12.2023	£125.94	£0.00	£125.94	Petty cash top up	Eleanor Choudry (Eleanor Choudry)
179	31.12.2023	£165.00	£33.00	£198.00	Install new defibrillator	GJH Electrical
178	31.12.2023	£56.34	£2.82	£59.16	Office Energy	Positive Energy
177	31.12.2023	£54.83	£2.74	£57.57	Office Energy	Positive Energy
176	31.12.2023	£40.41	£8.08	£48.49	Father Christmas Suit	Charles Hotham
175	31.12.2023	£2,760.00	£552.00	£3,312.00	Installation of Christmas Lights	GJH Electrical
174	31.12.2023	£493.75	£98.75	£592.50	Street Lamp Repair	GJH Electrical
173	31.12.2023				Salary	Salaries
172	31.12.2023				PAYE	HMRC
171	31.12.2023				PAYE	HMRC
170	31.12.2023				Pension contributions	NEST
169	31.12.2023	£36.00	£0.00	£36.00	Membership renewal	CPRE
168	31.12.2023	£544.50	£0.00	£544.50	Outdoor Parish Caretaker	Andlin Cleaning
167	31.12.2023	£188.05	£9.40	£197.45	Street Light Energy	YU Energy
166	31.12.2023	£25.52	£1.28	£26.80	Street Light Energy	YU Energy
165	31.12.2023	£579.17	£115.83	£695.00	Christmas Tree, supply, install and remove	Singletons Nurseries
164	31.12.2023	£1,625.00	£0.00	£1,625.00	Office Rent	John Truslove
163	31.12.2023	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
162	31.12.2023	£100.00	£0.00	£100.00	Boiler service	Dual Flow Heating & Plumbing
161	31.12.2023	£15.00	£0.00	£15.00	Best Dresses Window Trophy	Branded-4U
160	31.12.2023	£28.76	£5.75	£34.51	Office landline, broadband & calls	BT
159	31.12.2023	£149.25	£29.85	£179.10	Dog bags	JRB Enterprise Ltd
158	31.12.2023	£325.00	£0.00	£325.00	Printing of the Bulletin newsletter	Heron Press

181	31.12.2023	£18.00	£0.00	£18.00	Bank Service Charge	Unity Bank
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## January Payments Report

196	31.01.2024	£150.00	£0.00	£150.00	Christmas Brass Band	Arrow Valley Brass
195	31.01.2024	£25.99	£1.30	£27.29	Street Light Energy	YU Energy
194	31.01.2024	£205.00	£0.00	£205.00	Grounds maintenance at Millennium Park and Longlar	John S Bishop
193	31.01.2024	£207.84	£0.00	£207.84	Lengthsman Work	Bromsgrove District Council
192	17.12.2023	£110.00	£22.00	£132.00	Replace electrical socket in Millennium Park	GJH Electrical
191	11.12.2023	£25.00	£5.00	£30.00	Christmas Message	The Village Magazine
190	31.01.2024	£948.30	£189.66	£1,137.96	White speed gates x 2	Glasdon UK Ltd
189	31.01.2024	£28.76	£5.75	£34.51	Office landline, broadband & calls	BT
188	31.01.2024	£544.50	£0.00	£544.50	Outdoor Parish Caretaker	Andlin Cleaning
187	31.01.2024	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
186	31.01.2024	£197.22	£9.86	£207.08	Street Light Energy	YU Energy
185	31.01.2024				PAYE	HMRC
184	31.01.2024				Salaries	Staff
183	31.01.2024				PAYE	HMRC
182	31.01.2024				Pension contributions	NEST

Agenda Item 23/212 (i) To approve the November Bank Reconciliation 2023

4 December 2023 (2023-2024)

**Barnt 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 30/11/2023</b>		
	Cash in Hand 01/04/2023		110,006.54
	<b>ADD</b>		
	Receipts 01/04/2023 - 30/11/2023		82,438.29
			192,444.83
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 30/11/2023		63,703.79
<b>A</b>	<b>Cash in Hand 30/11/2023</b> (per Cash Book)		<b>128,741.04</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2023	0.00	
	Cambridge Building Society 30/11/2023	71,785.55	
	Unity Bank Deposit Account 30/11/2023	55,527.27	
	Unity Bank Current Account 30/11/2023	1,428.22	
			<b>128,741.04</b>
	Less unrepresented payments		
			128,741.04
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>128,741.04</b>
	<b>A = B Checks out OK</b>		

Agenda Item 23/212 (i) To approve the December Bank Reconciliation 2023 – Interest to be added, awaiting statement.

9 January 2024 (2023-2024)

**Barnt Green Parish Council**

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

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

<b>A</b>	<b>Bank Reconciliation at 31/12/2023</b>		
	Cash in Hand 01/04/2023		110,006.54
	<b>ADD</b> Receipts 01/04/2023 - 31/12/2023		84,557.62
			194,564.16
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/12/2023		75,514.51
	<b>Cash in Hand 31/12/2023</b> (per Cash Book)		<b>119,049.65</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash	31/12/2023	0.00
	Cambridge Building Society	31/12/2023	71,785.55
	Unity Bank Deposit Account	31/12/2023	44,929.27
	Unity Bank Current Account	31/12/2023	2,496.83
			<b>119,211.65</b>
	Less unrepresented payments		162.00
		119,049.65	
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>119,049.65</b>
	<b>A = B Checks out OK</b>		

Agenda Item 23/212 (ii) To be advised of any expenditure decisions taken by Executive Officer

<b>Monzo Reconciliation up to 30th November 2023</b>					
<b>Voucher</b>	<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Expenditure</b>	<b>Deposit</b>
		Opening Balance			<b>1.18</b>
	01.11.23	Topup			198.82
<b>15</b>	02.11.23	Xmas flyers and postcards	Vista print	78.28	
<b>16</b>	21.11.23	Domain renewal for 2 years	123 Reg	28.78	
<b>17</b>	22.11.23	Top Up			678.00
<b>18a</b>	22.11.23	PA System	Amazon	259.99	
<b>18b</b>	22.11.23	Xmas fairy lights x 4	Amazon	22.53	
<b>19</b>	27.11.23	Wassail Walk banners	Banner Warehouse	84.73	
<b>20</b>	28.11.23	AA Batteries x 24	Amazon	13.99	
<b>21</b>	28.11.23	AAA Batteries x 12	Amazon	7.97	
<b>21b</b>	29.11.23	Sweet tub for Father Xmas	Amazon	11.45	507.72
			Balance		370.28
			<b>Topup Request</b>		0.00
<b>Monzo Reconciliation up to 18th December 2023</b>					
<b>Voucher</b>	<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Expenditure</b>	<b>Deposit</b>
		Opening Balance			<b>370.28</b>
<b>22</b>	4.12.23	Cellotape x 6	Amazon	5.45	
<b>23</b>	4.12.23	Staples	Amazon	3.99	
<b>24</b>	4.12.23	Card dividers and poly pockets	Amazon	10.51	
<b>25</b>	4.12.23	A4 copier paper	Amazon	21.99	
<b>26</b>	4.12.23	HP printer ink 4 colour high capacity	Cartridge Save	146.48	
<b>27</b>	4.12.23	Tippex	Amazon	2.06	
<b>28</b>	5.12.23	Cable ties x 100	Amazon	4.99	
<b>29</b>	7.12.23	2nd class stamp	VAT reclaim to HMRC	0.75	196.22
			Balance		174.06
			<b>Topup Request</b>		125.94
<b>Monzo Reconciliation up to 8th January 2024</b>					
<b>Voucher</b>	<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Expenditure</b>	<b>Deposit</b>
		Opening Balance			<b>300.00</b>
<b>30</b>	16.12.23	Food for Xmas buffet	Sainsburys	35.95	
<b>31</b>	18.12.23	Sandwiches/drinks for Xmas buffet	The Garrity	102.88	
<b>32</b>	21.12.23	2nd class stamp Total Football	Post Office	0.75	
<b>33</b>	21.12.23	Handwash / toilet rolls	Tesco	5.15	
					144.73
			Balance		155.27
			<b>Topup Request</b>		144.73