

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 19th February 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 23/219 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

23/216 Apologies

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

23/217 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.

23/218 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

23/219 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)

23/220 To adopt previous minutes

- a) To approve adoption of the minutes of the Ordinary parish council meeting held 15th January 2024, previously circulated but also attached.

23/221 Meetings / Training Attended – Cllr M Roberts attended Worcestershire's Local Nature Recovery Strategy LNRS Event on 5/2/24.

The EO attended the Clerks gathering on 23/1/24.

23/222 Annual Business

i. Governance arrangements:

a) Review of council policies

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

- a) 3 Year Forward Plan Annual Review
- b) Action Plan for year ahead 2024

23/223 Consultations

Consultation	Details/Comments	Dates
Local Government Boundary Commission England Recommendations for Worcestershire Electoral Boundaries	Alvechurch and Wythall division will have 2 councillors and include Alvechurch, Barnt Green, Beoley and Wythall. Documents available at www.lgbce.org.uk/all-reviews/worcestershire Comments can be made by emailing reviews@lgbce.org.uk	From 9/1 to 18/3/24. The final recommendations will be publicised on 2/7/24.
WCC Revised Planning Validation Document	Documents available at www.worcestershire.gov.uk/planning-applications Comments sent to validdoc@worcestershire.gov.uk	Until 11/3/24.
Worcestershire Local Nature Recovery Strategy Issues & Options	Documents available at www.worcestershire.gov.uk/lhrs Questionnaire is online.	From 15/1 to 23/2/24.

23/224 Chairman's Report - A verbal report may be given during this agenda item.

23/225 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) Ditch alongside scout hut	Following Cllr Hothams contact with NWWM the ditch has been cleared as part of the land drainage maintenance contract that is in place.
c) Network Rail dilapidated fence near Pollinator site.	The EO contacted Network Rail on 20.12.23 and sent requested photos on 8.1.24. Network Rail responded on 22.1.24 to state that they can remove the fence if we wish but have not yet responded as to what will happen about maintaining the vegetation.
d) Vandalised seating	The EO reported the vandalised seating at the station on platform one to Network Rail on the 22.1.24.
e) West Mercia Police Crime Commissioner	The EO has made an application for a solar powered VAS to be installed at Fiery Hill Road following 4 accidents happening in the space of 4 weeks. The application was

Safer Roads Fund	supported by WCC Cllr Kriss and West Mercia Police Safer Neighbourhood Team. If successful the grant will commence on 1/4/24.
f) Equan EVC Declaration regarding registration of lease	The declaration has been mislaid and therefore the lease needs to be signed again. The lease is to be exactly the same except for BMM Energy Solutions Limited (the contractor) will no longer need to be a party to the lease as the works have been completed.
g) EO Appraisal	Cllr Cholmondeley has carried out the EO's appraisal and objectives have been set for 2024. To be agreed, the EO's salary increase of one increment on the NALC payscale from 1/4/24.
h) Father Christmas	The EO met with Jon Miller who is very experienced working locally/nationally including for BDC and St Andrews First School and holds a DBS. He is booked for the Christmas lights switch on 30/11/24 in return for a £50 payment which he donates to the charity Air Ambulance.

23/226 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 £154.95 is requested to top up the Monzo card to £300. The VAS on Fiery Hill Road requires a replacement battery at approximate cost of £215. Adobe renewal is due on 8/3/24 £156.89 taking the Monzo spend over £300. A request to change the Financial Regulations and increase the Monzo limit to £500. If the increase is agreed a request to top up to £500 of £354.95.
- (iii) To note that Cllr Hotham and Cllr Williams carried out the quarterly accounting checks on the 22nd January 2024.

23/227 Environment & Community Wellbeing

- a) Bittell Road Playing Field drainage works. The EO to contact Richard Clewer, NWWM, in early March to carry out an inspection.
- b) Bittell Road Playing Field children's play equipment. The OPC has repaired the basketball hoop.
- c) Commuter Car Park. To note that the Deed of Easement requested by Cala Homes and Severn Trent is no longer being pursued and the council's solicitors have submitted their account to them and closed their file.
- d) Millennium Park flagpole cleaner.
- e) Lack of departure screens and PA on Platform 1 at Barnt Green train station. An application has been made by resident Sue Waller for a notice board to be funded from the Station Adoption Fund.
- f) Millennium Park wetpour resurfacing. The parts of the wetpour that reacted to the weather will be replaced with a green pattern when the weather is suitable. Provisional date of 26/2/24 has been booked.
- g) Pollinator Site. The volunteers have started to rake up debris on the site and on the right-hand side of the verge. The volunteers have requested a Weed Puller to help clear some of the knapweed and attached are 3 quotes.
- 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 Blachere Bespoke Motif lights competition. St Andrews First School are keen for their pupils to take part in the competition. The designs are to be with the EO by the end of June 2024.
- m) Biodiversity Policy Requirement. LNRS Local Nature Recovery Strategy survey and Worcestershire Local Nature Recovery Strategy.
- n) Hedge on Hewell Road and trees covering streetlamp in Green Bank and other areas.
- o) Wicksteed Park Inspection reports, circulated prior to the meeting.

23/228 Planning

a) Responses to consultations received including:

BDC ref	Site Address	Proposal
23/01385/FUL	25 Hewell Road, Barnt Green, Worcestershire, B45 8NL	Proposed ground floor side extension, ground floor decking, and dormer extension to the second storey, with the removal of a chimney and alterations/additions of windows and skylights
BGPC Recommendation: TBC		
BDC ref	Site Address	Proposal
23/01374/FUL	38 Bittell Road, Barnt Green, Worcestershire, B45 8LY	Single storey rear extension
BGPC Recommendation: TBC		

23/229 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 18th March 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
13th February 2024

Agenda Item 23/226 (i) To approve the current financial position and bills paid.

January Income Report

31	31.01.2024	£70.00	£0.00	£70.00	31.01.2024	Office Hire	Breeze Hot and Cold Installations Ltd
30	31.01.2024	£948.30	£0.00	£948.30	31.01.2024	WCC Reimbursement	Worcestershire County Council
29	30.01.2024	£207.84	£0.00	£207.84	31.01.2024	Lengthsman refund	Worcestershire County Council

January Payments Report

199	31.01.2024	£144.73	£0.00	£144.73	Petty cash top up	Eleanor Choudry (Eleanor Choudry)
198	31.01.2024	£33.31	£1.67	£34.98	Office Energy	Positive Energy
197	31.01.2024	£13.80	£0.69	£14.49	Office Energy	Positive Energy

February Income Report

32	29.02.2024	£207.84	£0.00	£207.84	Lengthsman refund	Worcestershire County Council
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February Payments Report

219	29.02.2024	£26.90	£1.34	£28.24	Street Light Energy	YU Energy
218	29.02.2024	£198.11	£9.91	£208.02	Street Light Energy	YU Energy
217	29.02.2024	£28.76	£5.75	£34.51	Office landline, broadband & calls	BT
216	29.02.2024	£244.20	£48.84	£293.04	Annual playground inspection - Millennium Park	Wicksteed Leisure Ltd
215	29.02.2024	£35.00	£0.00	£35.00	Data Protection Annual Fee	ICO
214	29.02.2024	£1,095.00	£219.00	£1,314.00	Street Lamp Repair	GJH Electrical
213	29.02.2024	£148.95	£29.79	£178.74	Dog bags	JRB Enterprise Ltd
212	29.02.2024	£120.00	£24.00	£144.00	Porta loo for Christmas lights switch on 2023	Shaw Loos
211	29.02.2024	£207.84	£0.00	£207.84	Lengthsman Work	Bromsgrove District Council
210	29.02.2024	£500.00	£0.00	£500.00	Grant award	Cocks Croft Wood Trust
209	29.02.2024	£75.00	£0.00	£75.00	Reimbursement to Branded for U for defibrillator electricity costs	Branded-4U
208	29.02.2024	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
207	29.02.2024	£782.50	£0.00	£782.50	Outdoor Parish Caretaker	Andlin Cleaning
206	29.02.2024	£95.00	£0.00	£95.00	Intruder alarm service	CTB Alarms Limited
205	29.02.2024	£1,500.00	£300.00	£1,800.00	Christmas Tree Lights Dismantle	GJH Electrical
204	29.02.2024	£207.84	£0.00	£207.84	Lengthsman Work	Bromsgrove District Council
203	29.02.2024				PAYE	HMRC
202	29.02.2024				PAYE	HMRC
201	29.02.2024				Salaries	Salaries
200	29.02.2024				Pension contributions	NEST

Agenda Item 23/226 (i) To approve the January Bank Reconciliation 2024

1 February 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)

	Bank Reconciliation at 31/01/2024		
	Cash in Hand 01/04/2023		110,006.54
	ADD Receipts 01/04/2023 - 31/01/2024		87,499.56
			197,506.10
	SUBTRACT Payments 01/04/2023 - 31/01/2024		80,535.17
A	Cash in Hand 31/01/2024 (per Cash Book)		116,970.93
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2024	0.00	
	Unity Bank Current Account 31/01/2024	1,470.31	
	Unity Bank Deposit Account 31/01/2024	41,999.27	
	Cambridge Building Society 31/01/2024	73,501.35	
			116,970.93
	Less unrepresented payments		
			116,970.93
	Plus unrepresented receipts		
B	Adjusted Bank Balance		116,970.93
	A = B Checks out OK		

Agenda Item 23/226 (ii) To be advised of any expenditure decisions taken by Executive Officer

Monzo Reconciliation up to 12th February 2024					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			300.00
34	24.01.24	Office door key for hire	Tonys Handyman	5.00	
35	18.01.24	PC pavement sign	Signs & Stickers	114.95	
36	31.01.24	4 x photo frame A5 for PC office	Amazon	29.00	
37	08.02.24	Title Plan for Bittell Rd playing fields	Land Registry	3.00	
38	08.02.24	Title Register for Bittell Rd playing fields	Land Registry	3.00	
					154.95
			Balance		145.05
			Topup Request		154.95