

BARNT GREEN PARISH COUNCIL

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Summons and Notice of Meeting

Members are summoned to the **Annual Parish Council** meeting to be held on **Monday 20th May 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 24/263 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

24/258 Election of Chair.

24/259 Election of Vice-Chair.

24/260 Apologies.

24/261 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.

24/262 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

24/263 Open Session – Participation to hear from:

- a) Members of the public.
- b) Supporting organisations, e.g. Safer Neighbourhood Team (SNT), Footpath Warden.
- c) Worcestershire County Councillor – Adrian Kriss (Beacon division).
- d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood).

24/264 To adopt previous minutes

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

24/265 Meetings / Training Attended

24/266 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 Scheme of Delegation to EO and Committees**
- iii. Agree representation arrangements:**
 - a) Worcestershire CALC**

For 2023/24 BGPC representatives were Cllrs R Cholmondeley and S Whitehand
 - b) Campaign to Protect Rural England (CPRE)**

For 2023/24 BGPC representative was Cllr S Whitehand.
 - c) St Andrews C of E First School**

For 2023/24 BGPC representative was Cllr O Pardo Roques.
 - d) Pensions Regulator**

For 2023/24 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) Adoption of NEW Financial Regulations**
 - d) The new 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) The 3-year deal with Hiscox Insurance Company Ltd expires in May 2024. Renewal quotes sought and attached.
 - 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
 - j) Agree calendar for review of all council policies**

24/267 Consultations- None.

24/268 Chairman's Report – A verbal report may be given during this agenda item.

24/269 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	Network Rail drop-in session, dates to be agreed.
b) West Mercia Police Crime Commissioner Safer Roads Fund	The fully funded solar powered Vehicle Activated Sign (VAS) to be installed at Fiery Hill Road has been delivered. The PCC WM Safer Roads Fund has been received. The Lengthsman has confirmed that they do not install the signs, only replace the batteries. Richard Cenci, Highways Liaison Officer, will contact the EO when they have a date for install.
c) Equan EVC Declaration regarding registration of lease	The BDC solicitor has sent a copy of the amended lease for Cllr Cholmondeley and Hotham to sign.

24/270 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 8 of the agenda. A top up of £93.25 is requested to top up the Monzo card to £500.
- (iii) The two councillors that authorise the online monthly payments are to be named in the minutes.
- (iv) The Finance Committee met on the 4th April 2024 and recommendations included:
 - i. The EO to be authorised to transfer money between Unity Bank accounts and the Cambridge Building Society. Cllr Cholmondeley contacted The Cambridge Building Society. There is only the facility to be a full signatory which would create a conflict of interests for the EO and is unnecessary for infrequent transfers.
- (v) Cllr Williams be added as a fourth signatory to help with the punctuality of the online payment authorisations. Cllr Williams to provide requested details.
- (vi) Finance Committee members to confirm preferred dates / times for quarterly meetings.
- (vii) To agree the current financial standing order and direct debit payments.
- (viii) To approve the Year End financial position and note the Internal Audit.
- (ix) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2024.
- (x) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2024.

24/271 Committee, Working Party and Members' reports on meetings attended

- a) Annual Parish Meeting held 22/04/2024 minutes circulated in advance of the meeting and noted.

24/272 Environment & Community Wellbeing

- a) Bittell Road Playing Field children's play equipment. Awaiting quotes following onsite meetings with 3 contractors.
- b) Lack of departure screens and PA on Platform 1 at Barnt Green train station.
- c) Millennium Park wetpour resurfacing. The parts of the wetpour that reacted to the weather will be replaced with a green pattern. The 21st May has been booked for the repair but is weather dependent.
- d) Pollinator Site update. The volunteer group have requested a strimmer. Quotes are attached. The EO reported the Japanese Knotweed on the site to the Place Team and BDC online.
- e) The Longlands, new pedestrian crossing update.
- f) Biodiversity. Community Orchard in Bittell Road playing fields. Funding available from the Coronation Heritage Living Fund.
- g) Hedge on Hewell Road and trees covering streetlamp in Green Bank and other areas. Along the railway side of Hewell Road after Station Approach to the corner of Green Bank there are various hedges/trees that are blocking the streetlamps. The EO seeking quotes for work to be carried out after the bird nesting season in September.
- h) Wicksteed Park Inspection reports. Cllr Hotham and Pardo-Roques to check the multi play equipment in Millennium Park for cracks in the wood. The EO has ordered a replacement rope bridge,
- i) Following the Rospa Play Safety Inspection Reports the EO has contacted Fresh Air Fitness to organise the repairs.

24/273 Planning

- a) Bromsgrove District Plan Update – Consultation Summer 2024.
- b) Responses to consultations received including:

BDC ref	Site Address	Proposal
24/00350/FUL	6 Cherry Hill Avenue, Barnt Green, Worcestershire, B45 8LA,	Replacement of existing conservatory with single story extension & Conversion of storage space above garage into guest bedroom.
BGPC Recommendation: TBC		
24/00403/FUL	4 Hewell Road, Barnt Green, Worcestershire, B45 8NE,	Single storey side extension to replace existing conservatory
BGPC Recommendation: TBC		
24/00407/FUL	White Lodge, 34 Bittell Road, Barnt Green, Worcestershire	Proposed raising of eave and ridgeline of central part of existing roof to accommodate a partial 3rd storey; hipped roofs on the two existing 2 storey flat roofed parts; and part two and part single storey rear extension
BGPC Recommendation: TBC		
24/00473/FUL	6 Poplar Drive, Barnt Green, Worcestershire, B45 8NQ	Proposed pitched roof above existing flat roofed garage/study. Rendering of front elevation
BGPC Recommendation: TBC		

24/274 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 17th June 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 May 2024

Agenda Item 24/270 (i) To approve the current financial position and bills paid.

April and May Income report

3	31.05.2024	£0.00	£1,937.44	£1,937.44	VAT reclaim 1.12.23 to 31.3.24
2	30.04.2024	£2,390.00	£0.00	£2,390.00	PCC WM Road Safety Grant for VAS on Fiery Hill Road
1	30.04.2024	£17.50	£0.00	£17.50	Office Hire

April Payments Report

18	30.04.2024	£44.06	£2.20	£46.26	Office Energy	Positive Energy
17	30.04.2024	£16.38	£0.82	£17.20	Office Energy	Positive Energy
16	30.04.2024	£94.63	£4.73	£99.36	Office Energy	Positive Energy

May Payments Report

38	31.05.2024	£93.25	£0.00	£93.25	Petty cash top up	Eleanor Choudry (Eleanor Choudry)
37	31.05.2024				Employers NI	HMRC
36	31.05.2024				Pension contributions	NEST
35	31.05.2024				PAYE	HMRC
34	31.05.2024				Salaries	Salaries
33	31.05.2024	£114.06	£0.00	£114.06	Refuse sacks	Bromsgrove District Council
32	31.05.2024	£159.26	£7.96	£167.22	Street Light Energy	YU Energy
31	31.05.2024	£24.61	£1.23	£25.84	Street Light Energy	YU Energy
30	31.05.2024	£64.35	£12.87	£77.22	Dog bags	JRB Enterprise Ltd
29	31.05.2024	£40.25	£0.00	£40.25	Hire of Friends Meeting House for Assembly	Central England Quakers Group MH Fund
28	31.05.2024	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
27	31.05.2024	£250.00	£0.00	£250.00	Grass Cutting - Millennium Park	John S Bishop
26	31.05.2024	£32.47	£6.49	£38.96	Office landline, broadband & calls	BT
25	31.05.2024	£1,324.20	£264.84	£1,589.04	Dog & Litter Bin Emptying - Bittell Road Playing Field	Bromsgrove District Council
24	31.05.2024	£1,028.65	£180.67	£1,209.32	CALC Annual Subscription	Worcs Calc
23	31.05.2024	£266.20	£0.00	£266.20	Internal Audit	DKE Audit Services
22	31.05.2024	£30.00	£6.00	£36.00	Training - Clerk	Worcs Calc
21	31.05.2024	£35.00	£7.00	£42.00	Training - Clerk	Worcs Calc
20	31.05.2024	£612.00	£0.00	£612.00	Outdoor Parish Caretaker	Andlin Cleaning
19	31.05.2024	£150.00	£0.00	£150.00	Printing of the Bulletin newsletter	Heron Press

Agenda Item 24/270 (i) To approve the April Bank Reconciliation 2024

1 May 2024 (2024-2025)

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 30/04/2024		
	Cash in Hand 01/04/2024		143,458.55
	ADD Receipts 01/04/2024 - 30/04/2024		2,407.50
			145,866.05
	SUBTRACT Payments 01/04/2024 - 30/04/2024		4,522.76
A	Cash in Hand 30/04/2024 (per Cash Book)		141,343.29
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2024	0.00	
	Unity Bank Current Account 30/04/2024	3,917.67	
	Unity Bank Deposit Account 30/04/2024	43,924.27	
	Cambridge Building Society 30/04/2024	93,501.35	
			141,343.29
	Less unrepresented payments		
			141,343.29
	Plus unrepresented receipts		
B	Adjusted Bank Balance		141,343.29
	A = B Checks out OK		

Agenda Item 24/270 (ii) To be advised of any expenditure decisions taken by Executive Officer

Monzo Reconciliation up to 9th May 2024					
Voucher	Date	Description	Supplier	Expendit	Deposit
		Opening Balance			500.00
1	15.04.24	Annual Assembly banner	The Banner Warehouse	49.98	
2	15.04.24	Annual Assembly flyers	Vistaprint	36.42	
3	23.04.24	2nd class stamp for VAT reclaim	Post Office	0.85	
4	09.05.24	Manure for pear trees in pollinator site	Barn Close Nurseries	6.00	93.25
			Balance		406.75
			Topup Request		93.25