

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 21st October 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 24/326 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

24/322 Apologies

24/323 Parish Councillor Vacancy An application for the vacancy has been received from Sally Tucker and circulated to parish councillors. Sally is unable to attend the October meeting but will attend the November meeting.

24/324 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.

24/325 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.

24/326 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).

24/327 To adopt previous minutes

- a) To approve adoption of the minutes of the Ordinary parish council meeting held on 16th September 2024, previously circulated but also attached.

24/328 Meetings / Training Attended

24/329 Governance arrangements

a) Review of council policy:

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

- i) Publication Scheme
- ii) Grievance Procedure
- iii) Disciplinary Procedure
- iv) Grant Awards
- v) Communications Risk Assessment
- vi) Risk Assessment & Management Policy
- vii) Balances and Reserves
- viii) Volunteering Policy and Procedure

24/330 Consultations-

Bromsgrove Ward Boundary Review - Initial Consultation – Consultation closes on 2 December 2024

The electoral review will recommend new electoral arrangements for Bromsgrove District Council (BDC). They will propose the total number of councillors elected to the council in the future;

- the number of wards;
- the number of councillors representing each ward;
- ward boundaries; and
- the names of wards.

How to get involved

This is a public consultation and BDC welcome views from individuals and organisations across Bromsgrove on where they think new ward boundaries should be drawn.

BDC are minded to recommend that 31 councillors should be elected to Bromsgrove District Council in the future.

This is no change from the current number of councillors.

BDC are now inviting proposals to help them draw up a pattern of wards to accommodate 31 councillors.

In drawing up new electoral wards, they must balance three legal criteria, namely: to deliver electoral equality: where each councillor represents roughly the same number of electors as others across the district;

that the pattern of wards should, as far as possible, reflect the interests and identities of local communities;

that the electoral arrangements should provide for effective and convenient local government.

BDC will treat all submissions equally and judge each case on its merits and against the legal criteria.

If you wish to put forward a view, BDC would also urge you to ensure that evidence supports your submission.

For example, if you wish to argue that two areas should be included in the same electoral ward, make sure you tell us why they should be together, providing evidence about community facilities, ties, organisations, and amenities, rather than simply asserting that they belong together.

There is more advice on BDC website about how you can get involved in the consultation. Our website features technical advice that explains the process and our policies, as well as guidance on how to take part in each part of the process.

We have also set up a webpage dedicated to the review of Bromsgrove, where you can find all the relevant information, access interactive maps of the current ward boundaries, and give your views.

Public Health and Planning in Worcestershire County Council are working together to research and understand the role of planning in ageing well and the creation of healthier, more adaptive and inclusive environments to grow old in.

Worcestershire has an ageing population with a range of social and economic issues that are relevant to the planning system. The aim of this work, in partnership including District Planning colleagues and Public Health, is to understand the issues of ageing well and how to address them in relation to the planning system. Before we do this, it is first important for us to understand what ageing well embodies and how it can be made more attainable. This survey seeks to understand more about you, your views on ageing well and what it means for you and your family. The findings from this survey will be used to inform future work on land use planning for ageing well.

Have your say

WCC are seeking your views on ageing well and what it means for you and your family.

The consultation will run from 1 October until 3 November 2024 and will be used to draft a research paper on the subject of Planning for Ageing well.

Share your views via an online survey here:

<https://online1.snapsurveys.com/HousingAgeing2024>

Further details can be found here:

[Sustainable Development Research Documents | Worcestershire County Council](#)

What Happens Next?

After the engagement exercise has concluded, all comments will be reviewed and duly considered and used to inform the drafting of the research paper Planning for Ageing Well. The first draft will be published for consultation on our website in winter 2024/25 with the aim of ensuring that ageing well is addressed through the planning process.

24/331 Chairman's Report – A verbal report may be given during this agenda item.

24/332 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	A further Network Rail drop-in session is to be held on Monday 16 th December between 7-9pm at Barnt Green Baptist Church, Bittell Road, B45 8LU. Jennifer Slater and Simon Clifford from Network Rail will give an update on the progress of the lift installation and answer any concerns regarding disruption that may be caused.
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b) Sale of 80 Hewell Road / Redecoration of office	The agent advised they are instructing the solicitor on the sale and it should complete within the next month, it will not affect the PC occupation. The agent sent an invoice for £2,459 for 'works undertaken following reports of damp to include hire of dehumidifier'. The landlord has stated that the sole cause of damp was lack of heating during the winter months. The landlord does not have a 'Damp Report'. The landlord has said that their employee Mick Simmonds will return to inspect the damp if Cllrs agree.
c) .gov.uk email	All Cllrs to confirm that they have moved over to .gov.uk emails.
d) Outdoor Parish Caretaker (OPC)	The OPC to replace 2 bench seats in Bittell Road playing fields. The rope bridge has been delivered and will be installed in Millennium Park.
e) Abandoned car in the Community Car Park on Fiery Hill Road	A member of the public along with a representative from the Butterwick Management Group have complained about the Honda that has 4 flat tyres and has been in the community car park for over a year. It is SORN.
f) Streetlights	6 lights require upgrading at a cost of £385 each.
g) Bollards	A bollard on Hewell Road was knocked over by Poweready. Replacements cost £321.
h) Deed of Easement	The Deed of Easement would grant Severn Trent access to an underground pipe in an emergency. The solicitor has received the undertaking for the legal costs from Field Fisher and will proceed with setting up a file prior to reviewing the Deed of Easement.

24/333 Finance

- (i) To note the current financial position, income and bills for payment. See page 6 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 £159.96 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) Confirmation that Cllr Williams has bank access.
- (v) A Finance Meeting on Wednesday 16th October to carry out the quarterly accounts checks and budget monitoring. To agree a budget for winter plants. To review the Balances and Reserves Policy.

24/334 Environment & Community Wellbeing

- a) Lack of use of station parking in Barnt Green.
- b) Bittell Road Playing Field children's play equipment. Awaiting an install date.
- c) Lack of departure screens and PA on Platform 1 at Barnt Green train station.
- d) Pollinator Site update. As the Japanese Knotweed is now dying back BDC have confirmed that they are to carry out a mass treatment in the local area. The Volunteer Group have requested leaf collectors to help

collect the debris. Please see attached quote of £9.99. The group have also requested that more Yellow Rattle is planted towards the ropes/bollards to try and reduce the grass/knapweed.

- e) The Longlands, new pedestrian crossing update. The work will start on 9th December and be completed by 13th December.
- f) Excessive vehicles turning around in Orchard Croft due to sequential house numbering and a dead end.
- g) Biodiversity. Community Orchard in Bittell Road playing fields.
- h) Planters on Hewell Road and tiered planters. A date to be confirmed for Cllrs to carry out the winter planting in the planters along Hewell Road.
- i) Social Eats Street Food and Music Festival date change from Saturday 6th September to Saturday 30th August 2025 to be agreed.
- j) Children’s Christmas Bespoke Motif Lights Competition.
- k) Christmas Lights Switch on event Saturday 30th November.
- l) Christmas Best Dressed Shop Window Competition.
- m) Wassail Walk Friday 27th December 2024.
- n) Chairmans Christmas ‘Thank you’ Buffet.

24/335 Planning

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

BDC ref	Site Address	Proposal
24/00847/FUL	1 Poplar Drive, Barnt Green, Worcestershire, B45 8NQ	Front single story and above garage extensions, single storey extension to rear of existing garage. Resubmission of 23/01163/FUL
BGPC Recommendation: TBC		
BDC	Site Address	Proposal
24/00950/FUL	79 Bittell Road, Barnt Green, Worcestershire, B45 8LX	Removal of flat roof to garage, and replacement with a single pitch roof set against the main house
BGPC Recommendation: TBC		

24/336 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 18th November 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 and L Williams

Eleanor Choudry
Executive Officer
15th October 2024

Agenda Item 24/333 (i) To approve the current financial position and bills paid.

September Income Report

15	30.09.2024	£10,000.00	£0.00	£10,000.00	Grant application from BGMT for childrens play equipment	Barnt Green Medical Trust
14	30.09.2024	£46.25	£0.00	£46.25	Office Hire	Conexus Tuition
13	30.09.2024	£154.44	£0.00	£154.44	Credit interest	Unity Bank
12	30.09.2024	£0.00	£1,815.19	£1,815.19	VAT Reclaim 1.4.24 to 31.7.24	HMRC

September Payments Report

117	30.09.2024	£46.15	£2.31	£48.46	Office Energy	Pozitive Energy
116	30.09.2024	£1,625.00	£0.00	£1,625.00	Office rent 29.9.24 to 24.12.24	John Truslove
115	30.09.2024	£18.00	£0.00	£18.00	Bank Service Charge	Unity Bank

October Income Report

17	31.10.2024	£1,500.00	£0.00	£1,500.00	Social Eats hire of Bittell Road playing fields 7.9.24	Social Eats
16	31.10.2024	£37,750.00	£0.00	£37,750.00	2nd Half Precept	Bromsgrove District Council

October Payments Report

138	22.10.2024				Pension contributions	NEST
137	31.10.2024	£159.96	£0.00	£159.96	Petty cash top up	Petty cash top up
136	30.09.2024	£5.40	£0.00	£5.40	Bank Service Charge	Unity Bank
135	31.10.2024	£84.61	£4.23	£88.84	Office Energy	Pozitive Energy
134	31.10.2024	£3,618.62	£723.72	£4,342.34	Deposit for new childrens play equipment	Sovereign Design Play Systems Ltd
133	31.10.2024	£272.88	£0.00	£272.88	Lengthsman Work	Bromsgrove District Council
132	31.10.2024	£0.00	£0.00	£0.00	Petty cash top up	Duplicate
131	31.10.2024	£350.00	£0.00	£350.00	Grounds maintenance at Millennium Park	John S Bishop
130	31.10.2024				Employers NI	HMRC
129	31.10.2024				PAYE	HMRC
128	31.10.2024				Salaries	Salaries
127	31.10.2024	£718.40	£0.00	£718.40	Outdoor Parish Caretaker	Andlin Cleaning
126	31.10.2024	£148.46	£7.42	£155.88	Street Light Energy	YU Energy
125	31.10.2024	£23.75	£1.19	£24.94	Street Light Energy	YU Energy
124	31.10.2024	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
123	31.10.2024	£561.60	£112.32	£673.92	Annual Accounting Software	Scribe Accounting
122	31.10.2024	£222.00	£0.00	£222.00	Lengthsman Work	Bromsgrove District Council
121	31.10.2024	£2,405.00	£481.00	£2,886.00	Bespoke motif Xmas lights x 2	Blachere Illumination UK Ltd
120	31.10.2024	£1,575.00	£315.00	£1,890.00	Vegetation management including hedge	CJ Tree Surgeons Ltd
119	31.10.2024	£1,502.86	£300.57	£1,803.43	Millennium Park rope bridge	Wicksteed Leisure Ltd
118	31.10.2024	£500.00	£0.00	£500.00	Grant to Citizens Advice Bureau (CAB)	Bromsgrove Citizens Advice

Agenda Item 24/333 (i) To approve the September Bank Reconciliation 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 30/09/2024		
	Cash in Hand 01/04/2024		143,458.55
	ADD Receipts 01/04/2024 - 30/09/2024		18,482.71
			161,941.26
	SUBTRACT Payments 01/04/2024 - 30/09/2024		43,393.91
A	Cash in Hand 30/09/2024 (per Cash Book)		118,547.35
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2024	0.00	
	Unity Bank Current Account 30/09/2024	11,987.15	
	Unity Bank Deposit Account 30/09/2024	13,058.85	
	Cambridge Building Society 30/09/2024	93,501.35	
			118,547.35
	Less unrepresented payments		
			118,547.35
	Plus unrepresented receipts		
B	Adjusted Bank Balance		118,547.35
	A = B Checks out OK		

Monzo Reconciliation up to 14th October 2024					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			500.00
20	02.10.24	Temporary Event Notice for Xmas Lights Switch On 30.11.24	Bromsgrove District Council	21.00	
21	14.10.24	Xmas lights switch on banner x 2	The Banner Warehouse	92.48	
22	14.10.24	Xmas lights switch on leaflets x 250	Vista Print	33.49	
23	14.10.24	Swizels tub of sweets for Santa at Xmas lights switch on	Amazon	12.99	
					159.96
			Balance		340.04
			Topup Request		159.96