

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 20th January 2025 at 7.00pm at 80 Hewell Road, Barnt Green, B45 8NF**

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 24/355 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

24/352 Apologies

24/353 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.

24/354 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.

24/355 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).

24/356 To adopt previous minutes

- a) To approve adoption of the minutes of the Ordinary parish council meeting held on 28th November 2024, previously circulated but also attached.

24/357 Meetings / Training Attended

24/358 Governance arrangements

a) Review of council policy:

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

- i) Risk Management Policy

- ii) Risk Register Review
- iii) Operational Risk Assessment
- iv) Asset Register

24/359 Consultations-

Name	Public Engagement Exercise: Worcestershire County Council Draft Streetscape Design Guide
Detail	This is an important document which provides local details on highway design and wider transport issues.
Link	https://www.worcestershire.gov.uk/council-services/travel-and-highways/highways-licences/streetscape-design-guide-and-specification/designing-worcestershires-streets-and-highways
Dates	Monday 4 November 2024 to Monday 27 January 2025
BGPC Response	Cllr Whitehand to look at the consultation in detail and feedback at the January PC meeting.

Name	West Midlands Railway and London Northwestern Railway Survey
Detail	Request for feedback regarding their performance in 2024
Link	https://junglegreen.welcomesyourfeedback.net/u768c0?pld=81ebac4d-2ac4-46ee-b219-0629ee68cb7e
Dates	Not advised of closing date.
BGPC Response	Cllr Cholmondeley responded negatively about the engagement with the parish council about train departure information at Barnt Green station.

24/360 Chairman’s Report – A verbal report may be given during this agenda item.

24/361 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 drop-in session on Monday 16 th December between 7-9pm at Barnt Green Baptist Church, Bittell Road, B45 8LU.	About 10 people attended (including Cllr Hotham and Cllr Roberts). Work is scheduled to commence on Saturday 25 January 2025. The lift towers will be assembled in the car park. There should always be some limited station parking. Access to the ticket machine in the Platform 4 car park will be retained during the work. While part of the platforms are cordoned off, only 4 of the 6 carriage doors will open. The installation should be complete by 31 August. The EO has emailed WCC Cllr Kriss to ask if Worcestershire County Council will adopt Station Approach and set parking restrictions and maintain the road.
b) Sale of 80 Hewell Road / Redecoration of office	No update has been received from the agent regarding the sale of the property. The ongoing damp issues/invoice to be discussed and agreed. The heating control panel has been replaced and the heating set to remain at a minimum of 14 degrees.
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 cement the rope fence posts at the pollinator site that have been knocked over. The EO is still dealing with Wicksteed regarding the incorrect rope bridge delivered for Millennium Park.
e) Bollards	6 x replacement Jubilee Bollards cost £1304 excl VAT to replace missing bollards and keep some in stock.

24/362 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 £62.99 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 Monday 13th January to carry out the quarterly accounts checks and budget monitoring was held.
- (vi) To receive budget as at 31st December 2024 - see attachment
- (vii) To receive budget recommendations for 2025/26. The budget was discussed by the Finance Committee on the 13th January and the proposal is attached.
- (viii) To approve the precept for 2025/2026. The precept request form requires the signature of the Chairman and EO.

24/363 Environment & Community Wellbeing

- a) Bittell Road Playing Field children's play equipment.
- b) Lack of departure screens and PA on Platform 1 at Barnt Green train station.
- c) Pollinator Site update.
- d) The Longlands, new dropped kerb update. The work was due to be completed by 13th December but has been postponed.
- e) Biodiversity. Community Orchard in Bittell Road playing fields.
- f) Planters on Hewell Road and tiered planters.
- g) Hanging baskets.
- h) Review of flag flying days in Barnt Green, see appendix 1.
- i) Review of recent events:
 - i) Christmas Lights Switch on event Saturday 30th November.
 - ii) Christmas Best Dressed Shop Window Competition.
 - iii) Wassail Walk Friday 27th December 2024.
 - iv) Chairmans Christmas 'Thank you' Buffet.

24/364 Planning

- a) Bromsgrove District Plan Update
- b) Responses to consultations received including:

BDC ref	Site Address	Proposal
24/01227/FUL	29 Margesson Drive, Barnt Green, Worcestershire, B45 8LR,	Proposed two storey front and side extensions and internal remodelling
BGPC Recommendation: TBC		

24/365 Date and Venue of Next Meetings

E Choudry

Council Members: R Cholmondeley (Chairman), C Hotham (Vice-Chairman), P Perry, S Whitehand, O Pardo Roques, M Roberts, L Williams, S Tucker.

Eleanor Choudry
Executive Officer
14th January 2025

Agenda Item 24/362 (i) To approve the current financial position and bills paid.

December Income Report

23	31.12.2024	£2,613.01	£0.00	£2,613.01	∩ Credit interest	Cambridge Building Society
22	31.12.2024	£259.00	£0.00	£259.00	∩ Lengthsman refund	Worcestershire County Council
21	31.12.2024	£279.18	£0.00	£279.18	∩ Credit interest	Unity Bank
20	31.12.2024	£105.00	£0.00	£105.00	∩ Reimbursement for external audit	Bromsgrove District Council

December Payments Report

186	31.12.2024	£2,849.44	£569.89	£3,419.33	New childrens play equipment in Bittell Road playing field	Sovereign Design Play Systems Ltd
185	31.12.2024	£8,006.40	£1,601.28	£9,607.68	New childrens play equipment in Bittell Road playing field	Sovereign Design Play Systems Ltd
184	31.12.2024	£48.28	£2.41	£50.69	Office Energy	Pozitive Energy
183	31.12.2024	£214.79	£10.74	£225.53	Office Energy	Pozitive Energy
182	31.12.2024	£147.20	£29.44	£176.64	Outdoor gym equipment repair to the Hip Twister Foot Pac	Fresh Air Fitness
181	31.12.2024	£6.00	£0.00	£6.00	Bank Service Charge	Unity Bank
180	31.12.2024	£387.29	£0.00	£387.29	Petty cash top up	Petty cash top up
179	31.12.2024	£1,625.00	£0.00	£1,625.00	Office rent 25.12.24 to 24.3.25	John Truslove
178	31.12.2024				Salaries	Salaries
177	31.12.2024				PAYE	HMRC
176	31.12.2024				Pension contributions	Pension contributions
175	31.12.2024				Employers NI	HMRC
174	31.12.2024	£2,310.00	£462.00	£2,772.00	Street Lamp Repair	First Choice Electrical Solutions Ltd
173	31.12.2024	£2,875.00	£575.00	£3,450.00	Christmas Lights Installation	First Choice Electrical Solutions Ltd
172	31.12.2024	£70.00	£14.00	£84.00	Repair to electric feeder pillar in Millennium Park	First Choice Electrical Solutions Ltd
171	31.12.2024	£250.00	£0.00	£250.00	Live music at Xmas lights switch on 2024	Martin Rudge (AR Music Agency)
170	31.12.2024	£955.14	£0.00	£955.14	Outdoor Parish Caretaker	Andlin Cleaning
169	31.12.2024	£25.60	£1.28	£26.88	Street Light Energy	YU Energy
168	31.12.2024	£184.99	£9.25	£194.24	Street Light Energy	YU Energy
167	31.12.2024	£145.00	£0.00	£145.00	Grounds maintenance at Millennium Park and Longlands	John S Bishop
166	31.12.2024	£32.47	£6.49	£38.96	Office landline, broadband & calls	BT
165	31.12.2024	£60.00	£0.00	£60.00	Room Hire	Barnt Green Baptist Church
164	31.12.2024	£230.00	£0.00	£230.00	Hedge Cutting	Barnt Green Baptist Church
163	31.12.2024	£18.95	£0.00	£18.95	Best Dresses Window Trophy	Branded-4U
162	31.12.2024	£259.00	£0.00	£259.00	Lengthsman Work	Bromsgrove District Council

January Payments Report

207	31.01.2025	£52.49	£10.50	£62.99	Petty cash top up	Petty cash top up
206	31.01.2025	£32.47	£6.49	£38.96	Office landline, broadband & calls	BT
205	31.01.2025	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
204	31.01.2025	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
203	31.01.2025	£895.00	£179.00	£1,074.00	Christmas Tree, supply, install and remove	Singletons Nurseries
202	31.01.2025	£712.00	£0.00	£712.00	Outdoor Parish Caretaker	Andlin Cleaning
201	31.01.2025	£268.25	£0.00	£268.25	Lengthsman Work	Bromsgrove District Council
200	31.01.2025	£100.00	£0.00	£100.00	Boiler service	Dual Flow Heating & Plumbing
199	31.01.2025	£196.20	£9.81	£206.01	Office Energy	Pozitive Energy
198	31.01.2025	£50.04	£2.50	£52.54	Office Energy	Pozitive Energy
197	31.01.2025	£26.02	£1.30	£27.32	Street Light Energy	YU Energy
196	31.01.2025	£193.63	£9.68	£203.31	Street Light Energy	YU Energy
195	31.01.2025	£120.00	£24.00	£144.00	Training - Clerk	SLCC
194	31.01.2025				Employers NI	HMRC
193	31.01.2025				Salaries	Salaries
192	31.01.2025				PAYE	HMRC
191	31.01.2025				Pension contributions	Pension contributions
190	31.01.2025	£165.00	£0.00	£165.00	Supply and install heating control thermosta	Dual Flow Heating & Plumbing
189	31.01.2025	£25.00	£5.00	£30.00	Christmas Message	The Village Magazine
188	31.01.2025	£36.00	£0.00	£36.00	Membership renewal	CPRE

Agenda Item 24/362 (i) To approve the November Bank Reconciliation 2024

Barnet 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 30/11/2024		
	Cash in Hand 01/04/2024		143,458.55
	ADD Receipts 01/04/2024 - 30/11/2024		58,227.59
			201,686.14
	SUBTRACT Payments 01/04/2024 - 30/11/2024		64,492.63
A	Cash in Hand 30/11/2024 (per Cash Book)		137,193.51
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2024	0.00	
	Unity Bank Current Account 30/11/2024	4,231.85	
	Unity Bank Deposit Account 30/11/2024	45,308.85	
	Cambridge Building Society 30/11/2024	93,501.35	
			143,042.05
	Less unrepresented payments		5,848.54
			137,193.51
	Plus unrepresented receipts		
B	Adjusted Bank Balance		137,193.51
	A = B Checks out OK		

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 31/12/2024			
	Cash in Hand 01/04/2024		143,458.55
	ADD Receipts 01/04/2024 - 31/12/2024		61,483.78
			204,942.33
	SUBTRACT Payments 01/04/2024 - 31/12/2024		90,918.65
A	Cash in Hand 31/12/2024 (per Cash Book)		114,023.68
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2024	0.00	
	Unity Bank Current Account 31/12/2024	2,519.72	
	Unity Bank Deposit Account 31/12/2024	17,193.03	
	Cambridge Building Society 31/12/2024	96,114.36	
			115,827.11
	Less unrepresented payments		1,803.43
			114,023.68
	Plus unrepresented receipts		
B	Adjusted Bank Balance		114,023.68
	A = B Checks out OK		

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Agenda Item 24/362 (ii) To be advised of any expenditure decisions taken by Executive Officer

December 2024 Monzo Payments

Monzo Reconciliation up to 12th December 2024					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			500.00
27	27.11.24	2 x door mats (1 office, 1 portaloos at Xmas switch on) vacuum bags	Tonys Handyman	29.00	
28	27.11.24	Network Rail Banner	Banner Warehouse	44.74	
29	05.12.24	Wassail Walk Banner	Banner Warehouse	44.74	
30	05.12.24	Notebook, A4 pad, Scourer, toilet cleaner, toilet roll	Tesco	14.10	
31	09.12.24	Chairs Xmas Thank You Buffet food	Sainsburys	37.30	
32	09.12.24	Chairs Xmas Thank You Buffet 20 x filled rolls and soft drinks	The Garrity	100.00	
33	11.12.24	Donation to Air Ambulance for Jon Miller (Santa) at the Xmas lights switch on event	Air Ambulance	50.00	
34	11.12.24	Cable ties for banners, File Dividers, A4 files	Amazon	22.22	
35	21.11.24	Best Dressed Xmas Window Competition postcards for businesses	VistaPrint	45.19	387.29
			Balance		112.71
			Topup Request		387.29

January 2025 Monzo Payments

Monzo Reconciliation up to 14th January 2025					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			500.00
36	23.12.24	Office shredder	Amazon	62.99	
					62.99
			Balance		437.01
			Topup Request		62.99

Appendix 1

Flag Flying in Barnt Green

The flagpole was purchased and installed in Millennium Park to commemorate the 100th anniversary of the First World War Armistice on 11/11/2018.

Flag flying can help celebrate national and local events. An England flag was bought as well as the Union Jack which could be flown should the country win a major sporting event, such as the football world cup.

The Union Flag has been flown on Remembrance Day every year since 2018 but not on other official flag flying days. Since the Council makeup has changed since 2018 councillors may now wish to fly a flag on some of the other days as well:

Official flag flying days 2025

- 1 March: St David's Day (in Wales)
- *10 March: Commonwealth Day (second Monday in March; the Commonwealth Flag is flown)
- 17 March: St Patrick's Day (in Northern Ireland)
- *9 April: Wedding Anniversary of HM The King
- 23 April: St George's Day (in England)
- *6 May: Coronation Day of HM The King
- *14 June: Official Birthday of HM The King (announced annually)
- *21 June: Birthday of HRH The Prince of Wales (*The Duke of Rothesay)
- *17 July: Birthday of HM The Queen
- *8 September: Accession Day of HM The King
- *9 November: Remembrance Day (second Sunday in November)
- *14 November: Birthday of HM The King
- *30 November: St Andrew's Day (in Scotland)

The Union Flag was also flown at half-mast in Barnt Green during periods of mourning following the deaths of Prince Philip and Queen Elizabeth II. A list of royal persons who would be honoured in this manner was drawn up some time ago, but this needs to be reconsidered given that Princes Andrew and Harry are no longer working royals.

Finally, sporting events during 2025 which can be considered for flag flying should the England team win are:

- Rugby Union 6 Nations (January to March)
- Women's Rugby Union 6 Nations (March/April)
- Women's Football Euros (July)
- Women's Rugby World Cup (August/September)
- Women's Cricket One Day International World Cup (September/October)