

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 17th February 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 24/369 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

24/366 Apologies

- 24/367 Declarations of Interest:** Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -
- Keep their Register of Interests form up to date;
 - 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.

24/368 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.

24/369 Open Session – Participation to hear from:

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

24/370 To adopt previous minutes

- To approve adoption of the minutes of the Ordinary parish council meeting held on 20th January 2025, previously circulated but also attached.

- 24/371 Meetings / Training Attended –** The EO attended a Clerks Briefing on 4/2/25. The EO completed SLCC Principles of Internal Auditing Local Councils (PIALC) gaining 8 CPD points to start working towards the Local Council Award Scheme.

24/372 Governance arrangements

- Review of council policy:**

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

- i) Risk Management Policy amended.
- ii) 3 Year Forward Plan Annual Review
- iii) Action Plan for year ahead 2025

24/373 Consultations- None.

24/374 Chairman’s Report – A verbal report may be given during this agenda item.

24/375 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.

<p>a) Station Lift Update from Network Rail</p>	<p>Following our last update at the parish council meeting in December 2024, we are pleased to confirm that work is starting on site at Barnt Green as discussed.</p> <p>Our teams have been out at Barnt Green this week installing track monitoring and gauge equipment and carrying out final checks to make sure everything is ready for first phase preparations to commence next week.</p> <p>From next week (week commencing 3 February), we will start on-site preparations in advance of major installation work in spring. The preparations will involve the creation of a site compound, bringing in materials and machinery and carrying out ground surveys across the station.</p> <p>Some sections of platforms 1 and 2 will need to be sectioned off so work can take place safely but there will be no restriction to getting on and off trains.</p> <p>Car parking facilities will need to be reduced to accommodate the site compound but temporary disabled parking spaces will be created. We’re working closely with West Midlands Railway to cause the least possible disruption to passengers and the local community while work takes place.</p> <p>The EO has emailed Jennifer Slater at Network Rail to ask if Worcestershire County Council could adopt Station Approach.</p>
<p>b) Sale of 80 Hewell Road / Redecoration of office</p>	<p>No update has been received from the agent regarding the sale of the property.</p> <p>The EO emailed the agent outlining details of why the parish council will not accept responsibility for the damp. No response has been received.</p>
<p>c) Outdoor Parish Caretaker (OPC)</p>	<p>The OPC has cemented the rope fence posts at the pollinator site that had been knocked over. The OPC is investigating the faulty tap in Millennium Park and the fallen tree in Bittell Rd playing fields.</p> <p>The EO is still dealing with Wicksteed regarding the incorrect rope bridge delivered for Millennium Park.</p>
<p>d) Bollards</p>	<p>Paul Rimell has collected 2 bollards for replacement outside Oulshams and the school on Hewell Road.</p>

e) Christmas lights Switch On 29/11/25	The EO has emailed Jon Miller to ask if he is available as Santa on 29/11/25 and also if Arrow Valley Brass Band can attend.
f) Complaints about parking	Parking on verges next to Barnt Green Dental outside 107 and 109 Hewell Road. Parking on verges on Hewell Lane.

24/376 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 £50.51 is requested to top up the Monzo card to £500.
- (iii) To receive the interim report from the Internal Auditor.
- (iv) To consider replacing the Monzo card with a debit card.
- (v) The two councillors that authorise the online monthly payments are to be named in the minutes.
- (vi) Confirmation that Cllr Williams has bank access.

24/377 Environment & Community Wellbeing

- a) Grounds maintenance contract 1.4.25 to 31.3.28 to be agreed. Tender documents are attached. To be discussed and agreed.
- b) Structural testing on streetlamp columns in Barnt Green. A quote is to be received and discussed.
- c) Bittell Road Playing Field children's play equipment. Skip removal.
- d) Lack of departure screens and PA on Platform 1 at Barnt Green train station.
- e) Pollinator Site update.
- f) The Longlands, new dropped kerb update. The work was due to be completed by 13th December but has been postponed.
- g) Biodiversity.
- h) Barnt Green Parish Council Community Car Park. On social media it was reported that spikes have been left in the car park causing car tyre punctures.
- i) Path 507 off Blackwell Road. The EO contacted the scout club and has the code for gate access. BDC Leon Hill has been asked about a scag cutter to cut back overgrowth along the footpath.
- j) Barnt Green flag flying. The EO contacted St Andrews First School who would be delighted to be involved and suggested a whole school event on Thursday 8th May, VE Day.
- k) Barnt Green Community Events.

24/378 Planning

- a) Bromsgrove District Plan Update
- b) Barnt Green parish councillor planning meeting.
- c) Responses to consultations received including:

BDC ref	Site Address	Proposal
25/00005/FUL	3 Hewell Road, Barnt Green, Worcestershire, B45 8NG	Pitched roof over existing garage/porch with render to front elevation. Alteration of front porch area to create office and relocate entrance/porch door. Raised decking to rear of property.

BGPC Recommendation: TBC		
25/00090/FUL	64 Bittell Road, Barnt Green, Worcestershire, B45 8LY,	Proposed two storey front and side extensions. Two storey and single storey rear extensions
BGPC Recommendation: TBC		

24/379 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 17th March 2025 7pm at 80 Hewell Road.

24/380 Closed session – Private and Confidential – EO Appraisal

E Choudry

Council Members: R Cholmondeley (Chairman), C Hotham (Vice-Chairman), P Perry, S Whitehand, O Pardo Roques, M Roberts, L Williams, S Tucker.
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Eleanor Choudry
Executive Officer
11th February 2025

Agenda Item 24/376 (i) To approve the current financial position and bills paid.

January Income Report

24	17.01.2025	£200.00	£0.00	£200.00	Playing Field Hire	Total Football
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January Payments Report

208	31.01.2025	£6.00	£0.00	£6.00	31.01.2025	Bank Service Charge	Unity Bank
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February Income Report

26	28.02.2025	£0.00	£5,779.65	£5,779.65	Vat Reclaim 1.8.24 to 31.12.24			HMRC
25	28.02.2025	£518.00	£0.00	£518.00	Lengthsman refund		Worcestershire County Council	

February Payments Report

225	28.02.2025	£50.51	£0.00	£50.51	Petty cash top up		Petty cash top up
224	28.02.2025	£37.10	£1.86	£38.96	Office landline, broadband & calls		BT
223	28.02.2025	£207.28	£10.36	£217.64	Street Light Energy		YU Energy
222	28.02.2025	£27.26	£1.36	£28.62	Street Light Energy		YU Energy
221	28.02.2025	£231.25	£0.00	£231.25	Lengthsman Work		Bromsgrove District Council
220	28.02.2025	£555.60	£0.00	£555.60	Outdoor Parish Caretaker		Andlin Cleaning
219	28.02.2025	£228.41	£45.68	£274.09	Grounds maintenance at playing field		Hosking Ground Maintenance
218	28.02.2025	£1,540.00	£308.00	£1,848.00	Street Lamp Repair		First Choice Electrical Solutions Ltd
217	28.02.2025	£95.00	£0.00	£95.00	Intruder alarm service		CTB Alarms Limited
216	28.02.2025	£1,500.00	£300.00	£1,800.00	Christmas Tree Lights Dismantle		First Choice Electrical Solutions Ltd
215	28.02.2025	£140.00	£28.00	£168.00	Porta loo for Xmas lights switch on 2024		Shaw Loos
214	28.02.2025	£148.95	£29.79	£178.74	Dog bags		JRB Enterprise Ltd
213	28.02.2025	£35.00	£0.00	£35.00	Data Protection Annual Fee		ICO
212	28.02.2025				Pension contributions		NEST
211	28.02.2025				Employers NI		HMRC
210	28.02.2025				PAYE		HMRC
209	28.02.2025				Salaries		Salaries

Agenda Item 24/376 (i) To approve the January Bank Reconciliation 2025

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 31/01/2025		
	Cash in Hand 01/04/2024		143,458.55
	ADD Receipts 01/04/2024 - 31/01/2025		61,683.78
			205,142.33
	SUBTRACT Payments 01/04/2024 - 31/01/2025		96,764.39
A	Cash in Hand 31/01/2025 (per Cash Book)		108,377.94
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2025	0.00	
	Unity Bank Current Account 31/01/2025	1,173.98	
	Unity Bank Deposit Account 31/01/2025	12,893.03	
	Cambridge Building Society 31/01/2025	96,114.36	
			110,181.37
	Less unrepresented payments		1,803.43
			108,377.94
	Plus unrepresented receipts		
B	Adjusted Bank Balance		108,377.94
	A = B Checks out OK		

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Agenda Item 24/376 (ii) To be advised of any expenditure decisions taken by Executive Officer

February 2025 Monzo Payments

Monzo Reconciliation up to 4th February 2025					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			500.00
37	29.01.25	2nd class stamp	Post Office	0.85	
38	30.01.25	Milk and biscuits for events meeting	Tesco	1.55	
39	21.01.25	Printer Ink	Catridge Save	48.11	50.51
			Balance		449.49
			Topup Request		50.51