

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 May 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 25/413 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

25/408 Election of Chair

25/409 Election of Vice-Chair

25/410 Apologies

25/411 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.

25/412 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.

25/413 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 – Alan Bailes (Alvechurch division)
- d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood).

25/414 To adopt previous minutes

- a) To approve adoption of the minutes of the Ordinary parish council meeting held on 14th April 2025, previously circulated but also attached.

25/415 Meetings / Training Attended

- 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 2024/25 BGPC representatives were Cllrs R Cholmondeley and S Whitehand
 - b) **Campaign to Protect Rural England (CPRE)**
For 2024/25 BGPC representative was Cllr S Whitehand.
 - c) **St Andrews C of E First School**
For 2024/25 BGPC representative was Cllr O Pardo Roques.
 - d) **Pensions Regulator**
For 2024/25 BGPC representative was Cllr R Cholmondeley.
- iv. **Governance arrangements:**
 - a) **Review of amended Standing Orders**
 - b) The amended 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 agreed has changed and is now underwritten by Ecclesiastical Office plc. They will provide the same rates that Aviva agreed, and the PC have the option of agreeing a new three-year Fixed Rate Agreement at an annual cost of £1,189.11. There are some changes to the policy. The documents had been circulated prior to the meeting.
 - 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**

25/417 **Consultations-** None.

25/418 **Chairman's Report** – A verbal report may be given during this agenda item.

25/419 **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	Awaiting update.
b) West Mercia Police Community Charter	A member of the public complained at the Parish Annual Assembly about shop lifting in Tescos on Hewell Road. It was agreed that shop lifting will be added to the police priorities in the next quarter. To be noted.
c) BT contract renewal	New contract £39.95 per month for 24 months on Fibre 76 Essential Digital Line with an annual increase of £4. To be agreed.
d) Energy contract prices	Early contract renew prices circulated prior to the meeting. To be discussed.
e) Parking	A Blackwell resident complained about lack of parking when coming to the GP/shops. It was suggested that an agreement be made with the Social Club to make their parking spaces available. A resident from the Cala development complained that the Community Car Park is always full and people are parking their cars before going on holiday for up to two weeks. A van is parked overnight before the driver cycles home. There are no spaces for residents. Signage was requested. To be discussed.

25/420 Finance

- (i) To note the current financial position, income and bills for payment. See page 4 of the agenda. To note that interest was paid to the Cambridge account in January 2025
- (ii) To be advised of any expenditure decisions taken by Executive Officer. See Monzo expenditure list page 5 of the agenda. A top up of £49.98 is requested to top up the Monzo card to £500.
- (iii) The EO is in the process of applying for the Unity MultiPay Card. The Monzo card has been renewed whilst the MultiPay Card is set up..
- (iv) The two councillors that authorise the online monthly payments are to be named in the minutes.
- (v) Finance Committee members to confirm preferred dates / times for quarterly meetings.
- (vi) To agree the current financial standing order and direct debit payments.
- (vii) To approve the Year End financial position and note the Internal Audit.
- (viii) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2025.
- (ix) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2025.

24/421 Committee, Working Party and Members' reports on meetings attended

Annual Parish Meeting held 28/04/2025 minutes circulated in advance of the meeting and noted.

25/422 Environment & Community Wellbeing

- a) KIWA report on structural testing on streetlamp columns in Barnt Green to be discussed. Circulated prior to meeting.

- 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 has been completed.
- e) Biodiversity.
- f) Remus maintains the balancing pond at the Cala home development on behalf of Foxhills Management Ltd, and the area is due to be assessed. Awaiting update.
- g) Barnt Green flag flying update. Cllr Pardo Roques to be asked to join the Centenary Planning Committee at the school for their celebration in 2027.
- h) Barnt Green Community Events. Feedback from the meeting held by resident Danny Bromage with the local businesses about involvement at the Christmas lights switch on event on the 29th November 2025.

25/423 Planning

- a) Bromsgrove District Plan Update.
- b) Barnt Green parish councillor planning meeting.
- c) Responses to consultations. None received.

25/424 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 16th June 2025 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, L Williams, S Tucker.

Eleanor Choudry
Executive Officer
13th May 2025

Agenda Item 25/420 (i) To approve the current financial position and bills paid.

April Payments Report

19	30.04.2025	£137.12	£0.00	£137.12	Petty cash top up	Petty cash top up
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May Payments Report

44	31.05.2025	£211.20	£0.00	£211.20	Lengthsman Work	Bromsgrove District Council
43	31.05.2025	£240.50	£0.00	£240.50	Lengthsman Work	Bromsgrove District Council
42	31.05.2025	£195.00	£0.00	£195.00	Grass Cutting - Millennium Park	John S Bishop
41	31.05.2025	£6.00	£0.00	£6.00	Bank Service Charge	Unity Bank
40	31.05.2025	£57.43	£2.86	£60.29	Office Energy	Positive Energy
39	03.05.2025	£52.73	£2.64	£55.37	Office Energy	Positive Energy
38	31.05.2025	-£152.94	-£7.65	-£160.59	Refund of incorrectly charged Climate Change Levy	YU Energy
37	31.05.2025	-£24.51	-£1.23	-£25.74	Refund of incorrectly charged Climate Change Levy	YU Energy
36	31.05.2025	£2,019.60	£403.92	£2,423.52	Dog & Litter Bin Emptying - Bittell Road Playing Field	Bromsgrove District Council
35	31.05.2025	£1,560.00	£312.00	£1,872.00	Inspection & testing lighting columns and structural ca	Kiwa Ltd
34	31.05.2025	£295.08	£59.02	£354.10	Grounds maintenance at playing field	Hosking Ground Maintenance
33	31.05.2025	£812.00	£0.00	£812.00	Outdoor Parish Caretaker	Andlin Cleaning
32	31.05.2025	£440.00	£0.00	£440.00	Grant award	Barnt Green Cricket Club
31	31.05.2025	£43.60	£8.72	£52.32	Landline and Broadband	BT
30	31.05.2025				Employers NI	HMRC
29	31.05.2025				Pension contributions	Pension contributions
28	31.05.2025				Salaries	Salaries
27	31.05.2025				PAYE	HMRC
26	31.05.2025	£148.95	£29.79	£178.74	Dog bags	JRB Enterprise Ltd
25	31.05.2025	£30.00	£0.00	£30.00	Hire of meeting room for Annual Assembly	Barnt Green Baptist Church
24	31.05.2025	£345.00	£0.00	£345.00	Printing of the Bulletin newsletter	Heron Press
23	31.05.2025	£266.20	£0.00	£266.20	Internal Audit	DKE Audit Services
22	31.05.2025	£1,080.49	£189.71	£1,270.20	Membership renewal	Worcs Calc
21	31.05.2025	£1,189.11	£0.00	£1,189.11	Annual insurance	Clear Councils
20	31.05.2025	£240.00	£0.00	£240.00	Membership renewal	SLCC

Agenda Item 25/420 (i) To approve the March Bank Reconciliation 2025. To include Cambridge Building Society January 2025 bank interest.

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 31/03/2025		
	Cash in Hand 01/04/2024		143,458.55
	ADD Receipts 01/04/2024 - 31/03/2025		69,399.58
			212,858.13
	SUBTRACT Payments 01/04/2024 - 31/03/2025		110,583.19
A	Cash in Hand 31/03/2025 (per Cash Book)		102,274.94
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2025	0.00
	Unity Bank Current Account	31/03/2025	-6.00
	Unity Bank Deposit Account	31/03/2025	6,104.96
	Cambridge Building Society	31/03/2025	96,175.98
			102,274.94
	Less unrepresented payments		
			102,274.94
	Plus unrepresented receipts		
B	Adjusted Bank Balance		102,274.94
	A = B Checks out OK		

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Agenda Item 25/420 (i) To approve the April Bank Reconciliation 2025

Monzo Reconciliation up to 30th April 2025					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			500.00
5	09.04.25	Banner for Annual Assembly	Banner Warehouse	49.98	
					49.98
			Balance		450.02
			Topup Request		49.98