

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

exec@barntgreenparishcouncil.gov.uk
www.barntgreenparishcouncil.gov.uk



Summons and Notice of Meeting

Members are summoned to the **Ordinary Parish Council** meeting to be held on **Monday 19th January 2026 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 25/505 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

25/502 Apologies Cllr Tucker.

25/503 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.

25/504 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.

25/505 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).

25/506 To adopt previous minutes

To approve adoption of the minutes of the Ordinary Parish council meeting held on Monday 17th November 2025, previously circulated but also attached.

25/507 Meetings / Training Attended

24/508 Annual Business –

i. 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

25/509 Consultations – None received.

25/510 Chairman’s Report – A verbal report may be given during this agenda item.

25/511 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	We opened the lifts as planned as a 'soft launch' to allow them to run a period of at least two weeks with no faults before the hard launch (ie MP visit, press release etc). As you've duly noted, we are experiencing faults, and the engineers are working on the lifts to rectify this. Our next update will be once this fault free period has passed and we are proceeding with the press release etc, as we note yourselves would like to be included.
b) School sign	The sign outside St Andrews First School on Hewell Rd has been changed as requested from 'Patrol' to 'School'.
c) Rats in Millennium Park	Pest Express have completed the four call out visits and there was no significant evidence of a rat infestation.
d) Office desktop and laptop	Discuss updating both the office desktop and laptop. Both are slow and the laptop is not usable.
e) Elan City Vehicle Activated Smiley Sign Warranty Extension on Fiery Hill Road	The cost of the annual service per sign would be £199 plus VAT. It is a 3-year contract and £199 is paid pro rata every 12 months.
f) Sale of office desk	The desk was sold for 99p on Ebay. The purchaser insisted on giving £20 cash for charity when he collected the desk. The EO gave the donation to Acorns on Hewell Road and gained a receipt.
g) Office gas and electricity supply	Cllrs agreed to change supply at the end of the Pozitive Energy (PE) contract and move to EDF. BGPC failed the credit check but the broker nor EDF informed us. We had agreed with EDF: Electric per kwh 23.1000 Electric standing charge 60.000 per day Gas standing charge 45.000 per day Gas per kwh 6.7000

	<p>PE quoted for a 3-year contract: Electric per kwh 21.9070 pence Electric daily charge including transmission/distribution 68.5229 pence per day</p> <p>Gas standing charge including green levy daily rate 25.8210 pence per day Per kwh rate 3.4168 pence The broker could not match the renewal prices, so renewal with PE was agreed by Cllr Cholmondeley and Cllr Hotham.</p>
h) Grant Application	Greenbank maintenance application.
i) Meeting room hire	The new hiring of the meeting room is due to start in February.

25/512 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 the Executive Officer. The expenditure list on page 9.
- (iii) The two councillors that authorise the online monthly payments are to be named in the minutes.
- (iv) A Finance meeting was held on Monday 12th January to carry out the quarterly accounts checks and budget monitoring was held.
- (v) To receive budget as at 31st December 2025 - see attachment
- (vi) To receive budget recommendations for 2026/27. The budget was discussed by the Finance Committee on the 12th January and the proposal is attached.
- (vii) To approve the precept for 2026/2027. The precept request form requires the signature of the Chairman and EO.

25/513 Environment & Community Wellbeing

- a) The installation of the replacement streetlamp columns has been delayed whilst a resident cuts hedging around the base of the street column.
- b) Lack of departure screens and PA on Platform 1 at Barnt Green train station.
- c) Pollinator Site update.
- d) Planters and tiered planters.
- e) Biodiversity.
- f) England Flags and Union Jacks in Barnt Green.
- g) Barnt Green flag flying in Millennium Park update.
- h) Barnt Green community Events
 - i) Review of Christmas Lights Switch On Saturday 29th November. The date for the Xmas lights switch on 2026 will be Saturday 28th November.
 - ii) Review of Best Dressed Christmas Shop Window Competition.
 - iii) Review of Chairmans Xmas 'Thank You' Buffet Monday 15th December.
 - iv) Review of Wassail Walk Monday 29th December.
 - v) 2026 Events Update. The Events Working Party met on Wednesday 10th December with Cllrs Hotham, Perry, Tucker, Pardo-Roques.
 - vi) Acorn Dental would like to organise a community Easter Egg trail in support of Primrose Hospice. The idea is to create an Easter Egg Trail around the community, where participants collect letters at each stop to reveal a secret word. Once they complete the trail and solve the word, they will receive a small prize. They would appreciate information on how the council may be able to support them.

25/514 Planning

- a) Bromsgrove District Council Strategic Plan.
- b) Responses to consultations. None received.

25/515 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 16th February 2026 7pm at 80 Hewell Road.

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

E Choudry

Eleanor Choudry
Executive Officer
13th January 2026

Agenda Item 25/512 (i) To approve the current financial position and bills paid.

November Payments Report

156	30.11.2025	£88.94	£4.44	£93.38	Office Energy	Positive Energy
155	30.11.2025	£52.91	£2.65	£55.56	Office Energy	Positive Energy

December Payments Report

183	31.12.2025	£59.65	£0.00	£59.65	Lloyds Corp Card Charge	Unity Bank
182	31.12.2025	£57.90	£2.89	£60.79	Office Energy	Positive Energy
181	31.12.2025	£6.51	£0.33	£6.84	Office Energy	Positive Energy
180	31.12.2025	£50.32	£2.52	£52.84	Office Energy	Positive Energy
179	31.12.2025	£8.16	£0.41	£8.57	Office Energy	Positive Energy
178	31.12.2025	£211.20	£0.00	£211.20	Lengthsman Work	Bromsgrove District Council
177	31.12.2025	£500.00	£0.00	£500.00	Grant to Citizens Advice Bureau (CAB)	Bromsgrove Citizens Advice
176	31.12.2025	£140.00	£28.00	£168.00	Porta loo for Xmas switch on 2025	Shaw Loos
175	31.12.2025	£18.80	£0.00	£18.80	Reimburse EO for plants, advert, Xmas sweets	Eleanor Choudry
174	31.12.2025				Employers NI	HMRC
173	31.12.2025				PAYE	HMRC
172	31.12.2025				Salaries	Salaries
171	31.12.2025				Pension contributions	Pension contributions
170	31.12.2025	£375.00	£0.00	£375.00	Grounds maintenance at Millennium Park	John S Bishop
169	31.12.2025	£6.00	£0.00	£6.00	Bank Service Charge	Unity Bank
168	31.12.2025	£242.78	£12.14	£254.92	Street Light Energy	YU Energy
167	31.12.2025	£250.00	£50.00	£300.00	Stage scaffolding for Xmas lights switch on event in Millenn	SJ Scaffolding Services Ltd
166	31.12.2025	£2,440.00	£488.00	£2,928.00	Christmas lights installation and removal	First Choice Electrical Solutions
165	31.12.2025	£295.08	£59.02	£354.10	Grounds maintenance at playing field	Hosking Ground Maintenance
164	31.12.2025	£702.00	£0.00	£702.00	Outdoor Parish Caretaker	Andlin Cleaning
163	31.12.2025	£39.95	£7.99	£47.94	Office landline, broadband & calls	BT
162	31.12.2025	£1,625.00	£0.00	£1,625.00	Office Rent	John Truslove
161	31.12.2025	£530.00	£106.00	£636.00	Bouncy disco dome hire for Xmas lights switch on	BBC Inflatables Ltd
160	31.12.2025	£148.95	£29.79	£178.74	Dog bags	JRB Enterprise Ltd
159	31.12.2025	£6,450.00	£1,290.00	£7,740.00	Christmas tree in Millennium Park festoon lights	First Choice Electrical Solutions
158	31.12.2025	£211.20	£0.00	£211.20	Lengthsman Work	Bromsgrove District Council
157	31.12.2025	£230.40	£0.00	£230.40	Lengthsman Work	Bromsgrove District Council

December Income Report

22	31.12.2025	£30.00	£0.00	£30.00	Office Hire	Wai Ling Bickerton
21	31.12.2025	£0.00	£4,969.22	£4,969.22	Vat Reclaim 1.5.25 to 30.11.25	HMRC
20	31.12.2025	£0.99	£0.00	£0.99	Payment for office desk sold on Ebay	Eleanor Choudry

23	31.12.2025	£118.96	£0.00	£118.96	Credit interest	Unity Bank
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January Payments Report

198	31.01.2026	£367.48	£0.00	£367.48	Lloyds Multipay Card Charge	Unity Bank
197	31.01.2026	£110.00	£0.00	£110.00	Boiler service	Dual Flow Heating & Plumbing
196	31.01.2026				Pension contributions	Pension contributions
195	31.01.2026				Employers NI	HMRC
194	31.01.2026				PAYE	HMRC
193	31.01.2026				Salaries	Salaries
192	31.01.2026	£6.00	£0.00	£6.00	Bank Service Charge	Unity Bank
191	31.01.2026	£34.28	£1.71	£35.99	Office Energy	Pozitive Energy
190	31.01.2026	£22.19	£1.11	£23.30	Office Energy	Pozitive Energy
189	31.01.2026	£612.00	£0.00	£612.00	Outdoor Parish Caretaker	Andlin Cleaning
188	30.01.2026	£295.08	£59.02	£354.10	Grounds maintenance at playing field	Hosking Ground Maintenance
187	31.01.2026	£267.08	£13.35	£280.43	Street Light Energy	YU Energy
186	31.01.2026	£39.95	£7.99	£47.94	Office landline, broadband & calls	BT
185	31.01.2026	£16.95	£3.39	£20.34	Best Dresses Window Trophy	Branded-4U
184	31.01.2026	£1,459.00	£291.80	£1,750.80	Cast iron planter	Broxap Street Furniture

January Income Report

25	31.01.2026	£20.00	£0.00	£20.00	Term 2 of hire of playing field	Total Football
24	31.01.2026	£710.40	£0.00	£710.40	Lengthsman refund	Worcestershire County Council

Barnt Green Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/11/2025		
	Cash in Hand 01/04/2025		102,274.94
	ADD Receipts 01/04/2025 - 30/11/2025		82,697.59
	SUBTRACT Payments 01/04/2025 - 30/11/2025		184,972.53
	Cash in Hand 30/11/2025 (per Cash Book)		68,976.92
B	Cash in hand per Bank Statements		
	Petty Cash	30/11/2025	0.00
	Unity Bank Current Account	30/11/2025	583.05
	Unity Bank Deposit Account	30/11/2025	19,236.58
	Cambridge Building Society	30/11/2025	96,175.98
			115,995.61
	Less unrepresented payments		
		115,995.61	
Plus unrepresented receipts			
Adjusted Bank Balance		115,995.61	
	A = B Checks out OK		

Agenda Item 25/512 (i) To approve the December Bank Reconciliation 2025

13 January 2026 (2025-2026)

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 31/12/2025		
	Cash in Hand 01/04/2025		102,274.94
	ADD Receipts 01/04/2025 - 31/12/2025		89,889.29
			192,164.23
	SUBTRACT Payments 01/04/2025 - 31/12/2025		88,027.88
A	Cash in Hand 31/12/2025 (per Cash Book)		104,136.35
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2025	0.00	
	Unity Bank Current Account 31/12/2025	-6.00	
	Unity Bank Deposit Account 31/12/2025	5,893.84	
	Cambridge Building Society 31/12/2025	98,248.51	
			104,136.35
	Less unrepresented payments		
			104,136.35
	Plus unrepresented receipts		
B	Adjusted Bank Balance		104,136.35
	A = B Checks out OK		

Agenda Item 25/512 (ii) To be advised of any expenditure decisions taken by Executive Officer

December 2025 Lloyds Corporate Card Payments

Lloyds Corporate Card Reconciliation up to 12th December 2025					
Voucher	Date	Description	Supplier	Expenditure	Total
22	03.12.25	Monthly Fee	Lloyds Unity Bank	3.00	
23	24.11.25	Flourescent guy ropes for event gazebos	Amazon	14.97	
24	27.11.25	Pack of 50 steel tent pegs for event gazebos	Amazon	5.09	
25	30.11.25	Domain renewal barntgreen.org.uk	123Reg	15.59	
26	05.11.25	TENS licence for Xmas lights switch on event	Worcsregservices	21.00	
			Balance to pay		59.65

January 2026 Lloyds Corporate Card Payments

Lloyds Corporate Card Reconciliation up to 2nd January 2026					
Voucher	Date	Description	Supplier	Expenditure	Total
20	02.12.25	Wassail Walk 29.12.25 Banner	The Banner Warehouse	46.94	
21	04.12.25	Stamp for HMRC VAT reclaim	Post Office Ltd	0.87	
22	04.12.25	Food for Chairmans thank you Xmas buffet	Marks & Spencer	28.65	
23	15.12.25	Pizza for Chairmans thank you Xmas buffet	Cofton on The Green	76.00	
24	15.12.25	Non alcoholic drinks at Chairmans thank you buffet	Cofton on The Green	24.24	
25	15.12.25	Food for Chairmans thank you Xmas buffet	Tesco	1.10	
26	16.12.25	Wish gift card for first aider duties Ana Amenedo at Xmas lights switch on	Tesco	25.00	
27	17.12.25	Printer ink	Cartridge Save	161.68	
28	02.01.26	Monthly Fee	Lloyds Unity Bank	3.00	
			Balance to pay		367.48