

# **BARNT GREEN PARISH COUNCIL**

**80 Hewell Road, Birmingham, B45 8NF**

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## **Summons and Notice of Meeting**

Members are summoned to the **Annual Parish Council** meeting to be held on **Monday 18<sup>th</sup> May 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 26/566 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**

**26/561 Election of Chair**

**26/562 Election of Vice-Chair**

**26/563 Apologies**

**26/564 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.

**26/565 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.

**26/566 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).

**26/567 To adopt previous minutes**

- a) To approve adoption of the minutes of the Ordinary parish council meeting held on 20<sup>th</sup> April 2026, previously circulated but also attached.

**26/568 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 2025/26 BGPC representatives were Cllrs R Cholmondeley and S Whitehand
  - b) **Campaign to Protect Rural England (CPRE)**  
For 2025/26 BGPC representative was Cllr S Whitehand.
  - c) **St Andrews C of E First School**  
For 2025/26 BGPC representative was Cllr O Pardo Roques.
  - d) **Pensions Regulator**  
For 2025/26 BGPC representative was Cllr R Cholmondeley.
- iv. **Governance arrangements:**
  - a) **Review of the Standing Orders**
  - b) The Standing Orders had been circulated prior to the meeting.
  - c) **Review of Financial Regulations**
  - d) The amended 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**  
The council are currently in a Fixed Rate Agreement (FRA) until 31/05/2027 with Clear Insurance Management Ltd.
  - h) **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
  - i) **Agree calendar for review of all council policies**
  - j) **Parish council meeting dates 2026/27**

26/570 **Consultations-** None.

26/571 **Chairman's Report** – A verbal report may be given during this agenda item.

26/572 **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 Update from Network Rail	Awaiting update.
b) West Mercia Police Crime Statistics	Awaiting update.
c) Office laptop	The laptop has been ordered.
d) Parish Council Tree Survey	The survey has been delayed due to staff shortages.
e) Total Football Signage	BCC have requested a one-off admin fee of £130 to draft a letter of consent for the banner to be added to the entrance of Bittell Rd playing fields. Awaiting response from Total Football.
f) Parish council office lighting	Our electrical contractor is awaiting the office asbestos report prior to commencing the fitting of the new office lights.
g) Hewell Lane Right of Way	Cllr Whitehand has received complaints regarding the right of way of vehicles over the bridge on Hewell Lane. To be discussed.

### **26/573 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 Executive Officer. See page 7 of the agenda.
- (iii) The two councillors that authorise the online monthly payments are to be named in the minutes.
- (iv) Finance Committee members to confirm preferred dates / times for quarterly meetings.
- (v) To agree the current financial standing order and direct debit payments.
- (vi) To approve the Year End financial position and note the Internal Audit.
- (vii) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2026.
- (viii) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2026.

### **26/574 Committee, Working Party and Members' reports on meetings attended**

Annual Parish Meeting held 27/04/2026 minutes circulated in advance of the meeting and noted.

### **26/575 Environment & Community Wellbeing**

- a) Departure screens and PA on Platform 1 at Barnt Green train station.
- b) The replaced streetlamp columns will be painted when the weather is warmer.
- c) Pollinator Site update.
- d) Hanging baskets, planters and tiered planters.
- e) Biodiversity.
- f) England Flags and Union Jacks in Barnt Green. Letter of complaint circulated to be discussed.
- g) Barnt Green flag flying in Millennium Park update.
- h) Community Energy Initiatives Update. Discuss options regarding set up of CIC (Community Interest Company) or CBS (Community Benefit Society).
- i) Barnt Green Community Events.
  - i) Fun Run.
  - ii) Christmas Lights switch On Saturday 29<sup>th</sup> November 2026.

## 26/576 Planning

a) Responses to consultations.

BDC ref	Site Address	Proposal
<b>26/00427/FUL</b>	5 Cherry Hill Avenue, Bart Green, Worcestershire, B45 8LA,	First Floor Side Extension and Single Storey Rear Extension, Partial Conversion of Garage to form utility room and removal of one existing chimney
BGPC Recommendation: TBC.		

## 26/577 Date and Venue of Next Meeting

Next Parish Council Meeting, Monday 15<sup>th</sup> June 2026 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  
12<sup>th</sup> May 2026

Agenda Item 26/573 (i) To approve the current financial position and bills paid.

## April Payments Report

21	30.04.2026	£7.00	£0.00	£7.00	Bank Service Charge	Unity Bank
20	30.04.2026	£205.51	£10.28	£215.79	Street Light Energy	SSE
19	30.04.2026	£39.34	£1.96	£41.30	Office Energy	Pozitive Energy
18	30.04.2026	£22.72	£1.14	£23.86	Office Energy	Pozitive Energy
17	30.04.2026	£112.69	£0.00	£112.69	Lloyds Multipay Card Charge	Microsoft

## May Payments Report

39	31.05.2026	£35.00	£7.00	£42.00	Training - Clerk	NALC
38	31.05.2026	£19.19	£0.96	£20.15	Office Energy	Positive Energy
37	31.05.2026	£37.65	£1.88	£39.53	Office Energy	Positive Energy
36	31.05.2026	£240.00	£48.00	£288.00	EICR	First Choice Electrical Solutions Ltd
35	31.05.2026	£195.00	£0.00	£195.00	Grounds maintenance at Millennium Park	John S Bishop
34	31.05.2026	£105.00	£0.00	£105.00	Intruder alarm service	CTB Alarms Limited
33	31.05.2026				Employers NI	HMRC
32	31.05.2026				PAYE	HMRC
31	31.05.2026				Salaries	Salaries
30	31.05.2026				Pension contributions	Pension contributions
29	31.05.2026	£1,195.66	£0.00	£1,195.66	Annual insurance	Clear Councils
28	31.05.2026	£7.00	£0.00	£7.00	Bank Service Charge	Unity Bank
27	31.05.2026	£2,064.00	£412.80	£2,476.80	Dog & Litter Bin Emptying - Bittell Road Playing Field	Bromsgrove District Council
26	31.05.2026	£295.08	£59.02	£354.10	Grounds maintenance at playing field	Hosking Ground Maintenance
25	31.05.2026	£682.00	£0.00	£682.00	Outdoor Parish Caretaker	Andlin Cleaning
24	31.05.2026	£480.00	£0.00	£480.00	Green Bank overgrown shrubs and trees near garages	Acer Trees
23	31.05.2026	£271.20	£0.00	£271.20	Internal Audit	DKE Audit Services
22	31.05.2026	£1,172.76	£207.43	£1,380.19	CALC Annual Subscription	Worcs Calc

Agenda Item 26/573 (i) To approve the April Bank Reconciliation 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)*

	<b>Bank Reconciliation at 30/04/2026</b>		
	Cash in Hand 01/04/2026		88,404.47
	<b>ADD</b> Receipts 01/04/2026 - 30/04/2026		42,125.00
			130,529.47
	<b>SUBTRACT</b> Payments 01/04/2026 - 30/04/2026		6,487.59
<b>A</b>	<b>Cash in Hand 30/04/2026</b> (per Cash Book)		<b>124,041.88</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2026	0.00	
	Unity Bank Current Account 30/04/2026	1,009.20	
	Unity Bank Deposit Account 30/04/2026	41,576.85	
	Cambridge Building Society 30/04/2026	81,455.83	
			<b>124,041.88</b>
	Less unrepresented payments		
			124,041.88
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>124,041.88</b>
	<b>A = B Checks out OK</b>		

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Agenda Item 26/573 (ii) To be advised of any expenditure decisions taken by Executive Officer

Lloyds Corporate Card Reconciliation up to 5th May 2026				
6	14.04.26	New office door lock	Lock Serv Ltd	136.60
6	14.04.26	New office door lock	Lock Serv Ltd	95.00
	05.05.26	Monthly Fee	Lloyds Unity Bank	3.00
		<b>Balance to be paid by D/D 16/4/26</b>		<b>234.60</b>