

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 21st September 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 26/610 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

26/607 Apologies

26/608 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.

26/609 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.

26/610 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).

26/611 To adopt previous minutes

To approve adoption of the minutes of the Ordinary parish council meeting held on 20th July 2026, previously circulated but also attached.

26/612 Meetings / Training Attended

26/613 Annual Business –

- i. **Agree representation arrangements:**
 - a) **St Andrews C of E First School**

For 2025/26 BGPC representative was Cllr O Pardo Roques. The Clerk to the Governors confirmed Cllr Pardo Roques is still an Associate Governor.

a) **Review of council policy:**

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

- a) Complaints Procedure
- b) Grievance Procedure

26/614 Consultations-

Worcestershire Waste Plan Document: Responses to early baselining and engagement consultation

Consultation on early baselining and engagement to inform a new Waste Plan for Worcestershire took place from 25 February 2026 to 15 April 2026. Comments were invited on two pieces of work: a Project Initiation Document (PID) and a Waste Needs Assessment (WNA).

Following this consultation, Worcestershire County Council has published:

- a summary of the responses to the early baselining and engagement consultation which focused on a Waste Needs Assessment, and a Project Initiation Document, and
- a summary of the responses received from other waste planning authorities regarding strategic movements of waste to and from Worcestershire.

Both documents are available to view at www.worcestershire.gov.uk/wasteplanningpolicy.

26/615 Chairman's Report – A verbal report may be given during this agenda item.

26/616 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) West Mercia Police Crime Statistics	Awaiting update.
b) Parish Council Tree Survey	Tree survey of both Bittell Rd playing fields and Millennium Park have been completed. The survey results and costs were circulated to Cllrs in August. Cllrs to discuss action required.
c) Parish council office	The new office lights have been installed and the OPC has decorated the affected areas. The office safety resources have been updated.
d) WhatsApp groups for Cllrs / residents	Cllr Tucker provided an iPhone and the Cllrs WhatsApp group has been created.
e) Maintenance repairs	The OPC has filled the hole in Bittell Rd playing fields car park and has added soil around the worn areas surrounding the gym equipment. Grass seed will be planted.
f) Bromsgrove Parish and Community Play Audit & Investment Strategy	Following Cllr approval to upgrade the equipment in Millennium Park Adrian Spray, Greenspace and Heritage Consultant explained that the ambition is to draft the overall investment strategy to inform BDC budget setting in Sept / October and this will

	be for 2027/28. If Bromsgrove District Council do approve funding, there is likely to be an expectation that there is partnership funding provided by the Parish or managing organisation. Cllrs to discuss whether they wish to pursue alternative funding.
g) New bins in Millennium Park	Two bins in MP need replacing. Quotes were distributed with the agenda. To be discussed.
h) Rats in Millennium Park	Pest Express cleared the vandalised bait boxes and have reattended. A dead rat was discovered in the park.
i) Climber Trail in Millennium Park	The top log is missing and others are split. The order has been placed with Wicksteed for the replacement logs at a cost of £554. The OPC will fit the replacement logs.
j) Climate Crisis – Local presentation and discussion at St Andrews Church	Request to the PC to promote and publicise the event, attend the event in November and join the panel to discuss local environmental issues.
k) Local Council Award Scheme	The EO has applied for the Bronze Award and is preparing the documents required. EO and Cllr training to be discussed.
l) Community Emergency & Resilience Plan	WCC has produced a Community Emergency & Resilience Plan to help communities identify their local risks, key contacts, volunteers, available equipment, potential community shelters and the support they could provide during an emergency. The Plan considers issues such as wildfires, flooding, severe weather, loss of utilities and major transport incidents. A community plan doesn't replace the work of the emergency services or local authorities. Instead, it helps make sure that local knowledge, local resources and local volunteers can be brought together effectively when something happens. Cllrs to discuss whether BGPC adopts a Plan.
m) West Merica Police Quarterly Police Priorities	Discuss and agree policing priorities in Barnt Green for the next quarter.
n) LGA agreement on rates of pay for 2026/27	The EO added the increase backdated to April 26 to September's salary.
o) DKE Internal Auditor	The EO has completed the letter of appointment for the internal audit for 2026.27.

26/617 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 page 10 of the agenda.

- (iii) The two councillors that authorise the online monthly payments are to be named in the minutes.
- (iv) The External Audit Report for 2025/26 has been received confirming relevant legislation and regulatory requirements have been met. The Notice of Conclusion of Audit has been added to the parish council website along with the External Audit Report and Certificate. A new digital AGAR portal is being launched to make the submission and management of the 2026/27 AGAR simpler, more secure and efficient. The EO to attend a training seminar.

26/618 Environment & Community Wellbeing

- a) Departure screens on Platforms 2 and 3 at Barnt Green train station.
- b) The replaced streetlamp columns have been painted.
- c) Pollinator Site update.
- d) Hanging baskets and planters.
- e) Biodiversity. Biodiversity Plan.
- f) England Flags and Union Jacks in Barnt Green.
- g) Barnt Green flag flying in Millennium Park update. Routine maintenance and cleaning of the flagpole took place on 28/7/26. Cllrs Perry, Hotham and Cholmondeley were present to learn how to lower the flagpole.
- h) Community Energy Initiatives Update.
- i) Barnt Green Community Events.
 - i) Fun Run. Postponed until 2027.
 - ii) Christmas Lights switch On Saturday 28th November 2026.
 - iii) Wassail Walk

26/619 Planning

- a) Responses to consultations.

BDC ref	Site Address	Proposal
26/00864/FUL	19 -21, Sandhills Lane, Barnt Green, Worcestershire	Proposed rear conjoined dormer
BGPC Recommendation: Approval.		
BDC ref	Site Address	Proposal
26/00929/FUL	6 Cherry Hill Avenue, Barnt Green, Worcestershire, B45 8LA	Single storey side and rear extensions including conversion of existing garage roof to form guest suite.
BGPC Recommendation: TBC.		
BDC ref	Site Address	Proposal
26/00970/FUL	23 Blackwell Road, Barnt Green, Worcestershire, B45 8BT,	Single storey rear extension and first floor extension over existing side extension. Alterations to front dormer
BGPC Recommendation: TBC.		

26/620 Date and Venue of Next Meeting

Next Parish Council Meeting, Monday 19th October 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
15th September 2026

Agenda Item 26/617 (i) To approve the current financial position and bills paid.

July Income Report

10	31.07.2026	£710.00	£0.00	£710.00	31.07.2026	Lengthsman refund	Worcestershire County Council
9	29.07.2026	£90.00	£0.00	£90.00	31.07.2026	Office Hire	Kate Hall Counselling
8	31.07.2026	£0.00	£4,557.33	£4,557.33	31.07.2026	Vat Reclaim 1.12.25 to 30.6.26	HMRC

July Payments Report

80	31.07.2026	£50.23	£2.51	£52.74	31.07.2026	Office landline, broadband & calls	BT
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August Income Report

12	31.08.2026	£130.00	£0.00	£130.00	Consent for Total Football to attach a banner		Total Football
11	31.08.2026	£220.00	£0.00	£220.00	Term 1 of hire of playing field		Total Football

August Payments Report

103	31.08.2026	£144.96	£7.25	£152.21	Street Light Energy		SSE
102	31.08.2026	£160.00	£32.00	£192.00	Lengthsman Work		Bromsgrove District Council
101	31.08.2026	£125.83	£0.00	£125.83	Lloyds Corp Card Charge		Lloyds Corporate Card
100	31.08.2026	£43.95	£8.79	£52.74	Office landline, broadband & calls		BT
99	31.08.2026	£2,063.08	£0.00	£2,063.08	Service Charge 24/25 and 25/26		John Truslove
98	31.08.2026	£50.00	£10.00	£60.00	Local Council Award Scheme Bronze Award		NALC
97	31.08.2026	£148.95	£29.79	£178.74	Dog bags		JRB Enterprise Ltd
96	31.08.2026	£420.00	£84.00	£504.00	External Audit 25.26		PKF Littlejohn LLP
95	31.08.2026	£748.00	£0.00	£748.00	Outdoor Parish Caretaker		Andlin Cleaning
94	31.08.2026	£39.98	£0.00	£39.98	Internet Security reimbursement		Eleanor Choudry
93	31.08.2026				Employers NI		HMRC
92	31.08.2026				Pension contributions		Pension contributions
91	31.08.2026				PAYE		HMRC
90	31.08.2026				Salaries		Salaries
89	31.08.2026	£13.68	£0.68	£14.36	Office Energy		Pozitive Energy
88	31.08.2026	£38.38	£1.91	£40.29	Office Energy		Pozitive Energy
87	31.08.2026	£105.00	£0.00	£105.00	Grounds maintenance at Millennium Park		John S Bishop
86	31.08.2026	£425.00	£85.00	£510.00	Flagpole maintenance and safety check		Flagpole Express
85	31.08.2026	£7.00	£0.00	£7.00	Bank Service Charge		Unity Bank
84	31.08.2026	£295.08	£59.02	£354.10	Grounds maintenance at playing field		Hosking Ground Maintenance
83	31.08.2026	£500.00	£0.00	£500.00	Grant award to St Andrews Parish Church for roof repairs		The Parochial Church Council Of The Ecclesiastical
82	31.08.2026	£1,040.00	£208.00	£1,248.00	Replacement office lighting		First Choice Electrical Solutions Ltd
81	31.08.2026	£137.28	£0.00	£137.28	Bin bags		Bromsgrove District Council

September Income Report

13	10.09.2026	£120.00	£0.00	£120.00	Lengthsman refund		Worcestershire County Council
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September Payments Report

118	30.09.2026	£166.52	£8.33	£174.85	Street Light Energy		SSE
117	30.09.2026	£7.00	£0.00	£7.00	Bank Service Charge		Unity Bank
116	30.09.2026	£120.00	£24.00	£144.00	Lengthsman Work		Bromsgrove District Council
115	30.09.2026				Pension contributions		Pension contributions
114	30.09.2026				Employers NI		HMRC
113	30.09.2026				PAYE		HMRC
112	30.09.2026				Salaries		Salaries
111	30.09.2026	£47.83	£0.00	£47.83	Lloyds Corp Card Charge		Unity Bank
110	30.09.2026	£13.58	£0.68	£14.26	Office Energy		Pozitive Energy
109	30.09.2026	£37.36	£1.86	£39.22	Office Energy		Pozitive Energy
108	30.09.2026	£1,625.00	£0.00	£1,625.00	Office rent 29.9.26 to 24.12.26		John Truslove
107	30.09.2026	£295.08	£59.02	£354.10	Grounds maintenance at playing field		Hosking Ground Maintenance
106	30.09.2026	£622.00	£0.00	£622.00	Outdoor Parish Caretaker		Andlin Cleaning
105	30.09.2026	£43.95	£8.79	£52.74	Office landline, broadband & calls		BT
104	30.09.2026	£210.00	£42.00	£252.00	Pest control in Millennium Park		Pest Express

Agenda Item 26/617 (i) To approve the amended June Bank Reconciliation 2026

Barnt Green Parish Council

27 July 2026 (2026-2027)

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

Date: _____

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

Date: _____

A	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		88,404.47
	ADD Receipts 01/04/2026 - 30/06/2026		42,542.58
	SUBTRACT Payments 01/04/2026 - 30/06/2026		130,947.05
	Cash in Hand 30/06/2026 (per Cash Book)		24,860.62
B			106,086.43
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2026	0.00	
	Unity Bank Current Account 30/06/2026	29.86	
	Unity Bank Deposit Account 30/06/2026	24,600.74	
B	Cambridge Building Society 30/06/2026	21,455.83	
			46,086.43
	Less unrepresented payments		
			46,086.43
	Plus unrepresented receipts		60,000.00
B	Adjusted Bank Balance		106,086.43
	A = B Checks out OK		

Agenda Item 26/617 (i) To approve the July Bank Reconciliation 2026

Barnt Green Parish Council

4 August 2026 (2026-2027)

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

Date: _____

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

Date: _____

A	Bank Reconciliation at 31/07/2026		
	Cash in Hand 01/04/2026		88,404.47
	ADD Receipts 01/04/2026 - 31/07/2026		47,899.91
	SUBTRACT Payments 01/04/2026 - 31/07/2026		136,304.38
	Cash in Hand 31/07/2026 (per Cash Book)		31,412.98
B			104,891.40
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2026	0.00	
	Unity Bank Current Account 31/07/2026	7,244.83	
	Unity Bank Deposit Account 31/07/2026	76,190.74	
B	Cambridge Building Society 31/07/2026	21,455.83	
			104,891.40
	Less unrepresented payments		
			104,891.40
	Plus unrepresented receipts		
B	Adjusted Bank Balance		104,891.40
	A = B Checks out OK		

Agenda Item 26/617 (i) To approve the August Bank Reconciliation 2026

Barnt Green Parish Council

1 September 2026 (2026-2027)

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

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

A	Bank Reconciliation at 31/08/2026		
	Cash in Hand 01/04/2026		88,404.47
	ADD Receipts 01/04/2026 - 31/08/2026		48,249.91
	SUBTRACT Payments 01/04/2026 - 31/08/2026		136,654.38 40,865.67
	Cash in Hand 31/08/2026 (per Cash Book)		95,788.71
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2026	0.00	
	Unity Bank Current Account 31/08/2026	1,292.14	
	Unity Bank Deposit Account 31/08/2026	73,040.74	
	Cambridge Building Society 31/08/2026	21,455.83	
			95,788.71
	Less unrepresented payments		
			95,788.71
	Plus unrepresented receipts		
B	Adjusted Bank Balance		95,788.71
	A = B Checks out OK		

Agenda Item 26/617 (ii) To be advised of any expenditure decisions taken by Executive Officer

Lloyds Corporate Card Reconciliation up to 3rd August 2026				
13	14.07.26	Strimmer blades, watering can, plant food	Tonys Handyman	23.99
14	16.07.26	Stamp for HMRC VAT reclaim	Post Office	1.80
15	21.07.26	SIM card for parish council mobile phone	Lebara Mobile Ltd	5.00
16	28.07.26	Panic alarm for PC office	Defender Ltd	13.90
17	28.07.26	Printer ink (wrong cartridge sent)	Cartridge Save	16.97
18	28.07.26	A4 Printer paper x 5 reams	Amazon	18.99
19	29.07.26	Handwash, cleaning wipes	Tesco	4.60
20	30.07.26	Printer ink (wrong cartridge sent) Refund - delivery charge to be refunded	Cartridge Save	-13.02
21	30.07.26	Printer ink	Cartridge Save	50.60
22	03.08.26	Monthly fee	Lloyds Unity Bank	3.00
		Balance to be paid by D/D 17/8/26		125.83
Lloyds Corporate Card Reconciliation up to 2nd September 2026				
23	11.08.26	A4 dividers	Amazon	5.99
24	12.08.26	PC mobile phone monthly fee	Lebara	5.00
25	18.08.26	PC office desk fan	B&Q	34.99
26	28.07.26	Printer ink (wrong cartridge sent)- delivery refund	Cartridge Save	-3.95
27	01.09.26	Bottled water	Tesco	2.80
28	02.09.26	Monthly fee	Lloyds Unity Bank	3.00
				47.83
		Balance to be paid by D/D 16/9/26		47.83