

**Minutes of the Parish Council meeting  
held at St Andrews C of E First School, Barnt Green  
on Monday 15<sup>th</sup> January 2018 at 7.00pm**

*Barnt Green Parish Council adopted the General Power of Competence, June 2015*

**Members present:** Cllrs R Cholmondeley (Chairman), C Hotham\* (vice-Chairman), R Briggs, J Jagger\*\*, J Jellie, P Perry

**In attendance:** Two members of the public (including a representative of The Village) Executive Officer, Gill Lungley

\*Cllr Hotham apologised for lateness, during item 18/004.

\*\* Cllr Jagger apologised for lateness, arriving at item 18/007(b)  
The Chairman welcomed all to the meeting.

**18/001 Apologies**

Apologies only noted from those arriving late.

**18/002 Declarations of Interest**

Members were reminded of the need to keep the Members' Register of Interests up to date and, in keeping with the Members' Code of Conduct, were asked to declare either any Disclosable Pecuniary Interests (DPI) or Other Disclosable Interests (ODI) where relevant.

Cllr Hotham has a standing declaration in his role as a member of the district council's planning committee; any comments made at parish council meetings on planning matters are made prior to possession of the full facts.

**18/003 Consideration of dispensation requests**

No dispensation requests had been submitted in advance of this meeting.

**18/004 Adjournment of meeting to hear from:**

**a) Members of the public**

- Resident 1: With reference to the non-installation of lifts at the station, would not wish to see the funds that have been allocated for the installation of the public right of way footbridge (PRoW 500) diverted to fund the installation of lifts; resident has written to The Village.

**b) Supporting Organisations:**

Hagley and Rubery Safer Neighbourhood Team, West Mercia Police, had sent a brief report along with apologies for not being able to attend. During the last month there has been one house burglary when a car was stolen, and 3 store thefts.

**c) Worcs County Councillor: Peter McDonald, Beacon division** had sent apologies for non-attendance due to other civic duties, and had notified as follows:

- The island at Hewell Road is to be completed soon, as the weather improves;
- Other highway improvements are now under way.

**d) Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward** reported as follows:

- Re ex-council offices (Burcot Lane), the District Valuer has agreed a reduction in the business rates but there is still no decision on the actual re-use or demolition of the site;
- Re new sports and leisure centre, use of the adjacent school's sports hall was originally part of the plan, but it seems that as this is no longer possible then the existing sports hall might be retained, but no firm decision has yet been taken.
- BDC is to meet with Worcestershire County Council Highways representatives to ascertain why the roads in Bromsgrove are busier than WCC predicted.

**18/005 Minutes of the previous council meetings**

The minutes of the meetings held 15<sup>th</sup> November 2017 and 12<sup>th</sup> December 2017 were agreed a true record and signed.

## 18/006 Chairman's Report: Cllr R Cholmondeley

- Christmas events went smoothly, including the Christmas lights switch-on, the Chairman's Thank-You event and the Wassail Walk.
- Met with Network Rail (NR) on 12/01/2018 when NR advised the station lifts will be installed, but they are unable to say when. NR explained the cost implications and the reason for the increased cost from £900,000 to £3m being due to issues with the width and slope of the platforms, the cabling and stability of existing platforms. NR will send more information and another meeting is to be arranged.
- The MP has reported he is to meet with NR.
- The new franchisee West Midlands Railway (WMR) were also represented at that meeting and RC took the opportunity to provide them with a copy of the 'improvements list' that had been produced after meeting with (previous franchisee) London Midland.
- Concerns about the continuing problem of rail-squeal were also raised.

## 18/007 Updates and Decisions taken by the Executive Officer (EO) since last meeting

a) Community Speed Watch scheme	One more volunteer is needed to progress this scheme; Cllr J Jagger has volunteered to take part.	
b) Footpath alongside drive to scout hut, fp507	The improvement works have been completed, resulting in favourable comments from residents and walkers.	
c) Footpath 505 / 526	Notification has been received from WCC that the footpath along the dam wall to Upper Bittell Reservoir is temporarily closed for maintenance work.	
a) Water supply to Millennium Park	Quotations have been requested for installation of tap and housing for the water supply into the park. Members' approval required at agenda item 18/008 (iv)	
b) Railway station lifts	Network Rail representatives met with parish council members RC, PP, CH at the station on Friday 12 <sup>th</sup> January to discuss the way forward (see min 18/006).	
d) Items actioned and awaiting response	<ul style="list-style-type: none"> <li>(i) New litter bin in Blackwell Road</li> <li>(ii) Footpath lighting review (for 2018 Annual Parish Meeting)</li> <li>(iii) Defibrillator training</li> <li>(iv) Corporate image</li> <li>(v) Installation of raised flower bed and re-siting of beehive planters.</li> </ul>	
e) Items carried forward	<ul style="list-style-type: none"> <li>(i) Social Media training – retained for action following website revamp.</li> <li>(ii) Public toilets – retained for decision to take forward as capital project.</li> <li>(iii) Data Protection Policy &amp; Document Retention Policy to be agreed.</li> <li>(iv) Railway station, rail-users group – reports to be provided from PC rep. (see minute no.18/009)</li> <li>(v) Misleading notices and marking-out of station car park by new operator</li> <li>(vi) Outdoor gym equipment (for inclusion on 2018/19 budget?)</li> <li>(vii) Community Bus consultation</li> <li>(viii) Millennium Park wayleave</li> <li>(ix) Appointment of Data Protection Officer (required from May 2018, GDPR)</li> </ul>	
f) General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• Neighbourhood Planning news</li> <li>• SNT (policing) updates</li> <li>• WorcsCALC update newsletters</li> <li>• BDC weekly planning lists</li> <li>• MP monthly newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Police &amp; Crime Commissioner</li> <li>• WCC Highways updates</li> <li>• Community Health &amp; Well-being updates</li> <li>• Neighbourhood Watch updates</li> </ul>
g) Other correspondence	List available from the Executive Officer along with list of visits to the parish council office.	
h) Neighbourhood Watch	Following on from the question about the Barnt Green Neighbourhood Watch scheme PCSO Chelsea Lloyd has provided information for the next Bulletin.	
a) Bulletin, Spring 2018	Members were asked to provide and/or suggest items for inclusion in the next newsletter which is to be distributed by the end of February 2018; to include notice of Annual Parish Meeting discussion of footpath lighting.	

## 18/008 Finance Report

- i) *Current financial position* – the bank reconciliation to 31/12/2017 was noted:

Cash book		Bank Statements	
Cash in hand at 01/04/2017	64,922.79	Current account	3,423.38
Add receipts to 31/12/2017	72,594.19	Deposit account	31,159.35
Less payments to 31/12/2017	-49,879.34	Building society	54,516.60
	0	Pockit card	200.00
	0	Less u/p payments	-1,661.69
	87,637.64		87,637.64

See page 165 for the list of receipts and payments, part November 2017 and December 2017 to 15/01/2018.

- ii) **Expenditure decisions taken by Executive Officer:** none
- iii) **To note Unity Trust Bank change to interest rate from 03/11/2017**  
Members noted the bank's rate of interest has increased to 0.5%. The Executive Officer would ascertain the present interest rate for the Cambridge Building Society.
- iv) **Appointment of contractor to install water tap in Millennium Park**  
**It was agreed** to appoint Hall Mechanical Services Ltd to install the new water tap at a cost of £665.00 + VAT. Members noted this does not include the cost of connection to the Severn Trent water supply for which Severn Trent have quoted £3,166.84 (max cost).
- v) **Budget proposals for 2018/19**  
Members agreed to bring forward the discussion about this year's events (agenda item 18/010(c)). **It was agreed** to:
- a) Support the 2018 Sport Relief event in partnership with Barnt Green Chuggers;
  - b) Support another 'busking festival' in conjunction with Cheryl Welsh (Centres Manager) but bring the date forward to coincide with the Bromsgrove Festival;
  - c) Provide a Community Walk on the last Saturday in September
  - d) Provide a Christmas lights switch-on event, with support from Cheryl Welsh
  - e) Provide a Wassail Walk, 27/12/2018.
  - f) To look into providing some sort of food-related event on first weekend July 2019.
- The proposed budget was explained; the EO was asked to find out costs associated with Christmas lighting in Millennium Park (capital budget).  
**It was agreed** to adopt the budget for 2018/19 presented to the meeting.
- vi) **Precept for 2018/19:**  
**Members agreed** to set a precept for 2018/19 of £62,440 (equates to £62.58 contribution per Band D property, the same as for 2017/18).
- vii) **Appointment of volunteer to scrutinise the third quarter book-keeping**  
**Members agreed** Cllr P Perry would check the parish council's accounts for months Sept – Dec 2017.

## 18/009 Committee, Working party and representatives' reports

- a) **Network Rail 12/01/2018** – on the subject of lifts at Barnt Green station.  
This meeting was attended by 4 representatives of Network Rail and 2 from West Midlands Transport, along with Cllrs R Cholmondeley, P Perry, C Hotham and the EO. See Chairmans report, minute no. 18/006

- b) **Bromsgrove Rail Users Group** 13/12/2017: Cllr R Cholmondeley had attended this meeting and reported that the main concern is the lack of access to the South West from Bromsgrove.
- c) **Shop and business liaison**, Cllr J Jellie.  
Review of the returned parking questionnaires showed visitors to village shops and businesses have difficulty finding a place to park. Cllrs J Jellie and J Jagger would visit all shops to ask if they would make use of parking facilities outside the immediate village centre if provided free of charge.  
Future Village Team meetings would be held quarterly.
- d) **Barnt Green Waters**, Cllr C Hotham  
A meeting had been held in December when the current maintenance works to Upper Bittell were discussed; there had been a landslip whilst the drainage valve was being worked on which caused a timing setback to the improvement and repair scheme. Some fish had been found to be contaminated.
- e) **Barnt Green First School**: Cllr J Jellie, as Associate Governor, advised there had been three applications for the position of head teacher.

## 18/010 Events reports

- a) **Feedback to Christmas Lights Switch-on 02/12/2017**  
An enjoyable event, much appreciated by all attending.  
The winners of the best-dressed window competition were Oulsnam Lettings.
- b) **Feedback to Wassail Walk 27/12/2017**  
This had been well-attended and enjoyed by those taking part.
- c) **Consideration of events to be held during 2018**, see above as part of the budget setting process at agenda item 18/008 (v).

## 18/011 Environment and Community well-being

- a) **To consider use of space at Green Bank for car parking**  
Members asked for ownership of this space to be verified; the executive officer would make enquiries into ownership and suitability of site.
- b) **To consider installation of lighting at playing field car park**  
It was believed that use of a lighting point on the church building would not provide a significant benefit, that a motion-sensor light may cause annoyance to neighbours and that the cost of installation of an independent power supply would outweigh any benefit to car park users.
- c) **To consider preparation of signs for the commuters' car park, Fiery Hill Road**  
It was agreed to establish a working party to review the signage and maintenance requirements of the car park in advance of taking responsibility for it in August 2018, consisting of Cllrs R Cholmondeley, C Hotham, P Perry and S Whitehand.

## 18/012 Planning

- a) Consultation response to:

Ref no's.	Address	Proposal
Log084 17/01395	30A Hewell Road B45 8NF	Change of use from shop (A1) to Dental Surgery (D1) to ground floor of property
BGPC comment: Members noted that the Change of Use will mean one less shop in the village centre, but that actual use will be little different to its recent use as a hair salon, thus there is no reason to object and members would recommend approval of this application.		

b) **Planning Authority decisions**

17/0026 45 Fiery Hill Road Single storey rear extension with internal alterations:  
GRANTED

c) **Planning Inspectorate decisions**

**It was noted** the Planning Inspectorate had dismissed the appeal resulting from planning authority refusal to grant application 16/1074 (log 058), proposed development at 10 Cherry Hill Drive.

## 18/013 Administration, Governance and Consultations

a) **Current vacancy for one parish councillor**

The Parish Council was established to operate with 8 members and currently has seven. The period that allows the public to request a by-election has passed meaning the parish council is free to co-opt a suitable candidate, and members are asked to suggest individuals who might be suitable for the role. Induction training will be given via the EO and Worcs CALC offers a full suite of training that is available to all parish councillors.

b) **Response to Bromsgrove District Council Hackney Carriage and Private Hire Consultation**

**It was agreed** to pass no comment on this consultation.

c) **Approval of delegation to Executive Officer, working with Chairman and vice-Chairman, to prepare for General Data Protection Regulation May 2018**

As it stands at the moment, the effect of the GDPR could be to impose a considerable cost on local councils (one of the requirements is to employ a full-time Data Protection Officer); NALC is making representations to parliament in an effort to reduce the impact.

**It was agreed** to delegate to the EO, working with the Chairman and vice-Chairman, the authority to take all steps necessary in order to comply with the GDPR.

d) **Review of the council's Staff Appraisal Policy**

**It was agreed** to continue with this policy; next review in January 2020.

## 18/014 Future meetings and items for future agendas

Councillors will be reminded of meetings to be attended and may use this opportunity to raise items for future agendas.

Next agenda will include;

- a) the annual review of the council's financial internal controls, risk management and assessments
- b) Child Protection policy
- c) Recognition of long-term service to the community.

## 18/015 Date and venue of next meeting

Monday 19<sup>th</sup> February 2018, at St Andrews First School, B45 8NG

This meeting ended at 8.50pm.

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Chairman

19/02/2018

minute no. 18/008 (i) (see next page)

minute no. 18/008 (i)

list of receipts and payments for part November 2017 and December 2017 to 15/01/2018.

BACS	v141	Annual office service charge to 31/03/2017		587.77	-	587.77
BACS	v142a	Equipment checks and litter picking: 3rd 1/4		60.00	-	60.00
BACS	v142b	Equipment checks and litter picking: 3rd 1/4		60.00	-	60.00
d/d	v143	Staff pension, October 2017		157.03	-	157.03
BACS/so	v144	Staff salary, November 2017		1,051.16	-	1,051.16
BACS	v145	Footpath lighting repairs and maintenance		296.45	49.41	247.04
s/o	v146	Monthly retainer for footpath light maintenance		264.00	44.00	220.00
d/d	v147	Office telephone, November		19.99	3.33	16.66
BACS	v148	Grant towards purchase of defibrillator		200.00		200.00
d/d	v149	office mobile phone, November 2017		5.00	0.83	4.17
						-
		sub total for month, November	670.00	5,027.73	483.82	4,543.91
		total for year to date	71,874.45	40,690.47	3,155.06	37,535.41
December 2017		<b>Description</b>	<b>Receipts</b>	<b>Payments Gross</b>	<b>Payments VAT</b>	<b>Payments Net</b>
BACS	v150/R15	Bank interest	9.47			-
BACS	v151	Advert in local paper re Parish Caretaker		206.40	34.40	172.00
BACS	v152	New Kids Comp light detail		792.00	132.00	660.00
BACS	v153/R16	Repayment for Lengthsman work	705.00			-
BACS	v154	Christmas tree supply and install		140.00	-	140.00
BACS	v155	Grounds maintenance and verges		278.89	46.48	232.41
BACS	v156	Christmas lights installation		3,846.00	641.00	3,205.00
BACS	v157a	Millennium Park grass cutting and care		271.00		271.00
BACS	v157b	Verge maintenance, village centre		56.00		56.00
d/d	v158a	footway lighting energy, dusk - dawn		223.12	37.18	185.94
d/d	v158b	footway lighting energy, continuous		12.25	0.58	11.67
s/o	v159	Office rent to 25/03/2018, quarter payment		1,237.50		1,237.50
d/d	v160	office mobile phone, December 2017		5.00	0.83	4.17
d/d	v161	Staff pension, November 2017		157.03	-	157.03
s/o	v162	Staff salary, December 2017		1,051.16	-	1,051.16
BACS	v163	3rd quarter PAYE and NI		610.53		610.53
s/o	v164	Monthly retainer for footpath light maintenance		264.00	44.00	220.00
d/d	v165	Office telephone, December		19.99	3.33	16.66
BACS	v166/R17	Bank interest	5.27			-
BACS	v167	Service charge		18.00		18.00
						-
						-
		sub total for month	719.74	9,188.87	939.80	8,249.07
		total for year to date	72,594.19	49,879.34	4,094.86	45,784.48
Jan-18		<b>Description</b>	<b>Receipts</b>	<b>Payments Gross</b>	<b>Payments VAT</b>	<b>Payments Net</b>
BACS	v168	Engraving for best-dressed window cup		5.94	0.99	4.95
d/d	v169	Electricity for parish council office		148.00	7.04	140.96
d/d	v170	Electricity for footpath lighting d2d		237.56	39.59	197.97
d/d	v170	Electricity for footpath lighting continuous		12.63	0.60	12.03
d/d	v171	Grounds maintenance and verges, Dec2017		278.89	46.48	232.41
BACS	v172	Planters replant, winter bedding		576.00	96.00	480.00
d/d	v173	Staff pension, Dec 2017		157.03	-	157.03
s/o	v174	Staff salary, January 2018		1,051.16	-	1,051.16
BACS	v175	Footpath lighting repairs, Jan 2018: inv12437		253.36	42.23	211.13
BACS	v176	Dismantling of Christmas lights: inv12438		2,478.00	413.00	2,065.00
d/d	v178	office mobile phone, Jan2018		5.00	0.83	4.17
BACS	v179	Stationery		97.94	16.32	81.62
						-