

**Minutes of the Parish Council meeting  
held at St Andrews C of E First School, Barnt Green  
on Monday 19<sup>th</sup> February 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, S Whitehand\*

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

**18/016 Apologies**

No apologies presented.

**18/017 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 declared an ODI re 18/18/027(f) as a county council representative to the Hereford and Worcester Fire and Rescue Service. In keeping with the Members' Code of Conduct, Cllr Hotham stayed in the meeting as this was not a planning or regulatory issue.
- 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 and does not amount to pre-determination.
- Cllr Cholmondeley declared an ODI re 18/028 (a)1 as near neighbour to applicant; as the item relates to a planning matter Cllr Cholmondeley withdrew from the meeting when discussed.
- Cllr Hotham declared an ODI re 18/028 (a)1 as he knows the applicant; as the item relates to a planning matter Cllr Hotham withdrew from the meeting when discussed.

**18/018 Consideration of dispensation requests**

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

**18/019 Co-option to fill the councillor vacancy**

**It was agreed** to co-opt Sam Harris to fill the council vacancy.

Cllr Harris was welcomed to the Parish Council, duly signed his Declaration of Acceptance of Office and joined the meeting.

\*Cllr S Whitehand joined the meeting, with apologies for lateness.

**18/020 Adjournment of meeting to hear from:**

**a) Members of the public**

- 1) Concern about the amount of litter around the village; most noticeable in the vicinity of the railway line and the commuters' car park in Fiery Hill Road. Are there plans for any community litter-pick events?
- 2) Surface of Fiery Hill Road is poor and needs attention; when will this happen?
- 3) Concern the new commuters' car park could attract travellers; has security been considered here?

**Action points:** All noted and will be carried forward for response.

**b) Supporting Organisations:**

**Parish Footpaths Officer** – the finger posts at both ends of the footpath between Aqueduct Lane and Bittell Road have been vandalised. New finger posts have been ordered from WCC but there may be a delay. Meanwhile, the PFO will do what he can to mark out the footpath.

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

- There will be a 5% increase on the council tax and further cuts (at the moment some £27m). In an attempt to balance the books the Council is now spending its reserves which will mean there will be severe cuts next year when the reserves have all been used up. The Council's budget over eight years has been slashed by £300m reducing it from just over £600m to just over £300m.
- Although some services have gone altogether and those that are left have been severely cutback and the workforce over five years being cut by over 1,500, the Council now employs more people on over £100,000 (7) than they did five years ago.
- The County is now reviewing Short Term Respite Centres catering for those over 18 with learning difficulties. Their aim is to shut those they feel are being under used. This in addition to the review (threatening closures) going on regarding day centres (Wendron Centre Bromsgrove) for those over 18 with learning difficulties and the proposed closure of the Ludlow Road Unit Kidderminster.
- The Council are continually putting their employees under pressure due to the cutbacks which has resulted in the Council paying out £100,000 a year on suspensions.
- The island at the junction with Hewell Road is to be completed as soon as the weather improves.

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

- BDC are expected to increase Council Tax by 2.98%; the increase is prompted by falling government grants and the continuing need to provide services
- The Fire Service is also to increase its charge by 2.9%, although there is to be no increase from the Police Service.
- There are concerns about an apparent double taxation "living tax" forced on Bromsgrove residents, due to BDC having to pay money back to central government.
- The market operator for Bromsgrove town centre is pulling out amid claims that it is not profitable.
- The Sports Hall situation has not been resolved; as the sports hall at the neighbouring high school is not available then the two options are to either use the existing facility or build a new one. Both options costing more than initially budgeted.
- There is to be an important announcement at the end of February on the Birmingham City overspill and how much extra housing Bromsgrove DC will be expected to take.
- With regard to Air Quality Management, BDC are insisting all four AQM areas in the district are maintained and rigorously monitored by Worcestershire CC.
- WCC's member for Transport and Infrastructure, Cllr Ken Pollock, will be visiting Barnt Green station as part of his visit to the area, to note the situation regarding lack of lifts.

## 18/021 Minutes of the previous council meeting

Following the amendment to show Cllr S Whitehand was present at the meeting, the minutes of the meeting held 15<sup>th</sup> January 2018 were agreed a true record and signed.

## 18/022 Chairman's Report: Cllr R Cholmondeley

With regard to the parish council's agreed budget for 2018/19, Cllr Cholmondeley advised there may be challenges ahead when dealing with the impact of decisions made.

## 18/023 Updates and Decisions taken by the Executive Officer (EO) since last meeting

a) Railway station lifts	Another meeting with NR has been requested but not yet arranged.
b) The Bulletin	A draft of the winter Bulletin had been circulated to members for comment and had been sent for printing w/c 19/02/2018.
c) Greenbank parking (1)	The response from the WCC Highways liaison officer is that the proposed site is too close to the junction, and also the provision of additional parking which would encourage vehicle trips to the school is contrary to the policy of encouraging walking and cycling trips. On the other hand, it is noted that any facility that helps keep the roadsides clear is of benefit. Members asked to meet with county councillor P McDonald to discuss this site and the one at 18/023 (c).

d) Greenbank parking (2)	A resident of Greenbank called in to the parish council office to request bollards on the south side of junction with Hewell Road, to stop the grass verge being driven over. Concerned about the rutted appearance and the safety of pedestrians on the adjacent pavement.	
e) Grant funding	<ol style="list-style-type: none"> <li>1) Barnt Green Social Club has confirmed funding level has been reached for the defibrillator and thanks the parish council for the grant.</li> <li>2) Barnt Green Cricket Club is to send pictures of the new facility that benefited from the grant provided in June 2017.</li> </ol>	
f) WPD Stakeholders Consultation	The Executive Officer had attended this stakeholder consultation event on 06/02/2018 at Villa Park.	
g) Community Bus consultation	Cllr Hotham had visited Lickey and Blackwell WI where support had been expressed for this venture.	
h) Visitors to the parish council office	<ul style="list-style-type: none"> <li>• Notification of light out, Sandhills Green – contractor’s response needs new lantern (LED)</li> <li>• E Gumbley is to deliver a talk on 27/02/2018 at 7.30pm, Trinity Centre, B45 8ES on ‘The Lickey Hills - A Social History’</li> <li>• 2 x ladies re flooding under bridge, Hewell Road + inconsiderate drivers</li> <li>• Transport Museum leaflets left</li> <li>• 2 local residents, both bus users, want bus stops to remain: must NOT be used for parking; bus service is used by those who can’t drive, such as those with sight impairment, and is a lifeline.</li> <li>• Greenbank resident re driving over grass verge o/s 1 Greenbank</li> <li>• Resident re 2 issues: 1) flooding under the Hewell Road railway bridge and 2) if using the car park at rear of Tesco’s, then to take care and be considerate of pedestrians when leaving the car park at junction with Hewell Road</li> </ul>	
i) Items actioned and awaiting response	<ol 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> <li>vi) Community Speed Watch scheme</li> <li>vii) Millennium Park water supply</li> </ol>	
j) Items carried forward	<ol style="list-style-type: none"> <li>i) Public toilets – retained for decision to take forward as capital project.</li> <li>ii) Data Protection Policy &amp; Document Retention Policy to be agreed.</li> <li>iii) Outdoor gym equipment</li> <li>iv) Millennium Park wayleave</li> <li>v) Appointment of Data Protection Officer (required from May 2018, GDPR)</li> <li>vi) Commuters’ car park management and signage</li> </ol>	
k) General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• Neighbourhood Planning news</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>
l) Other correspondence	List available from the Executive Officer along with list of visits to the parish council office includes: <ul style="list-style-type: none"> <li>• Notification of road closure on 30/01/2018 for 30/01/2018, Bittell Farm Road</li> <li>• Public art competition notice forwarded to BGPC contacts</li> <li>• WMPolice message circulated about Livestock Worrying</li> </ul>	

## 18/024 Finance Report

- i) *Current financial position* – the bank reconciliation to 31/01/2018 was noted:

<b>Bank Reconciliation to 31/01/2018</b>			
<b>Cash book</b>		<b>Bank Statements</b>	
Cash in hand at 01/04/2017	64,922.79	Current account	3,682.29
Add receipts to 31/01/2018	76,973.58	Deposit account	31,159.35
Less payments to 31/01/2018	-55,500.84	Building society	54,801.13
	0	Pocket card	200.00
	0	Less u/p payments	-3,447.24
	<b>86,395.53</b>		<b>86,395.53</b>

See page 166 for the list of receipts and payments, part January and February to 15/02/2018.

- ii) **Expenditure decisions taken by Executive Officer:** none
  - iii) **To note contractors for 2018**  
The current contractors for grass cutting at Barnt Green Playing Field and at Millennium Park are to continue for 2018/19.
  - iv) **Appointment of fourth signatory for the bank account**  
**It was agreed** to appoint Cllr J Jellie to be the fourth signatory to the bank account and to use the internet banking service at 'VA' authority, ie to view the accounts and authorise payments.  
**Members confirmed:**
    - That the people named in the form will be authorised signatories on all accounts;
    - That instructions and changes will be given in line with the mandate;
    - That members are aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory;
    - That the Council will notify Unity Trust Bank of any changes to the organisation in writing.
  - v) **Review of updated Internal Financial Controls**  
**It was agreed** to adopt the updated Internal Financial Controls.
  - vi) **Review of Risk Management schedule**  
**It was agreed** to adopt the revised Risk Management schedule, to include risk management of the commuters' car park from August 2018 and office premises.
  - vii) **Note completion of third quarter book-keeping scrutiny**  
**It was noted** Cllr P Perry had checked the book-keeping for Oct – Dec 2017.
  - viii) **To note completion of Internal Audit**  
Internal Auditor Duncan Edwards had visited on 29/01/2018, report awaited.
  - ix) **To agree subscription to Clerks and Councils Direct**  
**Members agreed** to subscribe to this publication for £60pa.
  - x) **Progress of appointment of Outdoor Parish Caretaker**  
Two tenders had been received, of which one is to be followed up with a view to amending the number and frequency of activities in line with the agreed budget. Authority was delegated to the Executive Officer working with Cllrs R Cholmondeley and J Jellie to meet with the contractor to progress this and to proceed if a suitable arrangement can be agreed. Otherwise the council will be asked to consider the creation of a salaried position.
- 18/025 Committee, Working Party and Members' reports on meetings attended**
- a) Meeting with Cheryl Welsh, Centres Manager 31/01/2018  
Members were reminded that training on use of Social Media is to take place on 05/03/2018.
  - b) Planning Committee meeting held 31/01/2018: draft minutes circulated.

- c) Meeting with footpath lighting contractor on plans for 2018 Christmas lights 08/02/2018: Cllrs R Cholmondeley, R Briggs, P Perry and the EO met with the lighting contractor to discuss the possibility of putting tree lights on the large oak tree in Millennium Park and removing the evergreen tree on the corner of Hewell Road / Sandhills Road which is likely to grow into the overhead wires by next year. Also to provide costings for the possibility of new detail 'train' lights on Station Approach.
- d) Meeting with West Midlands Trains representatives and Cllrs Cholmondeley, Hotham and Perry on 12/02/2018 to review the suggested improvements that had been previously discussed with London Midland including more screens at the station displaying train times, additional shelters on the platforms and more seating and an additional ticket machine for Platform 1. To also review the parking spaces at the station to provide more capacity.
- e) Update on communications with Network Rail re lifts for station platforms – no further progress to date; a follow-up meeting has been requested.
- f) To note next Village Team meeting is scheduled for 15/03/2018, 6.00pm
- g) Reports from members: none.

## 18/026 Events

- a) Update to this year's Sport Relief Fun Run, hosted by Barnt Green Chuggers, to take place on Sunday 18<sup>th</sup> March from Millennium Park
- b) Dates of other 2018 events: Busking/Music festival yet to be agreed, Community Walk 22/09/2018, Christmas Lights-On 01/12/2018, Wassail Walk 27/12/2018

## 18/027 Environment & Community Wellbeing

- a) To support request for a grit bin at junction of Twatling Road/Fiery Hill Road  
**It was agreed** to submit a request to WCC for a grit bin to be sited at the junction of Twatling Road with Fiery Hill Road.
- b) To agree appointment of volunteer litter picker (Duke of Edinburgh scheme)  
**It was agreed** to support the appointment of a volunteer litter picker, to be monitored by the Executive Officer.
- c) To support request for a dropped kerb, junction Hewell Lane/Fiery Hill Road  
**It was agreed** to forward concerns that recent resurfacing improvements have made access more difficult for wheelchair and pushchair users to county councillor Peter McDonald.
- d) To decide on request by personal trainer to make use of Barnt Green Playing Field  
**It was agreed** to charge for use on a termly basis.
- e) To support the request from local walkers to re-open the footpath under the railway line, Cofton Hackett (footpath CH-521 refers)  
The Cofton Hackett Parish Footpaths Warden was invited to speak on this subject.  
**It was agreed** to support the re-opening of the tunnel under the railway line to allow a through-route for pedestrians and link up with the local footpath network.
- f) To support a resident's request to promote the Hereford and Worcester Fire and Rescue Service 'No Way Thru' campaign  
**It was agreed** to support the promotion of the 'No Way Thru' campaign.

## 18/028 Planning

- a) Having declared an ODI that relates to a planning matter, both the Chairman and vice-Chairman left the meeting at this point.  
The remaining members appointed Cllr S Whitehand to chair the meeting.

Members provided comment to the most recent consultations as follows:

Log no.	App	Address	Proposal
086	18/00164	22A Bittell Road	Single storey rear extension
<p><b>BGPC Comment:</b> Would recommend refusal. The parish council has concerns relating to the reduction in space between this house and the neighbouring property. The spacing was minimal when newly built and the reduction that will be caused if the extension is allowed will be out of keeping with the wider area and will provide the potential for overlooking.</p>			
<p>Cllrs Cholmondeley and Hotham re-joined the meeting.</p>			
087	18/00176	35 Sandhills Lane	Single storey rear extension
<p><b>BGPC Comment:</b> Would recommend approval as long as this conforms to the 45° rule and does not cause any overshadowing of the neighbouring property.</p>			

- b) To agree the parish council's comment to the Draft Bromsgrove High Quality Design Supplementary Planning Document consultation.  
**It was agreed** to submit comment in favour of the Draft Bromsgrove High Quality Design Supplementary Planning Document which members agreed would be a useful document for all parish councillors to refer to.

**18/029 Administration, Governance and Consultations**

- a) To review and agree the Child Protection Policy (biennial review)  
**It was agreed** to re-adopt the Child Protection Policy.
- b) To review and agree the Training Policy (biennial review).  
**It was agreed** to re-adopt the Training Policy.
- c) To agree and adopt the Lone Worker Policy  
**It was agreed** to adopt the Lone Working Policy.

**18/030 Future Meetings and Items for future agendas**

- a) Worcs County Association of Local Councils (CALC) Parish Conference at County Hall, Tuesday 6<sup>th</sup> March 2018 from 5pm.
- b) Worcs County Association of Local Councils, Bromsgrove Area committee meeting on 14<sup>th</sup> March 2018, 6.30pm, Parkside
- c) Bromsgrove Rail Users Group meeting Wednesday 21<sup>st</sup> March 2018

**18/031 To close the meeting to the public**

As permitted via Public Bodies (Admission to Meetings) Act 1960, s1(2) all members of the public were asked to leave the meeting to allow for discussion on the recent staff appraisal and subsequent salary recommendation and agreement.

**It was agreed** to pay the Executive Officer in line with the NALC/SLCC salary scales, spinal column point 32, from 01/04/2018.

**18/032 Date and Venue of Next Meeting**

Next meeting to be held Monday 19<sup>th</sup> March 2018, 7pm at Barnt Green First School

-----  
 Signed as a true and accurate record  
 Chairman, Barnt Green Parish Council

-----  
 19 March 2018

Minute no. 18/024 (1)

Extract from parish council spreadsheet, part-Jan/part-Feb 2018

Jan-18	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v175	Footpath lighting repairs, Jan 2018: inv12437		253.36	42.23	211.13
v176	Dismantling of Christmas lights: inv12438		2,478.00	413.00	2,065.00
v178	office mobile phone, Jan2018		5.00	0.83	4.17
v179	Stationery		97.94	16.32	81.62
v180/R18	VAT return	4,094.86			-
v181	office landline and broadband, Jan2018		19.99	3.33	16.66
v182	Footpath lighting maintenance contract		264.00	44.00	220.00
v183	Removal and disposal of Xmas Tree		36.00	6.00	30.00
v184	Annual Interest to 31/12/2017	284.53			-
	sub total for month	4,379.39	5,621.50	716.41	4,905.09
	total for year to date	76,973.58	55,500.84	4,811.27	50,689.57
for Februar	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v185	Grounds maintenance and verges, Jan 2018		278.89	46.48	232.41
v186	Data Protection registration		35.00	-	35.00
v187a	Electricity for footpath lighting d2d		223.12	37.18	185.94
v187b	Electricity for footpath lighting continuous		12.25	0.58	11.67
v188a	Equipment checks and litter picking: 4th 1/4		60.00	-	60.00
v188b	Equipment checks and litter picking: 4th 1/4		60.00	-	60.00
v189	Expenses Nov 2017 - 02/02/2018	-	664.10	71.89	592.21
v190	Staff pension, Jan 2018		157.03	-	157.03
v191	Staff salary, February 2018		1,051.16	-	1,051.16