

**Minutes of the Parish Council meeting
held at St Andrews C of E First School, Barnt Green
on Monday 19th March 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, S Harris, J Jellie, P Perry.

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

18/033 Apologies

Apologies were noted from Cllrs J Jagger and S Whitehand.

18/034 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 and does not amount to pre-determination.

18/035 Consideration of dispensation requests

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

18/036 Adjournment of meeting to hear from:

a) Members of the public

No requests to speak.

b) Supporting Organisations:

None present.

c) Worcs County Councillor: Peter McDonald, Beacon division had sent apologies for non-attendance.

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

- The main item of concern is the recently issued Hearn report relating to the Greater Birmingham Housing Market Area Strategic Growth Study, which is to be discussed at item 18/044(b) below.
- There are concerns across the district about school-related parking; district-wide investigations are being undertaken.

18/037 Minutes of the previous council meeting

The minutes of the meeting held 19th February 2018 were agreed a true record and will be signed by the Chairman.

18/038 Chairman's Report: Cllr R Cholmondeley

1. The Chairman asked for a record of thanks to be minuted with regard to the snow clearance efforts in the village centre by the Place Team / Lengthsman following the snowfall over the weekend of 2nd and 3rd March. The work had been appreciated by residents, shopkeepers and customers.
2. It would appear that following disruption to the plans for the electrification of the railway line, that electrification is now planned to take place on the last weekend in July 2018.

18/039 Updates and Decisions taken by the Executive Officer (EO) since last meeting

a) Railway station lifts	Three parish councillors (Cllrs R Cholmondeley, C Hotham, P Perry) are to meet with Network Rail on 05/04/2018.	
b) The Bulletin	The Bulletin, Winter 2018, has been printed and distributed to all parish residents. Spare copies are available from the PC office.	
c) Greenbank parking (1)	Land to north of junction with Hewell Road. Members are to meet with County Councillor Peter McDonald on a date yet to be arranged.	
d) Greenbank parking (2)	Grass verge to south of junction with Hewell Road. Members are to meet with County Councillor Peter McDonald on a date yet to be arranged.	
e) Community Bus consultation	Cllr Hotham had visited Lickey and Blackwell WI where support had been expressed for this venture.	
f) Defibrillator training	The Social Club has installed a new defibrillator and are to arrange training. Most Parish Council Members agreed they would like to attend this.	
g) Volunteer litter picker	The Duke of Edinburgh volunteer has started his 6-month 'tour of duty' providing one hour's litter picking around the parish each week.	
h) Annual Parish Meeting	<p>Items suggested for consideration by electors at the Annual Parish Meeting on Thursday 26th April so far:</p> <ul style="list-style-type: none"> i. Community Bus ii. Footpath lighting review iii. Outdoor gym equipment <p>+ With the issue of the Greater Birmingham Housing Market Area document, residents may also want to discuss the implications of the outline proposals.</p> <p>+ Update on station lifts.</p> <p>On the subject of arranging litter picking volunteers, it was agreed to leave this topic for now due to the imminent start of the outdoor parish caretaker and the ongoing support of the Duke of Edinburgh volunteer.</p>	
i) Commuters' car park management and signage	A meeting is to be arranged with members of the working party to review what is needed to be put in place for August when the parish council assumes responsibility for the car park.	
j) Visitors to the parish council office	<ul style="list-style-type: none"> • Resident concerned about the scaffolding outside (26) Sandhills Lane • Bittell Road resident asking for Lengthsman visit to clean signs and drains • Evening hire of office by local group for admin work 6/3/18 (not charged) • Resident asking for yellow grit bins at Kendal End Road and Hewell Road /Sandhills Lane junction and at Fiery Hill Rd/Twatling Rd junction. This to be added to next agenda for consideration. <p>Call from resident regarding WCC notification of the pollinators' conference: thanks for the notification and will attend; will provide feedback.</p>	
k) Items actioned and awaiting response	<ul style="list-style-type: none"> i. New litter bin in Blackwell Road ii. Corporate image iii. Installation of raised flower bed and re-siting of beehive planters. iv. Community Speed Watch scheme v. Millennium Park water supply vi. Barnt Green cricket club to provide pictures of benefit of grant funding 	
l) Items carried forward	<ul style="list-style-type: none"> i) Public toilets – retained for decision to take forward as capital project. ii) Data Protection Policy & Document Retention Policy to be agreed. iii) Outdoor gym equipment iv) Millennium Park wayleave v) Appointment of Data Protection Officer (required from May 2018, GDPR) 	
m) General correspondence received and circulated to members	<ul style="list-style-type: none"> • WorcsCALC update newsletters • BDC weekly planning lists • MP monthly newsletter • Road Traffic Regulation notice for Butterwick Close / Fiery Hill Rd 	<ul style="list-style-type: none"> • Police & Crime Commissioner • WCC Highways updates • Community Health & Well-being updates • Neighbourhood Watch updates • Neighbourhood Planning updates

18/040 Finance Report

- i) *Current financial position* – the bank reconciliation to 28/02/2018 was noted:

Bank Reconciliation to 28/02/2018			
Cash book		Bank Statements	
Cash in hand at 01/04/2017	64,922.79	Current account	188.28
Add receipts to 28/02/2018	76,973.58	Deposit account	29,159.35
Less payments to 28/02/2018	-58,634.33	Building society	54,801.13
	0	Pocket card	200.00
	0	Less u/p payments	-1,086.72
	83,262.04		83,262.04

See page 171 for the list of receipts and payments, part February to 13/03/2018.

- ii) **Expenditure decisions taken by Executive Officer:**
- a) Renewal of office landline and broadband contract via Plusnet; the 24-month contract for unlimited broadband service will cost £6.99pcm and the unlimited UK and mobile call plan will cost £8pcm. Line rental for 12 months will be renewed and paid for in full in April at a cost of £197.88.
 - b) Outdoor Parish Caretaker contract has been awarded to Andlin Services for a trial period of 12 months for the annual cost of £5,000.
- iii) **Independent Internal Auditor's Report**
Members received and considered the report from the Independent Internal Auditor, especially noting the comments relating to Risk Management and Mitigation, Asset Control and Bank Reconciliation. The Finance Working Party will review in detail.
- iv) **Appointment of member to check book-keeping**
Cllr R Briggs volunteered to carry out the final quarter book-keeping check, in keeping with the Internal Financial Controls.
- v) **Review of Asset Register**
Members reviewed the Asset Register and asked for:
- a) removal from the list of all items that no longer exist;
 - b) two extra columns to show the insured value and replacement cost of each item.

18/041 Committee, Working Party and Members' reports on meetings attended

- a) Members met on 05/03/2018 with Anne Marie Harley, Bromsgrove District Council's Communications Officer, to receive information about using social media as the Parish Council is keen to engage with as many residents as possible.

It was agreed to trial the use of social media via Facebook using the input of Bromsgrove DC who will provide free initial support and training as a month-long pilot for the district's parish councils.

Members did not agree at this time to the purchase of a suitable (smart) mobile phone for social media interaction following advice that this can be better accomplished through the use of laptop / personal computer.
- b) County Parish Conference meeting held 06/03/2018: report from Cllr Cholmondeley – presentations were from:
 - Steph Simcox, WCC Head of Strategic Infrastructure Finance & Financial Recovery
 - Gwen Fennell, WCC Children's Social Care Alternative Delivery Model
 - Ian Bamforth and Rachel Benson WCC Highways & Lengthsman scheme
 - Becki Staite, WCC Officer for General Data Protection Regulations
- c) Planning Committee meeting held 08/03/2018: draft minutes were circulated.
- d) Bromsgrove Area CALC meeting held 14/03/2018: report was circulated.
Comment was made about BDC's proposed cost for providing GDPR support being rather high.

- e) **Village Team Meeting** held 15/03/2018: report from Cllr J Jellie as follows –
The meeting was attended by Cllrs J Jellie and C Hotham, two shopkeepers and the Executive Officer. Attendees reviewed the Action Plan and agreed to hold meetings on a quarterly basis in the future. Various items on the Action Plan are now closed eg the vagrant has not been seen lately, no charity cans have been stolen recently. The What's App group has been well received and it would appear there is satisfaction with the CCTV cameras.
Feedback received from Cheryl Welsh regarding concerns about the Big Issue seller is that there is no requirement to hold any form of licence.
The Tea Shop is now under new management and news of the appointment of an Outdoor Parish Caretaker was welcomed.
Arising from the review of the parking map undertaken by Cllr Perry, attendees asked if parking restrictions could be placed in Sandhills Lane and Sandhills Road where cars are parked near to the junctions with Hewell Road. County Councillor Peter McDonald would be contacted to take this forward.
With regard to car parking, it was agreed that each shop is to be visited to find out if the parish council arranged parking provision elsewhere, whether there would be any interest in parking outside the village centre to free up space for customers to park.
- f) Cllr R Cholmondeley reported that he had met with County Councillor Ken Pollock (portfolio holder for Economy and Infrastructure), with regard to the requirement for lifts at Barnt Green station. Cllr Cholmondeley would be attending the Bromsgrove Rail Users Group to ask for updates on the proposed installation of a footbridge to replace the closed footpath between Barnt Green and Cofton Hackett. Cllr Cholmondeley noted that the new timetable following electrification will allow for faster journey times on return from Worcester, but that the outward journey will take longer.

18/042 Events

- a) Feedback to this year's Sport Relief Fun Run, Sunday 18th March
Due to adverse weather conditions (snow and ice) the event had been cancelled. Some costs had been incurred eg hire of traffic cones, hire of toilets, publicity, medals. The medals can be used at a future event.
It was agreed to support a rescheduled event
- 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

18/043 Environment & Community Wellbeing

- a) Newly appointed Outdoor Parish Caretaker is to start 03/04/2018

18/044 Planning

- a) No new notifications received.
- b) **Greater Birmingham** Housing Market Area Strategic Growth Study (pre-consultation). Cllrs R Cholmondeley and S Whitehand attended a briefing at Bromsgrove DC on this subject and a copy of the document and of Mike Dunphy's (BDC's Strategic Planning and Conservation Manager) presentation had been forwarded to members.

The reason for the production of the document (aka the Hearn Report) was due to the insufficient capacity of new housing development sites within Birmingham City Council (BCC) borders; the independent report had been funded by BCC and 14 surrounding local authorities, including Bromsgrove District Council.

The impact of the Report on Barnt Green is the identification of the locality as a potential 'new settlement' site for up to 10,000 – 15,000 new houses. However, the report also states the area provides a principal contribution to Green Belt purposes.

It was agreed to meet with the surrounding parish councils to consider the study in more detail and to respond in due course when the consultation opens. The subject is to also be included on the agenda for the Annual Parish Meeting on 26/04/2018.

18/045 Administration, Governance and Consultations

No administration or governance issues to consider
No further consultations received.

18/046 Future Meetings and Items for future agendas

- Annual Parish Meeting Thursday 26th April 2018 (subjects to include LED lighting, Community Bus, Outdoor Gym Equipment, Greater Birmingham Housing Market Area, Neighbourhood Watch) at Friends Meeting House, Sandhills Road B45 8NR
- Bromsgrove Rail Users Group 21/03/2018 (Cllr Cholmondeley)
- For future agenda: to consider recompense to Café Morso for providing venue for Village Team meetings (Cllr J Jellie)
- For future agenda: to consider the supply of Smart Water (Cllr S Harris).

18/047 Date and Venue of Next Meeting

Next meeting to be held Monday 16th April 2018, 7pm at Barnt Green First School

This meeting ended at 20:45hrs

Signed: Chairman, Barnt Green Parish Council

Date

Minute no. 18/040 (1)

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

d/d	v192	office mobile phone, Jan2018		5.00	0.83	4.17
s/o	v193	Footpath lighting maintenance contract		264.00	44.00	220.00
d/d	v194	office landline and broadband, Jan2018		20.32	3.39	16.93
BACS	v195	Footpath lighting maintenance contract		302.62	50.44	252.18
				-	-	-
		sub total for February 2018	-	3,133.49	254.79	2,878.70
		total for year to date	76,973.58	58,634.33	5,066.06	53,568.27
Payments for March 2018		Description	Receipts	Payments Gross	Payments VAT	Payments Net
BACS	v196	Office software		79.99	-	79.99
BACS	v197	Annual subscription		60.00	-	60.00
s/o	v198	Grounds maintenance and verges, Jan 2018		278.89	46.48	232.41
d/d	v199a	Electricity for footpath lighting d2d		208.69	34.78	173.91
d/d	v199b	Electricity for footpath lighting continuous		11.87	0.56	11.31
BACS	v200	Bulletin newsletter, winter 2018		250.00	-	250.00
BACS	v201	Carriage to and from for christmas lights 2017		168.00	28.00	140.00
BACS	v202	Fun Run medals		297.60	49.60	248.00
d/d	v203	office mobile phone, Feb2018		5.00	0.83	4.17
d/d	v204	Staff pension, Feb 2018		157.03	-	157.03
s/o	v205	Staff salary, Mar 2018		1,051.16	-	1,051.16
BACS	v206	PAYE and NI, 4th quarter		610.73		610.73
						-