

**Minutes of the Parish Council meeting  
held at St Andrews C of E First School, Barnt Green  
on Monday 16<sup>th</sup> April 2018 at 7.00pm**

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

**In advance** of the start of the meeting, the Chairman presented to Mrs Wendy Tricklebank a bouquet and retirement gift, with thanks for her 14 years' service to the community.

**Members present:** Cllrs R Cholmondeley (Chairman), J Jellie, J Jagger and S Whitehand.

**In attendance:** One member of the public and a representative of The Village Executive Officer, Gill Lungley

**18/048 Apologies**

Apologies received from Cllrs C Hotham (vice-Chairman), R Briggs, P Perry.

**18/049 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.

**18/050 Consideration of dispensation requests**

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

**18/051 Adjournment of meeting to hear from:**

**a) Members of the public**

1. The commuters' car park suffers from a litter problem.
2. The Fiery Hill Road road surface is causing concern regarding potholes and there is a need for parking restrictions at the junction of Fiery Hill Road with Butterwick Close. [The Chairman referred to the recent consultation on installation of double yellow lines].
3. Query re Network Rail's assertion that the electrification scheme will go live in July. [The Chairman provided his understanding of the situation - that due to numerous setbacks Network Rail's schedule had changed, hence the unusual start date.]

**b) Supporting Organisations:**

The Safer Neighbourhoods Team sent apologies and a copy of the crime statistics for Barnt Green comparing the number of incidents for the first 3 months of 2017 with 2018.

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

**d) Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward** had sent apologies for non-attendance.

**18/052 Minutes of the previous council meeting**

The minutes of the meeting held 19<sup>th</sup> March 2018 were agreed a true record and were signed by the Chairman.

**18/053 Chairman's Report: Cllr R Cholmondeley**

No specific report.

**18/054 Updates and Decisions taken by the Executive Officer (EO) since last meeting**

a) Railway station lifts	Council members met with Network Rail on 5/4/18 to discuss progress, recorded at minute no. 18/056(b)
b) Greenbank parking and verge damage	County Councillor Peter McDonald is to be asked to attend on site to discuss what can be done to alleviate the problems.

c) Defibrillator training	The training arranged by the Social Club on 11/04/2018 was informative and well attended.
d) Worcestershire Pollinators Conference	Mrs Rachel Banner and Mrs Maureen Frowley attended this event on behalf of BGPC; Mrs Banner provided a report and will talk to members about the need to encourage pollinators.
e) RoSPA inspection of play equipment	The annual safety inspection has been carried out on the play equipment at Millennium Park and Bittell Road field. No matters of urgency have been identified but some remedial work is required. Members of the Environment Group will meet to consider the report and a copy has been given to the Outdoor Parish Caretaker to attend to minor issues raised.
f) Millennium Park wayleave	The wayleave agreement was re-negotiated last year to identify Cadent Gas as the owner of the equipment for which British Gas were paying a wayleave; negotiations are now ongoing to renew the amount.
g) Visitors to the parish council office and correspondence received.	<ul style="list-style-type: none"> <li>• Resident of Fiery Hill Road requests improvements to the road surfaces across the district and identifies specific sites in Barnt Green; would like to see better maintenance of pavements and roads. Has met with WCC officers.</li> <li>• Lady wants daffodils back in verge at Fiery Hill Rd and Kendal End Rd: this is to be added to the next agenda for members to consider.</li> <li>• Gent from Social Club concerns about car park flooding from storm drain and culvert (directed to both NWWM and WWC websites)</li> <li>• Bittell Road resident, VAS not working</li> <li>• Hewell Road resident, wants to be consulted re suggested parking restrictions in Sandhills Lane (echoed by Sandhills Road resident)</li> <li>• Margesson Drive resident re light not working (forwarded to lighting contractor).</li> <li>• Request from Travel Lounge: "Is it possible to request a sign outside Tesco , to direct people to the shops available the other side of the houses, Butchers, dress shop, Travel Agent etc, as we have people popping in saying 'I never knew you was here, it is only because I could not get to park outside Tesco that I have found you'." This is to be referred to next Village Team meeting.</li> <li>• Resident of Station Approach suggests occasional use of platform 4 for Birmingham-bound trains and asks if this can be progressed. At this meeting, the Chairman confirmed it has been mentioned but is unlikely to happen.</li> </ul>
h) Training attended	HMRC webinar for employers 4/4/2018 'What's new for 2018'.
i) Upper Bittell	Canal and River Trust have advised that the public right of way between Upper Bittell and Bittell Farm Road will remain closed until all work on the reservoir headbank has been completed; likely to be mid-June.
j) Millennium Park water supply	The new standpipe and related pipework has been installed; Severn Trent have been notified to provide the mains connection.
k) Reports to WCC	<ul style="list-style-type: none"> <li>• Deep and wide pothole in Fiery Hill Road pavement o/s new houses (now filled)</li> <li>• Deep pothole in Fiery Hill Road verge next to dropped kerb by KERd junction</li> <li>• Loose manhole covers, Bittell Road / Kendal End Road</li> <li>• Missing bollard outside Acorns, Hewell Road</li> <li>• Query re new bollards installed at bottom of Station Approach (installation apparently requested by County Councillor)</li> <li>• Flooding under Hewell Road / Blackwell Road railway bridge to be 'double checked'.</li> </ul>
l) Items actioned and awaiting response	<ol style="list-style-type: none"> <li>1. Installation of raised flower bed: siting agreed with WCC, costs to be ascertained.</li> <li>2. Re-siting of beehive planters agreed with WCC, now waiting better weather.</li> <li>3. Barnt Green cricket club to provide pictures of benefit of grant funding</li> </ol>

l) Items carried forward	<ol style="list-style-type: none"> <li>1. Public toilets – retained for decision to take forward as capital project.</li> <li>2. Data Protection Policy, DPO requirement &amp; Document Retention Policy</li> <li>3. Outdoor gym equipment (to discuss at Annual Parish Meeting and include an article in the next Bulletin)</li> <li>4. Community bus (to discuss at the Annual Parish Meeting)</li> <li>5. Working party to meet to discuss Commuters' car park requirements</li> <li>6. Blackwell Road litter bin (to be chased)</li> <li>7. Community Speed Watch scheme (lack of interest, item closed)</li> </ol>	
m) General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• WorcsCALC weekly updates</li> <li>• Neighbourhood Watch messages</li> <li>• Parish Church weekly newsletter</li> <li>• HMRC Payroll matters for employers</li> <li>• WCC weekly roadworks reports</li> <li>• Neighbourhood Planning 'Up-Front' bulletin</li> <li>• Planning Aid bulletins</li> <li>• Notice of travellers in the area</li> <li>• BDC weekly planning lists</li> <li>• Clerks and Councils Direct</li> <li>• Invite BDC Chairman's Civic Dinner</li> </ul>	<ul style="list-style-type: none"> <li>• Came and Co Insurance Matters</li> <li>• Gigabit broadband voucher scheme</li> <li>• PCC monthly update</li> <li>• Sport Relief update</li> <li>• Countryside Voice, CPRE newsletter</li> <li>• Wellbeing in Partnership</li> <li>• Stop Loan Sharks community fund</li> <li>• Lickey Hills Society newsletter</li> <li>• BDC minutes for various committees</li> <li>• Commercial stonemason</li> <li>• Online Playgrounds offers</li> <li>• Wicksteed offers</li> </ul>

## 18/055 Finance Report

- i) *Current financial position* – bank reconciliation to 31/03/2018 (financial year-end) was noted:

Bank Reconciliation to 31/03/2018			
Cash book		Bank Statements	
Cash in hand at 01/04/2017	64,922.79	Current account	2,240.80
Add receipts to 28/02/2018	77,670.64	Deposit account	21,173.41
Less payments to 28/02/2018	-65,899.98	Building society	54,801.13
	0	Pocket card	200.00
	0	Less u/p payments	-1,721.89
	76,693.45		76,693.45

See pages 176 and 177 for the record of receipts and payments between 19/03/2018 – 31/03/2018 and from the start of the 2018/19 financial year to date.

- ii) **Expenditure decisions taken by Executive Officer:** None
- iii) **Financial year-end accounts 2017/18**  
Members received the financial end of year figures, included here at pp177 – 178, in advance of approval at next month's meeting.
- iv) **Actions arising from Internal Auditor's report**  
The finance working party would meet to consider:
- The appropriateness of the council's Financial Regulations
  - Adoption of a Risk Management Policy
  - Review asset register valuations v insurance values
  - Request Building Society to provide quarterly/ half-yearly a/c statements
- v) **Annual Governance and Accountability Return (AGAR)**  
Members noted the AGAR will be presented to the next meeting of the parish council for approval of sections 1 and 2, with a view to setting the 30-working day period for the annual audit from 4<sup>th</sup> June to 13<sup>th</sup> July
- vi) **To agree costs associated with Village Team meetings**  
**It was agreed** to contribute to the costs of hosting Village Team meetings at Café Morso, (amount capped); negotiations delegated to Cllr J Jellie and Executive Officer.

**18/056 Committee, Working Party and Members' reports on meetings attended**

- a) Planning Committee meeting held 04/04/2018: draft minutes were circulated.
- b) Meeting with Network Rail held 05/04/2018 at Baskerville House, Birmingham. Cllrs R Cholmondeley, C Hotham and P Perry attended a meeting with representatives of Network Rail to progress the installation of lifts at Barnt Green station. Minutes of the meeting were circulated. The Executive Officer is to seek quarterly updates.

**18/057 Events**

- a) The Annual Fun Run has been rescheduled for Sunday 24<sup>th</sup> June.
- b) Dates of other 2018 events: Busking/Music festival yet to be agreed (EO is to ask for an update from Cheryl Welsh, Centres Manager), Community Walk 22/09/2018, Christmas Lights-On 01/12/2018, Wassail Walk 27/12/2018

**18/058 Environment & Community Wellbeing**

**a) Outdoor Parish Caretaker**

The new appointment is now in post.

**b) Parish Grit Bins**

WCC had declined the request for a grit bin at the junction of Twatling Road/Cherry Hill Road; members considered the request to the Parish Council to install a parish grit bin there and also one at Hewell Road/Sandhills Lane junction.

**It was agreed** to not install a parish grit bin at either site and to reconsider this decision in October 2018.

**c) Pollinators Conference 27/03/2018**

Mrs Rachel Banner, who, with a colleague, had attended the conference on behalf of the Parish Council, had provided a report on the event, including suggestions for supporting pollinators. Cllr Cholmondeley will progress this.

**18/059 Planning**

**a) Response to consultation:**

18/00165 / log no 091	Grosvenor House, Aqueduct Lane B48 7BS
Proposed 2 storey rear extension to form 6 No. new bedrooms.	
<p>The Parish Council is aware of the growing need for this type of accommodation and would therefore be in favour of this further development on an existing site, however the application includes neither a Design and Access Statement nor a Tree Survey, both of which would be expected in this instance.</p> <p>With regard to the trees, how will the existing trees maintain neighbours' privacy? With regard to car parking for staff and visitors, there are doubts about the current capacity to cope (as evidenced by some intermittent on-road parking); the applicant would be expected to provide adequate car parking facilities without adversely impacting the local surroundings.</p>	

- b) To note changes are being proposed to the national planning policy; including the undertaking to "build the homes the country needs while maintaining strong protection for the Green Belt."

**It was agreed** to add this topic to the agenda of the next meeting of the Planning Committee.

**18/060 Administration, Governance and Consultations**

**a) Review of Complaints Procedure**

**It was agreed** to adopt the Complaints Procedure and associated form as presented to the meeting.

**b) Response to the Police and Crime Commissioner's survey**

**It was agreed** to delegate the response to the Executive Officer following receipt of responses from members.

**18/061 Future Meetings and Items for future agendas**

- a) Annual Parish Meeting Thursday 26<sup>th</sup> April 2018, 7pm (subjects to include LED footpath lighting, Community Bus, Outdoor Gym Equipment, Greater Birmingham Housing Market Area, Neighbourhood Watch) at the Friends Meeting House, Sandhills Road B45 8NR

**18/062 Date and Venue of Next Parish Council Meeting**

Annual Parish Council Meeting Mon 21<sup>st</sup> May 2018, 7pm at Barnt Green First School

This meeting ended at 20:47hrs

Signed: Chairman, Barnt Green Parish Council

Date

Minute no. 18/055 (1)

Extract from parish council spreadsheet, March 2018 to end of financial year.

Payments for March 2018		Description	Receipts	Payments Gross	Payments VAT	Payments Net
BACS	v206	PAYE and NI, 4th quarter		610.73		610.73
s/o	v207	Office rent, 4th quarter		1,237.50		1,237.50
d/d	v208	office landline/broadband, March 2018		14.99	2.50	12.49
s/o	v209	Footpath lighting maintenance contract		264.00	44.00	220.00
-	v210	Non-domestic rates (for information only)		0.00	0.00	0.00
BACS	v211	Dog-waste bags for playing field dispenser		170.40	28.40	142.00
BACS	v212/R20	Lengthsman repayment final 2017/18	683.00			-
BACS	v213	Dog and litter bin emptying at BG playing field		881.80	146.97	734.83
BACS	v214	Lengthsman services Jul 2017 - Mar 2018		1,500.00	-	1,500.00
BACS	v215	Service charge Jan-Mar 2018		18.00		18.00
BACS	v216/R21	Bank interest to 31/03/2018	14.06			-
		subtotal for March 2018, month only	697.06	7,265.65	382.12	6,883.53
		<b>Total for year to 31/03/2018</b>	<b>77,670.64</b>	<b>65,899.98</b>	<b>5,448.18</b>	<b>60,451.80</b>

Extract from parish council spreadsheet, April 2018 to 16/04/2018.

invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v001/R01	Precept - first half 2018/19	31,220.00			-
v002a	Litter picking & playground checks, MillPark		40.00	-	40.00
v002b	Litter picking & playground checks, BGPF		40.00	-	40.00
v003	Fun Run banners, posters, reg forms		228.00	38.00	190.00
v004	Office electricity		208.61	9.93	198.68
v005	BGPF maintenance, pitch spiking		278.89	46.48	232.41
v006	online mapping tool, annual subscription		36.00	6.00	30.00
v008/R02	Wayleave (Millennium Park)	57.50			-
v009a	footpath lighting energy, dusk2dawn		244.78	40.79	203.99
v009b	footpath lighting energy, continuous		12.88	0.61	12.27
v010	Christmas lighting hire		1,092.07	182.01	910.06
v011	Independent Internal Audit for 2017/18		242.40	-	242.40
v012a	Annual play equipment check Mill Park		79.80	13.30	66.50
v012b	Annual play equipment check Mill Park		79.80	13.30	66.50
v013	Office mobile phone		7.06	1.18	5.88
v014a	Park grass cutting		57.00	-	57.00
v014b	Highways verge cutting		28.00	-	28.00
v015	electricity for Christmas lighting 2017		305.52	7.97	297.55
v016	staff pension (March salary)		157.03	-	157.03
v017	staff salary, for April 2018 but at pre-April rate		1,051.16		1,051.16
v018	installation of stand-pipe, Millennium Park		798.00	133.00	665.00
v019	connection of stand-pipe, Millennium Park		3,166.84		3,166.84
					-
	sub total for year to date	31,277.50	8,153.84	492.57	7,661.27

Minute no. 18/055(v) Financial end-of-year summary 2017/18

BARNT GREEN PARISH COUNCIL RECEIPTS AND PAYMENTS ACCOUNT 2016/17 AND 2017/18, SUMMARY					
RECEIPTS	2016/17	2017/18	PAYMENTS	2016/17	2017/18
Precept received in current year	57,650	62,490	Administration	33,923	33,740
Council tax support grant	634	-	Communication	1,676	1,680
Interest	390	321	Millennium Park	2,668	1,574
Lengthsman Refund	1,500	2,776	Playing Field	4,552	4,736
VAT Refund	2,954	9,308	Environment	1,699	2,024
Miscellaneous	4,320	1,916	Footpath lighting	17,550	13,303
Hires (room / playing field)	355	860	Highways	3,200	2,500
			Events	1,949	2,610
			Capital projects	7,539	3,733
<b>Total Receipts</b>	<b>67,803</b>	<b>77,671</b>	<b>Total payments</b>	<b>74,756</b>	<b>65,900</b>

	2016/17	2017/18
Box 1: Balances b/f	71,876	64,923
Box 2: Precept	57,650	62,490
Box 3: Total other receipts	10,153	15,181
Box 4: Staff costs	16,070	16,969
Box 5: Loan interest / capital repayme	-	0
Box 6: All other payments	58,686	48,931
Box 7: Balances c/f	64,923	76,694
Box 8 : Total value of cash and short term investments	64,923	76,694
Box 9 : total fixed assets	208,140	210,300
Box 10: Total borrowings	-	-

**AGAR 2018**  
Section 2: Accounting Statements  
Variations of more than 15% require an explanation; see below for explanations to variances at Box 3 and Box 6.

Explanation of variances: BARNT GREEN PARISH COUNCIL	
Annual Audit: Financial year-end 31/03/2018	
<b>Box no. 3: All other receipts</b>	<b>£</b>
(b) Figure in 2018 column	15181
(a) Figure in 2017 column	10153
(d) Total variance: 2018 figure less 2017 figure	5028
(d) Total variance as % of 2017 figure	49.53%
<b>Reasons</b>	<b>Amount</b>
<b>Reason 1</b>	<b>variance</b>
Council tax support grant no longer received 2017 = £634, 2018 = £0	-£634
<b>Reason 2</b>	
Lengthsman refund. £500 received 2018 instead of 2016/17; all refund for 2018 received plus outstanding amount of £388 from 2015/16 2017 = £1500, 2018 = £2776	£1,276
<b>Reason 3</b>	
VAT Refund VAT repayment for 2016/17 was for early part of 2016/17 only, £2954 VAT repayment for the claim period 01/06/2016 - 31/03/2017 was received during 2017/18 financial year £5213 (included reclaims on capital purchases eg Christmas lights and new picnic table and notice board) VAT repayment for the claim period to 31/12/2017 was received during 2017/18 financial year, £4095	£6,354
<b>Reason 4</b>	
Miscellaneous receipts 2016/17 Support of dramatic arts = £527 receipts 2016/17 Local developer provided funding = £2419 2016/17 New Homes Bonus funding = £545 2016/17 Damaged bollard compensation = £600 2017/18 Insurance claim for equipment = £1216 2017/18 Contribution Buskers Festival = £130 2017/18 Contribution to footpath maintenance = £500	-£2,245
<b>(e) Total amount £ explained (as reasons above)</b>	<b>£4,751</b>
(f) Unexplained amount £ of total variance at (d - e)	£277
Unexplained as % of 2017 figure (f / a * 100)	2.7%
Unexplained amount is less than 15% of 2017	✓
<b>Explanation of variances: BARNT GREEN PARISH COUNCIL</b>	
<b>Annual Audit: Financial year-end 31/03/2018</b>	
<b>Box no. 6: All other payments</b>	<b>£</b>
(b) Figure in 2018 column	48931
(a) Figure in 2017 column	58686
(d) Total variance: 2018 figure less 2017 figure	-9755
(d) Total variance as % of 2017 figure	16.62%
<b>Reasons</b>	<b>Amount</b>
<b>Reason 1</b>	<b>variance</b>
During 2016/17, capital expenditure included new footpath installation £4568; new Xmas lights £3982; picnic tables & noticeboard £1942; folding tables £454 and cycle racks £575 total £11521. During 2017/18 capital expenditure included new planters £1493, play equipment £1466, new Xmas light detail £660 = total £3619	£7,902
(e) Total amount explained	7902
(f) unexplained amount £ of total variance at (d - e)	1853
Unexplained as % of 2017 figure (f / a *100)	3.15%
Unexplained amount is less than 15% of 2017 figure	✓