

**Minutes of the Annual Parish Council meeting
held at St Andrews C of E First School, Barnt Green
on Monday 21st May 2018 at 7.00pm**

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

Members present: Cllrs R Cholmondeley, R Briggs, S Harris, J Jellie, J Jagger, P Perry, S Whitehand.

Members absent: Cllr C Hotham

In attendance: A representative of The Village magazine
Executive Officer, Gill Lungley

18/063 Election of Chairman

It was agreed to elect Cllr R Cholmondeley to the position of Chairman.

18/064 Members' Apologies

Apologies received from Cllrs C Hotham (vice-Chairman).

18/065 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. No declarations were made.

18/066 Consideration of dispensation requests

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

18/067 Election of vice-Chairman

It was agreed to elect Cllr C Hotham to the position of vice-Chairman.

18/068 Adjournment of meeting to hear from:

a) Members of the public

Not required.

b) Supporting Organisations:

Not required.

c) Worcs County Councillor: Peter McDonald, Beacon division

Peter McDonald had sent apologies that due to clash of meetings he was unable to attend this meeting. No report provided, however his response to the request to attend a site visit at Green Bank was discussed (see minute no. 18/072(a))

d) Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward had sent apologies for non-attendance; no report provided.

18/069 Resumption of meeting to approve the minutes of the previous council meeting

The minutes of the meeting held 16th April 2018 were agreed a true record and were signed by the Chairman.

18/070 Chairman's Report: Cllr R Cholmondeley

No specific report.

18/071 Annual Business

i. Appointment of committees: nomination thereto and dates of meeting

- a) Planning Committee:** to cover comment to consultations, furtherance of the Neighbourhood Plan and parish-based policy proposals.
To meet as and when required.

It was agreed to appoint membership as follows:

Cllrs S Whitehand (Chairman), R Briggs, R Cholmondeley, P Perry.

- b) **Finance and General Purposes Committee:** to cover governance issues, policy preparation and revision, risk management, budgeting.

To meet 09/07/2018, 08/10/2018, 14/01/2019, 08/04/2019.

It was agreed to appoint membership as follows:

Cllrs R Cholmondeley (Chairman), C Hotham, J Jagger, P Perry.

- c) **Environment Committee:** to cover issues relating to the playing field, Millennium Park, commuters' car park, the work of the Lengthsman and the Outdoor Parish Caretaker and volunteer litter picker.

To meet 11/06/2018, 10/09/2018, 11/02/2019

It was agreed to appoint membership as follows:

Cllrs R Briggs (Chairman), R Cholmondeley, J Jagger, J Jellie.

- d) **Staffing Committee:** to cover all issues relating to staffing.

To meet 12/11/2018 and as needed.

It was agreed to appoint membership as follows:

Cllrs J Jellie (Chairman), R Cholmondeley, P Perry.

ii. **Review of delegation arrangements**

It was agreed to adopt the revised schedule of delegation to committees (Terms of Reference) and to the Executive Officer.

iii. **The following representation arrangements were agreed:**

a) **Worcestershire CALC**

Cllrs J Jagger and S Whitehand

b) **Campaign to Protect Rural England (CPRE)**

Cllr S Whitehand

c) **St Andrews C of E First School**

Cllr J Jellie

d) **Pensions Regulator**

Cllr R Cholmondeley

iv. **Governance arrangements:**

a) **Review of Standing Orders**

It was agreed to adopt the amended Standing Orders.

b) **Review of Financial Regulations**

It was agreed the Finance and General Purposes Committee would review the Financial Regulations for the council.

c) **Review of Members' Code of Conduct**

It was agreed the Members' Code of Conduct, as adopted July 2012 would continue unchanged.

d) **Review of Asset Register**

The Asset Register was reviewed in April (item 18/040) and has since been revised in the light of subsequent comments.

e) **Confirm insurance arrangements and adequacy of cover**

It was agreed to confirm the insurance arrangements and adequacy of cover as reviewed by the Chairman and Executive Officer.

f) **Review annual subscriptions**

The following annual subscriptions were agreed:

- i) National Assn of Local Councils / Worcs County ALC (£843 for 2018/19)
- ii) Society of Local Council Clerks (no union fees) (£200 for 2018/19)
- iii) Campaign to Protect Rural England (£36 for 2017/18)
- g) **Date, time and place of all ordinary council meetings**
It was agreed to meet on the 3rd Monday of each month at 7pm, except for December and possibly August if there is little business of importance to discuss. The venue as discussed at minute no. 18/078(a)
- h) **Calendar for review of all council policies**
It was agreed to accept the council's policies review calendar
- i) **Appointment of Independent Internal Auditor for 2018/19**
It was agreed to appoint DKE Audit as the IIE for 2018/19

18/072 Updates and Decisions taken by the Executive Officer (EO) since last meeting

a) Greenbank parking and verge damage	Having been asked to attend on site to discuss what can be done to alleviate the problems County Councillor Peter McDonald's response was that he had received no representations on the subject from residents and that parking is a district council matter.
b) Worcestershire Pollinators	Cllr R Cholmondeley has met with Mrs Banner to produce a 5-year plan identifying areas for special attention, which is to be considered by the Environment Committee.
c) RoSPA inspection of play equipment	The Outdoor Parish Caretaker has carried out some of the minor remedial works; the Environment Committee is to review the report.
d) Millennium Park water supply	Pipework was installed 11/04/2018, Severn Trent Water are to provide the connection to the mains on 12/06/2018.
e) GDPR progress	<p>It is likely that local councils will not be required to appoint a Data Protection Officer, although it will be considered good practice to do so. In the meantime:</p> <ul style="list-style-type: none"> - all the contacts in the parish council's "distribution" list have been contacted, provided with a copy of the email privacy notice and invited to opt-in to continue to receive ad hoc information emails from the parish council; - a data audit has been carried out to assess what documentation is kept, for what reason, for what period of time and location. Specific privacy notices are being prepared for the different categories, eg supplier, staff etc. - a revised Data Protection Policy has been prepared, see agenda item 18/078e
<p>f) Visitors to the parish council office and correspondence received.</p> <p>Members are to identify any items for further discussion at future meeting.</p>	<ul style="list-style-type: none"> • Resident re progress with Virgin cable? • Resident re ownership of land at Greenbanks (thinks it's PC) • Resident re suggestion of parking restrictions on S/hills Lane and S/hills Road • Resident re Friends Meeting House and request for item in next newsletter re parental responsibility of children in car park (at all hours) • Resident re parking in village for village residents shouldn't be made more difficult • Resident re dangers of Hewell Lane as diversion route <ul style="list-style-type: none"> - Copy of residents' letter to MP re station lifts - Copy of response to BDC survey on school parking - Email complaint about the appearance of the village entrances - AgeUK, Veterans Wellcheck service - Round-up of dates of district Christmas lights events - Parish Online (mapping services) - Commonplace newsletter (Neighbourhood Planning) - Bromsgrove DC invitation to Annual Meeting 16/05/2018 - Resident's email relating to concerns about the development at 47 Fiery Hill Rd - Resident's email with concerns about the footpath between Fiery Hill Road and Cherry Hill Rd across Foxhills development appears to be 'private access only'. - Resident's email with concerns about the appearance of Fiery Hill Road / Twatling Road triangle traffic island

	- Copy of resident's email with concerns about the appearance of 26 Sandhills Lane and 17 Sandhills Road.	
g) Police and Crime Commissioner Survey	One parish council member has provided a completed survey; other members are asked to complete by 30 th June for comments to be collated and submitted.	
h) Reports to WCC	<ul style="list-style-type: none"> • Broken manhole cover Kendal End Road grass verge • Missing chevrons, Bittell Farm Road - To County Councillor: forwarded concerns from residents of Butterwick Close regarding highways matters at junction with Fiery Hill Road NB Report submitted 19/03/2018 (loose manhole covers in Bittell Road and Kendal End Road) was responded to on 15/05/2018.	
i) Items actioned and awaiting response	<ul style="list-style-type: none"> - Installation of raised flower bed: siting agreed with WCC, costs to be ascertained. - Re-siting of beehive planters agreed with WCC, now waiting better weather. - Barnt Green cricket club to provide pictures of benefit of grant funding 	
l) Items carried forward (See also agenda item 18/078c)	<ul style="list-style-type: none"> • Public toilets – retained for decision to take forward as capital project. • Outdoor gym equipment • Community bus • Blackwell Road litter bin • Community Speed Watch scheme • Barnt Green station lifts • Millennium Park wayleave 	
m) General correspondence received and circulated to members	<ul style="list-style-type: none"> • WorcsCALC weekly updates • Neighbourhood Watch messages • Parish Church weekly newsletter • WCC weekly roadworks reports • BDC weekly planning lists • Clerks and Councils Direct 	<ul style="list-style-type: none"> • PCC monthly update • Wellbeing in Partnership • Lickey Hills Society newsletter • BDC minutes for various committees • Various play equipment sales flyers • MP's monthly update

A member's question relating to how such visits and calls to the office (at f above) are dealt with would be responded to at the next meeting of the council.

18/073 Finance Report

i) *Current financial position* – bank reconciliation to 30/04/2018 was noted:

Bank Reconciliation to 30/04/2018			
Cash book		Bank Statements	
Cash in hand at 01/04/2018	76,693.45	Current account	2,818.86
Add receipts to 30/04/2018	31,447.50	Deposit account	40,563.41
Less payments to 30/04/2018	-9,955.43	Building society	54,801.13
	0	Pocket card	200.00
	0	Less u/p payments	-197.88
	98,185.52		98,185.52

See page 178 for the record of receipts and payments between 01/04/18 – 15/05/2018.

ii) **Expenditure decisions taken by Executive Officer:**

In line with the RoSPA report, the EO had purchased repair kit for play surface tiles at a cost of £81.

iii) **Annual agreement of bank standing orders and direct debits**

It was agreed to pay the following by either direct debit (d/d) or standing order (s/o):

D/d	Data Protection	£35 annual payment
D/d	Street lighting & office power	Variable monthly / quarterly
D/d	broadband, office and mobile phones	Annual line rental; variable monthly
d/d	Staff pension	£157.03 pcm

s/o	Footpath lighting monthly check	£264.00 pcm
s/o	Playing field grounds maintenance	£278.89 pcm
s/o	Staff salaries	£1051.16 pcm
s/o	Office rent	£1237.50 quarterly

iv) **Approval of Section 1, Annual Governance and Accountability Return (AGAR)**
 Members reviewed S1 AGAR, the Annual Governance Statement which had been issued in advance of the meeting and responded 'YES' to each of the first eight assertions, 'N/A' to the ninth assertion.

It was agreed to approve Section 1 which was then signed by the Chairman and Executive Officer as clerk to the meeting.

v) **Approval of Section 2, Annual Governance and Accountability Return (AGAR)**
 Members reviewed S2 AGAR, the Accounting Statements 2017/18 which had been circulated with the minutes of the council meeting held 16/04/2018.

It was agreed to approve Section 2 which was then signed by the Chairman having been signed by the Executive Officer in the role of Responsible Finance Officer.

18/074 Committee, Working Party and Members' reports on meetings attended

- a) Annual Parish Meeting held 26/04/2018; draft minutes were circulated and noted.
- b) Planning Committee met 01/05/2018; draft minutes were circulated and noted
- c) Car Park Working Party met 10/05/2018; draft notes were circulated and noted

18/075 Events

- a) Barnt Green Annual Fun Run – rearranged to Sunday 24th June
- b) Dates of other 2018 events: Community Walk 22/09/2018, Christmas Lights-On 01/12/2018, Wassail Walk 27/12/2018

No community event had been arranged for the first week of July this year since it was so close to the Annual Fun Run and also due to personnel changes at Bromsgrove DC; members considered two possibilities for next year's Community Event as either a food-related event or a musical event. This to be considered at the next meeting of the parish council with the aim of setting up a working party to review what is needed.

18/076 Environment & Community Wellbeing

- a) **New Rail Service** The Council is asked to support the request to Network Rail by Bromsgrove Rail Users Group (BRUG) that the additional electric train through Barnt Green following the Bromsgrove electrification should be replaced by a stop by the Birmingham-Hereford hourly service.

It was agreed to support BRUG in their efforts to improve the local rail service.

- b) **Commuters' Car Park** To approve the purchase of a grit bin (£170 + refills), litter bin (up to £450 + installation) and notice (cost to be advised) as recommended by the Working Party (agenda item 18/074c).

It was agreed to purchase a grit bin and future refills, a litter bin and notice board and to install them at the commuters' car park when the parish council assumes ownership of the site.

18/077 Planning

- a) To consider response to consultations received including:

18/00520 / log no 094	2 Hewell Lane, B45 8NZ
Proposed 2 storey side extension and rear single storey extension.	
Comment: The Parish Council would recommend this application is granted, conditional upon all new work being in keeping with existing.	

- b) To receive information from Bromsgrove DC regarding consultation on District Plan Review Issues and Options and agree response.
It was agreed to request an exhibition day and related focussed workshop.

18/078 Administration, Governance and Consultations

a) To review the venue for parish council meetings

It was agreed to hold future parish council meetings at the Barnt Green Baptist Church meeting room, to take effect for the meeting on 16th July 2018.

b) To agree to invite Inspector Gareth Keyte to talk about Smart Water

It was agreed to invite Insp Gareth Keyte to the next council meeting to talk about the Smart Water home protection scheme.

c) To agree to remove carried-forward items 'Outdoor Gym Equipment', 'Community Speed Watch' and 'Public Toilets' from parish council agendas

It was agreed to remove 'Outdoor Gym Equipment', 'Community Speed Watch' and 'Public Toilets' from parish council agendas' carried forward list, until such time as they might be re-considered.

d) To agree the use of member-only email addresses (Data Protection requirement)

It was agreed that members who share an email address would be provided with one for parish council business only; this would be optional for all other members.

e) To agree to adopt the revised Data Protection Policy and the new E-mail contact privacy notice

It was agreed to adopt the revised Data Protection Policy and the new E-mail contact privacy notice.

18/079 To agree to close the meeting to the members of the public in accordance with The Public Bodies (Admission to Meetings) Act 1960 to allow for discussion of the following confidential business:

To agree the appropriate changes following 2018 – 2019 National Salary Award.

The meeting was closed to the public.

It was agreed to adopt the recommendations of the 2018 – 2019 National Salary Award, backdated to 01/04/2018.

18/080 Future Meetings and Items for future agendas

Councillors were reminded of meetings to be attended and raised items for future agendas.

- WorcsCALC Bromsgrove Area Committee meeting 13/06/2018, 6.30pm
- Agents for Spitfire Bespoke Homes Ltd had requested to meet with the parish council; it was thought best to meet in public via an Extraordinary Meeting.
- Next meeting to include reference to the Village Team progress.

18/081 Date and Venue of Next Meeting

Next Parish Council Meeting, Monday 18th June 2018, 7pm at St Andrews First School.

This meeting ended at 20:50hrs

Signed: Chairman, Barnt Green Parish Council

Date

Minute no. 18/073 (1)

Extract from parish council spreadsheet, 01/04/2018 – 15/05/2018.

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
v007/R02	Wayleave (Millennium Park)	57.50			-
v008	connection of stand-pipe, Millennium Park		3,166.84		3,166.84
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		47.86	2.28	45.58
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	Office landline and broadband		33.98	5.66	28.32
v020	Outdoor Parish Caretaker, April 2018		416.66		416.66
v021	Temporary toilets for Fun Run, March 2018		156.00	26.00	130.00
v022	Footpath lighting monthly retainer, April		264.00	44.00	220.00
v023	Line rental for 12 months		197.88	32.98	164.90
v024/R3	Hire of BG Playing Field, first term	170.00			
v025	Annual CALC & NALC subscription, 2018/19		990.73	147.71	843.02
	sub total for year to date	31,447.50	9,955.43	743.23	9,212.20
invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments NET
v026	BGPC news in The Village, May 2018		180.00	30.00	150.00
v027	Grounds Maintenance at playing field		278.89	46.48	232.41
v028	Outdoor Parish Caretaker, May 2018		416.66		416.66
v029a	Grass cutting, Millennium Park		57.00		57.00
v029b	Grass cutting, Hewell Road verges		28.00		28.00
v030a	footpath lighting energy, dusk2dawn		208.92	34.82	174.10
v030b	footpath lighting energy, continuous		11.87	0.56	11.31
v031	Annual insurance cover		790.33	-	790.33
					-