

# BARNT GREEN PARISH COUNCIL

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## Minutes of the Parish Council meeting held 18<sup>th</sup> June 2018, 7pm At Barnt Green Baptist Church, Bittell Road B45 8LU

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

**In attendance:** County Councillor P McDonald  
A representative of The Village magazine  
G Lungley, Executive Officer

### 18/082 Apologies

Apologies were received from  
Cllr S Whitehand (family commitments); Cllr S Harris (work commitment)

### 18/083 Declarations of Interest

Cllr C Hotham has a standing declaration relating to his role as a member of the District Council's planning committee such that any comment he may make during discussion on planning applications will be preliminary views taking into account the information presently available to the Parish Council. His final views on the applications are reserved until in full possession of all the relevant arguments.

### 18/084 To consider any dispensations

No dispensation requests had been received.

### 18/085 Adjournment of meeting to hear from:

#### a) Members of the Public

Not required.

#### b) Supporting organisations

Not required (apologies received from Safer Neighbourhood Team)

#### c) Worcestershire County Councillor – Peter McDonald (Beacon division)

Peter McDonald commented as follows:

- i) Sandhills Lane should have been treated by now, and this along with the lack of appropriate attention to the mini-island at junction Hewell Road/Bittell Road was due to problems with the highways contractors used by the county council. It is expected that the work will return to the direct control of the county council with a direct labour force.
- ii) The Wendron Centre in Bromsgrove which assists adults with learning difficulties will remain open, unlike some services at Kidderminster & Droitwich.
- iii) WCC is to cease the use of single-use plastics that are currently used by their catering services and outdoor facilities.
- iv) Fresh water is available free of charge to all WCC customers and Bromsgrove District Council are to consider installing water fountains in their parks.

**Cllr R Cholmondeley** alerted Mr McDonald to:

- i) the parish council's intention to establish sites to encourage pollinators; and
- ii) ongoing concerns about the inconvenience of having to travel into Birmingham if wishing to travel south-west by rail, despite the new service that is set to run between Barnt Green and Bromsgrove/Worcester.

\*Cllr C Hotham arrived with apologies for lateness due to other civic duties.

**Cllr J Jellie** asked Mr McDonald about the procedure connected to the WCC consultation on double yellow lines near to the junction of Sandhills Lane with Hewell

Road. Mr McDonald advised the request for double yellow lines has been made on health and safety grounds and hopes it will be enacted within the next 6 months.

**Cllr J Jagger** asked Mr McDonald whether pavements had less priority than roadways, as they appear to be patched only.

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

**i)** The lack of a sports hall continues to cause much debate; various options are being considered.

**ii)** The Hearn Report on the Great Birmingham and Black Country Housing Market Area Strategic Growth Study is to form the basis of BDC consultation even though the numbers have been discredited.

A further concern is that BDC are proposing to hire Wood as consultant for the district's Green Belt review, however Wood was involved in the production of the Hearn Report and there would therefore be a perceived conflict of interest if now hired to work for BDC. This matter is being reviewed.

**18/086 Resumption of meeting to adopt previous minutes**

**It was agreed** to approve adoption of the minutes of the Annual Parish Council meeting held 21/05/2018.

**Members noted** the re-numbering of the minutes' signed copies which had become confused, thus February 2018 is to start at page number 166; March is to start at page no. 173; April is to start at page no. 178; May is to start at page no. 185 through to page no. 191.

**18/087 Chairman's Report**

Cllr R Cholmondeley reported that Barnt Green Neighbourhood Plan preparation needs to be considered in the light of neighbouring parish councils' progress and he would welcome input from parish council members to the next meeting of the Planning Committee.

**18/088 Executive Officer's Report**

The council was advised of any decisions taken under delegated powers since the last meeting, received updates to ongoing matters and a list of office communications since the last council meeting as follows:

a) Greenbank parking and verge damage	Papers in the office files dated 2004 show that upon the dissolution of the management company this land reverted to the Crown. The Treasury Solicitor is required to ensure full open market value is obtained for any land it sells. The recommendation to the council at that time was to take no action and continue to maintain the land as if the parish council owned it. Members are content to do that and use as a wild flower / pollinator-supporting site.
b) Millennium Park water supply	Severn Trent Water have installed the water supply to the standpipe in the park.
c) GDPR progress	This is ongoing. EO attended seminar at County Hall on 12/06/2018 arranged by WorcsCALC.
d) Millennium Park wayleave	See minute no. 18/089 (ii)
e) Annual Audit	The parish council's accounts are currently open to public inspection as required under the Audit and Accountability Act 2014; the opportunity closes on 13/07/2018.
f) Smart Water	Insp Gareth Keyte has arranged for a talk on this topic to be presented to the parish council's meeting 17/09/2018; part of the 'We Don't Buy Crime' scheme.
g) Members' email addresses	All parish council members now use single-person email addresses to which parish council e-correspondence is addressed. This matter will be reviewed at

	the 2019 Annual Council Meeting in the light of GDPR and the good practice guide that recommends council correspondence is kept separate from personal correspondence.	
h) Meeting with land developer	With regard to the request submitted on behalf of Spitfire Bespoke Homes Ltd to meet with the parish council in advance of submitting a planning application, mentioned at the end of the meeting on 21 <sup>st</sup> May, the council is to consider the adoption of a policy on how to proceed in such instances at minute no 18/094. The developer does not wish to be the subject of an extraordinary meeting, however they would be prepared to attend the next parish council meeting and speak during Open Forum. There would be no expectation of any interrogation or discussion with members and it must be made clear to all attending that this is an opportunity to hear about the plans <u>prior</u> to the public consultation process ie it is not instead of public consultation.	
i) Visitors to the parish council office and correspondence received from which members are to identify any items for further discussion at future meeting(s).	<p>A question raised during the meeting held 21/05/2018 related to how queries received into the office are dealt with.</p> <p>The process is that if a resident comes in to the office, or calls or emails, then that is recorded as part of the EO's report to the meeting, along with the subject matter. It is then up to members to take it further unless the matter is of such importance that it is included elsewhere on the agenda. If members do not ask for further investigation, or query the item, then it is not taken forward. However, all comments in to the office are recorded and can be referred to at a later date if necessary. It is not always possible to provide an answer as soon as the question is asked, hence on-going 'work in progress'.</p> <ul style="list-style-type: none"> <li>- Drainage and flooding issues to be forwarded to NWWM</li> <li>- Greenhill to be closed for 3 days from 25/06/2018</li> <li>- Delay to work in Sandhills Lane – no specific date provided but now expected to start in July 2018</li> <li>- Rumours of 3-month road closure, Hewell Road, quashed by Severn Trent Water</li> <li>- Car through hedge, corner Bittell Road / Bittell Farm Road; no-one injured, speed statistics not available.</li> <li>- Invitation to Transport Integration Forum on 27/06/2018 (to be attended by Cllr R Cholmondeley)</li> <li>- BG residents called in to ask if improvements could be made to the stile, fp500 (footbridge over M42). Alvechurch Footpath group have been asked to attend.</li> <li>- Response received from the MP regarding complaints about the lack of lifts at Barnt Green station (response is more positive in outlook).</li> </ul>	
j) Reports to WCC	No new reports since PC meeting 21/05/2018	
k) Items actioned and awaiting response	<ul style="list-style-type: none"> <li>- Installation of raised flower bed: siting agreed with WCC, costs to be ascertained. <b>This item has been altered and will be removed.</b></li> <li>- Barnt Green cricket club to provide pictures of benefit of grant funding</li> </ul>	
l) Items carried forward	<ul style="list-style-type: none"> <li>• Community bus</li> <li>• Blackwell Road litter bin</li> <li>• Barnt Green station lifts</li> </ul>	
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>• WCC weekly roadworks reports</li> <li>• BDC weekly planning lists</li> <li>• Clerks and Councils Direct</li> </ul>	<ul style="list-style-type: none"> <li>• PCC monthly update</li> <li>• Wellbeing in Partnership</li> <li>• Lickey Hills Society newsletter</li> <li>• BDC minutes - various committees</li> <li>• Various play equipment sales flyers</li> <li>• MP's monthly update</li> </ul>

### 18/089 Finance

- (i) To note the current financial position and bills for payment; see page no.196
- (ii) To approve the appointment of the District Valuation Officer to assess the value of the council's wayleave at Millennium Park

**It was agreed** to not appoint the District Valuation Officer but to progress the matter with the solicitor who helped with the arrangements for the Licence.

- (iii) To be advised of any expenditure decisions taken by Executive Officer  
None.

**18/090 Committee, Working Party and Members' reports on meetings attended**

- a) Commuters' Car Park – meeting with site manager 30/05/2018: this was reported to the Environment Committee meeting and noted.
- b) Environment Committee – meeting held 11/06/2018; draft minutes noted.
- c) Bromsgrove Area Committee of County Association of Local Councils – meeting held 13/06/2018; the Executive Officer's report was noted.
- d) Village Team – meeting held 14/06/2018; report circulated and noted. There was interest in taking forward the suggestion to encourage reduced use of plastics.

**18/091 Events**

- a) Barnt Green Annual Fun Run – Sunday 24<sup>th</sup> June. Runners will start at 12.30pm running around a village route; 3 laps is 5km.
- b) Dates of other 2018 events: Community Walk 22/09/2018, Christmas Lights-On 01/12/2018, Wassail Walk 27/12/2018

**18/092 Environment & Community Wellbeing**

- a) **To consider how to commemorate the centenary of WW1 11/11/2018.**

The Barnt Green War Memorial records the names of seven soldiers who gave their lives in the Great War.

**It was agreed** that a Working Party consisting of councillors R Briggs, C Hotham, J Jellie and P Perry would investigate how the Armistice Centenary can be marked.

- b) **To consider the proposals from Worcestershire County Council to extend double yellow lines** on road safety grounds on the north side of Sandhills Lane to mirror those currently in place on the south side (near junction with Hewell Rd). Members noted this action would upset village residents who currently use the space to park and would reduce the number of available parking spaces, however this was outweighed by the clear need for better road safety measures.

**It was agreed** to support the WCC proposal to extend the double yellow lines on the north side of Sandhills Lane to mirror those currently in place on the south side, to improve the safety of all road users at this site.

Cllr J Jagger left the meeting.

**18/093 Planning**

The Planning Committee is to meet on 25<sup>th</sup> June to consider recent applications, the Lickey and Blackwell PC & Cofton Hackett PC Neighbourhood Plan consultation, and the next steps regarding Barnt Green's Neighbourhood Plan.

**18/094 Administration, Governance and Consultations**

- a) To agree the policy on pre-application meetings with property developers  
**It was agreed** to adopt the policy on pre-application meetings with property developers.

**18/095 Future Meetings and Items for future agendas**

Councillors were reminded of meetings to be attended.

**18/096 Date, time and Venue of Next Meeting**

Next ordinary meeting will be Monday 16<sup>th</sup> July 2018, 7pm at Barnt Green Baptist Church, Bittell Road B45 0LU

This meeting ended at 20:26hrs

Signed.....

Date.....

Bank Reconciliation as at 31/05/2018			
<b>Cash in hand at 1 April 2018</b>			
Unity Bank current account	2,240.80		
Unity Bank deposit account	21,173.41		
Cambridge Building Society	54,801.13		
<b>Opening bank balances</b>		£78,215.34	
Add pocket	200.00		
Less unpresented cheques	-1,721.89		
<b>Opening Cash Book balance</b>		£76,693.45	
<b>Add receipts between 1 April - 31 May 2018</b>	31,447.50		
<b>Less payments between 1 April - 31 May 2018</b>	-13,441.08		
<b>Cashbook balance at 31 May 2018</b>		£94,699.87	A
<b>Cash in hand per bank statements at 31 May 2018</b>			
Unity Bank current account	2,333.21		
Unity Bank deposit account	37,563.41		
Cambridge B/S	54,801.13		
Pocket	200.00		
Less unpresented cheques, as list below	197.88		
<b>Bank balances at 31 May 2018</b>		£94,699.87	B
		£0.00	

Minute no. 18/089 (i)

Current financial position and bills for payment, May/June

invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments NET
v031	Annual insurance cover		790.33	-	790.33
v032	Play safety tile repair		17.16	2.86	14.30
v033	Office landline & broadband		14.99	2.50	12.49
v034	Staff pension (April salary at 2018 rates, prior to new rate)		161.67		161.67
v035	Staff salary, for May 2018 but at pre-April rate		1,051.16		1,051.16
v036	Footpath lighting monthly retainer, May 2018		264.00	44.00	220.00
v037	Office mobile phone		5.00	0.83	4.17
					-
	subtotal for month, May 2018	-	3,485.65	162.05	3,323.60
	Total for year to date to 31/05/2018	31,447.50	13,441.08	905.28	12,535.80
invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Net
v038	Training (Clerk)		132.00	22.00	110.00
v039	Grounds Maintenance at playing field		278.89	46.48	232.41
v040	Outdoor Parish Caretaker, May 2018		416.66	-	416.66
v041	Play tile repair		81.00	13.50	67.50
v042a	footpath lighting energy, dusk2dawn		230.60	38.43	192.17
v042b	footpath lighting energy, continuous		12.50	0.59	11.91
v043	Office Rent for quarter to 29/09/2017		1,237.50	-	1,237.50
v044a	Millennium Park grass cutting, May		171.00	-	171.00
v044b	Hewell Road grass verges		56.00		56.00
v045	Stationery		44.81	7.47	37.34
v046	Staff pension (May salary at new rates)		164.81		164.81
v047	Staff salaries (new standing order rate)		1,098.53		1,098.53
v048	PAYE & NI, first quarter		661.81		661.81
					-
	subtotal for month, June 2018	-	4,586.11	128.47	4,457.64
	Total for year to date to 30/06/2018	31,447.50	18,027.19	1,033.75	16,993.44