

BARNT GREEN PARISH COUNCIL

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DRAFT

**Minutes of the Annual Parish Council meeting
held at Barnt Green Baptist Church lounge, B45 8LU**

on Monday 20 May 2019 at 7.00pm

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

Members present: Cllrs R Cholmondeley, J Jagger, J Nilsson, P Perry, S Whitehand, H Rone-Clarke (from 19:35)

In attendance: A representative of The Village magazine
PCSO Ryan East
Co-Opted Nominee – Olivia Polton (from 19:25)
Executive Officer, Tracy Bodley

19/058 Election of Chairman

Cllr R Cholmondeley asked if any interested members wished to be considered to stand as Chairman.

Cllr Perry proposed that Cllr Cholmondeley be re-elected as Chairman. This was seconded by Cllr Whitehand.

RESOLVED: That Cllr R Cholmondeley be elected to the position of Chairman.

19/059 Apologies

Cllr C Hotham

19/060 Declarations of Interest: Councillors were reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date;
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

19/061 To consider any dispensations

No dispensation requests had been received.

19/062 Election of vice-Chairman

Although Cllr Hotham had given his apologies, he had expressed an interest in standing as Vice Chairman.

Cllr S Whitehand proposed that Cllr Hotham be re-elected as Vice Chairman. This was seconded by Cllr Perry.

RESOLVED: That Cllr C Hotham be elected to the position of Vice Chairman.

19/063 To consider Co-Option Applications

It was reported that 2 applications had been received however since publication of the agenda one applicant had withdrawn and the second applicant may be late for this agenda item due to work commitments.

The Chairman proceeded to discuss the application and asked for members to vote by a show of hands.

RESOLVED: That Olivia Polton be co-opted to BGPC and requested to sign the acceptance of office.

19/064 Adjournment of meeting to hear from:

a) Members of the Public –

None present.

b) Supporting organisations, eg Safer Neighbourhood Team –

PCSO Ryan East stated that crime in the parish was low. It was reported that there had been an incident involving youths throwing stones at trains during the recent break for the holidays and that there had been some thefts from parked vehicles.

It was also reported that there had been some incidents of theft from Tesco Express and the Police had requested that Tesco employ a security guard to minimise potential crime of this nature. As yet a response had not been received from Tesco on this matter.

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

Not present.

d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood)

No report received.

The meeting resumed.

19/065 To adopt previous minutes

a) To approve adoption of the minutes of the Parish Council meeting held 15/04/2019

AGREED

The minutes of the Parish Council meeting held 15/04/2019 were approved as an accurate record of the meeting and signed by the Chairman.

19/066 Chairman's Report

The Chairman stated that he had nothing to report that was not already on the agenda.

19/067 Annual Business – This item was recorded as being deferred and re-addressed at 20:07 when all members were in attendance.

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.

RESOLVED: That the committee would appoint members as follows: Cllrs Whitehand (Chairman), R Cholmondeley, J Nilsson and P Perry

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

RESOLVED: That the committee would appoint members as follows: Cllrs R Cholmondeley (Chairman), C Hotham, P Perry and J Jagger

- c) Environment: 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.

RESOLVED:

1. That the committee would appoint members as follows: Cllrs R Cholmondeley (Chairman), H Rone-Clarke, J Jagger and O Polton
2. That the Environment committee to be held on 3 June 2019 be cancelled.

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

RESOLVED: That the committee would appoint members as follows: Cllrs P Perry (Chairman), R Cholmondeley and J Jagger

ii. Review of delegation arrangements

RESOLVED: That the schedule of delegation to committees and to the Executive Officer be adopted and signed by the Chairman

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 Nilsson
- d) **Pensions Regulator**
Cllr R Cholmondeley

iv. Governance arrangements:

- a) **Review of Standing Orders**
- b) **Review of Financial Regulations**
- c) **Review of Members' Code of Conduct**
- d) **Review of Asset Register**
- e) **Confirm insurance arrangements and adequacy of cover**
- f) **Review annual subscriptions**
(i) National Association of Local Councils / Worcs County ALC
(ii) Campaign to Protect Rural England
- g) **Agree calendar for review of all council policies**

RESOLVED:

- a) That the Standing Orders for 2019 were approved.
- b) That the Financial Regulations were approved.
- c) That the Members' Code of Conduct, as adopted July 2012 would continue unchanged.
- d) That the Asset Register be approved subject to additions as detailed in appendix 19/067 iv (d)
- e) That the insurance arrangements and adequacy of cover as reviewed by the Chairman and Executive Officer was approved.
- f) That the subscriptions 19/067 f (i) and (ii) were approved.
- g) That the calendar for review of council policies be approved subject to minor amendment as detailed in appendix 19/067 g (i)

19/068 Executive Officer's Report

To be advised of any decisions taken under delegated powers since the last meeting and receive updates to ongoing matters and a list of office communications since the previous council meeting.

a) Station	<p>It was reported that following the PC meeting held on 15 April 2019 a request was made to Richard Brooks regarding establishing a timeframe for issues to be addressed. Mr Brooks responding stating that it may not be feasible to give an update to the Annual Parish Meeting. A further reminder was sent to him on 13 May 2019 and an automatic out of office response was promptly received stating that he was on annual leave until 20 May.</p> <p>It was further reported that following an email sent from Richard Dugdale on 30 April, a response has been sent expressing concern about the breach of law, also copied to members.</p> <p>Cllr Cholmondeley confirmed that BDC Cllr Hotham and WCC Cllr McDonald both supported the stance of BGPC and if arranged would attend a meeting with DfT regarding the installation of lifts at the station.</p>
b) Town & Parish Council Survey May 2019	<p>RESOLVED:</p> <ol style="list-style-type: none">1. That Cllrs R Cholmondeley and S Whitehand answer the survey on behalf of BGPC.2. EO to arrange convenient date and time.
c) CCTV Infrastructure in Bromsgrove District	<p>It was reported that an email has been received from BDC regarding a consultation to help guide the latest investment CCTV infrastructure in Bromsgrove District.</p> <p>RESOLVED:</p> <ol style="list-style-type: none">1. That Cllr Rone-Clarke be nominated to answer the online survey on behalf of BGPC.2. That the comments would be provided as follows: <i>Barnt Green are satisfied with the number of cameras that it already has in the following locations:</i> <i>Victoria Car Park</i> <i>Hewell Road / Sandhills Road</i> <i>Hewell Road / Station Approach</i> <i>Station Car Park</i> <i>Further comments: In liaison with West Mercia Police Barnt Green Parish Council would welcome a further CCTV Camera in the vicinity of the Cala Homes Estate near the road junction or the railway bridge.</i>

<p>d) New Homes Bonus Community Grants Scheme.</p> <p>Improvements to the Barnt Green Playing Field path</p>	<p>It was reported that BDC had opened applications for funds from the 19/20 New Homes Bonus Grants Scheme which is due to be closed on 14 June 2019.</p> <p>It was felt that given the short timescale to establish a case for the request of funds that there was insufficient time to gather evidence to meet the criteria of the application.</p> <div data-bbox="638 327 1453 495" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: That an email be sent to BDC Cllr Hotham requesting if he can offer help make a case for the application to be successful.</p> </div>
<p>e) Summer Planting</p>	<p>Discussion took place regarding the need for more trailing plants in the tiered planters and a query was raised regarding the delivery cost. The EO reported that she would enquire and carry out a percentage variance comparison.</p> <div data-bbox="647 685 1457 853" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED:</p> <p>That the Chairman would be delegated the decision to approve the expenditure should the variance be over 10%.</p> </div>
<p>f) IT Equipment</p>	<div data-bbox="638 920 1442 1160" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That a budget of up to £1,500 be approved for the purchase of new IT Equipment. 2. That the following the receipt of 3 quotations the EO would be delegated to purchase new IT Equipment. </div>

19/069 Finance

- (i) To note the current financial position and bills for payment

RESOLVED:

- a. That the current financial position was noted.
- b. That the list of payments was agreed.

- (ii) To be advised of any expenditure decisions taken by Executive Officer. See Monzo reconciliation and request for authorisation to top up the balance to the agreed sum of £200.00. Top Up request £150.08.

RESOLVED:

That a top up of the Monzo card (Petty Cash Purchases) be approved.

- (iii) To agree the current financial standing order and direct debit payments.

RESOLVED:

That the current standing orders and direct debit payments be approved.

- (iv) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2019.
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.

RESOLVED:

That Section 1 be approved which was then signed by the Chairman and Executive Officer as clerk to the meeting.

- (v) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2019
Members reviewed S2 AGAR, the Accounting Statements 2018/19 which had been circulated as part of the agenda.

RESOLVED:

That Section 2 be approved which was then signed by the Chairman having been signed by the Executive Officer in the role of Responsible Finance Officer.

19/070 Committee, Working Party and Members' reports on meetings attended

- a) Annual Parish Meeting held 26/04/2018 circulated in advance of the meeting and noted.

19/071 Events

- a) Barnt Green Annual Fun Run – Regrettably the Chuggers have made the decision not to stage the Fun Run event for 2019 but hope to hold a run associated with Sport Relief in 2020. This was noted.
- b) Summer Treasure Hunt

RESOLVED: that a budget of up to £200 was approved for incidental expenditure.

19/072 Environment & Community Wellbeing

- a) Smart Water Project Update – An application form has been completed and returned to West Mercia Police. BGPC is awaiting a response with a view to establishing dates for a drop in 'sign up to the scheme' event

RESOLVED: that the comment was noted.

b) **Christmas Illuminations Quotations**

It was reported that a quotation had been received from Blachere with a view to installing wrap around lights in the large tree located in Millennium Park. Members discussed options regarding only having one Christmas tree by Millennium Park in order to concentrate the lighting in one main area. Cllr Perry spoke in favour of the project stating that although the initial outlay for wraparound lights appeared high that this was a onetime only outlay that could have a lifespan of over five years.

RESOLVED:

1. That the budget currently set at £7,500 would be increased to £11,000 to allow for the expenditure of wrap around tree lighting in Millennium Park.
2. That further negotiation take place regarding the cost of installation for the lighting.
3. That it be approved to appoint Blachere to carry out supply and installation of the lighting.
4. That a Christmas Tree would not be installed by Orchard Croft.
5. That it be minuted that Cllr Rone-Clarke wished to abstain from voting.

19/073 Planning Applications

a) Members' response to the following consultations:

BDC ref	Site Address	Proposal
19/00424/FUL	16 Margesson Drive	Two storey front and rear extensions including increase to width of the house
BGPC Decision: No Objection, approval recommended.		
19/00533/FUL	14 Cherry Hill Drive	Proposed new dwelling
BGPC Decision: Recommend refusal due to the following reasons: <ol style="list-style-type: none"> 1. Back land development against the principal of the conservation area. 2. Restricted vehicular access to the road. 3. Tight turning circle at the end of the drive. 4. Proportion of the trees outlined for removal is significant. 5. Concerns about the proximity to nearby houses. 		
19/00449/FUL	73 Bittell Road	Rear extension to increase loft rooms with single storey elements.
BGPC Decision: No Objection, approval recommended subject to 45 degree angle not being breached.		

18/01593/FUL Re-Consultation	11 Cherry Hill Avenue	Demolition of existing house and garage and construction of new dwelling.
<p>BGPC Decision:</p> <p>Please refer to previous council comments posted on 27 January 2019 as the views of BGPC have not changed.</p> <p>Recommend Refusal.</p> <ol style="list-style-type: none"> 1. The proposed dwelling merges the bungalow and garage into one solid mass. 2. It is against the principals of the conservation area. 		
19/00562/FUL	10 Cherry Hill Road	Extension to boundary wall at the east elevation between driveways.
<p>BGPC Decision:</p> <p>No Objection, approval recommended.</p>		
19/00576	19 Hewell Lane	Proposed dormer to rear of existing extension to form walk in wardrobe/dressing room, and the erection of a rear detached Art studio and store.
<p>BGPC Decision:</p> <p>No Objection, approval recommended.</p>		

19/074 Future Meetings and items for future agendas

Councillors were reminded of meetings to be attended and used this opportunity to raise items for future agendas.

- a) A Training Bulletin from CALC was circulated, it was stated that any councillor wishing to attend should contact the EO who will place a booking.
- b) It was requested that planning guidance be circulated to members to assist in their role as consultees on planning matters.

19/075 Date and Venue of Next Meeting

Please be advised that as per minute number 19/067 (i) c 2, that the Environment Committee meeting on 3 June 2019 be cancelled.

Next Parish Council meeting will be Monday 17 June 2019, 7pm at Barnt Green Baptist Church.

This meeting ended at 20:57hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council 17/06/2019