

BARNT GREEN PARISH COUNCIL

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DRAFT

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

on Monday 15 July 2019 at 7.00pm

Members present: Cllrs R Cholmondeley, J Jagger, P Perry, S Whitehand, J Nilsson

In attendance: WCC Cllr P McDonald
A representative of The Village magazine
Executive Officer, Tracy Bodley

Not Present: Cllr O Polton, H Rone-Clarke

19/089 Apologies
Cllr C Hotham

19/090 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.
No declarations had been received.

19/091 To consider any dispensations
No dispensation requests had been received.

19/092 Adjournment of meeting to hear from:

a) **Members of the Public –**
None present.

b) **Supporting organisations, e.g. Safer Neighbourhood Team –** None present

c) **Worcestershire County Councillor –** Peter McDonald (Beacon division)
An update was received on cutbacks to Children's Social Care whereby WCC will still run care homes as a private concern. It would consist of Directors numbering 10, 5 from WCC and 5 from the private sector.
Cllr McDonald stated that he would make a motion to install a container at the Waste and Recycling Centre for hard plastic. All hard plastic is currently disposed of to landfill with no facility to recycle it. It was felt with strong policy on climate change that it was a requirement to have joined up thinking from the County.

d) **Bromsgrove District Councillor -** Charles Hotham (Barnt Green & Hopwood)
Apologies had been received.

The meeting resumed.

19/093 To adopt previous minutes

- a) To approve adoption of the minutes of the Parish Council meeting held 17/06/2019
AGREED

The minutes of the Parish Council meeting held 17/06/2019 were approved as an accurate record of the meeting and signed by the Chairman.

19/094 Chairman's Report

The Chairman firstly thanked WCC Cllr McDonald for his support regarding setting up a meeting with the DfT and would keep him updated if a date was agreed.

Cofton Footbridge

The Chairman reported that the metal pathway had been removed and it was hoped that by the end of the month that the bridge would be open to the public.

Libraries

Following consultation closure of countywide libraries was off the agenda, however, opening hours would be reduced. A further review would take place in October 2019.

St Andrews Church Eco Group

The Chairman reported that he had met with members of the church who wished to support environmental issues and a village recycling scheme. Presently the group have no firm proposals but expressed a wish for support from BGPC.

The Chairman stated that he agreed in principle and should the group wish to supply publicity material for the Bulletin then BGPC would give a page to this.

19/095 Policy and Documents Review

1. Risk Management Policy – July 2019

It was stated that following recommendations from the Internal Auditor this was a newly created policy that required approval and adoption by the council. A signature was also required by the Chairman.

It was also stated that the policy required an annual review and would be placed on the Rolling 12-month Review Calendar.

2. Balances and Reserves Policy – July 2019

This has been updated, requiring review, approval and signature by the Chairman.

3. Freedom of Information Policy – July 2019

This remained unchanged but required approval and signature by the Chairman.

4. Publication Scheme – July 2019

This largely remained unchanged other than updating contact details. This required approval.

RESOLVED:

1. That the Risk Management Policy 2019 be approved and adopted and signed by the Chairman.
2. That the Balances and Reserves Policy be approved and signed by the Chairman.
3. That the Freedom of Information Policy would continue unchanged and signed by the Chairman.
4. That the updates to the Publication Scheme be approved.
5. That all the reviewed policies would be placed on the council's website.

19/096 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.

<p>a) Station</p>	<p>Lifts - A letter had been received from Sajid Javid MP in response to the letter sent to DfT requesting a meeting with parish, district and county councillors. It was reported that the letter overlooked the question put to both the local MP and DfT regarding setting up a meeting but clarified that a bid for funding is being carried out and if successful work would commence at the end of 2019/ the beginning of 2020.</p> <p>Station Improvements – It was reported that an invitation has been sent to Richard Brooks of West Midlands Rail requesting attendance at a future parish council meeting. Mr Brooks and Station Manager Zoe Hodgins will be attending the Parish Council Meeting being held on Monday 16 September.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED:</p> <ul style="list-style-type: none"> a) That a reminder letter be sent to the DfT pressing for a meeting to take place. b) That 4-5 key points be collated from members prior to the parish meeting on 16 September for discussion with WMR. </div>
<p>b) Scope Charity – Recycling Bank</p>	<p>It was reported that an email has been received from Scope, a national disability charity who are seeking to find new locations to install a textile recycling bank. The Council was asked if it wished to pursue and suggest a suitable location to install the bin.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: That a response be sent stating that BGPC felt that there was not a suitable location to house the recycling bank.</p> </div>
<p>c) Lickey Hills – Proposal to introduce parking charges by Birmingham City Council.</p>	<p>Reports had been received that Birmingham City Council are undertaking an informal public consultation for the proposed parking charges at Lickey Hills.</p> <p>The informal consultation will consist of:</p> <ul style="list-style-type: none"> • An online questionnaire • A Hard copy questionnaire available in the visitor centre • Face to face/clipboard exercises with park users/visitors to the car park • Email responses • Drop-in sessions for residents/park users <p>The consultation will be advertised via the following routes:</p> <ul style="list-style-type: none"> • Posters and flyers in the park

	<ul style="list-style-type: none"> • Local newspaper • BCC social media • Ongoing consultation with local BCC ward members <p>The results of the informal public consultation will be added to the business case to WCC. The business case will seek permission to go ahead subject to a formal consultation.</p> <div style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: That BGPC would respond in an email drafted by the EO and approved by Members stating the concerns over imposing parking charges to users.</p> </div>
<p>d) Worcestershire Passenger Transport Strategy Questionnaire</p>	<p>An email previously circulated to members had been received regarding completion of the Passenger Transport Strategy Consultation Paper. Members were asked if they wished to answer the questionnaire as a Public Sector Organisation.</p> <p>Members were asked to nominate 2 representatives to give the views of the council and return the completed questionnaire to the EO for online submission.</p> <p>A printed copy of the questionnaire was provided at the Parish Council Meeting.</p> <div style="border: 1px solid black; padding: 5px;"> <p>RESOLVED</p> <ol style="list-style-type: none"> I. That Cllrs Cholmondeley and Jagger be nominated to complete the survey using the printed version of the questionnaire. II. That the nominated Cllr's return the completed questionnaire to the EO. III. That the EO would complete the online questionnaire using the answers given. IV. That is be noted that the deadline for submission is 13 September 2019. </div>

19/097 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 (Petty Cash) reconciliation and request for authorisation to top up the balance to the agreed sum of £200.00. Top Up request £144.66.

RESOLVED:

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

19/098 Events

a) Summer Treasure Hunt

RESOLVED:

- a) That the debrief was noted and thank you letters would be sent to the traders who kindly donated prizes.
- b) That the 2020 summer event, yet to be decided, would take place on the first weekend of July.

b) Community Walk – Saturday 28 September 2019, 3pm – 5pm

It was stated that there would be 3 planned routes of 3, 5 and 7 miles, each one incorporating the new bridge at Cofton.

RESOLVED:

- a) That the update was noted.
- b) That the Wassail Walk taking place between Christmas and the new year be placed on the agenda for the next parish meeting to set a date and confirm arrangements.

c) Christmas Switch On

Currently Set for Saturday 30 November 4pm – 7pm

An email had been received from Cheryl Welsh of BDC stating that she had misinformed BGPC that Small Business was on Saturday 30 November when it is Saturday 7 December. She further went on to say that Hagley Christmas Switch On is set for Saturday 7 December and wanted to know if BGPC would like to change the date.

The EO reported that since learning this she had spoken to the Lighting Contractor GJH Electrical and booked them for Saturday 30 November 2019.

The Council was asked if it wished to change the date or remain as originally planned.

RESOLVED: that the date for Christmas Lights Switch On would remain unaltered.

19/099 Environment & Community Wellbeing

a) Smart Water Project Update

It was stated that Sgt Ram Aston, lead officer for 'We Don't Buy Crime' attended the Treasure Hunt event to assist the EO in handing out promotional flyers and was thanked for his attendance.

The Council was asked to consider and approve dates for the 'Drop-in and Signup to SmartWater' Event.

It was stated that SmartWater packs would then be purchased from West Mercia in time for the first drop in session.

Required Steps to move the project forward:

1. Arrange dates for drop in sessions
2. Enlist Volunteer Members
3. Arrange for Training with Sgt Aston for EO and Volunteers
4. EO to purchase SmartWater Kits prior to drop in event
5. EO to make sure that copy of the electoral role is available for the drop-in event to ensure that they are from Barnt Green Parish and qualify for a free kit

6. Download SmartWater App on devices – for example, Laptop, mobile phone or tablet
 - Scan the SmartWater Kit barcode, input the residents name and address and upload to West Mercia database to activate registration.

It was also stated that banners could be purchased and installed at either end of Hewell Road with the drop in dates to promote the event.

RESOLVED:

- a) That the dates and times agreed were: Saturday 14 September, 10am – 2pm and Thursday 3rd October, 6 – 8pm
- b) That volunteer Cllrs were required to assist with the sign-up
- c) That EO would place an order to purchase the SmartWater Kits
- d) That EO would book Sgt Aston to attend the 2 drop-in sessions and train the volunteers
- e) That EO would make a copy of the Electoral Role available at each drop-in session to ensure that kits were given to Barnt Green Parishioners only
- f) That it be noted that devices were required to download the SmartWater App and upload details to.

- b) **Butterwick Close** - concerns about public safety with access onto Cherry Hill Road from the estate.
Cllr Hotham had given his apologies for the meeting and therefore there was no update received.

- c) **Knee Rail Fencing Quotations – Pollinator Site**

Quotation requests had been sent to 6 contractors for the supply and installation of wooden knee railing at the perimeter of the pollinator site. One had said that they would not submit a quote as the job was too small.

One quotation had been received and was circulated at the meeting.

Concerns were raised regarding the expense of the project.

It was thought that the remaining contractors should be contacted to remind them to submit a quotation in order to make a comparison with the one quotation that had been received.

The EO also reported that she had received an email from Solihull Metropolitan Borough Council regarding a BGSLEP Habitat Grants Programme. BGPC may be eligible for grant funding and a request for an application had been made.

Members stated that they could try and make a barrier using the existing posts and installing link chain between the posts, volunteers would be required to carry out the work.

RESOLVED:

- a) That the 4 remaining contractors be sent a reminder to submit a quote.
- b) That the EO investigate applying for grant funding.

19/100 Planning Applications

a) Members' response to the following consultations:

BDC ref	Site Address	Proposal
TPO19/093	Flat, 33A Fiery Hill Road	Large conifer at the rear of the property - next to the shed and by rear boundary - to be taken down completely - will replant a smaller tree in garden
BGPC Decision: Defer decision to the Tree Officer		

19/101 Future Meetings and items for future agendas

- a) Councillors were reminded of meetings to be attended and asked to use the opportunity to raise items for future agendas.
- b) Members were advised that the parish office will be closed week commencing 22 – 26 July and 26 – 30 August, due to annual leave of the Executive Officer. This was noted.
- c) Venue for Parish Council Meetings – A request was made to consider relocating the parish council meetings back to the parish office from September 2019. It was reported that an email had been received from the Treasurer of the Baptist Church stating that the hourly rate was increasing by 2% from September 2019.

The Chairman stated that the idea of moving the parish council meeting away from the office was to encourage members of the public to join the meeting, however this had not proved successful.

RESOLVED:

- a) That the Parish Council Meeting would be held at the Parish Office from September 2019.

- d) Barnt Green Neighbourhood Plan
A Brief discussion took place and it was thought that members should be invited to an information sharing exercise and viability discussion to incorporate ideas for a possible Parish Boundary Review and Neighbourhood Plan. It was thought that this meeting may need to take place in the evening to allow for full member attendance with a date needed before 23 September when a meeting is due to take place with planning officers at BDC.

19/102 Date and Venue of Next Meeting

Next Parish Council meeting will be Monday 16 September 2019, 7pm at the Parish Office

This meeting ended at 21:15Hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council 16/09/2019

Agenda Item 19/097 (i)

Excerpt from the Financial Spreadsheet for July Receipts and Payments

How paid	invoice ref V/R	Description	Gross	VAT	Payment NET
DD	V159	Mobile Phone	5.00	0.83	4.17
DD	V160	Pension Contributions	138.27	-	138.27
DD	V161	Office Landline, broadband and calls	22.16	3.69	18.47
DD	V162	Continuous footpath lighting energy	13.12	0.62	12.50
DD	V163	Dusk to dawn footpath lighting energy	254.25	42.37	211.88
DD	V164	energy to office premises, Apr 19 - Jun 19	290.83	13.84	276.99
SO	V165	July Retainer, footpath lighting maintenance	264.00	44.00	220.00
SO	V166	Grounds Maintenance at playing field	278.89	46.48	232.41
BACS	V167	Outdoor Parish Caretaker June 19	416.66	-	416.66
BACS	V168	Defibrillator Battery	288.00	48.00	240.00
BACS	V169	Carriage Return of Lights	84.00	14.00	70.00
BACS	V170	July Salary	1,109.15		1,109.15
BACS	V171	Expenses	15.01		15.01
BACS	V172	Petty Cash Top Up	144.66	-	144.66
BACS	V173	Summer Planting	1175.20	-	195.86
BACS	V174	Porta Loos for Treasure Hunt	168.00	28.00	140.00
BACS	V175R	Invoice Paid – Playing Field Hire Term 1	170.00		
BACS	V176R	Invoice Paid – Playing Field Hire Term 2	170.00		
BACS	V177	Treasure Hunt Musical Performance	150.00	-	150.00

Agenda Item 19/097 (i) continued
Current financial position (bank reconciliation to 30 June 2019)

Bank Reconciliation as at 30/06/2019			
Cash in hand at 1 April 2019			
Unity Bank current account	1,066.56		
Unity Bank deposit account	22,465.64		
Cambridge Building Society	55,212.14		
Opening bank balances		£78,744.34	
Less unrepresented cheques	360.00		
Opening Cash Book balance		£78,384.34	
Add receipts between 1 April - 30 June 2019	32,142.15		
Less payments between 1 April - 30 June 2019	18,892.11		
Cashbook balance at 30 June 2019		£91,634.38	A
Cash in hand per bank statements at 30 June 2019			
Unity Bank current account	871.95		
Unity Bank deposit account	35,550.29		
Cambridge B/S	55,212.14		
Less unrepresented cheques, as list below			
Bank balances at 30 June 2019		£91,634.38	B

£0.00

Agenda Item 19/097 (ii) Monzo Reconciliation and Top Up Request

Monzo Reconciliation from May up to July 2019			
Date		Expenditure	Deposit
	Opening Balance		£ 49.92
23/05/2019	BGPC Top Up		£ 150.08
29/05/2019	Post Office - Register of Interest forms to BDC	£ 2.70	
29/05/2019	Tesco - Toilet Rolls	£ 4.00	
30/05/2019	PDF Filler - IT Software (account Verification)	£ 0.79	
	May 2019 Expenditure	£ 7.49	£ 200.00
	Account Balance as at 31 May 2019	£ 192.51	
05/06/2019	Tesco - Skimmed Milk	£ 0.50	
07/06/2019	PDF Filler - Account transaction for verification	-0.79	
17/06/2019	Amazon - Cable for Scanner & HDMI Cable	£ 17.37	
17/06/2019	Amazon set up account charge - Account Verification	£ 1.00	
18/06/2019	Plus Net - Router	£ 5.99	
25/06/2019	Amazon Recharge Account Verification	-£ 1.00	
29/06/2019	PDF Filler Annual Subscription	£ 63.16	
	June 2019 Expenditure	£ 86.23	£ 192.51
	Account Balance as at 30 June 2019	£ 106.28	
02/07/2019	Vistaprint - Smart Water Flyers and Sign	50.94	£ 106.28
	Account Balance as at 2 July 2019	£ 55.34	
	Top Up Authorisation Request back up to £200	£ 144.66	