

BARNT GREEN PARISH COUNCIL

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Minutes of the Parish Council meeting held at Barnt Green Parish Council Office, B45 8NF

on Monday 16 September 2019 at 7.00pm

Members present: Cllrs R Cholmondeley, C Hotham, P Perry, H Rone – Clarke from 19:25

In attendance: Representatives from West Midlands Trains, Richard Brooks and Zoe Hodgins
A representative of The Village magazine
Executive Officer, Tracy Bodley
4 members of the public

19/103 Apologies

Parish Cllrs, S Whitehand, J Jagger, J Nilsson and O Polton
Worcestershire County Councillor, P McDonald

19/104 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.

Cllr Perry – Planning application, 19/01030/FUL - 14 Butterwick Close – ODI Declared, neighbour
Cllr Hotham – Planning application, 19/01117/FUL - 47 Blackwell Road – ODI Declared, lives in the same road.

19/105 To consider any dispensations

No dispensation requests had been received.

19/106 Adjournment of meeting to hear from:

- a) **West Midlands Trains Representatives – Richard Brooks and Zoe Hodgins**
The Chairman introduced and welcomed Richard Brooks and Zoe Hodgins to the meeting and expressed concerns regarding the Barnt Green Station.
It was reported that although some improvements had been made by way of the new ticket machine, re-branded paintwork and signage on platform 1, there were still areas that required addressing.

Historic problems from the commencement of the line electrification were detailed below:

- No PA system on platform 1 causes confusion for rail users. The PA currently on the adjacent platform cannot be heard.
- No cycle racks mean cyclists chain their bikes to the railings.
- The current carpark is well utilised and at full capacity. It requires re-configuring to create additional spaces in the middle section.
- More shelters and screens are also required.
- Timetable needed on all entrances into the station.

Richard Brooks stated that he was pleased with the progress so far and reported that achievements had been made to include help facilities on the ticket machines and increased services for rail users.

He also stated that the information systems will be improved however this would not be a quick fix. The proposed deadline for improvements through contractual obligations across all stations was set for mid-2021 with the priorities given not just to the highest footfall stations but also the destinations where more events were held. i.e. Aston.

Mr Brooks stated that if there was a way to achieve an earlier date for Barnt Green Station improvements then he was committed to doing so. He would try but could not make a guarantee.

In other news it was reported that a new ticket vending machine was soon to be installed on the Fiery Hill Road entrance with new signage improvements on this entrance point.

Mr Brooks was delighted to report that the new branding and refurbished paintwork will continue whoever operates the franchise. The awarded contractor will adopt the brand going forward.

Mr Brooks reported that there was a strong interest in community involvement and stated that a Community and Customer Improvement fund of £1.7m over 150 stations would be made available to be spent solely on community and customer related improvements and not on contractual obligated areas.

Mr Brooks asked if BGPC would like information on how to access/apply for funding emphasising that there was a four-week consultation period.

Cllr Hotham added that the kerb next to the telephone exchange was extremely high and would like this improved, suggesting that a community fund could also be spent on projects such as a lockable parish noticeboard for commuters interested in parish news and subsidised Sunday rail fares for commuters wishing to carry out Barnt Green circular walks and visits to the Lickey Hills Country Park.

Conversation moved to revenue protection, the role of the guard and connecting carriages with 26 trains currently operating the lines, increasing to 36 soon.

Richard Brooks finally suggested liaison with the Head of Community Officer, Fay Easton and proposed that he would draw up a shopping list and detail what would happen and the likely date that it would occur.

Both Richard and Zoe were thanked for their time.

b) Members of the Public –

Representation was received from residents of Cherry Hill Avenue who were concerned about the plans for development 11 Cherry Hill Avenue.

It was agreed to bring forward consideration of this planning notification
18/01593/FUL

18/01593/FUL	11 Cherry Hill Avenue, Barnt Green	Demolition of existing house and garage and construction of new dwelling.
<p>BGPC Recommendation: Recommend Refusal.</p> <p>This new plan indicates a smaller footprint – i.e. the extension to the rear has been reduced. However, many of the same objections apply.</p> <ol style="list-style-type: none"> 1. Increase in height, proximity to neighbouring properties, cramped, harmful to the character and appearance of the Barnt Green Conservation Area etc. – all grounds on which the last application was refused. 2. By replacing the existing distinctive bungalow with the proposed property, it is not in keeping with the diverse nature of the buildings in the road. 3. Concerns over the sustainability by removing large amounts of earth to accommodate the proposed building. 4. If approval is granted then permitted development rights should be removed. 5. BGPC reiterate previous objections submitted on 27 January and 21 May 2019 as the grounds for refusal of the earlier application still apply. 		

Representation was also received from Pollinator Lead – Rachel Banner regarding the fencing at the pollinator site.

It was agreed to bring forward consideration of agenda item 19/114 c) Pollinator Site

Mrs Banner explained that in 2018 she was sent as a representative of Barnt Green to the Worcestershire County Council day conference on Pollinators. Since attending she set about sourcing land for the project with a request of a small budget from the parish council.

Planting had gone well following improvements to the soil and temporary fencing had been installed.

Mrs Banner stated that this temporary fencing was ugly and although served a purpose keeping cars from parking on the site, it needed to be replaced with a low rope and Newell post style barrier for which she had obtained an informal quote for materials and labour.

The Chairman spoke of the difficulties arisen from August 2018 and how well the project had come along in 2019. He further stated that the original budget had been exceeded and in fact doubled and now further financial requests had been received for additional seed and bulbs, fencing and grass cutting.

The Chairman stated that the parish council required a proper written quotation for work and supplies in order to follow the financial regulations that the council is legally obligated to conform to, stating that the correct procedure would be to obtain a quotation, ensure that there was suitable funds in the budget area, raise a purchase order and have work carried out prior to payment.

The Chairman also stated his concerns over the land ownership which effectively after a certain time period of cultivation by the parish council could be considered as adopted land.

RESOLVED:

1. That Barnt Green Parish Council was committed to the pollinator project and the pollinator patch at the bottom of Greenbank.
2. That additional seed and bulbs ordered and previously paid by Rachel Banner would be reimbursed on receipt of invoices submitted.
3. That Pollinator volunteers were permitted to place any garden waste from the pollinator site in the Lengthsman skip.
4. That the current temporary fencing would remain.
5. That a new budget area be incorporated into the Environment budget for 2020/2021 to allow for expenditure on the pollinator site.
6. That the decision of new perimeter fencing would be deferred until the new financial year.

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

**d) Worcestershire County Councillor – Peter McDonald (Beacon division)
Not Present**

**e) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood)
An update was received on the Green Belt Review.**

It was reported that the first stage was now complete with parcels of lands being assessed in the area of Bamt Green as good quality potential development. Phase two will consist of further consultation and a call for sites to be lodged up to 11 November.

These sites will then be assessed for sustainability.

The meeting resumed.

19/107 To adopt previous minutes

a) To approve adoption of the minutes of the Parish Council meeting held 15/07/2019
AGREED

The minutes of the Parish Council meeting held 15/07/2019 were approved as an accurate record of the meeting and signed by the Chairman.

19/108 Chairman's Report

The Chairman reported that he had received a phone call from BBC Hereford and Worcester Radio and was interviewed on the subject the Green Belt.

He also reported that he had received a grant application which he had forwarded to the EO to be placed on the next agenda in October. The application was for funding to support a local event taking place in Summer 2020.

19/109 Policy and Documents Review

a) **Risk Assessment and Management Policy – September 2019**

This has been updated and changes made where necessary and required approval and signature.

b) **Operational Risk Assessment – September 2019**

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

c) **Risk Review Policy – September 2019**

This has also been updated with changes as necessary, approval was sought and signature required by the Chairman.

d) **Communications Risk Assessment – September 2019**

This has been updated with various amendments. This required approval and signature.

RESOLVED:

1. That the Risk Assessment and Management Policy 2019 be approved and signed by the Chairman.
2. That the Operational Risk Assessment 2019 be approved and signed by the Chairman following a small amendment on the number of days away prior to publication of alternative contacts.
3. That the Risk Review Policy 2019 be approved and signed by the Chairman.
4. That the Communications Risk Assessment be approved and signed by the Chairman following a small amendment on the number of days away prior of councillors prior to notifying the EO.
5. That all the reviewed policies would be placed on the council's website.

19/110 CiLCA – Certificate in Local Council Administration Learning Agreement

The council was asked to refer to paragraph 4, of the Learning Agreement - The Council's commitment. It was requested to allow permission for additional remunerated time to complete the portfolio.

It was also stated that the learning agreement required signature.

RESOLVED:

1. That the permission for additional remunerated time was granted.
2. That the Learning Agreement was signed by the Chairman.

19/111 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 – It was reported that a letter of introduction had been sent to the new Transport Minister, Grant Shapps on 31 July 2019 highlighting the situation and requesting to set up a meeting between the parish, district and county councillors. As yet no response had been received.</p> <p>The Chairman stated that he had received word from Richard Dugdale that the 2nd application for funding had not been submitted. Mr Dugdale understood the legal imperative and made assurance that lifts would be installed at the end of 2020.</p> <p>RESOLVED: That a request was made to receive an update from Richard Dugdale in 2 months.</p>
<p>b) Cofton Footbridge</p>	<p>It was reported that correspondence had been received from Richard Dugdale regarding the completion of the footbridge. Although the bridge is now complete the footpath cannot be reopened until land and rights of way have been concluded. This was due to be submitted to WCC week commencing 09/09/19.</p> <p>It was reported that talks were underway with multi agencies to complete the correct paperwork in time for the re-opening prior to the Community Walk on 28 September.</p> <p>RESOLVED: That the report was noted.</p>
<p>c) Bluwave Community Transport.</p>	<p>A letter had been received by a local charity 'Bluwave' that operates a community transport service for Redditch, Bromsgrove and the surrounding areas. The Chairman has responded to Bluwave requesting further information in order to put the request into context for Barnt Green Residents, as listed below:</p> <ol style="list-style-type: none"> 1. If people are physically unable to use the phone, how does your service come into play? 2. Are residents of Barnt Green already using your service? 3. How do you expect residents to become aware of your service? 4. Please provide comparative costings in relation to other forms of public and private transport. <p>Further points highlighted: If the residents of Barnt Green do not use your service, it will be difficult to argue that they should fund something they don't use without any evidence of demand for.</p> <p>As the centre of Barnt Green is compact with 2 dentists, a doctors, ladies and male hairdressers it is envisaged the main demand would be with hospital appointments in Redditch, Bromsgrove or the QE in Birmingham.</p>

	<p>Further information as requested is yet to be supplied.</p> <p>RESOLVED: That the report was noted.</p>
d) West Midlands Trains Community Transport Learnshop Event	<p>An invitation has been sent to councillors regarding the Learnshop Event being held on Friday 20 September. The event is an opportunity to bring together local authorities, community transport providers and community rail partnerships.</p> <p>It was stated that anyone wishing to attend is asked to sign up using the Eventbrite link in the email previously forwarded to members. Travel passes will be supplied for attendees.</p> <p>RESOLVED: That the report was noted.</p>
e) External Maintenance to the Parade of shops	<p>It was reported that Barnt Green resident Jenny Jellie has contacted the management company, Martin Slowe regarding maintenance to the Parade of shops. Paul Dwek of Martin Slowe has responded to say that work would be carried out later this year.</p> <p>RESOLVED: That the report was noted.</p>
f) Spare Bollards - Storage	<p>It was advised that the spare bollards purchased earlier this year have now been moved to the Chairman's storage bunker at his house to allow for extra space in the parish office for meetings.</p> <p>RESOLVED: That the report was noted.</p>

19/112 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.
There was none.

- (iii) Replacement LED Bulbs to Street Lighting Tender

A report was circulated detailing the results of the Replacement Lighting Tender and the recommendations from the sub-committee.

RESOLVED:

1. That the contract would be awarded to GJH Electrical Services Ltd
2. That the contract awarded would be based on a single-phase with installation commencing 20 January 2020.
3. That following installation of the new lighting that the contractor will submit an updated lighting schedule for council retention.

- (iv) **Transfer of funds from the Cambridge Building Society for the SmartWater Project and Replacement Street Lighting.**

RESOLVED: that the drafted letter for the transfer of £21,178.00 from the Cambridge Building Society to Unity Bank be signed by the Chairman and Vice-Chairman.

- (v) **External Auditor Report 2018/2019**

It was reported that the Annual Governance & Accountability Return had been completed and signed off by the External Auditor with the report and certificate published on the parish Council website and placed on the parish council noticeboards.

RESOLVED: that the report was noted.

- (vi) **Grant Application – A grant application had been received from the Citizens Advice Bureau for Bromsgrove and Redditch. The council was asked if it wished to approve the application and award the sum £250.00 requested.**

RESOLVED: that the council award a grant of £200.00 as in previous years.

19/113 Events

- a) **Community Walk – Saturday 28 September 2019, 3pm – 5pm**

It was stated that there would be 3 planned routes of 3, 5 and 8 miles. It looked increasingly unlikely that they would feature routes over the new Cofton footbridge, however alternative routes had been planned.

Arrangements have been made for refreshments, entertainment and portable toilets.

Cllr Hotham said that he would be able to attend with Cllr Perry and the EO giving their apologies.

The Chairman advised volunteers to meet at the Parish Council Office at 12:30hrs

- b) **Christmas Switch On**

Currently Set for Saturday 30 November 4pm – 7pm

It was noted that work had been carried out to deadwood the large oak tree prior to the installation of the wrap around tree lights with successful installation of the tree lights shortly after.

RESOLVED: that the report was noted.

- c) **Wassail Walk**

The Chairman proposed setting the event for either Friday 27, Saturday 28 or Monday 30th December.

Greg Hunt from the Orchard would be contacted to seek his preference.

19/114 Environment & Community Wellbeing

- a) **Smart Water Project Update**

It was stated that the first drop-in session held on Saturday 16 September had been successful with 57 kits being registered.

Members were asked to sign up if they hadn't done so already and encouraged to speak to friends and neighbours within the village to circulate the message to sign up.

The next drop-in is scheduled for Thursday, 3 October between 6pm and 8pm with volunteers of Cllr Nilsson and Jagger to assist the Chairman and the EO.

It was also stated that residents could sign-up during office opening times. It was advised that to become a SmartWater Village and to have signs displayed on entry points into the village that a 70% take up was required, amounting to approximately 650 premises. These can include shops.

RESOLVED: that the report was noted.

- b) **Butterwick Close** - concerns about public safety with access onto Cherry Hill Road from the estate.

Cllr Hotham reported that the developer was concerned over security risks and therefore is reluctant to keep the access unlocked.

Referring to the original plan it appeared that public open space was also designated as locked and a Section 106 payment was made as this did not meet public open space criteria.

It was reported that 46% of public open space has been gated off and a site visit had been arranged with a BDC Planning Officer and the developer. A response is awaited.

- c) **Pollinator Site** – refer to page 276 of the minutes

- d) **Litter Bin Request**

It was stated that there appeared to be a lack of evidence of the extent of the litter problem and how it was caused. It was thought that this did not seem to justify a bin as the solution.

RESOLVED: that expenditure would not be approved.

- e) **Private Parking Sign Request – The Longlands**

It was reported that a resident of The Longlands has asked permission to install a sign on the lamppost owned by Barnt Green Parish Council. It is proposed that the sign be installed on the lamppost next to 1A to deter parking from non-residents. The sign would be 11.75in x 8.5in and read: PRIVATE PARKING, RESIDENTS ONLY, and would be purchased, installed and maintained by the residents.

RESOLVED:

1. That enquires would be made to Richard Clewer at WCC to determine ownership of the land.
2. That providing the land was owned by the residents and deemed as private then permission is granted with the caveat that a full risk assessment of the installation and maintenance of the sign was produced by the residents and provided to BGPC prior to installation.

19/115 Planning Applications

- a) Members' response to the following consultations:

BDC ref	Site Address	Proposal
19/01030/FUL	14 Butterwick Close, Barnt Green	Single storey rear extension and loft conversion
BGPC Recommendation: BDC has granted permission prior to the meeting.		
19/01117/FUL	47 Blackwell Road, Barnt Green	Installing 2 x Dormer Windows to roof at front of property in line with pre application meeting at Bromsgrove Council surgery Extending driveway to allow safe exit onto Blackwell Road
BGPC Recommendation: Recommend Approval.		

18/01593/FUL	11 Cherry Hill Avenue, Barnt Green	Demolition of existing house and garage and construction of new dwelling.
Please refer to page 275 of the minutes.		

19/116 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.
- (i) The Chairman stated that a meeting had been arranged with himself, the chairman of the planning committee and the EO and BDC Officer Mike Dunphy on Monday 23 September to discuss the Parish Neighbourhood Plan and the way forward.
 - (ii) The EO reminded members that the office would be closed on Tuesday 8 October due to CiLCA training.

19/117 Date and Venue of Next Meeting

Next Parish Council meeting will be Monday 21 October 2019 ¹, 7pm at the Parish Office

This meeting ended at 21:05Hrs

Signed:  Date: 
Chairman, Barnt Green Parish Council 14/10/2019

¹ Date of meeting changed to 14 October 2019 due to availability of Chairman and Vice-Chairman

Excerpt from the Financial Spreadsheet for August Payments

August Receipts and Payments			Description	Payments Gross	Payments VAT	Payments Net
DD	V181	Plusnet	Mobile Phone	5.25	0.88	4.37
DD	V182	NEST	Pension Contributions	138.27		138.27
DD	V183	Plusnet	Office Landline, broadband and calls	62.33	10.39	51.94
DD	V184	SSE	Continuous footpath lighting energy	13.90	0.66	13.24
DD	V185	SSE	Dusk to dawn footpath lighting energy	280.80	46.80	234.00
SO	V186	GJH Electrical	July Retainer, footpath lighting maintenance	264.00	44.00	220.00
BACS	V188	JRB Enterprise Ltd	Dog Bags	164.70	27.45	137.25
BACS	V189	Cardiac Science	Defib Pads	55.14	9.19	45.95
BACS	V190	SLCC	Training (Clerk) - CILCA	350.00	-	350.00
BACS	V191	Hosking Ground Maintenance	Grounds Maintenance at playing field	278.89	46.48	232.41
BACS	V192	T Bodley	August Salary	1,109.15	-	1,109.15
BACS	V193	John S Bishop	Grounds Maintenance at Millennium Park	171.00	-	171.00
BACS	V193	John S Bishop	Grounds Maintenance Verges High Street & Orchard Croft	125.00	-	125.00
BACS	V194	Andlin Cleaning	Outdoor Parish Caretaker July 19	416.66	-	416.66
BACS	V195	Tracy Bodley MONZO Account	Petty Cash Top Up	137.74	-	137.74

Current financial position (bank reconciliation to 31 July 2019)

Bank Reconciliation as at 31/07/2019			
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 - 31 July 2019	34,244.65		
Less payments between 1 April - 31 July 2019	23,926.55		
Cashbook balance at 31 July 2019		£88,702.44	A
Cash in hand per bank statements at 31 July 2019			
Unity Bank current account	2,600.01		
Unity Bank deposit account	30,890.29		
Cambridge B/S	55,212.14		
Less unrepresented cheques, as list below			
Bank balances at 31 July 2019		£88,702.44	B

£0.00

Monzo Reconciliation as at 12/08/2019			
Date		Expenditure	Deposit
	Opening Balance		£55.34
16/07/2019	BGPC Top Up		£144.66
			£ 200.00
07/08/2019	Adobe PDF Annual Subscription	£21.14	
07/08/2018	Banner Warehouse - Community Walk & SmartWater Banners	£ 116.60	
	Account balance as at 12/08/2019	£ 62.26	
	Topup Authorisation Request	£ 137.74	

Excerpt from the Financial Spreadsheet for September 2019 Payments

September Receipts and Payments			Description	Payments Gross	Payments VAT	Payments Net
DD	V196	Plusnet	Mobile Phone	5.25	0.88	4.37
DD	V197	NEST	Pension Contributions	138.27		138.27
DD	V198	Plusnet	Office Landline, broadband and calls	48.50	8.08	40.42
DD	V199	SSE	Continuous footpath lighting energy	14.05	0.66	13.39
DD	V200	SSE	Dusk to dawn footpath lighting energy	289.65	48.27	241.38
SO	V201	GJH Electrical	September Retainer, footpath lighting maintenance	264.00	44.00	220.00
BACS	V202	Hosking Ground Maintenance	Grounds Maintenance at playing field	278.89	46.48	232.41
BACS	V203	Heron Press	Printing of The Bulletin newsletter	260.00	-	260.00
BACS	V204	Jack Cotterill Tree Services	Deadwood Oak Tree Millennium Park	348.00	58.00	290.00
BACS	V205	SmartWater Technology	SmartWater Security Packs	5,149.08	858.18	4,290.90
BACS	V206	REAMM	Service Charge for period up to 31 Mar 19	674.19	-	674.19
BACS	V207	T Bodley	September Salary	1,109.15	-	1,109.15
BACS	V208	HMRC	PAYE Qtr 2	515.40	-	515.40
BACS	V209	PKF Littlejohn LLP	Annual Governance Accountability Return	360.00	60.00	300.00
BACS	V210	T Bodley	Expenses	73.93	-	73.93
SO	V211	John Truslove	Rent 29/09 - 24/12	1,237.50		1,237.50
BACS	V212	Andlin Cleaning	Outdoor Parish Caretaker August	416.66		416.66

Current financial position (bank reconciliation to 31 August 2019)

Bank Reconciliation as at 31/08/2019			
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 unpresented cheques	360.00		
Opening Cash Book balance		£78,384.34	
Add receipts between 1 April - 31 August 2019	34,244.65		
Less payments between 1 April - 31 August 2019	27,499.38		
Cashbook balance at 31 August 2019		£85,129.61	A
Cash in hand per bank statements at 31 Aug 2019			
Unity Bank current account	1,527.18		
Unity Bank deposit account	28,390.29		
Cambridge B/S	55,212.14		
Less unpresented cheques, as list below	-		
Bank balances at 31 August 2019		£85,129.61	B

£0.00