

# **BARNT GREEN PARISH COUNCIL**

**80 Hewell Road, Birmingham, B45 8NF**

0121 447 9893  
07410 906 282

exec@barntgreen.org.uk  
www.barntgreen.org.uk



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

**on Monday 18 November 2019 at 7.00pm**

**Members present:** Cllrs R Cholmondeley, C Hotham from 19:21, P Perry, H Rone – Clarke from 20:00, S Whitehand, J Nilsson, J Jagger and O Polton

**In attendance:** A representative of The Village magazine  
Executive Officer, Tracy Bodley

### **19/131 Apologies**

None were received

### **19/132 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 Hotham has a standing declaration in his role as a member of the district council's planning committee; any comments made at parish council meetings on planning matters are made prior to possession of the full facts and would not amount to pre-determination.

No other declarations were received.

### **19/133 To consider any dispensations**

No dispensation requests had been received.

### **19/134 Open Session - Participation 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)**

Not Present

#### **d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood)** Cllr Hotham was not present at this point of the agenda, however on his arrival he stated that there were no current updates on general district matters.

### **19/135 To adopt previous minutes**

#### **a) To approve adoption of the minutes of the Parish Council meeting held 14/10/2019 AGREED**

The minutes of the Parish Council meeting held 14/10/2019 were approved as an accurate record of the meeting and signed by the Chairman.

### **19/136 Chairman's Report**

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

### **19/137 Policy and Documents Review**

#### **a) Grant Awarding Policy – November 2019.**

This has been improved to include the council's aims and objectives and further information regarding the award criteria and guidelines. The policy requires approval.

**b) Press & Media Policy – November 2019.**

This requires approval and signature.

**c) Training Policy – November 2019.**

This requires approval and signature.

**d) Recruitment Equality Policy – November 2019.**

This is a newly created policy requiring approval and signature by the Chairman. As part of the EO's CiLCA training, it was indicated that BGPC's current Equal Opportunity Policy was inadequate and should include recruitment equality.

**e) Health & Safety Policy – November 2019.**

This is a newly created policy requiring approval and signature by the Chairman. The policy covers all aspects of council activity including safety of visitors, contractors, volunteers, members and employees in both the office and external environment.

**RESOLVED:**

1. That the Grant Awarding Policy 2019 be approved.
2. That the Press & Media Policy 2019 be approved and signed by the Chairman.
3. That the Recruitment Equality Policy 2019 be approved and signed by the Chairman.
4. That the Health & Safety Policy be approved and signed by the Chairman.
5. That all the reviewed policies would be placed on the council's website.
6. To appoint the EO and Cllr Polton as First Aiders in result of the Health and Safety Policy.
7. EO to book suitable first aid training.

**19/138 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**

**Lifts** – An update was received regarding the funding process of the installation of station lifts. It was reported that a meeting took place today at the DfT regarding a funding application for 'Decision to Design' and level access. This was approved at the joint programme board with some governance steps to undertake at relevant Network Rail and DfT Investment Panels, including assent to the budget to design. It is expected that a challenge on costs would be received but the design process will lead to a clear definition of scope, costs and risks, ready for the 'decision to deliver' later next year.

**RESOLVED:** That the report was noted.

	<p><b>Improvements</b> – The Chairman requested to receive an update from West Midlands Rail regarding the station improvements that were previously discussed.</p> <p style="border: 1px solid black; padding: 5px;">RESOLVED: That the EO would report back accordingly.</p>									
<p>b) Barnt Green Commuter Car Park</p>	<p>It was reported that Cala is now ready to legally handover the car park to the parish council. The commuted sum is £30,000 minus the council's legal expenses. Instruction has been sent to the council's solicitor to carry out the necessary legal administration. The EO also reported that she had requested the hedging surrounding the car park needed to be replaced prior to the legal handover.</p> <p style="border: 1px solid black; padding: 5px;">RESOLVED: That the report was noted.</p>									
<p>c) Electric Vehicle Charging Point</p>	<p>It was reported that BDC have secured a successful bid for funding to install rapid electric vehicle charge-points within the district. Suitable locations are being assessed with a view that an outside contractor will supply, install and operate the chargers. If successful, land would be leased from the Parish Council at a rate that would be agreed after the procurement exercise. A request has been made for an agreement in principle so that sites can be included in the procurement specification. Suggested sites included the commuter carpark and the car park at Bittell Road Playing Field.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;"><b>Pros</b></td> <td style="width: 33%; text-align: center;"><b>Cons</b></td> </tr> <tr> <td style="vertical-align: top;">Commuter Car Park</td> <td style="vertical-align: top; text-align: center;">Central location. Close to amenities. 24 accessibility.</td> <td style="vertical-align: top; text-align: center;">Unsure of electricity supply</td> </tr> <tr> <td style="vertical-align: top;">Bittell Road Playing Field</td> <td style="vertical-align: top; text-align: center;">Widley used with dog walkers and families facilitating the Saturday football school. Adjacent to the church which is widely used.</td> <td style="vertical-align: top; text-align: center;">Car park is not visible from the road. Not in central location. No facilities i.e. toilets, shops.</td> </tr> </table> <p style="border: 1px solid black; padding: 5px;">RESOLVED:</p> <ol style="list-style-type: none"> <li>1. That an agreement in principle would be forwarded to BDC offering the following sites detailing pros and cons;             <ol style="list-style-type: none"> <li>(i) Commuter Carpark</li> <li>(ii) Bittell Road Playing field</li> </ol> </li> </ol>		<b>Pros</b>	<b>Cons</b>	Commuter Car Park	Central location. Close to amenities. 24 accessibility.	Unsure of electricity supply	Bittell Road Playing Field	Widley used with dog walkers and families facilitating the Saturday football school. Adjacent to the church which is widely used.	Car park is not visible from the road. Not in central location. No facilities i.e. toilets, shops.
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<p>d) Parade of Shops Improvement Update</p>	<p style="border: 1px solid black; padding: 5px;">RESOLVED: That the report was noted.</p>									

<p>e) Power for People – Support of the Local Electricity Bill</p>	<p>An email was circulated regarding the campaign of the Local Electricity Bill currently supported by 115 cross party MPs. The council was asked if it wished to consider passing a motion in support of the Local Electricity Bill and signing up to the campaign.</p> <div data-bbox="620 253 1420 412" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: That a response would be sent asking them to revert to Bromsgrove District Council as this seemed a more appropriate body to action the request.</p> </div>
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**19/139 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 the 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 £195.53.

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

**19/140 Events**

- a) Community Walk – Date for 2020 Feedback on preferred date of 5 September 2020 – one of the walk leaders will be on holiday.

RESOLVED: That the date for 2020 Community Walk would be set for 19 September 2020.

- b) Christmas Switch On  
 Set for Saturday 30 November 4pm – 6pm  
 A report was received on the final arrangement as detailed in the corresponding agenda report. Councillor support and attendance was encouraged, and a request was made for volunteers to assist with the movement, assembly and dismantling thereafter of tables and gazebos in Millennium Park.

RESOLVED: That a reminder be sent to members to volunteer to assist with setup and dismantle of equipment.

- c) Christmas Best Shop Window Competition – A request was been made for a small panel of judges.

RESOLVED: That the Cllrs Jagger and Polton would form the judging panel.

- d) Chairman’s Annual Thank You Buffet – The date confirmed as Monday 16 December at 5.30pm at Barnt Green Social Club.

RESOLVED: That the report was noted

- e) **Wassail Walk** - The date confirmed as Friday 27 December commencing at 3pm meeting in Millennium Park and leading up to the orchard. Publicity is organised and banners will be installed following the Christmas Lights switch on.

RESOLVED: That the report was noted

## 19/141 Environment & Community Wellbeing

- a) **Smart Water Project Update**

96 registrations have been recorded in total.

Door Knock registration - Cllrs Cholmondeley and Jagger had previously volunteered for Thursday 28 November to assist with the door knock registration but a third was required.

Further dates suggested included; 2<sup>nd</sup>, 5<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> or 19<sup>th</sup> December.

Members were also 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.

RESOLVED:

- i. That Cllrs Cholmondeley, Jagger and Hotham would volunteer for Thursday 28 November with a time slot agreed as 2pm – 4pm.
- ii. That a further date was agreed for 12 December with a time slot of 2pm – 4pm
- iii. That Cllrs Cholmondeley, Jagger, Hotham and possibly Perry would volunteer for the 2<sup>nd</sup> door knock registration.

- b) **Butterwick Close – Gated access / public highway**

Cllr Hotham circulated an email that he had received from the planning officer at BDC stating following several amendments to the plans the gates were inadvertently approved under a Non Material Amendment.

Cllr Hotham proposed that by agreement of BGPC that he would request a meeting with the Planning Officer and the Head of Planning at BDC to discuss the seriousness of the matter.

Discussion also took place on the adoption of the road, street lighting and open space as rumours had circulated that it was being retained and managed by a private concern.

RESOLVED:

- i. That Cllr Hotham would request a meeting with Planning Officers at BDC and report back.
- ii. That upon receipt of hard copy evidence relating to the future of the road, lighting and open space an enquiry would be made to Highways to confirm the status.

- c) **Tiered Planters**

A meeting has been set for Tuesday 19 November at 1.30pm with Cllr Hotham, the planting contractor and the EO.

RESOLVED: That the report was noted.

- d) **Bittell Road Lamppost**

A report was received regarding the damage to the lamppost opposite house number 81. The incident was reported to the police, the insurance company and the lighting contractor.

The chairman reported that following discussion with the EO that a decision has been made, following receipt of a quote for the repair, to instruct the contractor to carry out the work on the basis that:

- i) The difference between the quote and insurance excess was minimal.
- ii) The insurance policy is not covered on a protected claim basis.
- iii) Residents have complained the main A road is very dark and would like the work carried out as soon as possible.
- iv) A claim against the policy may result in an increase to the following years premium.
- v) Should as a result of the above the council choose to seek other quotations when renewing the insurance policy, the claim would have to be declared and thus the possibility of rendering an inflated quotation.

**19/142 Planning Applications**

a) Members' response to the following consultations:

BDC ref	Site Address	Proposal
19/00533/FUL	14 Cherry Hill Drive Barnt Green	Proposed new dwelling
<p><b>BGPC Recommendation:</b>            Recommend refusal due to the same reasons as comments submitted by BGPC on 20 May 2019:</p> <ol style="list-style-type: none"> <li>1. Back land development against the principle of the conservation area.</li> <li>2. Restricted vehicular access to the road.</li> <li>3. Tight turning circle at the end of the drive.</li> <li>4. Proportion of the trees outlined for removal is significant.</li> <li>5. Concerns about the proximity to nearby houses.</li> </ol> <p>The revised planning application does not enhance the conservation area and has not addressed the refusal comments of the previous application.</p>		



**19/143 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) A meeting will be held for attendance of all councillors on an information gathering basis – Discussion Topic: Barnt Green Position and Practicalities of a Neighbourhood Development Plan, Tuesday 3 December at 5:30pm in the parish council office.
- c) The EO reminded members that the office would be closed on Tuesday 10 December due to CiLCA training.

**19/144 Date and Venue of Next Meeting**

Next Finance Committee Meeting will be Monday 6 January 2020, 10am. Barnt Green Parish Council Office  
 Next Parish Council meeting will be Monday 20 January 2020, 7pm at the Parish Office

This meeting ended at 20:24hrs

Signed:  ..... Date:  .....  
 Chairman, Barnt Green Parish Council 20/01/2020

Excerpt from the Financial Spreadsheet for November Payments

How paid	Description	Payments Gross	Payments VAT	Payments Net
DD	Mobile Phone	5.25	0.88	4.37
DD	Pension Contributions	228.39		228.39
DD	Office Landline, broadband and calls	50.59	8.43	42.16
DD	Continuous footpath lighting energy	13.28	0.63	12.65
DD	Dusk to dawn footpath lighting energy	263.11	43.85	219.26
SO	November Retainer, footpath lighting maintenance	264.00	44.00	220.00
SO	Grounds Maintenance at playing field	278.89	46.48	232.41
BACS	Outdoor Parish Caretaker October 2019	416.66	-	416.66
BACS	Grant Award	200.00	-	200.00
BACS	Petty Cash Top Up	192.54	-	192.54
BACS	Membership Renewal	36.00	-	36.00
BACS	Local Councils Explained Book	19.99	-	19.99
BACS	Carriage Return of Lights to GJH	168.00	28.00	140.00
BACS	Pollinator Expenses	101.29		101.29
BACS	NDP Training Course	30.00	-	30.00
BACS	Part Payment for LED Contract	12,876.66	2,146.11	10,730.55
BACS	November Salary	1,848.32	-	1,848.32
BACS	November Expenses	87.23	-	87.23
BACS	Stationery	11.42	1.90	9.52
BACS	Spray path & Strim – Playing Field	103.20	17.20	86.00

Current financial position (bank reconciliation to 31 October 2019)

Bank Reconciliation 31st October 2019			
<b>Cash in hand at 1 April 2019</b>			
Unity Bank current account	1,066.56		
Unity Bank deposit account	22,465.64		
Cambridge Building Society	55,212.14		
<b>Opening bank balances</b>		£78,744.34	
Less unpresented cheques	360.00		
<b>Opening Cash Book balance</b>		£78,384.34	
<b>Add receipts between 1 April - 31 Oct 2019</b>	70,766.15		
<b>Less payments between 1 April - 31 Oct 2019</b>	46,905.40		
<b>Cashbook balance at 31 Oct 2019</b>		£102,245.09	<b>A</b>
<b>Cash in hand per bank statements at 31 Oct 2019</b>			
Unity Bank current account	3,704.54		
Unity Bank deposit account	43,328.41		
Cambridge B/S	55,212.14		
Less unpresented, as list below			
<b>Bank balances at 31 Oct 2019</b>		£102,245.09	<b>B</b>

A - B = £0.00

## Petty Cash Monzo Bank Reconciliation

Monzo Reconciliation as at 07/11/2019			
Date		Expenditure	Deposit
	Opening Balance		£ 62.26
16/07/2019	BGPC Top Up		£ 137.74
			£ 200.00
13/08/2019	Vista Print - Community Walk Flyers	£ 32.04	
16/08/2019	Lidl - Cable Ties	£ 2.99	
01/09/2019	Argos - Label Printer	£ 39.99	
06/10/2019	Lidl - Toilet paper, handwash, washing up liquid & milk	£ 5.02	
28/10/2019	Tesco - Milk	£ 0.50	
28/10/2019	Banner Warehouse - Wassail Walk Banners x 2	£ 68.75	
30/10/2019	Amazon - Snips and plastic display poster case	£ 19.27	
04/11/2019	123-Reg - Website domain name	£ 23.98	
07/11/2019	Lidl - Coffee	£ 2.99	
		£ 195.53	
			£ 4.47
	<b>Top up Authorisation Request</b>	<b>£ 195.53</b>	