

BARNT GREEN PARISH COUNCIL

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DRAFT

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

on Monday 17 February 2020 at 7.00pm

Members present: Cllrs R Cholmondeley, C Hotham, P Perry, S Whitehand, J Jagger and O Polton from 19:14

In attendance: A representative of The Village magazine
A representative of West Mercia Safer Neighbourhood Team
Executive Officer, Tracy Bodley
1 Member of the public

19/160 Apologies
Cllr Nilsson

19/161 Declarations of Interest: Councillors were reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- Keep their Register of Interests form up to date;
- 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.

19/162 To consider any dispensations
No dispensation requests had been received.

19/163 Open Session - Participation to hear from:

a) Members of the Public –

A member of the public made representation on behalf of the Sports Club providing background for the request to utilise the parish council for distribution or publicising the completion of a survey from the community.

It was reported that the sports club building, having varying degrees of wear required refurbishment. A member's questionnaire has been circulated to gauge opinion on how to develop a scheme and plan of action, however the club also wished to canvas opinion from local residents. The focus of the club will remain racket-based sports.

Cllr Cholmondeley stated that if the questionnaire was paper based then it could be distributed household wide to the residents along with the Bulletin Newsletter in early spring.

It was likely that the questionnaire would be an online survey as data can be collected more effectively.

The EO stated that a brief article with a link to the questionnaire could be placed in the newsletter and would be happy to leave space for content to be provided by the club.

RESOLVED: That the Sports Club would provide content for the parish council newsletter.

- b) **Supporting organisations**, e.g. Safer Neighbourhood Team – Community Support Officer, Sue White, reported on criminal activity within the area relating to;
- A burglary occurring in Bittell Road on 5 February
 - A report of activity at a property on Blackwell Road in the early hours of the morning being captured on private CCTV
 - Neighbouring areas in Hagley and Clent were experiencing moderately higher rates of crime
 - 8 arrests had been made on criminals from the Rednal/Longbridge area for offences relating to burglary
- c) **Worcestershire County Councillor** – Peter McDonald (Beacon division)
Not Present
- d) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)
Cllr Hotham reported that the call for sites had now been concluded with proposed sites being made available to view online.
It was thought that too many sites had been put forward with little methodology on how data would be analysed, finding out firm housing numbers was thought not to be imminent.
The cost of the planning review has been budgeted over three years which was considered unachievable, with preference to stretch over a five-year period.
The Whitford Road development had been refused by BDC planning authority but it was reported that this would be appealed.

19/164 To adopt previous minutes

- a) To approve adoption of the minutes of the Parish Council meeting held 20/01/2020
AGREED
The minutes of the Parish Council meeting held 20/01/2020 were approved as an accurate record of the meeting and signed by the Chairman.

19/165 Chairman's Report

The Chairman stated that the EO had received a letter of resignation from Cllr Rone-Clarke due to increasing study commitments and other interests. The EO has publicised a casual vacancy notice on the website, official parish council noticeboard and social media.

An election to fill the casual vacancy shall be held if notice is received by the Returning Officer at BDC in writing by 10 electors in 14 working days from date of notice.

If no such notice is given, the Parish Council will fill the vacancy by co-option.

19/166 Governance – Adoption of the General Power of Competence (England)

Following recent notification of the successful completion of the portfolio for the Certificate in Local Council Administration by the EO, it was reported that Barnt Green Parish Council was now eligible to adopt the General Power of Competence meeting the specific criteria to qualify. The council was asked to consider adoption, approving the GPC Policy and obtain signature from the Chairman.

RESOLVED:

1. That the Parish Council adopt the General Power of Competence (England)
2. That the GPC Policy be approved and signed by the Chairman
3. That the EO be congratulated for her achievement

19/167 Policy and Documents Review

- a) Child, Young Adult and Vulnerable Person Protection Policy – February 2020. Significantly updated, requiring addition of protection for young adults and vulnerable society members within the community, the policy required approval and signature of the Chairman.
- b) Disciplinary Procedure Policy – February 2020. Being re-written, the policy required approval and signature by the Chairman.
- c) Equal Opportunities – February 2020. The policy had been re-written requiring consideration of equal opportunities for service users and the wider community, requiring approval and signature by the chairman.
- d) Grievance Procedure – February 2020. Being updated the policy required approval and signature by the Chairman.
- e) Three Year Forward Plan 2020 – 2022. The newly created three-year plan acting as a vision for the council’s purpose and intentions required adoption and signature of the Chairman.
- f) Action Plan for the year ahead 2020 – The twelve-month action plan ensures that budgets are correctly set and monitored in order to fulfil the council’s short term aims, requiring approval and signature by the Chairman.

<p>RESOLVED:</p> <ul style="list-style-type: none">1. That following policies be approved and signed by the Chairman.<ul style="list-style-type: none">i) Child, Young Adult and Vulnerable Person Protection Policyii) Disciplinary Procedure Policyiii) Equal Opportunities Policyiv) Grievance Procedure2. That the Three-Year Forward Plan be adopted and signed by the Chairman.3. That the 12 Month Action Plan be approved and signed by the Chairman.4. That all the reviewed policies would be placed on the council’s website.
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19/168 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>Lifts – It was reported that Network Rail were asked to clarify the position of the multi-agency liaison as to whether the work was being carried out in parallel or a sequential timeline. No response had been received.</p> <p>A meeting is due to be arranged with council members to ascertain a plan of legal action.</p>
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	<p>RESOLVED:</p> <ul style="list-style-type: none"> i) That Cllrs Cholmondeley, Hotham and Perry would meet to discuss the council's legal position ii) That the EO would arrange a mutually convenient date. <p>Station Improvements – It was reported that the Station Manager was asked for an additional update on the installation of a PA system and information screen on platform 1. She replied that there was no update to give at this time but would report back accordingly once news was received.</p> <p>Cllr Cholmondeley added that Richard Brooks had retired at the end of January, that the previous union action had now been resolved and that Worcestershire County Council were looking at availability of parking at county stations, however the landowners adjacent to Barnt Green Station are not willing to sell at this time.</p> <p>RESOLVED: That the report was noted.</p>
<p>b) Re-Deployable CCTV. Bromsgrove District Council / Bromsgrove CALC</p>	<p>It was reported that an email had been received from Bromsgrove CALC on behalf of BDC asking if BGPC would like re-deployable CCTV in the village in addition to the current 4 fixed cameras. BGPC was also asked if it was interested in principle to contributing to a BDC fund in order that these cameras are added to the purchase of district wide fixed cameras?</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) That the Parish Council would decline additional re-deployable cameras. ii) That the Parish council does not wish to contribute to the BDC CCTV fund.
<p>c) Sports Club Improvements - Questionnaire</p>	<p>Being covered during public open session, no further comment was made during this agenda item.</p>
<p>d) Barnt Green Brook – Update from North Worcestershire Water Management</p>	<p>It was reported that following investigation the water course is mostly culverted with a couple of locations being an open channel. Work had been carried out on Blackwell Road (3-11) and along the section behind the social club. The intention was to carry out a letter drop to properties affected by the brook but as yet this has not happened. Complaints had also been received regarding the area adjacent to the Scout Hut and following being asked if BGPC would send the Lengthsman to clear this section, it was confirmed that they would.</p> <p>RESOLVED: That the report was noted.</p>
<p>e) Citizens Advice Bromsgrove and Redditch Annual Report</p>	<p>RESOLVED: That the report was noted.</p>

19/169 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. The Monzo (Petty Cash) reconciliation requesting authorisation to top up the balance to the agreed sum of £200.00 was authorised in December. Top Up request £151.57

RESOLVED: That authorisation of top up of the Monzo card (Petty Cash Purchases) was noted.

- (iii) To receive interim report from the Internal Auditor

RESOLVED: That interim report be noted.

- (iv) Commuter Car Park – Completion of the transfer.

RESOLVED:

- a) That the report was noted.
- b) That a sign and litter bin be purchased and installed at the car park.

- (v) Parish Council Office Lease – It was reported that the office rental lease is due to expire on 7 April 2020 with the landlord offering a new 5-year lease, an annual increase of 10%. It is yet to be established the responsibility of equality access into the building for legal compliance. Discussion took place regarding if alternative office space may be found but in light of the timescale it was felt that this was not achievable.

RESOLVED:

- a) That the terms of the lease would be established to ensure that there was a break clause within the contract.
- b) That the EO establish the responsibility of equality access.

- (vi) Wayleave Engrossment Lease – Signatures required.

RESOLVED: That the Wayleave be signed by the Chairman and Vice-Chairman

- (vii) Millennium Park and Grass Verges 2020 Estimate – The annual estimate has been received from the contractor with an average increase of 5.33% from the previous year in line with the proposed 20/21 budget.

RESOLVED: That the proposed annual estimate be approved.

19/170 Environment & Community Wellbeing

- a) Smart Water Project Update

176 registrations have been recorded in total.

Door Knock registration – New dates offered were between 9 – 20 March, not to include 12th. The Chairman reported that he could not attend on the 9 March.

It was agreed that the following dates and volunteers would be as follows:

Date	Time	In attendance
09/03/2020	4pm – 6pm	Cllr Hotham
10/03/2020	4pm – 6pm	Cllrs Cholmondeley & Jagger
19/03/2020	4pm – 6pm	Cllrs Cholmondeley & Hotham

Further publicity would include an article in the spring edition of 'The Bulletin' and the installation of banners.

RESOLVED:

1. That Cllrs would make themselves available for 'door knock' sessions on the dates listed above meeting at the parish council office at 4.15pm.
2. That the session would be cancelled in the event of heavy rain.

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

Cllr Hotham reported that there were no updates at this time.

c) **Butterwick Close – Adoption by Highways update.**

Cllr Perry gave a verbal report on the history and current status and stated that he had drafted a letter to send to Cala Homes and the contractor that carried out work during the previous summer. The letter would request information as to why it was decided not to carry out a section 38 agreement and also to establish if the previous work carried out was to an appropriate standard to allow adoption by WCC.

Cllr Perry will report back in due course in order that BGPC may support residents wish for adoption by WCC.

RESOLVED: That the report was noted.

d) **Village Sign**

Following proposals at a previous Parish Council Meeting regarding the installation of a village sign, the council requested to receive a draft artistic impression. Cllr Polton reported that she had made enquiries but without ideas for design a draft could not be carried out.

Discussion took place to establish the location, number and aim of the project and suggestions that a 'to the shops' arrow sign be produced instead.

RESOLVED: That any decision would be placed on hold until good design examples were provided by council members.

e) **Storage shed/unit – Millennium Park**

Following circulation of a report with examples of suitable storage sheds it was commented that the Lotus Heritage Green Apex example appeared more robust and less likely to be vandalised by graffiti due to its ridged panels.

Further remarks stated that the site would need to be measured prior to placing an order to ensure the correct fit and that additional work/costings would need to be established to provide a suitable concrete base for the shed.

It was suggested that a battery alarm system be fitted.

RESOLVED:

- i) That the preferred choice was: Lotus Heritage Green Apex Galvanised Shed 10' x 6' Product code: SHS20162 – ShedStore
- ii) That the site would be accurately measured to ensure that the shed would fit in the intended area.
- iii) That an estimate be provided for a concrete foundation.

- f) **Replacement LED Bulbs to Street Lighting** – It was reported that the contractor had completed the installation of all parish council owned lamps other than those in Hewell Road where the supplier sent the incorrect bulb size. It was also reported that the current maintenance retainer will cease and that any bulb failure during the first five-year period will be supplied and installed free of charge. The monthly checks will also cease with any reports of lights out being provided by council staff, councillors, the OPC and members of the public. The last monthly retainer invoice of £264 (inc VAT) was paid in January, with a reported annual saving of £2,640.

RESOLVED: That the report was noted.

19/171 Planning Applications

- a) Members' response to the following consultations:

BDC ref	Site Address	Proposal
20/00048/FUL	74 Hewell Road	Improvements to existing room in roof space with front and rear dormers and new stair position
<p>BGPC Recommendation: Approval on the provision that the plans do not contravene guidance relating to High Density Housing on the visual and amenity impact of neighbouring properties and that the Velux windows contain obscure glass.</p>		

19/172 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) Cllr Cholmondeley reminded members of the Bromsgrove CALC Meeting on Wednesday 11 March.
 - ii) Cllr Cholmondeley spoke on the proposal to host a food festival event during the summer of 2021.

19/173 Date and Venue of Next Meeting

Next Parish Council meeting will be Monday 16/03/2020, 7pm at the Parish Office

This meeting ended at 20:47hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council 16/03/2020

Excerpt from the Financial Spreadsheet for February Payments

Barnt Green Parish Council
PAYMENTS LIST

Voucher	How Paid	Description	VAT Type	Net	VAT	Total
193	DD	Pension contributions	E	138.27	0.00	138.27
194	DD	Landline and Broadband	S	39.99	8.00	47.99
195	SO	Grounds maintenance at playing field	S	232.41	46.48	278.89
196	BACS	Data Protection Annual Fee	E	40.00	0.00	40.00
197	BACS	Dog bags	S	137.25	27.45	164.70
198	BACS	Outdoor Parish Caretaker	X	416.66	0.00	416.66
199	BACS	Christmas Tree Lights Dismantle	S	1,975.00	395.00	2,370.00
200	BACS	Salary	E	1,109.15	0.00	1,109.15
201	BACS	Petty cash top up	E	151.57	0.00	151.57
202	BACS	Local Councils Direct Subscription	E	100.00	0.00	100.00
203	DD	Dusk to dawn footpath lighting energy	S	241.38	48.28	289.65
204	DD	Street Light Energy	L	13.38	0.67	14.05
Total				4,595.06	525.88	5,120.93

Current financial position (bank reconciliation to 31 January 2020)

Bank Reconciliation 31st January 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 Jan 2019	91,979.26		
Less payments between 1 April - 31 Jan 2019	80,484.10		
Cashbook balance at 31 Jan 2019		£89,879.50	A
Cash in hand per bank statements at 31 Jan 2019			
Unity Bank current account	625.84		
Unity Bank deposit account	34,041.52		
Cambridge B/S	55,212.14		
Pocket account	-		
less unrepresented payments, as list below	-		
Bank balances at 31 Jan 2019		£89,879.50	B

A - B = £0.00

Petty Cash Monzo Bank Reconciliation (January 2020)

Monzo Reconciliation as at			
Date		Expenditure	Deposit
	Opening Balance		£ 18.80
16/11/2019	BGPC Top Up		£ 181.20
			£ 200.00
05/01/2020	Morrisons - Milk, Tea, Kitchen Paper	£ 4.50	
09/01/2020	Amazon - Surge Protector Tower Extension Cable	£ 25.99	
09/01/2019	Amazon - 4 x A4 Display Frames	£ 31.16	
09/01/2020	Vista Print - New Window Sign Decal	£ 17.08	
18/01/2020	Waitrose - Coffee	£ 3.85	
21/01/2020	Tesco - Milk	£ 0.50	
21/01/2020	Adobe Pro Software	£ 15.17	
22/01/2020	Amazon - Index Dividers	£ 3.40	
22/01/2020	Amazon - Black ink Cartridge	£ 34.49	
22/01/2020	Amazon - Jan - Dec Dividers	£ 2.98	
22/01/2020	Amazon - Lever Arch Files x 4	£ 12.45	
	Total	£ 151.57	
	Balance		£ 48.43
	Top up Authorisation Request	£ 151.57	