

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 March 2020 at 7.00pm

Members present: Cllrs R Cholmondeley, C Hotham, P Perry, J Jagger, J Nilsson and O Polton

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

19/174 Apologies
Cllr Whitehand

Other Apologies received
Worcestershire County Councillor Peter McDonald

19/175 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 were received.

19/176 To consider any dispensations
No dispensation requests had been received.

19/177 Open Session - Participation to hear from:

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

b) **Supporting organisations**, e.g. Safer Neighbourhood Team

A representative from Network Rail reported on the progress and status of the funding application for Barnt Green Station Lifts stating that their visit was not related to the recent Freedom of Information request submitted by the parish council.

Funding through the enhancement pipeline is represented in stages with the current funding request starting at the design stage.

The 'Decision to design' is a thorough process making its way through various civil service departments and currently awaiting approval from the Minister for Transport which should be imminent.

Following the completion of the stage 2 funding request, stage 3 consists of detailed design which may take 6 – 12 months, following this, approval will be given for implementation of the project. It was anticipated that full implementation should conclude before the end of the control period (2024).

The representative asked if the parish council would consider withdrawing the Freedom of Information request recently submitted as it was suggested that this was a further drain on resources best utilised elsewhere taking focus away from the continuously moving project.

An update was also provided on the impact that the Coronavirus had on Network Rail and public transport and advised that it was well-prepared for the unprecedented level of disruption that may be caused.

RESOLVED:

1. That the FOI request be withdrawn to enable Network Rail to continue its focus on the funding application and implementation of the lifts.
2. That representatives from the parish council request a meeting with local MP Sajid Javid to ask for assistance regarding the approval of the funding application from the Minister for Transport.

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

d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood)
Cllr Hotham reported that BDC were holding an emergency meeting regarding the escalated status of the Coronavirus and the district wide impact this afternoon and as yet did not know the outcome of this meeting.
The Full Council had met to discuss the budget and although the Independent Party had submitted a fully costed alternative budget, it did not gain sufficient support. The alternative budget made provision for a local bus route servicing the wider community where public transport was limited and also costings for 13 electric staff pool cars to eliminate the annual £63,000 expenditure relating to staff mileage claims, but these were rejected.
Approval was given however to a green energy scheme using a subterranean groundwater source to power and heat district council owned buildings i.e. schools, leisure centre and other facilities with a feasibility study costing ¼ million pounds.

19/178 To adopt previous minutes

a) To approve adoption of the minutes of the Parish Council meeting held 17/02/2020
AGREED

The minutes of the Parish Council meeting held 17/02/2020 were approved as an accurate record of the meeting and signed by the Chairman.

19/179 Chairman's Report

The Chairman stated that an emergency meeting was held prior to the parish council meeting and gave the following statement:

'The parish council conducted a special meeting due to the progression of the Coronavirus. The overall feeling was that as this is a fast-moving situation the parish council feel that it is inappropriate to act without further official guidance from the Government and should this be given, Barnt Green Parish Council stand ready to act.'

19/180 Policy and Documents Review

- a) Data Protection Policy – March 2020. Being significantly updated to comply with current legislation, the policy required approval and signature of the Chairman.
- b) Document Retention Policy – March 2020. A newly created policy requiring approval and signature by the Chairman.
- c) Sickness Absence Policy – March 2020. Being updated the policy required approval and signature by the chairman.

RESOLVED:

1. That following policies be approved and signed by the Chairman.
 - i) Data Protection Policy
 - ii) Document Retention Policy
 - iii) Sickness Absence Policy
2. That all the reviewed policies would be placed on the council's website.

19/181 Casual Vacancy, Co-Option – It was reported that the Bromsgrove District Council Returning Officer did not receive a call for an election meaning the Parish Council are able to fill the vacancy by co-option. Advertisement of the vacancy has been placed on the council's website and social media. Publication has been placed in the Bulletin newsletter and posters displayed on the village noticeboards. The closing date for applications is 11 May with a co-option date of 18 May at the annual Parish council meeting should this go ahead.

RESOLVED: That the report was noted.

19/182 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 – Being covered during public open session, no further comment was made during this agenda item.</p> <p>Station Improvements – It was reported that since the previous meeting the station manager had been asked for an update for the provision of services including; PA System and screen on platform 1, moving self-service ticket machine to entrance of platform 1, installation of a Lockable noticeboard and re-marking of car park lines creating additional parking.</p> <p>It was further reported that an invitation had also been sent requesting attendance at the annual parish council meeting. An rsvp had not been received as yet.</p> <p>RESOLVED: That the report was noted.</p>
<p>b) NALC survey on Dementia-Friendly Communities</p>	<p>It was reported that in association with University of Plymouth, NALC is undertaking research on what parish councils are doing to support dementia within local communities. The parish council was asked if it wished to submit a completed survey.</p> <p>RESOLVED: That the EO would complete the survey on behalf on the parish council and circulate as a draft document to Cllrs prior to submission.</p>
<p>c) Sports Club Improvements - Questionnaire</p>	<p>The representative of the sports club failed to meet the deadline for submission in the spring parish council newsletter despite sending reminders by email and telephone message.</p> <p>RESOLVED: That the report was noted.</p>

19/183 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.
There was no expenditure recorded.

(i) Parish Council Office Lease – It was reported that the office rental lease due to expire on 7 April 2020 has a break clause after three years. The EO also stated

that a meeting had taken place with the landlord's management company representative regarding equality access into the building. Quotations are to be obtained for installation of a ramp with the landlord making a final decision if action would be taken.

It was also reported that since the previous parish council meeting the annual inspection of the emergency lighting and fire alarm system had been carried out. The contractor reported that there was a complete failure of the emergency lighting and a partial failure of the fire alarm system. The EO recommended that any renewal of the lease was not finalised until this was remedied and an email had been sent to the Management Company stating this.

RESOLVED: That a request be made to extend the current lease until there was a resolution on the disability access and emergency lights before entering into a new agreement.

19/184 Environment & Community Wellbeing

a) Smart Water Project Update

The EO had compiled zones within the village to target areas that have not signed up to the scheme with Door knock sessions arranged but not executed. There was some discussion on future dates proposed during May in conjunction with West Mercia Police Partnership van.

Due to the Coronavirus it was agreed to cancel some dates previously arranged. The following schedule has been arranged as follows:

Date	Time	In attendance
19/03/2020	4pm – 6pm	Cllrs Cholmondeley & Hotham Plus, extra police presence Cancelled due to Coronavirus
25/04/2020	10am – 2pm 12 Noon – 4pm	Cllr Cholmondeley EO Sgt Aston A number of Police cadets Cancelled due to Coronavirus
Dates scheduled to be decided upon cancellation nearer the time		
02/05/2020	10am – 3pm	Cllr Cholmondeley Kay Cholmondeley Police Team with Van
09/05/2020	10am – 3pm	Police Team with Van
16/05/2020	10am – 3pm	Cllr Cholmondeley Kay Cholmondeley Police Team with Van

RESOLVED: That Cllr Cholmondeley would approach Tesco regarding parking the partnership in the vicinity of the parade of shops on the dates in May for signup sessions should this go ahead.

b) Butterwick Close – Gated access / public highway

Cllr Hotham reported that there was no progress and that he had requested an update on 3 March from BDC Planners. He had not received a response on this matter but stated that the Planning Department were keen to resolve the situation.

c) Butterwick Close – Adoption by Highways update.

Cllr Perry gave a verbal report stating that letters had been sent to the contractor and Cala Homes. The contractor responded reporting that Cala has no intention of entering into an adoption agreement with Worcestershire County Council under section 38. It was also observed that the contractor did not respond to the question regarding if the road was currently of a suitable standard for adoption. Cllr Perry stated that would send a reminder at the end of April. It was suggested that Cllr Perry also consider writing to Worcestershire County Councillor McDonald to enquire as to when Butterwick Close dropped off the adoption list as communication could be channelled through WCC Officers.

RESOLVED: That the report was noted.

d) **Bittell Road Playing Field – Path improvements**

It was reported that Bromsgrove District Council hold an allocated sum of money in region of £45,000 from the development of the Cala Homes estate.

Previous consideration was given to use this money to improve to the path on Bittell Road playing field.

A meeting took place between the EO, Chairman, Vice Chairman, a BDC Officer and BDC approved contractor to discuss the feasibility of creating a circular route (Trim Trail) and obtain a quotation for the work.

Two options were presented to the council regarding widening and extending the path.

Option 1: To replace with gravel – Total Cost = £26,124.72

Option 2: To replace with Tarmac – Total Cost = £38,557.92

It was further reported that due to the nature of the sodden ground it was anticipated that work would be scheduled to be carried out during the summer to enable the ground to dry out sufficiently.

Discussion also took place regarding the installation of outdoor adult fitness equipment in addition to the Trim Trail to make the area a multi-use circuits facility. Further quotations would be required for the fitness equipment.

RESOLVED:

1. That the preferred option was to replace and extend the path replacing with tarmac under phase 1 of the Bittell Playing Field Improvements.
2. That a request is made to BDC to include a quotation to increase the size of the basketball foot pad to allow for a solid ground to shoot targets from.
3. That phase 2 would include the provision of outdoor gym equipment should the S106 budget allow.

e) Storage shed/unit – Millennium Park

It was reported that the supplier of the preferred metal shed/unit will offer pro-forma invoices on the proviso that payment was made prior to delivery. A quote had also been requested from a garden contractor to install a suitable concrete base prior to the shed being delivered. As yet the quotation had not been received.

RESOLVED: That the report was noted.

19/185 Planning Applications

a) Members' response to the following consultations:

BDC ref	Site Address	Proposal
20/00284/FUL	49 Sandhills Road	Proposed 2 bed dwelling with car parking and private garden accessed from existing right of way
<p>BGPC Recommendation for Refusal.</p> <p>It reiterates comments made on the previous planning application number: 19/00775/FUL as follows:</p> <p>BDC Policy number BDP19(n) states resistance to back land development.</p> <p>There is also no supporting evidence to suggest that the proposed planning application;</p> <ol style="list-style-type: none">1. Integrates into the residential area.2. Does not enhance the community.3. Is out of character for the area by way of there being no other back land development in this area. <p>Should approval be granted then a precedent will be set for adjoining properties?</p> <p>The right of way has a narrow access point to the proposed development.</p> <p>Despite the fact that this application is for a smaller dwelling than that of the previous application as listed above, it is still 'back land' development and out of character.</p> <p>Despite the contention that there has been historic back land development within the area of Barnt Green, it is argued that it is incorrect.</p>		

19/186 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) Councillors were be reminded of meetings to be attended and may use this opportunity to raise items for future agendas.
- ii) Previous to the meeting councillors were asked to arrange a date for an Environment Committee Meeting to discuss Christmas Lighting Hire, the Pollinator Site and other amenity provision – In light of the current Coronavirus situation it was stated that this should not go ahead, however information relating to those topics would be circulated in a report for council consideration and actioned using delegated powers of the Executive Officer.

19/187 Date and Venue of Next Meeting

- a) Next ordinary parish council meeting will be Monday 20 April 2020, 7pm. Barnt Green Parish Council Office.
- b) Date for the Annual Parish Meeting will be Wednesday 29 April, 7pm. Friends Meeting House.

These meetings may likely be cancelled due to the Coronavirus situation.

This meeting ended at 20:43hrs

Signed:.....
Chairman, Barnt Green Parish Council



Date.....
21/05/2020

Excerpt from the Financial Spreadsheet for March Payments

Barnt Green Parish Council
PAYMENTS LIST

Voucher	How paid	Description	Net	VAT	Total
212	SO	Office Rent	1,237.50	0.00	1,237.50
213	BACS	Smart Wheelie	89.00	0.00	89.00
214	BACS	Councillor Training	40.00	0.00	40.00
215	BACS	Outdoor Parish Caretaker	416.66	0.00	416.66
216	BACS	Office stationery	53.07	10.61	63.68
217	BACS	Annual Membership	192.00	0.00	192.00
218	BACS	Salary	1,166.93	0.00	1,166.93
219	DD	Pension contributions	148.09	0.00	148.09
208	DD	Landline and Broadband	39.49	7.90	47.39
209	DD	Continuous footpath lighting energy	12.50	0.62	13.12
210	DD	Dusk to dawn footpath lighting energy	211.87	42.38	254.25
211	SO	Grounds maintenance at playing field	232.41	46.48	278.89
Total			3,839.52	107.99	3,947.51

Current financial position (bank reconciliation to 29 February 2020)

Bank Reconciliation at 04/03/2020			
	Cash in Hand 01/04/2019		78,384.34
	ADD Receipts 01/04/2019 - 04/03/2020		75,352.04
			153,736.38
	SUBTRACT Payments 01/04/2019 - 04/03/2020		86,622.76
			67,113.62
A	Cash in Hand 04/03/2020 (per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2020	0.00	
	Cambridge Building Society 29/02/2020	34,034.14	
	Unity Bank Deposit Account 29/02/2020	32,711.52	
	Unity Bank Current Account 29/02/2020	532.66	
			67,278.32
	Less unrepresented payments		164.70
			67,113.62
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		67,113.62
A = B Checks out OK			