

BARNT GREEN PARISH COUNCIL

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Minutes of the Parish Council Online meeting on Thursday 21 May 2020 at 11.00am

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

In attendance: Executive Officer, Tracy Bodley

20/001 Welcome by the Chairman

Given the unusual circumstances and the fact that the Parish Council had not experienced or conducted a parish council meeting in a virtual format, the Chairman thought that it required noting.

20/002 Apologies

Cllr Jagger

20/003 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.

20/004 To consider any dispensations

No dispensation requests had been received.

20/005 To adopt previous minutes

To approve adoption of the minutes of the Parish Council meeting held 16/03/2020
AGREED

The minutes of the Parish Council meeting held 16/03/2020 were approved as an accurate record of the meeting and signed by the Chairman.

20/006 Annual Business –

- a) Review of Asset Register – The asset register was previously circulated and provided during meeting.

Cllr Hotham requested that the number of picnic benches be confirmed as the register listed 3 picnic benches and he had only seen sight of 2 in number.

RESOLVED:

- i) That the revised Asset Register be approved.
- ii) That an investigation would be made to ascertain the current number of picnic benches.

A handwritten mark, possibly a signature or initials, consisting of a large, stylized loop.

- b) Confirmation of insurance arrangements and adequacy of cover – It was reported that the annual quotation had been received with an increase of £335.59 on the previous year due to an under representation in the asset register in previous years.

RESOLVED:

- i) That the insurance quotation from Came & Company be approved.
- ii) That the Insurance budget for 20/21 be increased to £1,157.53 to accommodate the increase.

20/007 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>It was reported that an update had been received from Network Rail reporting that all Network Rail governance has been concluded but they were still awaiting DfT approval.</p> <p>RESOLVED: That the report was noted.</p>
<p>b) Pollinator Patch</p>	<p>It was reported that the low-level fencing and pollinator sign had been installed with positive comments received from members of the public. Cllr Hotham commented that the work was well executed.</p> <p>A BDC 'New Homes Bonus' Grant had been drafted supported by District Councillor Hotham and community members. Following signature from the Chairman, the grant would be sent to BDC.</p> <p>RESOLVED: That the draft application be circulated to members in order that they could forward comments of support accordingly.</p>
<p>c) SmartWater</p>	<p>Barnt Green now having reached 70% saturation means that it is able to display SmartWater signage at various locations in the village.</p> <p>It was reported that a request has been sent to the Station Manager for permission to place signs in exit locations from the station.</p> <p>Council members also provided suggestions in addition to those proved by the EO which have been added to the map.</p> <p>RESOLVED: That the report was noted.</p>
<p>d) Pathway Improvements to Bittell Road Playing Field</p>	<p>It was reported that the contractor undertaking work to improve and extend the pathway commenced work on 19 May 2020 with an anticipated completion of phase 1 being mid-June.</p> <p>BDC has recently sent out tenders for phase 2 – supply and install adult outdoor gym equipment and would forward options gym equipment in due course.</p> <p>RESOLVED: That the report was noted.</p>

e) Casual Vacancy	<p>It was reported that due to the current Covid-19 Restrictions the vacancy posted has been revised to remove the closing date for applications.</p> <p style="text-align: center;">RESOLVED: That the report was noted.</p>
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20/008 Finance

- (i) To approve the Year End financial position to complete the Internal Audit.

RESOLVED: That the Year End financial position be approved and signed by the Chairman.

- (ii) 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.

- (iii) 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. Top Up request £170.16

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

- (iv) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2020. Members reviewed S1 AGAR, the Annual Governance Statement which had been issued in advance of the meeting and responded 'YES' to each of the first eight assertions, 'N/A' to the ninth assertion.

RESOLVED: That Section 1 be approved which was then signed by the Chairman and Executive Officer as clerk to the meeting.

- (v) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2020. Members reviewed S2 AGAR, the Accounting Statements 2019/20 which had been circulated as part of the agenda.

RESOLVED: That Section 2 be approved which was then signed by the Chairman having been signed by the Executive Officer in the role of Responsible Finance Officer.

- (vi) To approve quote for shed base and fencing – A quotation had been received at a cost of £520.00 for supply and installation of a concrete shed base and the installation of a 6ft, 6 section fence with concrete posts and gravel boards at a cost of £600.00.

RESOLVED:

- a) That the quotations be approved.
- b) That the neighbouring resident be informed that a new boundary fence was to be installed.

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20/009 Planning Applications


a) Members' response to the following consultations:

BDC ref	Site Address	Proposal
20/00500/FUL	23 Hewell Lane	Single storey side, rear and front extensions
BGPC Recommendation Approval		
20/00228/FUL	32 Fiery Hill Road	Detached garage
BGPC Recommendation Approval N.B. On a separate matter BGPC require confirmation that the boundary fence height complies with planning regulations in that it does not exceed a 1m height directly onto the highway.		

20/010 Date of Next Meeting

The next online Parish Council Meeting will be published on the council website and main noticeboard 3 working days prior to meeting

This meeting ended at 11:38hrs

Signed:.......... Date 24/6/2020
Chairman, Barnt Green Parish Council

Current financial position (bank reconciliation to 30 April 2020)

Bank Reconciliation at 30/04/2020		
Cash in Hand 01/04/2020		91,946.60
ADD		
Receipts 01/04/2020 - 30/04/2020		34,162.93
		126,109.53
SUBTRACT		
Payments 01/04/2020 - 30/04/2020		5,966.61
A Cash In Hand 30/04/2020		120,142.92
	(per Cash Book)	
Cash in hand per Bank Statements		
Petty Cash	30/04/2020	0.00
Cambridge Building Society	30/04/2020	63,963.31
Unity Bank Deposit Account	30/04/2020	53,244.41
Unity Bank Current Account	30/04/2020	2,935.20
		120,142.92
Less unrepresented payments		0.00
		120,142.92
Plus unrepresented receipts		0.00
B Adjusted Bank Balance		120,142.92
A = B Checks out OK		

Excerpt from the Financial Spreadsheet for May Payments

May 2020 Payments List						
Voucher	Code	Payment Method	Description	Net	VAT	Total
27	Pollinator Site	BACS	low level fencing supply and install	519.00	0.00	519.00
28	Staff Costs	BACS	Salary	1,331.42	0.00	1,331.42
29	Staff Costs	DD	Pension contributions	168.87	0.00	168.87
30	General Admin Costs (inc bank charges)	BACS	Petty cash top up	170.16	0.00	170.16
19	Office Running Costs	DD	Landline and Broadband	37.50	7.50	45.00
20	Lights Electricity	DD	Dusk to dawn footpath lighting energy	226.12	45.22	271.34
21	Lights Electricity	DD	Continuous footpath lighting energy	12.94	0.65	13.59
22	Field Mowing	SO	Grounds maintenance at playing field	232.41	46.48	278.89
23	Outdoor Parish Caretaker	BACS	Outdoor Parish Caretaker	450.00	0.00	450.00
24	Insurance	BACS	Annual insurance	1,157.53	0.00	1,157.53
25	Capital Projects	BACS	Pollinator Interpretation Panel	648.00	0.00	648.00
26	Commuter Car Park	BACS	Commuter Car Park Sign	402.00	0.00	402.00
31	Training	BACS	Online Webinar	30.00	6.00	36.00
				5,385.95	105.85	5,491.80

Petty Cash Reconciliation

Monzo Reconciliation up to 18 May 2019				
Date	Description	Supplier	Expenditure	Deposit
	Opening Balance			6.42
24/03/2020	BGPC Top up			193.58
		Balance		200.00
26/03/2020	Monthly Subscription	Adobe	15.17	
30/03/2020	Camera Charging cable	Digi-Quick	5.99	
21/04/2020	Monthly Subscription	Adobe	15.17	
23/04/2020	Printer Cartridges	Amazon	90.59	
23/04/2020	A4 file Dividers	Amazon	4.99	
04/05/2020	PC Webcam	EBay	20.00	
07/05/2020	Coffee & milk	Waitrose	18.25	
		Subtotal	170.16	
		Balance		29.84
		Top up Request		170.16