

BARNT GREEN PARISH COUNCIL

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Minutes of the Parish Council Online meeting on Monday 21 September 2020 at 5.30pm

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

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

20/032 Apologies
Cllr Jagger

Other Apologies were received from: Worcestershire County Councillor Peter McDonald

20/033 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.

No declarations were received.

20/034 To consider any dispensations
No dispensation requests had been received.

20/035 Open Session - Participation to hear from:

- Worcestershire County Councillor** – Peter McDonald (Beacon division) – Not present
- Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)
Cllr Hotham reported that;
 - He had met with representatives from West Midlands Trains regarding repairs on land and buildings at Station Approach including, blocked gullies and loose and uneven block paving. Station signs were also discussed with WMT stating that the requests would be added to the maintenance schedule.
 - Cllr Hotham was due to meet with Planning Officers at BDC regarding the gated access on the Cala Homes Development, however this was cancelled as the department head is seeking legal opinion on the subject with the meeting being rescheduled when they have further information to give.
 - At the end of the meeting Cllr Nilsson stated that he had growing concerns over more 'land grabs' on the site that should be public open space. Signs had recently been installed by the flats claiming the area to be 'Private'.
 - The Chairman stated that as BGPC were not the Planning Authority that little could be done by the parish council, it was agreed that BGPC would write to the head of planning at BDC with

concerns over the areas relating to breach of planning in support of the residents.

- iii) Cllr Hotham reported that as stated in agenda item 20/040 c) that the BDC Meeting covering discussion of the virement of funds for the Playing Field gym equipment had been approved.
- iv) Changes to the routing of the 145 bus service had led to commuter confusion. It was reported that BDC may approve a subsidised local bus service with a report to be produced on its feasibility. If approved the local bus service would enhance and not replace the 145 service.

20/036 To adopt previous minutes

To approve adoption of the minutes of the Parish Council meeting held 10/08/2020

AGREED

The minutes of the Parish Council meeting held 10/08/2020 were approved as an accurate record of the meeting and signed by the Chairman.

20/037 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

a) Risk Assessment & Management Policy

b) Risk Register

d) Operational Risk Assessment

e) Communications Risk Assessment

RESOLVED:	
a)	That the Risk Assessment and Management Policy be approved and signed by the Chairman.
b)	That the Risk Register be approved and signed by the Chairman.
c)	That the Operational Risk Assessment be approved and signed by the Chairman.
d)	That the Communications Risk Assessment be approved and signed by the Chairman.
e)	That the EO would check to feasibility of the creation of a fire exit window and flexible ladder at the parish council office in the event of an emergency given that it has no escape exit at the rear.

20/038 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>An update stated that the project team has been assembled, including Project Manager, Commercial Manager, Planner, and Project Engineering Manager, who are working through the project set-up including remits, requirements, consents and contracting strategy. The design and associated equipment will be contracted out and it is expected that the programme and milestones for the overall project, including the time it will take to fund the delivery of the lift themselves will be updated periodically.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">RESOLVED: That the report was noted.</div>
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b) SmartWater	<p>It was reported that a stock check indicated that there were 168 kits remaining from 641 originally purchased, a current total of 74% saturation.</p> <p>All signs have now been installed village wide with reports tweeted on the 'We Don't Buy Crime' App and through the Bulletin.</p> <p style="text-align: center;">RESOLVED: That the report was noted.</p>
c) Commuter Car Park – Easement for sewage pipes.	<p>A report had been received from BGPC solicitors outlining the Deed of Grant of Easement, circulated to members and also sent to the BDC Rapid Electric Charging Point Team for their information with reports that they did not consider this a problem with the installation. If approved the Deed of Easement would require 2 signatures in the presence of the Clerk.</p> <p>Members voiced concerns with approving the document and questioned the lack of advice given from the solicitor on the matter.</p> <p style="text-align: center;">RESOLVED:</p> <ul style="list-style-type: none"> i) That members who have concerns over the document should email the EO stating those concerns in order that these can be addressed by the solicitor. ii) That a 2nd legal opinion is sought to clarify the Council's position regarding if it legally has to approve and sign the Easement.
d) Bromsgrove Electric Rapid Charging Point	<p>It was reported that confirmation had been received that the Commuter Car Park had been selected as a Rapid Electric Charging Point location, spanning 3 spaces, 2 wide charging spaces and the remaining half space to house the charging unit. The agreement would span a 10-year lease and £1,000 to be paid annually to BGPC. It was stated that the EO had arranged for independent legal advice through BDC to minimise cost with BDC paying a proportion of this.</p> <p style="text-align: center;">RESOLVED: That the report was noted.</p>
e) Sports Club Improvement update	<p>It was reported that the Sports Club options for development is currently in the early stages and remain ongoing. A report is near completion which will be forwarded to board members to implement a strategy for any improvements that the board decide upon within funding opportunities and financial constraints.</p> <p style="text-align: center;">RESOLVED: That the report was noted.</p>

20/039 Finance

- (i) To note the current financial position and bills for payment. Authorised 17 September.

RESOLVED:

- a) That the current financial position be noted.
- b) That the list of payments be noted.

- (ii) To be advised of any expenditure decisions taken by Executive Officer. It was reported there was none.

20/040 Environment & Community Wellbeing

- a) Christmas Lights 3 Year Hire Lighting Scheme – It was reported that following recommendations from the previous parish council meeting a scheme is now agreed with the council's preferred lighting contractor. A live Christmas tree will display new multi-coloured LED lights in green, red, blue and white with the shop frontages having green rope lighting. Streetlamps on all but five having the children's lighting motifs, will have the preferred white snowflake design. It was reported that the preferred installation contractor has also been notified.

RESOLVED: That the report be noted.

- b) Pollinator Patch – NHB Grants Scheme – It was reported that following submission of an application and attendance at the Grants Review Panel, notification was received that the Cabinet has approved an award of £3,000 towards the project subject to conditions and quotation for the work. Following formal acceptance instruction will be given to a contractor to clear the embankment of bramble and a small working party of volunteers will be organised for planting in autumn and spring. Members will be asked to join the party once a date has been established.

RESOLVED: That Worcestershire Wildlife are consulted to gain advice on how to manage the site for minimum maintenance and maximum impact.

- c) Bittell Road Playing Field – Gym Equipment Update. It was reported that tenders have gone out via BDC and that following review of the S106 it was established that a large proportion of the remaining budget had been earmarked for public toilets in Hewell Road. This has delayed the process as the change in spend required reporting at committee level which has now been approved.

RESOLVED: That the report be noted.

- d) Adopt a Station – A resident had made a request to gauge parish council interest in spearheading a community group to join WM Railway Friends to adopt Barnt Green Station. A report was circulated demonstrating levels of adoption with members asked if they wished to consider setting up a group.

RESOLVED:

- i) That the parish council would support any individuals wishing to set up a scheme.
- ii) That should a community group be set up that financial support by way of a parish council grant be made available.

20/041 Planning Matters

- a) It was reported that following a request to BDC Planning Department for further clarification on how the White Paper may impact NDP's, a response was received stating that it was unclear of implications that the final legislation may have. BDC also stated that it could not advise the Parish Council on how it should currently act on its own Neighbourhood Plan but would suggest not to do anything at this stage, in order to avoid expense on time and resource. Once the White Paper has been implemented, BDC

stated that they would provide an update on the situation.

RESOLVED: That the report be noted.

b) To consider response to consultations received:

BDC ref	Site Address	Proposal
20/00902/FUL	89 Bittell Road	Single storey rear extension
BGPC Recommendation: No objection		
20/01094/FUL	16 Margesson Drive	Retrospective planning application - Two storey front and rear extensions including increase to width of the house (Resubmission of planning approval 19/00424/FUL to regularise this reduction in width so not built onto the boundary)
BGPC Recommendation: No objection		
20/00945/FUL	20 Orchard Croft	Proposed two storey side extension, front porch extension, pitched roof to existing garage and internal alterations
BGPC Recommendation: No objection		


20/042 Date of Next Meeting

Members were requested to make themselves available for an online parish council meeting with preferred dates in October. This will be published on the council website in advance.

Councillor Perry requested it be published on the website why the parish council were not actively working on a Neighbourhood Plan in respect to agenda item 20/041 a). It was agreed that a brief statement be published on the Neighbourhood Plan page of its website.

Councillor Hotham reported that the refuse bin issue had been resolved for the residents on Station Approach.

This meeting ended at 19:14hrs

Signed: 
Robert Cholmondeley (Oct 29, 2020 09:23 GMT)
Chairman, Barnt Green Parish Council

Date **Oct 29, 2020**

Current financial position (bank reconciliation to 31 August 2020)

	Bank Reconciliation at 08/09/2020			
	Cash in Hand 01/04/2020			91,948.60
	ADD Receipts 01/04/2020 - 08/09/2020			45,163.91
				137,110.51
	SUBTRACT Payments 01/04/2020 - 08/09/2020			28,663.77
A	Cash in Hand 08/09/2020 (per Cash Book)			108,446.74
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2020	0.00	
	Cambridge Building Society	31/08/2020	63,963.31	
	Unity Bank Deposit Account	31/08/2020	43,294.35	
	Unity Bank Current Account	31/08/2020	1,264.29	
				108,521.95
	Less unrepresented payments			75.21
				108,446.74
	Plus unrepresented receipts			0.00
B	Adjusted Bank Balance			108,446.74
	A = B Checks out OK			

Excerpt from the Financial Spreadsheet for September Payments – Authorised 17 September 2020

September 2020 Payments List					
Voucher	Payment Method	Description	Net	VAT	Total
83	DD	Christmas lighting electricity supply	71.63	3.58	75.21
88	DD	Office landline, broadband & calls	37.50	7.50	45.00
90	SO	Grounds maintenance at playing field	232.41	46.48	278.89
84	BACS	Grass Cutting - Millennium Park	118.00	0.00	118.00
85	BACS	Grounds maintenance Verges High Street & Orchard Croft	32.00	0.00	32.00
86	BACS	Outdoor Parish Caretaker	450.00	0.00	450.00
87	BACS	Outdoor Parish Caretaker	450.00	0.00	450.00
89	DD	Office Rent	1,237.50	0.00	1,237.50
91	BACS	PAYE Qtr 2	605.54	0.00	605.54
92	BACS	Salary	1,543.40	0.00	1,543.40
93	DD	Pension contributions	196.73	0.00	196.73
			4,974.71	57.56	5,032.27






Parish Council Minutes 21 September 2020

Final Audit Report

2020-10-29

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