

BARNT GREEN PARISH COUNCIL

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Minutes of the Parish Council Online meeting on Monday 10 August 2020 at 11.00am

Members present: Cllrs R Cholmondeley, C Hotham, P Perry, J Nilsson, and S Whitehand from 11:06hrs

In attendance: Executive Officer, Tracy Bodley
Cllr P McDonald
A representative of The Village Magazine
The Footpath Warden

20/021 Welcome by the Chairman

Members were thanked for their attendance at the online parish council meeting.

20/022 Apologies

Cllrs Polton, Jagger

20/023 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.

20/024 To consider any dispensations

No dispensation requests had been received.

20/025 Open Session - Participation to hear from:

a) Worcestershire County Councillor – Peter McDonald (Beacon division)

Cllr McDonald was welcomed to the meeting and reported that;

- i) Rubery Library – Worcestershire County Council had agreed to open the library from 1 September with social distancing provision.
- ii) Day Centres - Worcestershire County Council had refused to state when or if these important respite facilities would re-open. Consultation is underway to identify an alternative solution to providing this vital much needed service offering support for carers and their families. It was further reported that only 25% of Day Centre providers would be consulted.

Cllr McDonald left the meeting at 11:09hrs

b) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood)

Cllr Hotham reported that;

- i) He had attended a recent online District Council meeting where the content was highly controlled and debate stifled.
- ii) The Foxlydiate Development was being considered at the planning committee meeting week commencing 24 August.
- iii) It was considered that there was little point continuing with the District Neighbourhood Development Plan as government changes will force the plan to move direction and to a new system thus rendering the current data unusable and costly to continue.

- c) **Footpath Warden** – Following separate discussions with both the Chairman and the EO and following a report regarding Covid-19 safe activities forwarded to the Warden from the EO, a decision was made to cancel the September Community Walk. It was considered an event in September would not be viable under the present restrictions but it was felt that a decision on whether to go ahead with the Wassail Walk held between Christmas and new year should be postponed until the October Parish Council Meeting.

The Chairman asked that the Footpath Warden keep the Orchard Owner in the loop for review in October.

The Footpath Warden left the meeting at 11:33hrs

20/065 To adopt previous minutes

To approve adoption of the minutes of the Parish Council meeting held 22/06/2020

AGREED

The minutes of the Parish Council meeting held 22/06/2020 were approved as an accurate record of the meeting and signed by the Chairman.

- 20/027 Motion to suspend the 6 month rule** - Section 85 (1) of the Local Government Act 1972 requires a Member of a Local Authority to attend at least one meeting of that Authority within a six month consecutive period, in order to avoid being disqualified as a Councillor. This requirement can be waived, and the time limit extended if such a request is approved by Council in advance of the six-month period expiring.

RESOLVED:

- a) to approve the motion to suspend the 6-month rule period arising from Section 85 (1) of the Local Government Act 1972 on the grounds of technical difficulties some councillors may encounter due to meeting in an online format.
- b) That Council approve the requested extension of time to expire on 31 May 2021.

20/028 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

- a) **Operation London Bridge** – The finalised protocol received comment on a flag flying query under 4.2 of the document. The EO would consult NACO prior to adoption and signature by the Chairman.
- b) **Employee Appraisal Policy** - Required approval and signature by the Chairman.
- c) **Member-Officer Protocol Dignity at Work Policy** – The revised policy required approval and signature by the Chairman.
- d) **Balances and Reserves as at July 2020** - The annual policy enabling the council to manage its funds required approval and signature by the Chairman.
- e) **Risk Management Policy** - Requiring only a minor amendment, the policy necessitated approval and signature by the Chairman.

f) Freedom of Information – The reviewed policy required approval and signature by the Chairman.

g) Publication Scheme – No changes were required and approval and signature by the Chairman was necessitated.

RESOLVED:	
a)	That following confirmation of 4.2 of the protocol, Operation London Bridge be adopted and signed by the Chairman.
b)	That the Employee Appraisal be approved and signed by the Chairman.
c)	That the Member-Officer Protocol Dignity at Work be approved and signed by the Chairman.
d)	That the Balances and Reserves as at July 2020 be approved and signed by the Chairman.
e)	That the Risk Management Policy be approved and signed by the Chairman.
f)	That the Freedom of Information be approved and signed by the Chairman.
g)	That the Publication Scheme be approved and signed by the Chairman.

20/029 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>It was reported that an update has been received from Network Rail on 15 July indicating that DfT has signed off on the funding process for the detailed design phase of Barnt Green Station accessibility project.</p> <p>Network Rail has instructed the project team to proceed with design and updates will be provided on the progress.</p> <p>The Chairman stated that this was the first significant step in the right direction.</p> <div data-bbox="719 1541 1409 1608" style="border: 1px solid black; padding: 5px; margin-top: 10px;">RESOLVED: That the report was noted.</div>
b) SmartWater	<p>Having previously reported that Barnt Green has now reached 70% saturation enabling SmartWater signage to be installed in the village, following protracted negotiations, permission has been granted from West Midlands Trains for signs to be installed at the station. West Mercia has ordered the signage and will forward a date in due course when these will be installed village wide.</p> <p>Cllr Hotham requested that a stock check of remaining kits be carried out.</p> <div data-bbox="695 2051 1385 2119" style="border: 1px solid black; padding: 5px; margin-top: 10px;">RESOLVED: That the report was noted.</div>

<p>c) Commuter Car Park – Easement for sewage pipes.</p>	<p>It was reported that an email had been received from the Council's Solicitor regarding a request from CALA Management for a Deed of Grant of Easement for sewer pipes to be laid at the car park.</p> <p>BGPC responded with a request that the solicitors fee of £1,000 and agreement to open the gated pathway leading from Butterwick Close on to Cherry Hill Road was forwarded to CALA Management prior to a sign off from the parish council.</p> <p>CALA agreed to pay the legal costs but not keeping the gate open for public access.</p> <p>Cllr Hotham stated that he had forwarded the email from CALA Homes to the BDC Head of Planning and a meeting to further discuss the matter has been arranged for 17 August. The concern not only related to the public access but also the reduction in public open space caused by the locked gates.</p> <p>Cllr Whitehand stated that although not 100% certain an easement could not be denied.</p> <p>Cllr Nilsson reported that residents are charged a maintenance fee for grass cutting within the area that they have no access to.</p> <div data-bbox="726 929 1417 996" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: That the report was noted.</p> </div>
<p>d) Memorial Bench for local resident</p>	<p>It was reported that an email had been received from a family member of local recently deceased resident requesting a bench be installed with a commemorative plaque. The preferred choice of location being the grass verge on Hewell Road adjacent to the tiered planter (not BGPC land), the family have stated that purchase, installation, and maintenance cost will be met by them.</p> <p>The EO has reverted their enquiry to a WCC Officer and Cllr McDonald, however, should the family require support in their request to WCC, the parish was asked to provide this.</p> <p>Members requested further information on the deceased.</p> <div data-bbox="726 1467 1417 1579" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: That should the request require support then BGPC would be happy to oblige.</p> </div>

20/030 Finance

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

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. See Monzo reconciliation and request for authorisation to top up the balance to the agreed sum of £200.00. Top Up request £198.05 authorised 17 July 2020

RESOLVED: That the authorisation be noted.

20/031 Environment & Community Wellbeing

- a) Improvements to Bittell Road Playing Field – It was reported that the pathway had been completed and the areas where the earth spoils had been deposited have been levelled and reseeded.
The new information sign has now been installed with all old signage removed.
It was reported that tree work to improve the use of the basketball square has also been carried out and the grass cutting contractor will carry out hedge cutting around the field perimeter in September following the nesting season with regular cuts along the pathway edge to maintain grass encroachment.

RESOLVED: That the report be noted.

- b) Reopening of Parks – It was reported that all signs have been produced and installed in the playground of Millennium Park and Bittell Road Playing Field with the council having a stock of extra signs should these get damaged. A 2nd sanitiser dispenser has been installed at the entrance to the Millennium Park playground and 2 x sanitiser units and stocks of gel have been purchased for Bittell Road Playing Field with installation of a suitable base needing to be installed.

RESOLVED: That the report be noted.

- c) Christmas Lights Switch On Event – A report was circulated regarding the implications and advice for holding a 'Covid Secure' event. Recommendations were forwarded for council consideration.

RESOLVED:

- i) That a public Switch On event be cancelled.
- ii) That a 'soft' Switch On be approved with lights being advertised as 'going live' during the first week of December.

- d) Christmas Lights 3 Year Hire Lighting Scheme – A report was circulated with suggestions and recommendations for a new scheme including quotations for the supply of lighting and installation. It was noted that the preferred scheme was the most expensive.

RESOLVED:

- i) That the shop frontages would have new rope style lighting with the inclusion of such in the 3 year hire – 2 colours minimum for maximum impact.
- ii) That the deciduous tree lights by the bus stop would be retained.
- iii) That the council would provide a 20ft cut Christmas tree to be in the current position on grass verge.
- iv) That the old Christmas tree lights be replaced with modern small multicolour LEDs.
- v) That the council would retain the children's motifs and hire 11 motifs provided within the scheme.
- vi) That the lighting scheme hire would be awarded to Blachere Illuminations.
- vii) That the installation of lights be awarded to GJH Electrical.
- viii) That delegated authority be given to the EO to negotiate additional cost of new Christmas tree lighting and coloured rope lights.

20/032 Date of Next Meeting

Members were requested to make themselves available for an online parish council meeting with preferred dates for week commencing 21 September. This will be published on the council website and main noticeboard in advance.


Cllr Perry asked if the council had received any applications to fill the Casual Vacancy, the reply was in the negative with the EO stating that a social media post may pique new interest.

Cllr Nilsson reported that the litter bin at the car park had still not been installed.

Cllr Perry reported that the car park required weeding underneath the hedging adjacent to Fiery Hill Road.

This meeting ended at 12:54hrs

Sep 22, 2020

Signed: 
Robert Cholmondeley (Sep 22, 2020 20:02 GMT+1)..... Date.....
Chairman, Barnt Green Parish Council

Current financial position (bank reconciliation to 30 June 2020)

Bank Reconciliation at 06/07/2020			
	Cash in Hand 01/04/2020		91,946.60
	ADD Receipts 01/04/2020 - 06/07/2020		34,227.05
			126,173.65
	SUBTRACT Payments 01/04/2020 - 06/07/2020		20,536.42
A	Cash in Hand 06/07/2020 (per Cash Book)		105,637.23
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2020	0.00	
	Cambridge Building Society 30/06/2020	63,963.31	
	Unity Bank Deposit Account 30/06/2020	40,294.35	
	Unity Bank Current Account 30/06/2020	1,379.57	
			105,637.23
	Less unrepresented payments		0.00
			105,637.23
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		105,637.23
A = B Checks out OK			

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

July 2020 Payments List					
Voucher	Payment Method	Description	Net	VAT	Total
54	DD	Continuous footpath lighting energy	12.94	0.65	13.59
55	DD	Dusk to dawn footpath lighting energy	226.12	45.22	271.34
58	SO	Grounds maintenance at playing field	232.41	46.48	278.89
59	DD	Landline and Broadband	37.50	7.50	45.00
61	BACS	Outdoor Hand Sanitiser Dispenser	830.00	166.00	996.00
56	BACS	Bittell Road Playing Field Information Sign	175.00	0.00	175.00
57	BACS	Social Distancing Signs for parks	388.00	0.00	388.00
60	BACS	Outdoor Parish Caretaker	450.00	0.00	450.00
62	BACS	Salary	1,376.24	0.00	1,376.24
63	DD	Pension contributions	168.87	0.00	168.87
64	BACS	Petty cash top up	198.05	0.00	198.05
			4,095.13	265.85	4,360.98

Monzo reconciliation and request for authorisation to top up the balance to the agreed sum of £200.00. Top Up request £198.05 Authorised 17 July 2020

Monzo Reconciliation up to 13 July 2020				
Date	Description	Supplier	Expenditure	Deposit
	Opening Balance			29.84
24/03/2020	BGPC Top up			170.16
				200.00
21/05/2020	Monthly Subscription	Adobe	15.17	
22/05/2020	Sellotape	Post Office	1.69	
01/06/2020	Anti-virus Security -Annual Renewal	ESET	31.46	
02/06/2020	IT Software	Fiverr	15.98	
18/06/2020	Noticeboard Lock	RS Components	14.88	
21/06/2020	Monthly Subscription	Adobe	15.17	
26/06/2020	Refund	RS Components	-14.88	
29/06/2020	Table Flag	Amazon	14.89	
	Condolence Book, Sheets for book and arm bands		49.92	
	Black Ribbons		11.03	
30/06/2020	Online Communication Subscription	Zoom	14.39	
02/07/2020	First Aid Kit	Lidl	4.99	
02/07/2020	Social Distance Stickers	Amazon	8.98	
11/07/2020	Noticeboard Lock	RS Components	14.38	
		Sub-Total Spend	198.05	
		Balance		1.95
		Top Up Request		198.05