

# BARNT GREEN PARISH COUNCIL

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## Minutes of the Parish Council Online meeting on Monday 26 October 2020 at 4.15pm

**Members present:** Cllrs R Cholmondeley, C Hotham, P Perry, J Nilsson from 16:42, S Whitehand and O Polton

**In attendance:** Executive Officer, Tracy Bodley  
Worcestershire County Councillor, Peter McDonald  
Co-Opted Nominee – Mark Roberts  
Footpath Warden  
A representative of The Village Magazine

### 20/043 Apologies

Cllr Jagger

**20/044 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.

**20/045 To consider any dispensations**  
No dispensation requests had been received.

**20/046 To consider Co-Option Applications**  
It was reported that one application had been received and circulated to members with the Chairman asking for members to vote on the appointment by using the 'Thumbs up' emoji.

RESOLVED: That Mark Roberts be co-opted to BGPC and requested to sign an acceptance of office which would be sent electronically following the meeting.

### 20/047 Open Session - Participation to hear from:

**a) Supporting Organisations,** The Footpath Warden reported that having spoken with the Orchard Owner who was keen to organise a version of the Wassail Walk between Christmas and the new year, he requested council support. The proposed date would be 27 December with a view to holding the event during daylight hours. The footpath Warden left the meeting at 16:31hrs.

RESOLVED:

- That the Parish Council approve supporting the event.
- That an online meeting be arranged between the EO, Footpath Warden, Orchard Owner and interested members to organise the event.

**b) Worcestershire County Councillor** – Peter McDonald (Beacon division) – It was stated that there wasn't anything to report since the last WCC meeting other than the

imminent installation of the speed activation sensor in Fiery Hill Road, however Cllr McDonald reported that he was willing to take questions from members on WCC matters.

Cllr Hotham thanked Cllr McDonald for the road and pavement resurfacing along Bittell Road.

Cllr McDonald also remarked on the loss of income due to Coronavirus that would probably continue to impact WCC services.

Cllr McDonald left the meeting at 16:37hrs.

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

Cllr Hotham reported that;

- i) There was a general feeling that democracy is suffering due to the current medium of operating in an online capacity with a lack of opportunity for District Councillors to bring items to the agenda.
- ii) The issue with the gated access and public open space within the Cala Homes development is progressing satisfactorily, however he could not expand comment further due to the confidential discussion held between BDC Planning Officers and himself.
- iii) The Planning Department is currently under increased pressure due to the number of planning applications received that may have been held back by applicants during early lockdown and are now flooding the department.
- iv) New housing numbers reported from Central Government was approved at a recent BDC meeting. The calculation under the old scheme required 370 houses to be built to meet affordability with the new Government algorithm calculating 694 in response to a questionnaire completed by a BDC officer. It was reported that this was a significant difference from the Redditch District whose housing numbers remained largely unchanged although the same answers were given.

**20/048 To adopt previous minutes**

To approve adoption of the minutes of the Parish Council meeting held 21/09/2020

**AGREED**

The minutes of the Parish Council meeting held 21/09/2020 were approved as an accurate record of the meeting and signed by the Chairman.

**20/049 Policy and Documents Review - All approved Policies will be uploaded onto the council's website**

**a) Grant Awarding Policy**

RESOLVED: That the Grant Awarding Policy be approved and signed by the Chairman.
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**20/050 Chairman's Report**

Cllr Cholmondeley said that the EO had recently sent an email to members requesting approval of the amended draft Deed of Grant of Easement to be drawn up by the solicitor. He asked that those who had not yet responded do so as soon as possible to move the matter forward.

**20/051 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 Lifts	An update stated that in-house design had been considered, the 'Network Rail Design Delivery' team were given first refusal and declined. Work will be let to a design and build contractor, subject to tender approval and good value process.
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	<p>It is anticipated the design period will last for 10-months which will result in a robust price and programme to return to DfT for 'Commit to Deliver' funding for the scheme.</p> <p>Cllr Cholmondeley stated that he considered the pace of Network Rail disappointing.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED: That the report was noted.</p>
<p>b) Planning White Paper SLCC Webinar</p>	<p>It was reported that the webinar attended by the EO gave an overview into possible impact for Parish Councils.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED: That the report was noted.</p>
<p>c) Christmas Illuminations.</p>	<p>It was reported that there has been a change to the shop frontage illuminations resulting in the green rope light being changed to 2 strings of pea lights in green and red due to fixing issues and building owner consent. This would have no bearing on the final hire cost.</p> <p>Owing to complaints received regarding the previous year's live Norway Spruce Christmas tree, a proposal to opt for a Nordman Fir was considered, having increased cost implications. The Nordman Fir being fuller would have a 20ft height restriction to ensure no visual obstruction for road users turning out from Sandhills Road into Hewell Road.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED:</p> <ul style="list-style-type: none"> <li>i) That Cllr Cholmondeley investigate an alternative quotation from a supplier in Cofton Hackett fir for the future.</li> <li>ii) That expenditure of the Nordman Fir be approved.</li> </ul>
<p>d) Memorial Bench</p>	<p>Following a site visit to Bittell Road Playing Field, it is confirmed that the EO has approved the positioning of the memorial bench toward the rear of the field. A photograph was supplied showing the siting of the new bench.</p> <p>Cllr Hotham stated that he had spoken with a resident who requested a bench be positioned on the route of the circular walk similar in style to the memorial bench to benefit elderly park users that required the support of bench arms to get up.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED: That a similar bench with arms be purchased and installed in a position to be agreed on the circular walking route.</p>
<p>e) Bittell Road Playing Field – Gym Equipment Update</p>	<p>Since BDC approval of the Virement of funds, it was reported that the BDC Officer was reviewing the existing responses received to determine if a new tender needed to go out.</p> <p>The EO commented that a request had been received to review the height of the existing basketball hoop as it was thought to be incorrect and to install a children's height hoop somewhere in the park.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED: That costings would be sought prior to making any decision on the hoops.</p>

f) Millennium Park Shed - Update	<p>It was reported that although the shed was ready for delivery the supplier could not install due to a lack of power on site resulting in an alternative contractor being sought and a refund being issued for the cost of installation.</p> <p style="text-align: center;">RESOLVED: That the report was noted.</p>
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**Cllr Nilsson left the meeting briefly at 17:00hrs at point 20/051 d)**

**20/052 Finance**

- (i) To note the current financial position and bills for payment. Authorised 16 October.

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 that work carried out by the Outdoor Parish on the Playing Field was agreed outside that of normal contracted duties.

RESOLVED: That the report was noted.

- (iii) To consider a Grant Application from Bromsgrove CAB.

RESOLVED: That a grant of £500 be awarded to Bromsgrove CAB

**20/053 Environment & Community Wellbeing**

- a) Pollinator Patch – It was proposed to postpone ground clearance work and autumn planting due to the current restrictions on organised group activities in the light of Covid-19.

RESOLVED: That work on site would be postponed and reviewed in Spring 2021.

- b) BDC Street Trading Licence – It was reported that BDC had received a Street Trading Licence application for a pizza van to trade on Blackwell Parish Field with policy dictating consultation with relevant authorities be received by 30 October.

RESOLVED: That the report was noted.

- c) Bromsgrove Electric Rapid Charging Point – Solicitors and EO comments and amendments had been circulated, members were asked to comment by 21 October. It was reported that no further comments had been received and the draft with amends has been forwarded to the legal team at Engie with a view for ratification at the next Parish Council Meeting.

RESOLVED: That the report be noted.

- d) Wassail Walk – Discussion took place on this subject at agenda item 20/047a) with resolutions recorded at this point in the meeting.

- e) Best Dressed Christmas Shop Window Competition – Discussion took place regarding if the council wished to continue the competition with Cllr Hotham stating that the council must give the traders the opportunity to decline entry as there was a problem some years previous where the winning shop owner refused the award. It was noted that volunteers would be required to distribute flyers to shops and for judging.

RESOLVED: That a flyer be drafted with an opt out method of entry to be circulated to members for approval prior to going to print.

**Cllr Nilsson re-joined the meeting at 17:14hrs at point 20/053 c)**

**20/054 Planning Matters**

- a) To consider response to consultations received:


BDC ref	Site Address	Proposal
<b>20/01271/FUL</b>	Annexe At, 24 Fiery Hill Road	One storey extension to annexe.
BGPC Recommendation:		
No Objection		

**20/055 Date of Next Meeting**

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

Councillor Nilsson reported that due to his new job he may have to withdraw from being the council representative for St Andrews school and would confirm this to the council in the next few weeks.

This meeting ended at 17:26hrs

Signed:   
 Robert Cholmondley (Dec 3, 2020 08:59 GMT)  
 Chairman, Barnt Green Parish Council

Date: **Dec 3, 2020**

## Current financial position (bank reconciliation to 30 September 2020)

7 October 2020 (2020-2021)

**Barnt Green Parish Council**

Prepared by: Tracy Bodley Date: 07/10/2020  
Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

<b>Bank Reconciliation at 07/10/2020</b>			
	Cash in Hand 01/04/2020		91,946.60
	<b>ADD</b> Receipts 01/04/2020 - 07/10/2020		45,163.91
			137,110.51
	<b>SUBTRACT</b> Payments 01/04/2020 - 07/10/2020		33,914.63
<b>A</b>	<b>Cash in Hand 07/10/2020</b> (per Cash Book)		<b>103,195.88</b>
<b>Bank Statement Reconciliation</b>			
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2020	0.00	
	Cambridge Building Society 30/09/2020	63,963.31	
	Unity Bank Deposit Account 30/09/2020	38,294.35	
	Unity Bank Current Account 30/09/2020	938.22	
			<b>103,195.88</b>
	Less unrepresented payments		0.00
			103,195.88
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>103,195.88</b>
<b>A = B Checks out OK</b>			

Excerpt from the Financial  
Spreadsheet  
for October Payments  
Authorised 16 October 2020

**October Payments List**

Voucher	Description	Net	VAT	Total
97	Continuous footpath lighting energy	12.94	0.65	13.59
100	Office Energy	158.55	7.93	166.48
98	Dusk to dawn footpath lighting energy	226.12	45.22	271.34
99	Landline and Broadband	37.50	7.50	45.00
102	Grounds maintenance at playing field	232.41	46.48	278.89
103	Cut hedges and strim path	176.00	35.20	211.20
105	Annual Accounting Software	405.00	81.00	486.00
106	Online Training - Planning White Paper	30.00	6.00	36.00
101	Pension contributions	173.52	0.00	173.52
104	Printing of the Bulletin newsletter	260.00	0.00	260.00
107	Outdoor Parish Caretaker	495.00	0.00	495.00
108	Petty cash top up	167.50	0.00	167.50
110	Salary	1,381.89	0.00	1,381.89
111	Grass Cutting - Millennium Park	118.00	0.00	118.00
112	Cutting Verges - Hewell Road	64.00	0.00	64.00
113	Installation of hand sanitiser units	45.00	0.00	45.00
		<b>3,983.43</b>	<b>229.98</b>	<b>4,213.41</b>