

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

exec@barntgreen.org.uk
www.barntgreen.org.uk



Instruction Guide for those attending Parish Council Meetings to meet Covid Compliance

1. All those attending are required to wear a face mask or face shield at all times.
2. In order to meet the requirements of track and trace those in attendance are required to submit name and contact number or if you have the track and trace app you must sign in with it.
3. It is not mandatory, but you are requested to carry out a rapid flow test 24 hours prior to attending the meeting. Test kits can be obtained free of charge from pharmacies and using the following link: <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>
4. On entering the room you are required to use the hand sanitiser provided.
5. Once in the room and during the entire meeting you are required to maintain a 2-metre distance from others unless you are in a covid compliant cohort. All covid compliant cohorts are required to remain in their cohort and maintain a 2m distance between others attending.
6. This is a paperless meeting. You will be required to bring your own agenda and supporting information, writing implement etc. Dodderhill Parish Council will not supply any paperwork and will not have the means to display this information at this meeting.
7. Entrance and exit points will be indicated with staggered entry and departure if required.
8. Failure to comply with these requirements will result in being ejected from the meeting.
9. A covid risk assessment for the purposes of this meeting has been carried out, the maximum covid compliant capacity numbers has been identified below. Should the meeting room reach maximum capacity, members of the public will not be admitted.

Barnt Green Cricket Club maximum capacity 30 people.

Thank you for your co-operation.

Tracy Bodley
Executive Officer

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Physical Meetings Risk Assessment for Covid-19

No	HAZARD	THOSE IN DANGER	Risk Rating before control measures			MEASURES /COMMENTS	Risk Rating after control measures		
			SEVERITY 1-5	LIKELIHOOD 1-5	RISK RATE		SEVERITY 1-5	LIKELIHOOD 1-5	RISK RATE (RESULT)
1	Contracting or spreading coronavirus by not washing hands or not washing them adequately	EO Councillors Press Members of the Public Other attending visitors	5	2	10	<p>Follow guidance on cleaning, hygiene and hand sanitiser:</p> <ul style="list-style-type: none"> - Provide water, soap and paper towels, continuous roller towels or electrical dryers in washing facilities. <p>Provide information on when and how to wash hands properly. Based on the number of people who come into the meeting space, decide:</p> <ul style="list-style-type: none"> - how many washing facilities you need; <p>Provision of suitable alcohol-based sanitisers, minimum 60% ABV will be made available and replenished accordingly.</p> <p>Put signs up to remind people to wash their hands / use sanitizer.</p>	2	1	2 (M)
2	Getting or spreading coronavirus in commonly used or high traffic areas	EO Councillors Press Members of the Public Other attending visitors	5	2	10	<p>Identify:</p> <ul style="list-style-type: none"> - areas where people can congregate. - areas where there are pinch points that mean people can't meet the social distancing guidelines, for example narrow corridors; - areas and equipment where people touch the same surfaces, such as toilets or meeting tables. - areas and surfaces that people touch frequently but are difficult to clean; - communal areas where there may be less air movement than in other areas, for example areas with no opening windows or mechanical 	2	1	2 (M)

Likelihood multiplied by Impact = Risk Rating Score. Risk Ratings: High 5; Medium 4,3,2; Low 1

No	HAZARD	THOSE IN DANGER	Risk Rating before control measures			MEASURES /COMMENTS	Risk Rating after control measures		
			SEVERITY 1-5	LIKELIHOOD 1-5	RISK RATE		SEVERITY 1-5	LIKELIHOOD 1-5	RISK RATE (RESULT)
						<p>ventilation.</p> <p>Put in place monitoring and supervision to make sure people are following any controls that are in place, including social distancing guidelines.</p>			
3	Getting or spreading coronavirus in the meeting room	EO Councillors Press Members of the Public Other attending visitors	5	2	10	<p>limit the number of people in the room, reorganise facilities in communal areas by spacing out tables in the meeting room or have councillors seated without tables and public standing if able to.</p> <p>putting a one-way system in place and staggering entry times into the room to enable the maintenance of social distance;</p> <p>leave non-fire doors open to reduce the amount of contact with doors and also potentially improve ventilation.</p> <p>Surfaces to be kept clear.</p> <p>Provide a litter bin and empty it following the meeting.</p> <p>All those attending are required to wear a suitable face covering at all times unless they show an exemption for doing so.</p>	2	2	4 (M)
4	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	EO Councillors Press Members of the Public Other attending visitors	4	2	8	<p>Identify surfaces that are frequently touched.</p> <p>Specify the level and frequency of cleaning and who should do it. Cleaning of all surfaces will be carried out pre and post meeting by nominated members. Cleaning wipes to be provided by the council requiring replenishment between meetings.</p> <p>Reduce the need for people to move around once in the meeting room. At the commencement of the meeting, the Chairman will ask those in attendance to take their place and exit via an alternate route to entry if possible. Notification of this procedure will also be made clear on the website and noticeboard.</p> <p>Unless in the same contact cohort all those in attendance must not share table space, equipment etc.</p>	3	1	3 (M)

Likelihood multiplied by Impact = Risk Rating Score. Risk Ratings: High 5; Medium 4,3,2; Low 1

No	HAZARD	THOSE IN DANGER	Risk Rating before control measures			MEASURES /COMMENTS	Risk Rating after control measures		
			SEVERITY 1-5	LIKELIHOOD 1-5	RISK RATE		SEVERITY 1-5	LIKELIHOOD 1-5	RISK RATE (RESULT)
						This routine will be monitored pre and post meeting.			
6	Contracting or spreading the virus by not maintaining social distancing.	EO Councillors Press Members of the Public Other attending visitors	3	2	6	Follow guidance on social distancing. Identify areas where people would not be able to maintain social distance guidelines. - Use marker tape on the floor. - Use a one-way system. - Stagger entry and exit times. - Re-arrange the space to accommodate social distance practice. - Provide signage. - Provide clear instructions on the routine to follow.	2	1	2 (M)
8	Contact / Exposure with corona virus or contagious illnesses via person to person transmission	EO Councillors Press Members of the Public Other attending visitors	4	2	8	In advance of the meeting people will be asked to stay away from the meeting if they are showing Covid-19 symptoms. Should individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately. Individuals are requested not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing.	3	1	3 (M)

RISK ASSESSMENT CARRIED OUT BY:

Signature: Tracy Bodley

Print Name: TRACY BODLEY

Role: Executive Officer

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Minutes of the online Annual Parish Council meeting on Tuesday 4 May 2021 at 6.00pm

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

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

21/001 Election of Chairman

Cllr R Cholmondeley asked if any interested members wished to be considered to stand as Chairman.

Cllr Whitehand proposed that Cllr Cholmondeley be re-elected as Chairman. This was seconded by Cllr Nilsson.

RESOLVED: That Cllr R Cholmondeley be elected to the position of Chairman.

21/002 Election of vice-Chairman

Although Cllr Hotham had given his apologies, he had expressed an interest in standing as Vice Chairman.

Cllr Perry proposed that Cllr Hotham be re-elected as Vice Chairman. This was seconded by Cllr Nilsson.

RESOLVED: That Cllr C Hotham be elected to the position of Vice Chairman.

21/003 Apologies

Cllr C Hotham and J Jagger

21/004 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.

21/005 To consider any dispensations

No dispensation requests had been received.

21/006 Open Session Participation to hear from:

- a) **Members of the Public** – None in attendance
- b) **Supporting organisations**, Richard Dugdale – Network Rail Representative
Mr Dugdale stated that as this was an annual meeting he would like to present and update on the progress on the design phase for Barnt Green station lifts which is going through the Network Rail Enhancement Pipeline. This is a staged approach that the DfT has for funding rail investment projects being currently in the 'Decision to design phase' with funding secured to move forward to the detailed design.
The last few months have focused on the 'Requirements gathering stage', a painstaking phase to ensure that nothing is missed in project infancy that impacts later in the build stage. This involves document assembly, a client remit, sponsors remit, assembling

requirements for safety legislation including risk reviews, hazard identification and response of compliance to the equality act.

A point will be reached at the end of this year where the contractor will have sufficient price and programme that will enable Network Rail to apply for full funding to build the scheme which will need to be managed carefully as there will be a 3–4-month process of submission to the various decision panels at DfT.

Project Engineers have been appointed and previous lift design has been refreshed which will require new power supplies triggering changes for earthing and bonding for compliance and there may be changes to the current station lighting.

Fire precautions have also been assessed requiring adherence to the British Fire Standard highlighted by the Fire Officer with each platform needing a refuge with communication in the event of fire.

Tactile paving will also be considered, and once visuals have been completed Network Rail will go out for consultation to interested parties.

The preferred contractor J Murphy & Sons will undertake the design and delivery of the project with design approximately commencing in the next 8 weeks. It is intended that construction will commence in 2022.

Questions relating to the need for tactile paving, risk assessment and project setback and if the other works at the station was linked to the station lifts. Mr Dugdale answered that these are necessities which need to be addressed.

A council member asked for a definitive timeline with another member asking for indicative cost;

From July 21 – Mar 22 there would be a 10-month design phase. It is hoped that the 'Price and Programme' with a commitment to deliver funding would be before the end of the 10-month period working in parallel to squeeze the timeline and delivery of lifts hoped to be by the end of 2022.

There have been no costs from the contractor, but the project is expected to be in region of £5.5m.

Mr Dugdale left the meeting at 18:21

c) Worcestershire County Councillor – Peter McDonald (Beacon division)
Not present.

d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood)
No report received due to apologies being sent.

21/007 To adopt previous minutes

To approve adoption of the minutes of the Parish Council meeting held 22/03/2021

AGREED

The minutes of the Parish Council meeting held 22/03/2021 were approved as an accurate record of the meeting and signed by the Chairman.

21/008 Annual Business –

i. Appointment of committees: nomination thereto and dates of meeting –

- a) Planning Committee: to cover comment to consultations, furtherance of the Neighbourhood Plan and parish-based policy proposals; to meet as and when required.

RESOLVED: That the committee would appoint members as follows: Cllrs Whitehand (Chairman), R Cholmondeley, J Nilsson and P Perry

- b) Finance and General Purposes: to cover governance issues, policy preparation and revision, risk management, budgeting.

RESOLVED: That the committee would appoint members as follows: Cllrs R Cholmondeley (Chairman), C Hotham, P Perry and J Jagger

- c) Environment: to cover issues relating to the playing field, Millennium Park, commuters' car park, the work of the Lengthsman and the Outdoor Parish Caretaker and volunteer litter pickers.

RESOLVED: That the committee would appoint members as follows: Cllrs R Cholmondeley (Chairman), J Jagger, O Polton and S Whitehand

- d) Staffing: to cover all issues relating to staffing.

RESOLVED: That the committee would appoint members as follows: Cllrs P Perry (Chairman), R Cholmondeley and C Hotham

ii. Review of delegation arrangements

It was remarked that the parish council meeting set for 18 April 2022 may need to be changed as it had been identified that this fell on the Easter Bank Holiday.

RESOLVED: That the schedule of delegation to committees and to the Executive Officer be adopted and signed by the Chairman

iii. The following representation arrangements were agreed:

- a) **Worcestershire CALC**
Cllrs J Jagger and S Whitehand
- b) **Campaign to Protect Rural England (CPRE)**
Cllr S Whitehand
- c) **St Andrews C of E First School**
Cllr O Polton
- d) **Pensions Regulator**
Cllr R Cholmondeley

iv. Governance arrangements:

- a) **Review of Standing Orders**
- b) **Review of Financial Regulations**
- c) **Review of Members' Code of Conduct**
- d) **Review of Asset Register**
- e) **Confirm insurance arrangements and adequacy of cover**
- f) **Review annual subscriptions**
- (i) National Association of Local Councils / Worcs CALC
 - (ii) Campaign to Protect Rural England
 - (iii) GeoXhere – Parish Online
 - (iv) Society of Local Council Clerks
 - (v) Data Protection
 - (vi) Clerks and Councils Direct Magazine
 - (vii) Local Councils update
- g) **Agree calendar for review of all council policies**

RESOLVED:

- a) That the Standing Orders for 2021 be approved.
- b) That the Financial Regulations be approved.
- c) That the Members' Code of Conduct, as adopted July 2012 would continue unchanged.
- d) That the Asset Register be approved.
- e) That the insurance arrangements and adequacy of cover be noted and reviewed at such time the renewal notice is received.
- f) That the subscriptions 21/008 f (i) and (vii) be approved.
- g) That the calendar for review of council policies be approved.

21/009 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 Lift Update	Discussion on this topic took place at agenda item 21/006 b)
b) Outdoor Gym Equipment Installation	It was reported that installation would commence from 5-7 May, with the EO meeting the contractor on the first day to handover the key to the water tap. Notification through various communication methods has been forwarded to parishioners. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">RESOLVED: the report be noted.</div>

21/010 Finance

- (i) To note the current financial position and bills for payment

RESOLVED:

- a. That the current financial position be approved.
- b. That the list of April payments was noted.

- (ii) To be advised of any expenditure decisions taken by Executive Officer. No expenditure undertaken.

- (iii) To agree the current financial standing order and direct debit payments.

RESOLVED: That the current standing orders and direct debit payments be approved.

- (vi) 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.

- (v) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2021.

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 and signed by the Chairman and Executive Officer as clerk to the meeting.

- (vi) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2021

Members reviewed S2 AGAR, the Accounting Statements 2020/21 which had been circulated as part of the agenda.

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

21/011 Committee, Working Party and Members' reports on meetings attended

- a) Annual Parish Meeting held 12/04/2021 circulated in advance of the meeting and noted.

21/012 Environment & Community Wellbeing

- a) It was reported that one of the picnic benches at Bittell Road Playing Field had been stolen and the grass cutting contractor had irreparably damaged a metal bench in the secluded seating area at the rear of the playing field. Members considered options available i.e. claiming through its insurance, replacing without claiming or not replacing.

RESOLVED:

1. That a replacement picnic bench be purchased without making a claim on the council's insurance.
2. That if the grass contractor could not repair the damaged metal bench or claim on insurance that a suitable replacement be purchased.

- b) RoSPA Annual Safety Reports – A report was circulated identifying areas of main concern covering Millennium Park and Bittell Road Playing Field.

RESOLVED:

1. that the Outdoor Parish Caretaker be instructed to carry out maintenance as identified in page 390 of the minutes in Millennium Park.
2. That items identified in Bittell Road Playing field will be actioned as below:
 - i) Agility Trail – Obtain a quotation to reinstate to the original format replacing missing parts to include improving the area underneath the play equipment in a suitable material.
 - ii) Football Post – To instruct the OPC to reinstate the loose post.

- c) Summer / Autumn Planting – The quotation from the current contractor was supplied to members for consideration.

RESOLVED: that Where Next be awarded the contract for Summer and Autumn planting.

- d) Community Walk 2021 – Members were asked to approve the date of the walk for Saturday 18 September. The EO had previously forwarded a link to a suggested entertainer for members consideration.

RESOLVED:

1. that the date of 18 September 2021 be approved.
2. That the classical guitarist, Jack Mansell be asked to play at the event.

21/013 Planning Applications

- a) Members' response to the following consultations:

BDC ref	Site Address	Proposal
21/00437/FUL	2 Margesson Drive	Demolish existing conservatory and replace with a single storey rear extension.
BGPC Decision: Recommend Approval		
21/00532/FUL	22A Orchard Croft	Single Storey side extension to the existing dwelling to provide a single Garage and study
BGPC Decision: Recommend Approval		

21/014 Date and Venue of Next Meeting

Next Parish Council meeting will be Monday 21 June 2021, time and venue to be confirmed.

The meeting ended at 19:35hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council 21/06/2021

DRAFT

Minute Reference 21/010 (i) To note the current financial position and bills for payment.
 April Payments Report – Authorised 19 April 2021

April Payments List				
Voucher	Description	Net	VAT	Total
1	Pension contributions	178.61	0.00	178.61
2	Salary	1,383.62	0.00	1,383.62
3	Landline and Broadband	37.50	7.50	45.00
4	Christmas Lighting Hire	2,705.57	541.11	3,246.68
5	Grounds maintenance at playing field	232.41	46.48	278.89
6	Cllr Training	30.00	0.00	30.00
7	Lengthsman Work	180.00	0.00	180.00
8	Online subscription Parish Online	48.00	0.00	48.00
9	Outdoor Parish Caretaker	450.00	0.00	450.00
10	Council Tax with SBR Relief	0.00	0.00	0.00
11	Office Energy	157.36	7.86	165.22
12	Street Lighting	13.34	0.66	14.00
13	Street Lighting	236.38	47.27	283.65
		5,652.79	650.88	6,303.67

Minute Reference 21/010 (iii) To agree the current financial standing order and direct debit payments.

<u>Current Direct Debits as at 30 April 2021</u>			
Name	Description	Frequency	Amount
ICO	Annual Data Protection Registration	Annual	£ 35.00
NEST	Pension Contributions	Monthly	£ 178.61
PLUSNET	Landline & Internet	Monthly	£ 45.00
Southern Electric	Street Lighting	Monthly	£ 270.07
Southern Electric	Office Power	Quarterly	£ 168.71
<u>Current Standing Orders as at 30 April 2021</u>			
Name	Description	Frequency	Amount
NM & AJ Hosking	Grounds Maintenance Parks	Monthly	£ 320.06
REAMM	Office Rent	Quarterly	£ 1,237.50

Minute Reference 21/010 (iv) To approve the Year End financial position to complete the Internal Audit.

	Bank Reconciliation at 31/03/2021		
	Cash in Hand 01/04/2020		91,946.60
	ADD Receipts 01/04/2020 - 31/03/2021		85,214.30
			177,160.90
	SUBTRACT Payments 01/04/2020 - 31/03/2021		73,154.63
A	Cash in Hand 31/03/2021 (per Cash Book)		104,006.27
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2021	0.00
	Cambridge Building Society	31/03/2021	64,187.34
	Unity Bank Deposit Account	31/03/2021	38,559.35
	Unity Bank Current Account	31/03/2021	1,739.80
			104,486.49
	Less unrepresented payments		480.22
			104,006.27
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		104,006.27
	A = B Checks out OK		

Agenda item 21/012 b) Environment & Community Wellbeing b) RoSPA
Annual Safety Inspection

Two reports have been received from RoSPA for the inspection of Millennium Park and Bittell Road Playing Field.

Millennium Park – Items to draw to the attention of the council include:

1. Entrance Gate (Page 5) – Gate closes to quickly needing readjustment
2. Bench seating (Page 6) – Timber decayed requiring sanding and re-varnish.
3. Multi-play Bridge and slide (Page 10) – Rubber floor needs repair.

This work can be carried out by the Outdoor Parish Caretaker as it fairly minor maintenance.

Bittell Road Playing Field – Items to draw to the attention of the council include:

1. Agility Trail (Page 8) – Damage to roller log which is completely detached. Timber also decayed leaving half a stump used as a foot landing post.

Members will need to consider de-commissioning the end piece of equipment or obtaining a quotation from equipment provider to repair.

2. Football post (Page 13) – Loose post with significant corrosion.

Members will need to consider removal or seeing if the Outdoor Parish Caretaker can re-set with concrete.

DRAFT