

# BARNT GREEN PARISH COUNCIL

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## Minutes of the Parish Council meeting held at Barnt Green Cricket Club, B45 8LN on Monday 21 June 2021 at 7.00pm

**Members present:** Cllrs C Hotham, J Jagger, J Nilsson and M Roberts

**In attendance:** 1 member of the public  
Executive Officer, Tracy Bodley

In the Chairman's absence, Vice-Chairman Cllr Hotham took the Chair and welcomed everyone in attendance to the first physical meeting since March 2020. He welcomed the newly elected County Councillor Adrian Kriss and thanked outgoing County Councillor Peter McDonald for his hard work over the past 8 years. Cllr Hotham also expressed thanks to the EO for her work continuing meetings in an online capacity throughout the year producing additional workload and combatting any resulting IT problems.

### 21/015 Apologies

Cllr Cholmondeley, Perry, Polton and Whitehand

**21/016 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.

| Cllr   | Minute   | Interest         | Reason                            |
|--------|--|------------------|-----------------------------------|
| Hotham | 21/018 (a) Members of Public included a Partner of Barnt Green Surgery | Other (Personal) | Husband of a General Practitioner |

### 21/017 To consider any dispensations

No dispensation requests were received.

### 21/018 Open Session Participation to hear from:

- Members of the Public –** A representative from Barnt Green surgery came to speak about the newly formed charity, Barnt Green Medical Trust. It was reported that the surgery were recipients of a sum of money from a number of benefactors and the Trust had been formed to enable the betterment of health and wellbeing for the village community and those within a three miles radius.  
The Trust has enabled the purchase of the Surgery Portacabins which greatly assisted with the Covid vaccination rollout, and a grant has been awarded to aid counselling in Schools for vulnerable children.  
The Trust is now looking to support local projects that fit in with its aims. Funding requests should be submitted upon application providing supporting evidence that shows the project meets the Trusts' criteria with application forms being made available from the Practice Manager and Dr Clarkson.

Dr Clarkson left the meeting at 19.48hrs following discussion of agenda items 21/023 b) and e).

- Supporting organisations, None Present.**

**c) Worcestershire County Councillor – Adrian Kriss (Beacon division)**

Cllr Kriss reported on the following:

- i) Being appointed to the Health Overview and Scrutiny Committee it has been identified that some visitors to A&E do not require emergency treatment. An investigation to identify those entitled to medical treatment is also being examined and a project to educate those in the prevention of alcohol abuse and associated risks in the younger population also being considered.
- ii) WCC is working with libraries to promote the introduction of new business in protection of intellectual property with libraries also offering free advice, grants and business development.
- iii) Education is ongoing throughout the school network regarding the transmissible factors of the Delta variant of Coronavirus.
- iv) Temporary Road Closures that may impact residents of Barnt Green to include; Lickey End Road/End of Old Birmingham Road from 9 Aug – 20 Aug, between 7.30am – 4pm for road resurfacing and A38 – Junction 1 north of Birmingham. Full details will be supplied via email to the EO for publication.
- v) Residents are invited to the 'Here to Help' online focus group on 23 June at 6pm or 25 June at 1pm. Details can be obtained from WCC website.
- vi) Cllr Kriss reported that his member portal would open on 5 July to enable contact from residents in the Beacon division.
- vii) It was announced that it is Fraud awareness month to highlight awareness of all types of fraud particularly cyber fraud which is most common.
- viii) The Cabinet Member for Education – Marcus Hart will visit schools in the division to address certain problems to include parking and vehicular use and looking into developing schemes to improve parking problems for example, residents sharing driveways with those collecting school children.
- ix) Cllr Kriss is pressing for a crossing point on Bittell Road by the entrance to the playing field. Highways are looking to carry out studies on traffic speed and volume if it can be scheduled in.

Cllr Kriss left the meeting at 19:22hrs

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

Cllr Hotham reported that there had been a state of semi hibernation at District level due to the inability to hold covid safe meetings. The next meeting has been scheduled to take place on 14 July. Cllr Hotham also reported that the Cherry Hill Avenue planning application, although approved with conditions had been identified as having breached some of those conditions, which was now under investigation.

**21/019 Motion to move agenda items 21/023 b) and e) as it is considered these items relate to discussion of those members present during the Open Session - Members of the Public**

|  |
|--|
| RESOLVED: That as per Standing Orders item 10 vi. to change the order of business on the agenda, agenda items 21/023 b) and 21/023 e) be discussed at this point in the meeting. |
|--|

Please refer to page 394 of the minutes.

**21/020 To adopt previous minutes**

To approve adoption of the minutes of the Annual Parish Council meeting held 04/05/2021.

**AGREED** - The minutes of the Annual Parish Council meeting held 04/05/2021 were approved as an accurate record of the meeting and signed by the Chairman.

**21/021 Executive Officer's Report**

The council was advised of decisions taken under delegated powers, updated on ongoing matters and relevant office communications were reported upon.

|                        |   |
|------------------------|---|
| a) Station Lift Update | An update received on 18 June detailed that it is anticipated that award of the design be contracted to Murphy and commence on 1 July. Design elements will be shared in due course. The DfT have requested answers regarding |
|------------------------|---|

|  |   |
|--|---|
|  | <p>combining speed of delivery with best value for money with the response being that it will be achieved by maintaining project momentum to avoid gaps in the schedule of works. It was also reported that DfT recognises that although rail projects require individual approval by HM Treasury, it will assist with the funding bid later in the year.</p> <p>RESOLVED: That the report was noted.</p>   |
| b) Correspondence received from residents regarding Bittell Road Playing Field | <p>It was reported that two dogs whilst off their lead ventured through the side access from the field requesting that a gate be installed to protect dogs venturing out on to the road. A second report stated that another dog ventured into the farmers field at the back of the playing field, chasing sheep. A request has been submitted to make good the fencing that is partly trodden down. BGPC agreed the responsibility was that of the dog owner however it would seek to identify the severity of the gap in the fence by the stile and forward the complaint to the landowner of the field at the rear boundary of the playing field.</p> <p>RESOLVED: That identification of the gap in the hedge be carried out.</p> |
| c) Mobile Street Trading Application – Ice Cream Van                           | <p>A Street Trading application has been received from an ice cream vendor wishing to trade Monday – Friday 3pm to 5pm, and weekend 3pm – 6pm.</p> <p>RESOLVED: That the application be granted.</p>  |
| d) PCC Town and Parish Council Survey  | <p>A request was made for a council member to complete the survey on behalf of the council.</p> <p>RESOLVED: That Cllr Hotham complete the survey and file online.</p>  |
| e) Severn Trent – replacement pipe work on Hewell Road.                        | <p>It was reported initial works had been completed earlier this month with further work due in the coming months. There was also discussion and clarification over the leak and subsequent repair to mains supply at the top end of Hewell Road by Orchard Croft resulting in water stoppage in previous weeks.</p> <p>RESOLVED: That the report was noted.</p>  |
| f) Ringway – Parish Makeover   | <p>The Parish Makeover now complete included work to the bus shelter, street furniture in the playing field and strimming of each side of the playing field. It was remarked that the improvements were welcomed.</p> <p>RESOLVED: That the report was noted.</p>   |

## 21/022 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 May payments was noted.
- c) That the list of June payments be approved.

- (ii) To be advised of any expenditure decisions taken by Executive Officer. A top up petty cash request of £173.56 was approved during May 2021.

## 21/023 Environment & Community Wellbeing

- a) It was reported that a purchase order had been raised for the replacement picnic bench at Bittell Road Playing Field which will be installed by the OPC once received.

RESOLVED: That the report was noted.

- b) Bittell Road Playing Field Wooden Agility Course quotation for repairs – Discussed at 19:25hrs in accordance with minute ref. 21/019.

A report was circulated along with a quotation to undertake repairs to the roller log that had become detached and disappeared. Two quotations were also circulated with regard to making improvements to the ground at the play equipment siting. It was stated that a grant may be made available through the Barnt Green Medical Trust, providing that it met the criteria set by the Trust and a determination made as to if the project was match funded or if there was no funds in place. On provision it could be demonstrated that there were health benefits to the project with sustained longevity this would be considered more favourably. There was also considerable discussion regarding improvements to the ground by the apparatus.

RESOLVED:

- i) That an application be made to the BG Medical Trust for the repair to the agility equipment and the improvement to the ground.
- ii) That the Playdale be instructed to carryout repairs as per quotation once funding had been established.
- iii) That additional quotations be sought for a long-term solution to the ground beneath the apparatus to be included in the grant application.

- c) Public Footpath BG507 – To receive the Footpath Warden Report. It was questioned if it would be possible for further investigation be undertaken to ascertain if the field behind the Social Club could be designated as a Village Green for the use of tobogganing during the winter months. It was stated that BGPC need not have ownership or responsibility of the field, but legislation does exist in order to protect the use of this type of land that has historically been used by the wider community.

RESOLVED:

- i) That an enquiry be made to the WCC Open Space Officer to see if BGPC could apply for Village Green Status on the land.
- ii) That the results of the enquiry be taken to a future PC Meeting.

- d) Gym Equipment on site support session. A discussion over the merits of a stand-alone event or incorporation into another event took place. It was decided that as the Community Walk hosted in September currently took place in Millennium Park and logistically movement to the playing field created problems regarding no source of electricity for entertainment and beverage trailer, that a separate event would be preferable.

RESOLVED: That dates be arranged for a session to take place on a Saturday during the summer.

- e) Barnt Green Doctors Surgery, letters of complaint - Discussed at 19:36hrs in accordance with minute ref. 21/019.

The representative from the Surgery was asked to speak on the matter and stated that disappointingly the surgery had received a small number of anonymous letters. It has not been identified if this is a lone perpetrator or the work of an action group, but it has been reported to the police. The national negative press reporting generically on GP Surgeries is incorrect and the representative confirmed that Barnt Green surgery remained open throughout the crisis using different methods for patients to access surgery services through telephone and video consultation and remote triage.

It was stated that the surgery wanted to highlight the problem to BGPC in case it escalated into a demonstration as one of the letters had threatened.

RESOLVED: That Barnt Green Surgery be thanked for their continued support within the community and felt reassured that following a complete lifting of Coronavirus restrictions that a return to normal practice would resume at some point in the future.

## 21/024 Planning Applications

- a) Members' response to the following consultations:

| BDC ref   | Site Address          | Proposal  |
|---|-----------------------|---|
| <b>21/00572/FUL</b>   | 76A Bittell Road      | First floor and side extension.   |
| BGPC Decision:<br>Recommend approval on the condition that it is not over development of what is a very restricted site. The proposed site plan is incorrect in that it does not show the proposed 2 storey rear development.         |                       |   |
| <b>21/00709/FUL</b>   | 12 Cherry Hill Avenue | Ground floor side and rear extension  |
| BGPC Decision:<br>Recommend Refusal. Building up to the side boundary will lead to maintenance problems. It will also significantly reduce the distance between nos. 11 and 12 which is already quite small.                          |                       |   |
| <b>21/00791/FUL</b>   | 17 Hewell Road        | Erection of single-storey rear extension with revised fenestration and front door. New raised decking area. |
| BGPC Decision:<br>Recommend Refusal based on the appearance that the proposed rear extension infringes the 45° angle regulation code in relation to the neighbouring property to the north. If so this application should be refused. |                       |   |
| <b>21/00860/FUL</b>   | 31 Bittell Road       | Single storey rear extension  |
| BGPC Decision:<br>Recommend approval on the condition that there is no infringement of the 45° angle regulation code.   |                       |   |

## 21/025 Date and Venue of Next Meeting

Next Parish Council meeting will be Monday 19 July 2021, 7pm at Barnt Green Cricket Club.

The meeting ended at 20.29hrs

Signed:..... Date.....  
Chairman, Barnt Green Parish Council 19/07/2021

Minute Reference 21/022 (i) To note the current financial position and bills for payment.  
Bank Reconciliation 30 April 2021 and 31 May 2021

| <b>Bank Reconciliation at 07/05/2021</b> |   |           |                   |
|--|---|-----------|-------------------|
|  | Cash in Hand 01/04/2021                             |           | 104,006.27        |
|  | <b>ADD</b><br>Receipts 01/04/2021 - 07/05/2021      |           | 33,525.97         |
|  |   |           | 137,532.24        |
|  | <b>SUBTRACT</b><br>Payments 01/04/2021 - 07/05/2021 |           | 6,753.67          |
| <b>A</b>                                 | <b>Cash in Hand 07/05/2021</b><br>(per Cash Book)   |           | <b>130,778.57</b> |
|  | Cash in hand per Bank Statements                    |           |                   |
|  | Petty Cash 30/04/2021                               | 0.00      |                   |
|  | Cambridge Building Society 30/04/2021               | 64,187.34 |                   |
|  | Unity Bank Deposit Account 30/04/2021               | 66,859.35 |                   |
|  | Unity Bank Current Account 30/04/2021               | 181.88    |                   |
|  |   |           | <b>131,228.57</b> |
|  | Less unrepresented payments                         |           | 450.00            |
|  |   |           | 130,778.57        |
|  | Plus unrepresented receipts                         |           | 0.00              |
| <b>B</b>                                 | <b>Adjusted Bank Balance</b>                        |           | <b>130,778.57</b> |
|  | <b>A = B Checks out OK</b>                          |           |                   |

| <b>Bank Reconciliation at 02/06/2021</b> |   |           |                   |
|--|---|-----------|-------------------|
|  | Cash in Hand 01/04/2021                             |           | 104,006.27        |
|  | <b>ADD</b><br>Receipts 01/04/2021 - 02/06/2021      |           | 33,525.97         |
|  |   |           | 137,532.24        |
|  | <b>SUBTRACT</b><br>Payments 01/04/2021 - 02/06/2021 |           | 12,325.15         |
| <b>A</b>                                 | <b>Cash in Hand 02/06/2021</b><br>(per Cash Book)   |           | <b>125,207.09</b> |
|  | Cash in hand per Bank Statements                    |           |                   |
|  | Petty Cash 31/05/2021                               | 0.00      |                   |
|  | Cambridge Building Society 31/05/2021               | 64,187.34 |                   |
|  | Unity Bank Deposit Account 31/05/2021               | 60,859.35 |                   |
|  | Unity Bank Current Account 31/05/2021               | 610.40    |                   |
|  |   |           | <b>125,657.09</b> |
|  | Less unrepresented payments                         |           | 450.00            |
|  |   |           | 125,207.09        |
|  | Plus unrepresented receipts                         |           | 0.00              |
| <b>B</b>                                 | <b>Adjusted Bank Balance</b>                        |           | <b>125,207.09</b> |
|  | <b>A = B Checks out OK</b>                          |           |                   |

Minute Reference 21/022 (i) To note the current financial position and bills for payment.

### May Payments Report – Authorised 18 May 2021

| <b>May Payments List</b> |  |                 |               |                 |
|--------------------------|--|-----------------|---------------|-----------------|
| Voucher                  | Description                            | Net             | VAT           | Total           |
| 16                       | Landline and Broadband                 | 37.50           | 7.50          | 45.00           |
| 17                       | Grounds maintenance at playing field   | 266.72          | 53.34         | 320.06          |
| 18                       | Operation Forth Bridge Front Page Edit | 45.00           | 9.00          | 54.00           |
| 19                       | Annual Membership                      | 918.62          | 183.73        | 1,102.35        |
| 23                       | Dog bags                               | 137.25          | 27.45         | 164.70          |
| 15                       | Lengthsman Work                        | 225.00          | 0.00          | 225.00          |
| 20                       | Petty cash top up                      | 173.56          | 0.00          | 173.56          |
| 21                       | Salary                                 | 1,425.02        | 0.00          | 1,425.02        |
| 22                       | Pension contributions                  | 178.61          | 0.00          | 178.61          |
| 24                       | Outdoor Parish Caretaker               | 450.00          | 0.00          | 450.00          |
| 25                       | Internal Audit                         | 220.00          | 0.00          | 220.00          |
| 26                       | Service charge                         | 713.84          | 0.00          | 713.84          |
|                          |  | <b>4,791.12</b> | <b>281.02</b> | <b>5,072.14</b> |

### June Payments approved on 21 June 2021

| <b>June Payments List</b> |  |                 |               |                 |
|---------------------------|--|-----------------|---------------|-----------------|
| Voucher                   | Description                                    | Net             | VAT           | Total           |
| 31                        | Salary   | 1,341.23        | 0.00          | 1,341.23        |
| 33                        | Continuous footpath lighting energy            | 12.58           | 0.63          | 13.21           |
| 34                        | Dusk to dawn footpath lighting energy          | 213.57          | 42.71         | 256.28          |
| 38                        | Landline and Broadband                         | 37.50           | 7.50          | 45.00           |
| 39                        | Grounds maintenance at playing field           | 266.72          | 53.34         | 320.06          |
| 40                        | Annual playground inspection - Millennium Park | 68.50           | 13.70         | 82.20           |
| 41                        | Annual playground inspection - Playing Field   | 68.50           | 13.70         | 82.20           |
| 42                        | Room Hire                                      | 50.00           | 10.00         | 60.00           |
| 32                        | Pension contributions                          | 178.61          | 0.00          | 178.61          |
| 35                        | Lengthsman Work                                | 180.00          | 0.00          | 180.00          |
| 36                        | Outdoor Parish Caretaker                       | 450.00          | 0.00          | 450.00          |
| 37                        | Annual insurance                               | 1,247.36        | 0.00          | 1,247.36        |
| 43                        | Lengthsman Work                                | 202.50          | 0.00          | 202.50          |
| 44                        | Office Rent                                    | 1,237.50        | 0.00          | 1,237.50        |
|                           |  | <b>5,554.57</b> | <b>141.58</b> | <b>5,696.15</b> |

Minute Reference 21/022 (ii) Monzo Top up reconciliation approved 18 May to note

| Monzo Reconciliation up to 10/05/2021 |                                   |                 |             |         |
|---------------------------------------|-----------------------------------|-----------------|-------------|---------|
| Date                                  | Description                       | Supplier        | Expenditure | Deposit |
|                                       | Balance                           |                 |             | 36.29   |
| 18/03/2021                            | Notebook                          | Lidl            | 2.99        |         |
| 21/03/2021                            | Monthly Subscription              | Adobe           | 15.17       |         |
|                                       |                                   | Balance         |             | 18.13   |
| 23/03/2021                            | BGPC Topup                        |                 |             | 163.71  |
| 23/03/2021                            |                                   | New Balance     |             | 181.84  |
| 30/03/2021                            | Online Communication Subscription | Zoom            | 14.39       |         |
| 19/04/2021                            | annual Subscription               | Microsoft       | 79.99       |         |
| 21/04/2021                            | Monthly Subscription              | Adobe           | 15.17       |         |
| 30/04/2021                            | Online Communication Subscription | Zoom            | 14.39       |         |
| 10/05/2021                            | Internet Security                 | ESET            | 31.46       |         |
|                                       |                                   | Sub-Total Spend | 155.40      |         |
|                                       |                                   | Balance         |             | 26.44   |
|                                       |                                   | Top Up Request  |             | 173.56  |

DRAFT

# Party in the Park

**Barnt Green  
Millennium Park**

**Saturday 31st  
July**

*Playing live!*

**3-6pm**



**Food and drink available by Warwick  
Butchers and Village Vineyards**

**Commons Act 2006: Section 15****Application for the registration of land as a Town or Village Green**

Official stamp of registration authority  
indicating valid date of receipt:

Application number:

Register unit No(s):

VG number allocated at registration:

(CRA to complete only if application is successful)

**Applicants are advised to read the 'Guidance Notes for the completion of an Application for the Registration of land as a Town or Village Green' and to note the following:**

- All applicants should complete questions 1–6 and 10–11.
- Applicants applying for registration under section 15(1) of the 2006 Act should, in addition, complete questions 7–8. Section 15(1) enables any person to apply to register land as a green where the criteria for registration in section 15(2), (3) or (4) apply.
- Applicants applying for voluntary registration under section 15(8) should, in addition, complete question 9.

**1. Registration Authority**

To the

**Note 1**

*Insert name of  
registration  
authority.*

**Note 2**

*If there is more than one applicant, list all names. Please use a separate sheet if necessary. State the full title of the organisation if a body corporate or unincorporate.*

*If question 3 is not completed all correspondence and notices will be sent to the first named applicant.*

**Note 3**

*This question should be completed if a solicitor is instructed for the purposes of the application. If so all correspondence and notices will be sent to the person or firm named here.*

**2. Name and address of the applicant**

Name:

Full postal address:

Postcode

Telephone number:   
(incl. national dialling code)

Fax number:   
(incl. national dialling code)

E-mail address:

**3. Name and address of solicitor, if any**

Name:

Firm:

Full postal address:

Post code

Telephone number:   
(incl. national dialling code)

Fax number:   
(incl. national dialling code)

E-mail address:

**Note 4**

*For further advice on the criteria and qualifying dates for registration please see section 4 of the Guidance Notes.*

*\* Section 15(6) enables any period of statutory closure where access to the land is denied to be disregarded in determining the 20 year period.*

**4. Basis of application for registration and qualifying criteria**

If you are the landowner and are seeking voluntarily to register your land please tick this box and move to question 5.

Application made under **section 15(8)**:

If the application is made under **section 15(1)** of the Act, please **tick one** of the following boxes to indicate which particular subsection and qualifying criterion applies to the case.

**Section 15(2)** applies:

**Section 15(3)** applies:

**Section 15(4)** applies:

If **section 15(3) or (4)** applies please indicate the date on which you consider that use as of right ended.

If **section 15(6)\*** applies please indicate the period of statutory closure (if any) which needs to be disregarded.

**5. Description and particulars of the area of land in respect of which application for registration is made**

Name by which usually known:

Location:

Shown in colour on the map which is marked and attached to the statutory declaration.

Common land register unit number (if relevant) \*

**6. Locality or neighbourhood within a locality in respect of which the application is made**

Please show the locality or neighbourhood within the locality to which the claimed green relates, either by writing the administrative area or geographical area by name below, or by attaching a map on which the area is clearly marked:

Tick here if map attached:

**Note 5**

*The accompanying map must be at a scale of at least 1:2,500 and show the land by distinctive colouring to enable to it to be clearly identified.*

*\* Only complete if the land is already registered as common land.*

**Note 6**

*It may be possible to indicate the locality of the green by reference to an administrative area, such as a parish or electoral ward, or other area sufficiently defined by name (such as a village or street). If this is not possible a map should be provided on which a locality or neighbourhood is marked clearly.*

**7. Justification for application to register the land as a town or village green**

**Note 7**

*Applicants should provide a summary of the case for registration here and enclose a separate full statement and all other evidence including any witness statements in support of the application.*

*This information is not needed if a landowner is applying to register the land as a green under section 15(8).*

**Note 8**

*Please use a separate sheet if necessary.*

*Where relevant include reference to title numbers in the register of title held by the Land Registry.*

*If no one has been identified in this section you should write "none"*

*This information is not needed if a landowner is applying to register the land as a green under section 15(8).*

**Note 9**

*List all such declarations that accompany the application. If none is required, write "none".*

*This information is not needed if an application is being made to register the land as a green under section 15(1).*

**Note 10**

*List all supporting documents and maps accompanying the application. If none, write "none"*

*Please use a separate sheet if necessary.*

**8. Name and address of every person whom the applicant believes to be an owner, lessee, tenant or occupier of any part of the land claimed to be a town or village green**

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|  |
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**9. Voluntary registration – declarations of consent from ‘relevant leaseholder’, and of the proprietor of any ‘relevant charge’ over the land**

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**10. Supporting documentation**

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**Note 11**

*If there are any other matters which should be brought to the attention of the registration authority (in particular if a person interested in the land is expected to challenge the application for registration). Full details should be given here or on a separate sheet if necessary.*

**11. Any other information relating to the application**

**Note 12**

*The application must be signed by each individual applicant, or by the authorised officer of an applicant which is a body corporate or unincorporate.*

Date:

Signatures:

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**REMINDER TO APPLICANT**

**You are advised to keep a copy of the application and all associated documentation. Applicants should be aware that signature of the statutory declaration is a sworn statement of truth in presenting the application and accompanying evidence. The making of a false statement for the purposes of this application may render the maker liable to prosecution.**

***Data Protection Act 1998***

*The application and any representations made cannot be treated as confidential. To determine the application it will be necessary for the registration authority to disclose information received from you to others, which may include other local authorities, Government Departments, public bodies, other organisations and members of the public.*

# Statutory Declaration In Support

*To be made by the applicant, or by one of the applicants, or by his or their solicitor, or, if the applicant is a body corporate or unincorporate, by its solicitor, or by the person who signed the application.*

<sup>1</sup> *Insert full name (and address if not given in the application form).*

I.....,<sup>1</sup> solemnly and sincerely declare as follows:—

<sup>2</sup> *Delete and adapt as necessary.*

1.<sup>2</sup> I am ((the person (one of the persons) who (has) (have) signed the foregoing application)) ((the solicitor to (the applicant) (<sup>3</sup> one of the applicants)).

<sup>3</sup> *Insert name if Applicable*

2. The facts set out in the application form are to the best of my knowledge and belief fully and truly stated and I am not aware of any other fact which should be brought to the attention of the registration authority as likely to affect its decision on this application, nor of any document relating to the matter other than those (if any) mentioned in parts 10 and 11 of the application.

3. The map now produced as part of this declaration is the map referred to in part 5 of the application.

<sup>4</sup> *Complete only in the case of voluntary registration (strike through if this is not relevant)*

4.<sup>4</sup> I hereby apply under section 15(8) of the Commons Act 2006 to register as a green the land indicated on the map and that is in my ownership. I have provided the following necessary declarations of consent:

- (i) a declaration of ownership of the land;
- (ii) a declaration that all necessary consents from the relevant leaseholder or proprietor of any relevant charge over the land have

*Cont/*



# BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

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



## BALANCES AND RESERVES POLICY

As at July 2021

It is necessary for the Council to responsibly manage its funds and to consider how to treat any surplus funds at the end of the financial year. In order to do this, the Council will aim to establish:

- **General Fund** This is the 'working balance' required during the year for day-to-day expenditure. A slight surplus in this fund will help to cover uneven cash flows and avoid temporary borrowing in the event of, say, late arrival of precept;
- **Contingency Fund** This is the amount held in reserve to help the council cope with any unexpected events or emergencies; and
- **Earmarked Fund** This is the amount that will grow over time to meet the costs of specific planned projects. There may be more than one Earmarked Reserve and there may be a restricted, ring-fenced reserve which can only be used for a certain purpose.

### Amounts

The amounts held in the funds will be reviewed at least annually and ratified by the full council at a properly convened meeting.

**General Fund:** between three and twelve months' gross expenditure. This would range between £18,500 and £73,998 and as at July 2021 is set at £49,332.

**Contingency Fund:** as at July 2021 it is £20,000.

**Earmarked Funds:** currently stands at £22,000 made up as follows:

|   |        |
|---|--------|
| - production of the Neighbourhood Plan  | £8,500 |
| - Signage in playing field              | £1,000 |
| - Improvements to Millennium Park       | £1,500 |
| - Environmental Improvement             | £1,500 |
| - Large scale event                     | £1,500 |
| - Street furniture/Lamppost replacement | £6,000 |
| - Structural Survey of Lampposts        | £2,000 |

Approved by Barnt Green Parish Council at the Parish Council Meeting 19 July 2021

\_\_\_\_\_  
Chairman

Date \_\_\_\_\_

Review date: July 2022

# **BARNT GREEN PARISH COUNCIL**

**80 Hewell Road, Birmingham, B45 8NF**

**0121 447 9893**

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



## **HOMEWORKING POLICY**

### **Introduction**

The Council recognises the advantages of home-based working although it does not suit everyone, and some job roles may not be appropriate to undertake at home.

This policy describes the working arrangements and expectations that will apply if an employee works from home.

### **Scope of this policy**

The policy is applicable to all staff who are home-based whether full time, part time or fixed term. It does not apply to office-based staff who work from home on an ad-hoc basis.

### **Safe working environment**

Health and safety for home-based staff applies in the same way as office-based staff, in so far as is reasonably practicable. Any working environment should be safe with employees adhering to all health and safety and work-related policies.

All home working employees are required to complete and submit a 'Home Based Workers Risk Assessment' retained by the Executive Officer. This checklist identifies any possible hazards in your home working environment and following completion measures may need to be taken to control any risks identified.

This checklist should be completed annually, or more frequently if there are any changes to arrangements such as new equipment, changes to the home-office space or house move.

Some of the most important considerations include: -

- If possible, an area should be set aside from the rest of your living space to ensure that you are able to work without distractions,
- The home office should have adequate space for you to work comfortably and safely,
- The desk should be large enough to accommodate equipment and paperwork,
- Preferably the home working space should have sufficient storage and be well organised, with equipment close to hand,
- The work area should be well lit, with natural lighting if possible,
- Equipment and sockets should be situated to avoid potential trip hazards, and,
- Regular visual checks on cables of any electronic equipment supplied to you should be carried out reporting defects accordingly.

Barnt Green Parish Council reserve the right to visit an employee's home at an agreed time for work-related purposes, including health and safety matters and to inspect, service or repair equipment (e.g. for PAT testing).

### **Facilities and equipment**

The council may provide equipment to enable working from home and will maintain and replace items when necessary.

It is an employee's responsibility to ensure that proper care is taken of the equipment provided and any faults/defects should be reported to the Council as soon as possible. Should the risk assessment identify the need for further equipment this should also be reported to the council.

All equipment provided belongs to the Barnt Green Parish Council, and upon termination of employment it will be expected to be promptly returned.

### **Hours of work**

A contract of employment will specify the hours of work with the expectation that an employee is contactable by telephone or email. There may be times during the working day when an employee is not available in which case these should be flagged to the Clerk (or the Chair of the Council) with prior authorisation, this does not include comfort breaks.

All employees by law are permitted to take adequate rest breaks which should be, as a minimum:

- A break of at least 20 minutes during each working day over 6 hours,
- A daily rest break of at least 11 continuous hours, i.e. the time between stopping work one day and beginning work the next day, and,
- At least one complete day each week when no work is done.

### **Potential conflicts of interest**

During hours of work, the council expects that a work environment enables effective working and that there is minimal distraction of domestic matters.

In the case of emergency requiring attendance relating to a non-work matter, notification of such should be forwarded to the Chairman.

### **Data protection**

Employees are responsible for keeping all documents and information associated material secure at all times. Specifically, homeworkers are under a duty to ensure:

- that filing cabinets and drawers locked when they are not being used,
- that all documentation belonging to the Parish Council is safely secured except when in use.
- that passwords are set up on all IT equipment and applications,
- that documents are saved to cloud based software.
- that sensitive telephone conversations take place in privacy.

## **Insurance, mortgage or rental agreements**

Barnt Green Parish Council's Employers' Liability Insurance extends to home-based staff and covers council equipment in the home working environment.

Employees may also be required to seek permission from its landlord or mortgage lender to allow for a working from home arrangement.

Employees are also required to report their home working status to their own insurance provider to ensure no infringement invalidates the domestic policy.

Approved at Barnt Green Parish Council Meeting held on Monday 19 July 2021

Signed \_\_\_\_\_  
Chairman

Date \_\_\_\_\_

Review Date: July 2023

## Home Working Risk Assessment Template

Date: \_\_\_\_\_ Assessor: \_\_\_\_\_

Location of Assessment: \_\_\_\_\_

| Risk   | Yes / No | Action Required |
|--|----------|-----------------|
| <b>Desk Area</b>   |          |                 |
| Do you have adequate space to work comfortably?  |          |                 |
| Is there enough space underneath your desk to stretch your legs?   |          |                 |
| Are there trailing electrical cables around your working area that need to be tied up?                                     |          |                 |
| Is your working area warm, well-lit and well-ventilated?   |          |                 |
| Do you need to a desk lamp to improve lighting?  |          |                 |
| Is your working area clutter free so that you can focus easily on the task?  |          |                 |
| <b>Display Screen Set-Up</b>   |          |                 |
| Is your desk chair set up correctly? Is your lower back supported, are there armrests and are your feet flat on the floor? |          |                 |
| Do you have enough surface space on your desk to work comfortably?   |          |                 |
| Are your keyboard and mouse clean and within easy reach, without having to stretch?  |          |                 |
| Is your display screen clean and positioned so there is no glare from a window or light?                                   |          |                 |
| Is your display screen level with your eyes so it does not cause discomfort to your neck or head?                          |          |                 |
| Can you easily reach everything that you need without twisting and straining your upper body?                              |          |                 |
| <b>Fire and Electrical Safety</b>  |          |                 |
| Are smoke detectors working and checked regularly e.g. every month?  |          |                 |
| Do you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'?                                 |          |                 |
| Does any electrical equipment spark or show signs of burns and so needs removing from use?                                 |          |                 |
| Do any wires look damaged or frayed and so need removing from use?   |          |                 |
| Do you regularly inspect your electrical equipment to check for signs of wear and tear?                                    |          |                 |

|   |  |  |
|---|--|--|
| Do you switch off equipment when not in use?  |  |  |
| Do you have emergency arrangements in place in case of fire?  |  |  |
| <b>Stress and Welfare</b>   |  |  |
| Do you take regular breaks away from your workstation?  |  |  |
| Do you carry out regular stretches at your desk to avoid stiff or sore muscles?                             |  |  |
| Do you sit with good posture or are you hunched over the desk?  |  |  |
| Do you have easy access to first aid equipment if required?   |  |  |
| If you regularly use a computer, do you have your eyes tested every year?                                   |  |  |
| Can you easily reach everything that you need without twisting and straining your upper body?               |  |  |
| <b>Manual Handling</b>  |  |  |
| Are all items that you need for work within easy reach?   |  |  |
| Are heavy items stored on lower shelves to avoid the need for lowering them?                                |  |  |
| Do you know how to correctly pick up, carry and lower heavy items?  |  |  |
| <b>Slips, Trips and Falls</b>   |  |  |
| Are floor coverings, such as carpets and rugs, secure?  |  |  |
| Do you frequently carry hot drinks and food upstairs/downstairs and risk tripping?                          |  |  |
| Are stairways and corridors clear of trip hazards?  |  |  |
| Is the floor area around your desk clear of boxes, papers and wires?  |  |  |
| <b>Lone Working</b>   |  |  |
| Are you familiar with your employer's lone working health and safety policy?                                |  |  |
| Do you know the name and number of a manager or supervisor who you can get in touch with easily?            |  |  |
| Do you have a system for regularly 'checking in' with your employer if you are not visibly online each day? |  |  |
| Is your home kept secure whilst you are working there?  |  |  |
| Are important files and laptops kept locked away securely when not in use?                                  |  |  |

Number of Actions Required: \_\_\_\_\_

Date Actions Completed: \_\_\_\_\_

|                        |              |          |              |
|------------------------|--------------|----------|--------------|
| Date                   | 18/06/2021   | Assessor | Tracy Bodley |
| Location of assessment | Home address |          |              |

| Risk | Yes/No | Action Required |
|------|--------|-----------------|
|------|--------|-----------------|

| Desk Area  |     |      |
|--|-----|------|
| Do you have adequate space to work comfortably?  | YES | NONE |
| Is there enough space underneath your desk to stretch your legs?                       | YES | NONE |
| Are there trailing electrical cables around your working area that need to be tied up? | NO  | NONE |
| Is your working area warm, well-lit and well-ventilated?                               | YES | NONE |
| Do you need a desk lamp to improve lighting?   | NO  | NONE |
| Is your working area clutter free so that you can focus easily on the task?            | YES | NONE |

| Display Screens Set-Up   |     |      |
|--|-----|------|
| Is your desk chair set up correctly? Is your lower back supported, are there armrests and are your feet flat on the floor? | YES | NONE |
| Do you have enough surface space on your desk to work comfortably?   | YES | NONE |
| Are your keyboard and mouse clean and within easy reach, without having to stretch?  | YES | NONE |
| Is your display screen clean and positioned so there is no glare from a window or light?                                   | YES | NONE |
| Is your display screen level with your eyes so it doesn't cause discomfort to your neck or head?                           | YES | NONE |
| Can you easily reach everything that you need without twisting and straining your upper body?                              | YES | NONE |

| Fire and Electrical Safety   |     |      |
|--|-----|------|
| Are smoke detectors working and checked regularly, e.g. every month?                       | YES | NONE |
| Do you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'? | YES | NONE |
| Does any electrical equipment spark or show signs of burns and so needs removing from use? | NO  | NONE |
| Do any wires look damaged or frayed and so need removing from use?                         | NO  | NONE |
| Do you regularly inspect your electrical equipment to check for signs of wear and tear?    | YES | NONE |
| Do you switch off equipment when not in use?   | YES | NONE |
| Do you have emergency arrangements in place in case of fire?                               | YES | NONE |

| Stress and Welfare  |   |   |
|---|---|---|
| Do you take regular breaks away from your workstation?  | Probably not enough                     | Set a timer to take breaks away from the work station more often and carry out tasks that involve regular periods of movement/standing. |
| Do you carry out regularly stretches at your desk to avoid stiff or sore muscles?             | NO                                      | Need to introduce stretching into the working day.  |
| Do you sit with a good posture or are you hunched over the desk?                              | Sometimes                               | Need to ensure that good posture is maintained for longer periods.  |
| Do you have easy access to first aid equipment if required?                                   | YES                                     | NONE  |
| If you regularly use a computer, do you have your eyes tested every year?                     | Not presently due to Covid Restrictions | Book an eye test and reclaim through expenses.  |
| Can you easily reach everything that you need without twisting and straining your upper body? | YES                                     | NONE  |

| Manual Handling  |     |      |
|--|-----|------|
| Are all items that you need for work within easy reach?                      | YES | NONE |
| Are heavy items stored on lower shelves to avoid the need for lowering them? | YES | NONE |
| Do you know how to correctly pick up, carry and lower heavy items?           | YES | NONE |

| Slips, Trip and Falls  |     |      |
|--|-----|------|
| Are floor coverings, such as carpets and rugs, secure?                             | YES | NONE |
| Do you frequently carry hot drinks and food upstairs/downstairs and risk tripping? | NO  | NONE |
| Are stairways and corridors clear of trip hazards?                                 | YES | NONE |
| Is the floor area around your desk clear of boxes, papers and wires?               | YES | NONE |

| Lone Working  |   |  |
|---|---|--|
| Are you familiar with your employer's lone working health and safety policy?                                | YES   | NONE   |
| Do you know the name and number of a manager or supervisor who you can get in touch with easily?            | YES   | NONE   |
| Do you have a system for regularly 'checking in' with your employer if you are not visibly online each day? | No system as such but in communication over the phone regularly | Create a weekly routine of calling.  |
| Is your home kept secure whilst you're working there?   | YES   | NONE   |
| Are important files and laptops kept locked away securely when not in use?                                  | YES   | All files are stored on cloud based software. Any hard copy documents are stored away. |

|                            |   |
|----------------------------|---|
| Number of Actions Required | 5 |
| Date Actions Completed     |   |

# BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

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## PUBLICATION SCHEME

As at July 2021

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

This Publication Scheme is based on the ICO model for public authorities and sets out Barnt Green Parish Council's commitment to make certain classes of information routinely available. All the information listed below is available on request in hard copy and also available on the Parish Council's website at [www.barntgreen.org.uk](http://www.barntgreen.org.uk) this is indicated 'W' in the table.

The Council's charges for producing printed copies of this information are published towards the end of this document.

The same information can be requested in person from the Council's Executive Officer at 80 Hewell Road, Barnt Green, Birmingham, B45 8NF, by phone on 0121 447 9893 or by email at [exec@barntgreen.org.uk](mailto:exec@barntgreen.org.uk).

### **Class 1 information – Who we are and what we do**

(Current information only)

|   |   |
|---|---|
| 1.1 Contact details for the Executive Officer and Council members   | W |
| 1.2 Details of the Council's Committee structure                    | W |
| 1.3 Location of the Council's office and accessibility arrangements | W |
| 1.4 The Council's staffing structure                                | W |

### **Class 2 information – What we spend and how we spend it**

(Current and previous financial year only)

|   |   |
|---|---|
| 2.1 Annual return form and report by auditor    | W |
| 2.2 Finalised budget                            | W |
| 2.3 Precept                                     | W |
| 2.4 Financial Regulations                       | W |
| 2.5 Grants given and received                   | W |
| 2.6 List and value of current contracts awarded | W |
| 2.7 Members' allowances and expenses            | W |

### **Class 3 information – What our priorities are and how we are doing**

(Current and previous financial year only)

|                                     |   |
|-------------------------------------|---|
| 3.1 Report to Annual Parish Meeting | W |
| 3.2 Published Annual Reports        | W |
| 3.3 Quality Status                  | W |
| 3.4 Neighbourhood Planning          | W |

### **Class 4 information – How we make decisions**

(Current and previous financial year only)

|  |   |
|--|---|
| 4.1 Timetable all parish council meetings and committee meetings | W |
| 4.2 Agendas of meetings  | W |
| 4.3 Minutes of meetings  | W |

|   |   |
|---|---|
| 4.4 Reports presented to Council meetings | W |
| 4.5 Responses to Consultation papers      | W |
| 4.6 Responses to planning applications    | W |
| 4.7 Bye-laws                              |   |

### **Class 5 information – Our policies and procedures**

(Current information only)

|   |   |
|---|---|
| 5.1 Procedural Standing Orders                          | W |
| 5.2 Committee and Working Group terms of reference      | W |
| 5.3 Delegated authority                                 | W |
| 5.4 Councillors' code of conduct                        | W |
| 5.5 Equality and diversity policy                       | W |
| 5.6 Health and safety policy                            | W |
| 5.7 Recruitment policy                                  | W |
| 5.8 Information security policy (Data Protection)       | W |
| 5.9 Records management policy                           | W |
| 5.10 Charging policy for the publication of information | W |
| 5.11 Complaints procedure                               | W |
| 5.12 Grants procedure                                   | W |

### **Class 6 information – Lists and registers**

(Current information only)

|   |   |
|---|---|
| 6.1 Council asset register                              | W |
| 6.2 Register of Members Disclosable Pecuniary interests | W |
| 6.3 Register of gifts and hospitality                   |   |

### **Class 7 information – Services we offer**

(Current information only)

|  |   |
|--|---|
| 7.1 Millennium Park and playground                   | W |
| 7.2 Parker's Piece playing field and playground      | W |
| 7.3 Street lighting                                  | W |
| 7.4 Benches  | W |
| 7.5 Litter bins                                      | W |
| 7.6 Bus shelter                                      | W |
| 7.7 Notice boards                                    | W |
| 7.8 Services for which the Council can recover a fee | W |

### **Charges which may be made for Information published under this scheme**

Material which is published and accessed on the Council's website is free of charge.

The following charges may be made for the following actual disbursements:

- printing – 5p per sheet (black and white), 10p per sheet (colour)
- photocopying – the Parish Council has no photocopier
- postage – actual cost of postage
- packaging - 5p (DL envelope), 10p (A5 envelope), 20p (A4 or larger envelope)
- publications – actual cost of purchase
- the costs directly incurred as a result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Further information is available from:**

Tracy Bodley

Executive Officer, Barnt Green Parish Council

80 Hewell Road, Barnt Green, Birmingham, B45 8NF

0121 447 9893

[www.barntgreen.org.uk](http://www.barntgreen.org.uk) / [exec@barntgreen.org.uk](mailto:exec@barntgreen.org.uk)

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## **PROTOCOL FOR MARKING THE DEATH OF A** **SENIOR NATIONAL FIGURE** **OPERATION LONDON BRIDGE**

Adopted at a Parish Council Meeting held on 10 August 2020  
Reviewed: 19 July 2021

Signed by the Chairman: \_\_\_\_\_

Review Date: July 2022

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## **1. INTRODUCTION**

These guidance notes have been produced from those issued by the National Association of Civic Officers (NACO). They set out the protocols to which local Councils should follow and observe on marking the death of a senior national figure and to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements.

This protocol will enable the parish council to select elements that are appropriate when marking the death of, for instance, another member of the Royal Family, a Prime Minister or former Prime Minister, a serving Member of Parliament.

All parts of this protocol apply on the death of the Sovereign and those sections around the Accession Proclamation arise only on the Monarch's death. Beyond that, implementation of the Protocol is a matter to be decided within the parish council.

This protocol offers guidance on how to mark a death. It is for the Parish Council to decide which parts of the protocol is implemented and to what extent.

Flying of flag at half-mast will always be appropriate. Other decisions, may be appropriate as well, such as whether:

- to fly other union flags with mourning cravat
- to read the Proclamation
- to insert mourning front page to website
- to cancel or reschedule meetings or events
- to have designated flower laying area
- to consider a dress code
- to open a Book of Condolence, or whether
- to mark a silence (and how and where)

High Sheriffs have responsibility for reading the Proclamation within their counties, questions relating to this aspect of arrangements can be directed to the local High Sheriff or Under Sheriff. In many areas High Sheriffs are working closely with their Lord-Lieutenants and so the Lord-Lieutenant's office is a further source of information.

This protocol may also be useful guide when responding to an incident which has led to a large number of deaths, for example: a train crash or terrorist attack.

It is important that plans include out-of-hours contact details for all those who will be called on to act. This plan will be reviewed regularly to ensure that all the information remains relevant.

## **2. PROTOCOL**

This protocol document has been drawn up to prepare Barnt Green Parish Council (BGPC) for the death of a senior national figure.

### **2.1 IMPLEMENTATION OF THE PROTOCOL**

**See Action Grid 2.**

Plans to mark a death should be implemented only when a formal announcement has been made. For instance, if news agencies are saying that “*reports are being received of the death of ...*” it must be treated with caution. If possible, wait for a more definite announcement (perhaps along the lines that “*it has been announced by Buckingham Palace / Downing Street that...*”

This protocol for BGPC identifies those who are authorised to implement the plans. For the Sovereign or another senior member of the Royal Family the decision will be delegated to the Executive Officer with consultation with the Chairman. For other figures, there may need to be consultation at the time on the appropriate ways in which the death should be marked.

The day of the death of the Sovereigns will be known as D-Day, then D+1, D+2 etc. through the ten days of national Mourning. The state funeral will be held on D+10, except if this date falls on a Sunday, when the funeral will be on D+11.

### **3. FLAG FLYING**

**See Action Grid 3 (page 9) for full details of flag flying protocol.**

On the formal announcement of death, the union flag in Millennium Park will be lowered to half-mast until 0800hrs on the morning following the funeral.

### **4. PROCLAMATION DAY SCHEDULE**

In the case of the death of the Sovereign, the day following the death D+1 will be Proclamation Day, which is the day the new Sovereign is proclaimed.

D+1 - The Proclamation will be made at St James’s Palace at 1100hrs (or 1400hrs if it is a Sunday). The Proclamation will then be ‘cascaded’. At noon on Proclamation Day it will be read at the Royal Exchange in the City of London.

D+2 – At noon on D+2, it will be read: in Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle; in Cardiff by Wales Herald Extraordinary at Cardiff Castle and in Belfast by Norroy and Ulster King of Arms.

Once these Proclamations have been made it is appropriate for the Proclamation to be read at County, City, District and then at Parish level. High Sheriffs will read the Proclamation at County level along with Lord-Lieutenants. Most High Sheriffs are expected to make their readings at 1400hrs on D+2. It is suggested that local civic leaders should therefore make their readings at or after 1600hrs.

In all cases, following the county level Proclamation, where a local authority wishes to make the Proclamation, it is important that thought is given to following issues:

- Who will read the Proclamation?
- Where is the location that the Proclamation will be read?
- What are the arrangements that will be made to tell the public in advance of the reading of the Proclamation?
- Who will be invited to be present?
- Who will be in the platform party?

#### **4.1 PROCLAMATION DAY**

**See Action Grid 4 (page 10)**

On Proclamation Day flags will, at the start of the day, be flying at half-mast. All flags will then be flown from the masthead from 1100hrs on Proclamation Day (D+1) to coincide with the reading of the Principal Proclamation, until 1630hrs the following day, (D+2). This is due to the official schedule of the Proclamation (see below for more details), it will be read in London on Proclamation Day (D+1), then read at noon in Belfast, Edinburgh and Cardiff on the day following Proclamation Day (D+2). Once those Proclamations have been made at 1400 hrs on D+2, High Sheriffs will then read the Proclamation at County level and Lord-Lieutenants will be alongside them.

#### **4.2 PROCLAMATION DAY PROTOCOL**

The NACO guidance has now been reviewed and the latest version of the protocol is attached. The key points arising from the review are:

##### **Flag Timings:**

having flown at half-mast since the announcement of the death of the Sovereign, all flags will be raised to full-mast at 1100hrs on D+1 (the day after death), when the Proclamation is read at St James's Palace in London. They will continue to fly at full-mast until 1300hrs on D+2 to allow for the Accession Proclamation to be read out in Belfast, Cardiff and Edinburgh. These times are fixed as part of the National plan for mourning and should not be interpreted locally. It is important that all flags are raised to full mast at 1100hrs on D+1 and are returned to half-mast following the Proclamation reading on D+2.

##### **Reading of the Proclamation:**

There is benefit in coordinating the reading of the Proclamation on D+2 after it has been read in Belfast, Cardiff and Edinburgh. The High Sheriff's Association is encouraging its members to agree that High Sheriffs will read the Proclamation at 1400hrs on D+2. In some areas Mayors are being invited to be present at that reading so that they can then return to their areas and read the Proclamation within their own communities. It is strongly recommended that Mayors, Chairs and Chairmen of Councils should therefore aim to read the Proclamation from 1600hrs onwards. It is recognised that in some large rural areas, it will not be possible for a

civic leader present at the County reading by the High Sheriff to return that swiftly and that is why that degree of flexibility has been included in the timings.

**Form of Words:**

The wording of the Accession Proclamation will be on the Buckingham Palace website and the Privy Council website soon after it has been read at St James's Palace on D+1, a copy of this should be obtained for reading on D+2.

**Suggested Words for the Ceremony:**

For the Chairman:

"We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest service Monarch. But the basis on which our Monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of Barnt Green and the beginning of our new King's reign.

Yesterday, the Accession Council met at St James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen's death are raised briefly to their full height to mark the start of His Majesty's rein.

The Accession Council also made an order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. It was that task which the High Sheriff of the County of Worcestershire discharged earlier this afternoon and with my humble duty I now call on [Name] to read the Proclamation to the people of Barnt Green. Ladies and Gentlemen, the Proclamation of the Accession."

**READS THE PROCLAMATION**

At the end of the Proclamation, the Chairman will say "God Save the King."

Official guests will repeat "God Save the King."

All present join in saying "God Save the King."

**The band (if there is one present) will play one verse of the National Anthem. Finally, the Chairman will call for three cheers for His Majesty the King. Dispersal.**

**5. BOOKS OF CONDOLENCE**

**See Action Grid 5.**

Books of Condolence will be opened on the first working day after the day of death D+1. BGPC Council Offices will be used to house the condolence book. A table with suitable cloth will be set up, along with a portrait of the deceased and a small arrangement of flowers or desktop union flag.

All books will be placed in an easily accessible location, though it is important the place is quiet enough to enable those signing the books a moment of privacy and quiet reflection.

Books will be placed on a good-sized table, covered with a suitable cloth, a chair, a supply of pens along with a suitable framed photograph on the table.

A good supply of paper, hole-punched to fit in a loose-leaf binder will be provided and kept well stocked. A loose-leaf folder offers an opportunity to act if the book is defaced or offensive comments included.

Pages including any questionable comments should be quietly removed until such time as a decision can be taken by the Chairman, Executive Officer on whether they should be permanently excluded.

The Chairman may wish to agree a form of words for a message, expressing sorrow at the news of the death. This may be the form of words included in a press release, Twitter or Facebook message or on the home page of the website.

Dependent on local circumstances it is suggested that Books of Condolence should be closed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday, Books should close at 1700hrs on the Friday). Books of Condolence are essentially a local record of the sentiments expressed by local people on the death of a national figure. As such, they should form part of the BGPC's archive, so that future generations are able easily to gain access to them and find out the way in which national events were marked in the area.

It is simply not feasible for every book from all sad occasions to form part of the Royal Archives. However, in a letter of condolence from the Chairman reference should be made to the Book of Condolence and its existence in the local archives. The letter will then be stored in the Royal Archives and act as an effective cross reference.

## **5.1 ONLINE BOOK OF CONDOLENCE**

**See Action Grid 5**

BGPC will be accepting online submissions for the Book of Condolence through a contact form on its website: [www.barntgreenparishcouncil.org.uk](http://www.barntgreenparishcouncil.org.uk) The submissions will then be collated and included in the Book of Condolence. Alternatively, a link to the Buckingham Palace e-Book of Condolence will be included on the website: [www.royal.gov.uk](http://www.royal.gov.uk)

## **6. EVENTS DURING THE PERIOD OF MOURNING**

**See Action Grid 6.**

From the day of the death until the day after the funeral, careful thought will be given to the types of events and activities which the parish council should host. Scheduled Parish Council meetings will be reviewed for postponement or rescheduling. This is a local decision and one which need to be reached with great sensitivity.

## **7. CHURCH SERVICES**

**See Action Grid 7.**

Barnt Green Parish Councillors will be sent details of all Church services being held in the Parish.

## **8. FLOWERS**

**See Action Grid 8.**

A designated area will be allocated as a place for residents and visitors to lay flowers during the period of mourning. Should residents wish to lay flowers during this time, they may do so in the Millennium Park. It is important to note that all of the plastic wrap should be removed before laying them. At the end of the mourning period, at 9am the day following the funeral, there will be a ceremonial removal of the flowers. All flowers will then be taken away to be composted, with the compost a tree will be planted at a location in the community, agreed by the Council, in memory of the Sovereign.

## **9. DRESS CODE**

**See Action Grid 9.**

A view will be taken locally on what is the correct dress in the event of the death of a senior national figure. Whilst flags are at half-mast, it will be appropriate for black ties, ribbons and arms bands to be worn by Council members and senior officers. Please note: black arm bands are for Members of Council and staff. An adequate supply of these items will be available from the Parish Council Offices. Black ribbons will also be available from the parish office for any members of the public wishing to make a donation to a suitable charity.

## **10. MARKING A SILENCE**

**See Action Grid 10.**

On the death of the Sovereign there will be a two-minute silence at 1100hrs on the day of the funeral (D+10). Which will be a public holiday (unless D+10 is a Saturday).

It may be that silence will be kept for other members of the Royal Family, perhaps on the day of the funeral as part of the funeral service. However, action on a silence for members of the Royal Family other than the Sovereign should await an announcement from Buckingham Palace.

The Chairman may wish to lead the silence in an appropriate public place and thought needs to be given as to where that might be, who will be present and how the beginning and end of the silence will be marked (perhaps a drum roll, bugle call or similar). It should also be established in the protocol how this information will be made public. The list of suggested guests is detailed in appendix 5 with the information being made public through the council's website and social media pages.

## **11. WEBSITE**

**See Action Grid 11.**

After the official announcement from Buckingham Palace BGPC will activate a website holding page with a black background featuring: a photograph of the deceased, the year of birth to the year of death, and links to the following information: Council Services, Condolence Books, Church Services, Flowers and Flying of Flags. The holding page can be closed, for visitors to then access the main homepage. Each of the links will lead to a website page with the relevant information. The website mourning page needs to be drafted with all the correct information and will remain unpublished until it is required. The page will be activated as soon as an official announcement is made.

## **12. LETTERS OF CONDOLENCE**

**See Action Grid 12.**

It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the Royal Family. Except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign. In each case, other than exceptional local circumstances, one letter of condolence only should be sent.

## ACTION GRIDS

### 2. IMPLEMENTATION OF PROTOCOL

| Action Required   | Implemented By  | Other Notes  |
|---|---|--|
| BGPC's mourning protocol will be implemented on the formal announcement of the death of any one of those persons named in appendix 1 (page 15). | Implementation will be authorised by Executive Officer.<br><br>Contact details:<br><a href="mailto:exec@barntgreen.org.uk">exec@barntgreen.org.uk</a><br><br>Emergency mobile number:<br>07580 711840 | Protocol approved at the Parish Council meeting on 10 August 2020. |

### 3. FLAG FLYING

| Action Required  | Implemented By   | Other Notes   |
|--|--|---|
| <b>Immediately</b> at the request of the Executive Officer the flag will be lowered to half-mast.  | A volunteer councillor – location Millennium Park.<br><br>Volunteers:<br><br>Cllr Perry –<br><a href="mailto:philip.perry@barntgreen.org.uk">philip.perry@barntgreen.org.uk</a><br><br>0121 4477706 / 07926 538623<br><br>Cllr Hotham –<br><a href="mailto:charleshotham@gmail.com">charleshotham@gmail.com</a><br><br>0121 4452930 / 07944 808085 | Appendix 2 (page 16) to this protocol sets out the correct procedure for flying a flag at half-mast. Note: If the death falls on St. George's Day or the period of mourning includes St. George's Day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast.<br><br>Flag flying equipment will be stored in the new shed located in Millennium Park.<br><br>Instructions on raising the flag to be kept with the flag and also as an appendix to this document. Appendix 3 (page 17/18) |
| <b>Applicable only following the death of the Sovereign: On Proclamation Day (D+1)</b> (the day following the death of the Sovereign, when the new Sovereign is proclaimed) The flag will - at 11.00 – be raised to full mast and flown throughout the day at full mast. | A volunteer councillor – location Millennium Park.<br><br>Volunteers as listed above.  | At 16:30 on D+2 returns to half-mast until D+10   |

#### 4. PROCLAMATION DAY

| Action Required  | Implemented By  | Other Notes  |
|--|---|--|
| Proclamation location                                    |   | Millennium Park  |
| In Barnt Green the Proclamation will be read as follows: | <p>Introduction by the Chairman at 15:45hrs on the day following Proclamation Day</p> <p>Contact: Cllr Cholmondeley<br/> <a href="mailto:robert.cholmondeley@btinternet.com">robert.cholmondeley@btinternet.com</a></p> <p>0121 445 4214</p> <p>Proclamation will be read by Church representative.</p> <p>Contact: Peter Talbot – Church Warden<br/>           Peter Talbot<br/> <a href="mailto:ptalbot38@gmail.com">ptalbot38@gmail.com</a></p> <p>0121 445 1269</p> | <p>Please refer to appendix 4 (page 19) for the ceremonial address for the proclamation.</p> <p>The Proclamation wording needs to be downloaded from the Buckingham Palace website on D+1.</p> <p><b>EO to print and circulate a copy of this to all parties giving the address.</b></p>   |
| Invited guests   | Notification of the reading of the Proclamation to be given by Executive Officer or duly authorised Deputy.   | <p>A list is detailed in Appendix 5 (page 20)</p> <p>A contacts list is also set up on Outlook under 'OLB Proclamation Invitees'</p> <p>Invited dignitaries will be expected to wear black tie.</p> <p>Arm bands/black ribbons will be made available to dignitaries.</p> <p>Black Ribbons will be made available for members of the public for a small donation collected on behalf of a local charity.</p> |
| Reading of the Proclamation to be publicised.            | Social Media, website and noticeboard.  | A page has been produced for the website and an advert drafted see appendix 6 (page 20)  |

## 5. BOOKS OF CONDOLENCE

| Action Required  | Implemented By  | Other Notes   |
|--|---|---|
| <p>On the day following the announcement of the death of the Sovereign, The Prince of Wales or The Duchess of Cornwall, a Book of Condolence will be opened at the Parish Council Office.</p> <p><i>Consideration will be given at the time of each death on whether Books of Condolence should be opened for other members of the Royal Family.</i></p> | Executive Officer   | <p>EO to ensure there is adequate paper available in the book. Pages that have been defaced or include offensive or other questionable comments will be removed until such time as a decision can be taken at senior level on whether they should be permanently excluded.</p> <p>Office hours detailed on the mourning pages on the website.</p> |
| <p>On the death of the Sovereign a second Book of Condolence will be located in St Andrews Church</p>  | <p>Contact: <a href="mailto:office@chandbgparish.org.uk">office@chandbgparish.org.uk</a></p> <p>0121 447 7097</p> | St. Andrews Church, Sandhills Road  |
| <p>A contact form will be set up on the mourning pages of the website, for visitors to submit their condolences online.</p>  | Executive Officer   | <p>These condolences will then be collated and added to the book of condolence.</p>   |

## 6. EVENTS DURING THE PERIOD OF MOURNING

| Action Required  | Implemented By                 | Other Notes  |
|--|--------------------------------|--|
| <p>To review the programme of events to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p> | Chairman and Executive Officer | <p>Parish Council Meetings will be postponed for the official period of mourning, with any urgent items actioned using delegated powers of authority.</p> <p>Events will be cancelled – EO to enquire cost of event cancellation insurance under the current policy.</p> |

## 7. CHURCH SERVICES

| Action Required   | Implemented By                               | Other Notes  |
|---|--|--|
| Council Members will be sent the details of any services in Barnt Green | Executive Officer or duly authorised Deputy. | Contact details of Churches can be found on the mourning pages of the website. |

## 8. FLOWERS

| Action Required  | Implemented By    | Other Notes  |
|--|-------------------|--|
| Allocate a designated area for residents to lay flowers during the period of mourning. | Executive Officer | <p>Ensure there is enough space for the flowers, without impeding any access routes.</p> <p>Site location - Millennium Park underneath large oak tree.</p> <p>Signs to be produced for the entrances to the park to include:<br/>           Exact flower laying location,<br/>           Removal of film wrapping is requesting prior to flower laying and disposed of responsibly,<br/>           Date of removal of all flowers (11<sup>th</sup> day following the death),<br/>           All flowers to be composted and a memorial tree planted using the compost.<br/>           (See Appendix 7 Page 21)</p> |

## 9. DRESS CODE

| Action Required  | Implemented By   | Other Notes   |
|--|--|---|
| A stock of black ribbons and black arm bands will be made available from the Office. | The stock to be issued and maintained in good order by the Executive Officer | <p>At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement.</p> <p>All protocol items to be kept in a marked box located in the office.</p> |

## 10. MARKING A SILENCE

| Action Required   | Implemented By    | Other Notes   |
|---|-------------------|---|
| Where the death of a senior member of the Royal Family is to be marked by a silence, an announcement will be made by Buckingham Palace. | Executive Officer | Drafted Advert – See Appendix 8 page 21 will be placed on website, social media and noticeboard in advance of the date.   |
| Pre-Recorded Bugle Call<br><br>The Rouse to commence<br><br>The Last Post to lower the flag.  | Executive Officer | Links to recordings of each bugle call can be obtained in appendix 8 page 21<br><br>These links will need to be downloaded and played and amplified through the councils' megaphone on the day of the marked silence.<br><br>Before the day of the funeral the megaphone will need to be tested and spare batteries kept in the protocol box in preparedness. |

## 11. WEBSITE

| Action Required  | Implemented By    | Other Notes   |
|--|-------------------|---|
| Design an appropriate hold page.   | Executive Officer | The hold page will have a black background featuring: a photograph of the deceased, the year of birth to the year of death, and links to the following information: Council Services, Condolence Books, Church Services, Flowers and Flying of Flags.<br>See Appendix 9 (page 22) |
| The information for the Condolence Books, Church Services and Flying of the Flag to be drafted for the content of the website. | Executive Officer | Content detailed in appendix 10 (pages 23 – 25)   |

## 12. LETTERS OF CONDOLENCE

| <b>Action Required</b>  | <b>Implemented By</b> | <b>Other Notes</b>                        |
|---|-----------------------|---|
| As soon as is practical, a letter of condolence will be drafted and circulated to the Chairman. | Chairman              | Content drafted see appendix 11 (page 26) |

## APPENDIX 1

### PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE

This protocol sets out the action to be taken in the event of the death of:

| <b>Senior National Figure</b>       | <b>Protocol Status</b> |
|-------------------------------------|------------------------|
| The Queen                           | Sovereign Protocol     |
| The Prince of Wales                 | Group 1                |
| The Duchess of Cornwall             | Group 1                |
| The Duke of Cambridge               | Group 1                |
| The Duchess of Cambridge            | Group 1                |
| Prince George                       | Group 1                |
| Princess Charlotte                  | Group 1                |
| Prince Louis                        | Group 1                |
| The Princess Royal                  | Group 1                |
| The Duke of Sussex                  | Group 2                |
| The Duchess of Sussex               | Group 2                |
| Archie Harrison Mountbatten-Windsor | Group 2                |
| The Duke of York                    | Group 3                |
| The Earl of Wessex                  | Group 3                |
| The Countess of Wessex              | Group 3                |
| The Prime Minister                  | Group 3                |

The following protocol status as outlined above has been allocated thus:

|   |
|---|
| <p>Sovereign Protocol:</p> <ol style="list-style-type: none"><li>1. Flag Flying</li><li>2. Proclamation</li><li>3. Book of Condolence (including online)</li><li>4. Flower Laying</li><li>5. Dress Code</li><li>6. Marking of silence at 11:00hrs on the day of the funeral in a public place</li><li>7. Full Website Page</li><li>8. Letter of condolence sent</li></ol> |
| <p>Group 1:</p> <ol style="list-style-type: none"><li>1. Flag Flying</li><li>2. Book of Condolence (including online)</li><li>3. Flower Laying</li><li>4. Dress Code</li><li>5. Marking of silence at 11:00hrs on the day of the funeral in a public place</li><li>6. Letter of condolence sent</li></ol>   |
| <p>Group 2:</p> <ol style="list-style-type: none"><li>1. Flag Flying</li><li>2. Marking of silence at 11:00hrs on the day of the funeral in a public place</li><li>3. Letter of condolence sent</li></ol>   |
| <p>Group 3:</p> <ol style="list-style-type: none"><li>1. Marking of silence at 11:00hrs on the day of the funeral in a public place</li></ol>   |

## **APPENDIX 2**

### **FLYING FLAGS AT HALF-MAST**

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport.

Information is also carried on the website of the Flag Institute ([www.flaginstitute.org](http://www.flaginstitute.org)). but bear in mind that the Institute is not an official body and whilst its guidance can assist it does not carry the same weight as information from the Government.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown unless their country is also observing mourning.

## **APPENDIX 3**

### **Flagpole Operation Guide**

#### **General**

The flagpole in Millennium Park was purchased from Flagpole Express Ltd. The model of flagpole chosen has an internal halyard (rope for raising and lowering the flag) which lengthens its life and reduces the possibility of vandalism. The halyard end emerges at the top of the pole over an internal pulley and is moved by a winching system inside the pole. This winching mechanism is operated by a removable winding handle (Fig 1). The handle can be inserted through a hole in the pole near to the ground (Fig 2). Rotating the handle clockwise raises the flag, while anticlockwise lowers it.

The winding handle and two flags (a Union Jack and a St George flag) are kept in a green bag in the locked shed in the park. Each flag has a toggle at the top of one side and a cord loop at the bottom. Putting the toggle to the top ensures that the Union Jack is flown the correct way up.

A halyard clip (Fig 3) is attached to the end of the halyard. The toggle of the flag is connected to the halyard clip and a weight (with a ring attached that encircles the flagpole) hung from the loop at the bottom. Winching up the halyard then raises the flag.

#### **How to fly a flag**

1. Obtain the desired flag and winding handle from the shed.
2. The halyard clip and flag weight will be connected together and at the top of the pole when no flag is flying. Engage the winding handle in the winching mechanism and wind it anticlockwise to lower the halyard clip and weight to about shoulder level (Fig 4).
3. Unclip the large dog clip leaving it on the weight and gently lower it to rest on the handle (Fig 5).
4. Insert the flag toggle securely into the halyard clip (Fig 6).
5. Lift the weight a little with one hand and raise the flag by winding the handle clockwise with the other hand until the flag loop is above the handle but still in reach and the flag itself is not dragging on the ground.
6. Connect the weight to the flag loop using its bulldog clip (Fig 7).
7. Turn the handle clockwise to wind the flag up the pole. Be careful to stop a little before reaching the top, as over-winding can break the halyard winching mechanism.
8. When risen you do not need to lock in place as this is now fixed in your desired position.
9. Disengage the handle, place it in the bag with the spare flag and lock the bag away in the shed.



Fig 1

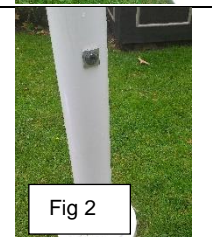


Fig 2



Fig 3

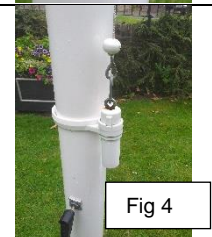


Fig 4



Fig 5



Fig 6

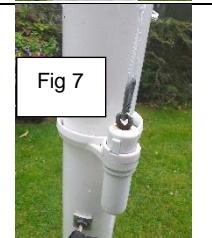


Fig 7

### To lower a flag

1. Obtain the bag containing the winding handle and spare flag from the shed.
2. Engage the winding handle in the winching mechanism and wind it anticlockwise to lower the flag until it is just clear of the ground.
3. Disconnect the weight from the flag loop and lower it gently to the handle.
4. Put the flag over your shoulder to stop it dragging on the ground and getting dirty, then lower it until you can reach the halyard clip.
5. Disconnect the toggle from the halyard clip.
6. Fold the flag neatly and place it in the flag bag.
7. Connect the dog clip on the weight to the halyard clip.
8. Wind the handle clockwise until the halyard clip is a little below the top of the pole (Fig 8). Be careful to stop before reaching the top, as over-winding can break the halyard winching mechanism.
9. Disengage the handle, place it in the bag with the two flags and lock the bag away in the shed.

Fig 8



### Flying a flag at half-mast

1. Half-mast does not mean halfway up the pole. Half-mast means about two thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole.
2. Protocol dictates that if a flag is to be flown at half-mast, e.g. on the death of the sovereign, the flag should be raised to the top of the pole and then lowered to the half-mast position rather than being wound directly to the half-mast position.
3. Similarly, when taking down a flag flying at half-mast it should first be raised to the top of the pole before winding it down to the ground.

## **APPENDIX 4**

### **Ceremonial Address for Proclamation**

#### **Suggested Words for the Ceremony:**

For the Chairman:

“We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second.

Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest serving Monarch.

The basis on which our Monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession.

Today’s ceremony marks the formal Proclamation to the people of Barnt Green and the beginning of our new King’s reign.

Yesterday, the Accession Council met at St James’s Palace to proclaim our new Sovereign.

The flags which had flown at half-mast since The Queen’s death are raised briefly to their full height to mark the start of His Majesty’s rein.

The Accession Council also made an order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction.

It was that task which the High Sheriff of the County of Worcestershire discharged earlier this afternoon and with my humble duty I now call on Rev, Canon Fieldson to read the Proclamation to the people of Barnt Green.

Ladies and Gentlemen, the Proclamation of the Accession.”

#### **Proclamation:**

The wording of the Accession Proclamation will be published on the Buckingham Palace website and the Privy Council website soon after it has been read at St James’s Palace on D+1, a copy of this will be obtained for reading on D+2.

At the end of the Proclamation, the Chairman will say “God Save the King.”

Official guests will repeat “God Save the King.”

All present join in saying “God Save the King.”

**The band (if there is one present) will play one verse of the National Anthem.**

**Finally, the Chairman will call for three cheers for His Majesty the King.**


## **APPENDIX 5**

**Those who might be invited to be present: at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a two-minute silence.**

- The Chairman and all Members of the Council
- Bromsgrove District Councillor
- Worcestershire County Councillor
- Local MP
- Senior Council Officers
- Schools
- Church Leaders
- Community Groups
- Those listed on the contacts page

The Proclamation Ceremony will be published on the council's website and social media.

## **APPENDIX 6**

|  |   |   |
|--|---|---|
| <b>BARNT GREEN PARISH COUNCIL</b><br>80 Hewell Road, Birmingham, B45 8NF |   |   |
| 0121 447 9893  | exec@barnlgreen.org.uk<br>www.barnlgreen.org.uk |  |

**Village Proclamation Day**  
**Date of Reading**

A village Proclamation will be held in Millennium Park at 16:00hrs for the accession of the Prince of Wales to the Throne given by the Chairman of Barnt Parish Council.


The Chairman will also introduce and assemble gatherers at 15:45hrs.

Everyone is welcome to attend, black ribbons will be available on receipt of a small donation from the Parish Council Office prior to the Proclamation being given or in Millennium Park from 15:30hrs.

Executive Officer

Date

## **APPENDIX 7**

|  |   |   |
|--|---|---|
| <b>BARNT GREEN PARISH COUNCIL</b><br>80 Hewell Road, Birmingham, B45 8NF |   |   |
| 0121 447 9893  | exec@barnlgreen.org.uk<br>www.barnlgreen.org.uk |  |

**Marking the death of X**  
**Flower Laying Memorial**  
**Millennium Park**

Please place flowers under the large oak tree

Ensure that all film wrapping is removed and discarded responsibly prior to laying your flowers

All flowers will be removed from site on the day after the funeral – XX

All flowers removed will be composted and a memorial tree will be planted using the compost at a future time which will be publicised accordingly.

## APPENDIX 8

To obtain the Ceremonial Bugle calls go to:

<https://www.ceremonialbugle.com/downloads.htm>

The Rouse - <https://www.ceremonialbugle.com/Music/Rouse.mp3>

Last Post - <https://www.ceremonialbugle.com/Music/Last%20post.mp3>

|  |   |   |
|--|---|---|
| <b>BARNT GREEN PARISH COUNCIL</b><br>80 Hewell Road, Birmingham, B45 8NF |   |   |
| 0121 447 9893  | exec@barntgreen.org.uk<br>www.barntgreen.org.uk | LOCAL COUNCIL<br>AWARD SCHEME<br>FOUNDATION |

**Marking a Silence for X**  
**Date of funeral**

A two-minute silence will be observed at 1100hrs on the day of the funeral (D+10) for the Queen or XXX located in Millennium Park.

The Parish Council Chairman will lead the silence, all are welcome to attend, black ribbons will be available on receipt of a small donation from the Parish Council Office.

The beginning and end of the silence will be marked with a prerecorded bugle call.

Executive Officer

Date

## APPENDIX 9



**Year of Birth – Year of Death**

**Council Pages**

**Condolence  
Books**

**Flowers**

**Church Services**

**Flags &  
Proclamation**

**Marking a  
Silence**

### **Message from the Chairman**

On this solemn occasion and official period of mourning, Barnt Green Parish Council pay tribute to a life dedicated to public service.

Condolences are extended to those within the Royal Household and mourners throughout the Country, Commonwealth, and the World.

## **APPENDIX 10**

### **Condolence Book**

For those wishing to place a message of sympathy on this solemn occasion, a condolence book will be placed in the Parish Council Office, 80 Hewell Road, B45 8NF.

The official opening times are:

Monday 1pm – 4pm

Tuesday 10am – 2pm

Wednesday 10am – 2pm

Condolences can also be received via the website by clicking on the link below:

These will be printed and added to the pages within the Condolence Book. Alternatively Buckingham Palace has an e-book of condolence which can be accessed by going to [www.royal.gov.uk](http://www.royal.gov.uk)

A second book of condolence is available at St Andrews Church, Sandhills Road, B45 8NR. The church will be open for the period of mourning to visit for quiet contemplation and giving thanks.

|                   |
|-------------------|
| Name:             |
| Sympathy Message: |

Black Ribbons will also be available from the Parish Council Office with a collection box made available should anyone wishing to donate.

## **Laying of Flowers**

Those wishing to place flowers can do so underneath the large oak tree located in Millennium Park.

Please remove all plastic wrapping before you lay your flowers.

Date for removal of all flowers laid will be the day after the funeral on the 11<sup>th</sup> day following the death of the sovereign.

All flowers collected will be composted.

## **Church Services**

Details of Parish Services can be found:

### ***St Andrews Church,***

Sandhills Road, Barnt Green, B45 8NR

0121 447 7097

<http://standrewscofe.org.uk/>

### ***Barnt Green Baptist Church,***

Bittell Road, Barnt Green, B45 8LU

<https://www.bgb.org.uk/>

### ***Friends Meeting House,***

6 Sandhills Road, Barnt Green, B45 8NR

01214 447 7355

<https://www.quaker.org.uk/meetings/barnt-green-redditch>

## Flags and Proclamations

### Flag

D Day = Flag flown at Half Mast

D+1 = Flag flown at Half Mast until 11am

D+1 = At 11am Flag flown at Full Mast for the Proclamation

D+2 = At 4.30pm Flag returns to Half Mast - following Local Proclamation

D+2 = Local Proclamation then Flags return to Half Mast

D+3 until D+11 = At 8.00am on the day following the Funeral the Flag will be removed

### **Village Proclamation – DATE OF READING**

A village Proclamation will be held in Millennium Park at 16:00hrs for the accession of the Prince of Wales to the Throne given by Chairman of the Parish Council or in his absence the Vice-Chairman.

The Chairman of Barnt Green Parish Council will introduce and assemble gatherers at 15:45hrs.

Everyone is welcome to attend, black ribbons will be available on receipt of a small donation from the Parish Council Office prior to the Proclamation being given or in Millennium Park from 15:30hrs.

### **Marking a Silence for X – DATE OF SILENCE**

A two-minute silence will be observed at 1100hrs on the day of the funeral (D+10) located in Millennium Park.

The Parish Council Chairman will lead the silence, all are welcome to attend, black ribbons will be available on receipt of a small donation from the Parish Council Office.

The beginning and end of the silence will be marked with a prerecorded bugle call.

## **APPENDIX 11**

### **CHAIRMAN'S STATEMENT & LETTER OF CONDOLENCE**

A statement will be issued by the Chairman on the announcement of the death of a senior national figure or other prominent figure. See appendix 9 – Message from the Chairman.

The statement published on social media and noticeboard may also include flag to be flown at half-mast. If it is an occasion when Books of Condolence will be opened, then reference can be made to this.

When a decision has been taken on the programme of events and meetings it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, a statement will not be rushed out that commits the parish council to action before that action has been discussed and has the necessary agreement in place.

### **LETTER OF CONDOLENCE**

#### **Salutation**

Royal Family: Madam, Sir (alternatively, if appropriate: Your Royal Highness)

#### **Text**

Barnt Green Parish Council regrets to learn of the death of .....

As Chairman to the Parish Council, I wish to express my deepest sympathy to you and your family on behalf of the residents of Barnt Green.

Sincere condolences are sent for the great personal loss you have suffered which is also felt across the country.

The Council's thoughts and best wishes are with you during this time of sorrow.

#### **Close:**

Queen - I have the honour to be, Madam, Your Majesty's humble and obedient servant  
Other Royals – Yours faithfully