

BARNT GREEN PARISH COUNCIL

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Minutes of the Parish Council meeting held at Barnt Green Cricket Club, B45 8LN on Monday 18 October 2021 at 7.00pm

Members present: Cllrs R Cholmondeley, C Hotham, J Jagger, P Perry, M Roberts and S Whitehand

In attendance: Worcs County Cllr A Kriss from 19:43hrs
Executive Officer, Tracy Bodley

21/055 Apologies

Cllrs J Nilsson, O Polton

21/056 Declarations of Interest: Councillors were reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date;
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

None received.

21/057 To consider any dispensations

No dispensation requests were received.

21/058 Open Session Participation to hear from:

- a) **Members of the Public** – None present.
- b) **Supporting organisations**, Alvechurch & Wythall SNT, West Mercia Police.
Not present.
- c) **Worcestershire County Councillor** – Adrian Kriss (Beacon division)
Cllr Kriss reported that it had been a busy month for libraries ensuring promotion of the digital support project. The scheme enables support for access and training of technology for the community and business sector, harnessing ideas surrounding intellectual property and the value it brings with grant funding available upon application. The Health Overview and Scrutiny Committee has met in regard to closure of Community Ambulance Stations and following investigations has concluded that operating through main hubs enables each ambulance to be fully equipped and staffed at shift change meaning more hours and staff are available to answer calls. It is reported that there has been an increase of abusive behaviour toward GPs with frustrations over access to remote and physical appointments. No abuse is acceptable, and complaints should be directed to Healthwatch and not voiced directly at surgeries or personnel.
It was reported that a request had been made for lighting provision under the bridge at Sandhills Green, although lighting in the area is the responsibility of BGPC it was asked if LED lighting could be installed and spurred off from a neighbouring streetlamp. Cllr Kriss asked for requests for dropped kerbs to be forwarded to him – it was remarked that a dropped kerb was required on Blackwell Road by the post box.

Cllr Kriss left the meeting at 20:05hrs

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

Cllr Hotham reported on the following:

- i) District Plan Review – is still ongoing however it appears that there may be a change of attitude from BDC on 'duty to co-operate' with housing numbers preferring to be met by brown field sites. The revision of numbers remains

uncertain, but it is possible that these are reduced to meet Bromsgrove district housing need only.

- ii) Welcome back funding – A sum of £2,000 will be distributed to first tier councils but there are stipulations on what it can be spent on with spend needing to take place before 31 March 2022.
- iii) BDC Accounts have still not been fully reconciled due to a new accounting system, lack of personnel and Covid implications.
- iv) BDC are soon to recruit more HGV drivers to solve problems with brown waste collection. It is hoped that this would be on the basis of permanent employment.

21/059 Revisit of Previous Resolutions – Under article 7a of Barnt Green Parish Council Standing Orders, with written notice received from 3 members of the Council, minute reference 21/052 c) and 21/052 a) were requested to be revisited.

RESOLVED: That minute reference 21/052 c) and 21/052 a) be revisited for further discussion.

21/060 Barnt Green Sports Club - Permission had been requested at the September Parish Council Meeting for BGPC to approve in principle the Sports Club seeking investigation to turn the alcove at Bittell Road Playing Field into a hard surface court. A report was re-circulated in advance of the meeting and further discussion took place.

Arguments were made for and against the request and debate took place, with all in agreement, that the suggestion of nefarious activity in the alcove was not a material consideration.

Although views differed on the land and use, it was stated that it was important to remember the context of how 'Parker's Piece' came into the responsibility of BGPC.

It was remarked that there was sufficient space within the footprint of the site of the sports club to accommodate an additional court without extending into the alcove and given a similar request to use the area to plant trees was rejected on the grounds that it was too important an amenity to lose, it was questioned why only months later that this request was more acceptable. It was further remarked that the memorial bench seating recently installed in 2020 by a parishioner would have to be moved.

Clubs members were also asked for their opinion by a council member and those asked were not in favour of the request given that the club has space for 3 courts, 2 of which being grass courts fell into disuse following lack of maintenance.

Booking sheets identified that on one sunny Sunday morning only 1 court was booked, and it was noted that all club memberships only a certain number were active members.

It was also stated that there are currently approximately 3,500 residents in Barnt Green, of which 1,000 are over 65 years of age, all of which can if they wished use the alcove, but how many would use the sports club.

RESOLVED: That permission to investigate turning the alcove into a hard surface court be denied.

21/061 Christmas Lights Switch On Date - As per minute reference 21/052 a) a resolution was made to host the Switch On event on 4 December. Following this resolution it was established that key players could not attend the event and it was requested that the date be changed to accommodate availability. It was confirmed that both are able to attend if the date were moved to Saturday 27 November.

RESOLVED:

- i) That the Christmas Lights Switch On date be changed to Saturday 27 November at 5pm.
- ii) That a working group meet in January 2022 to review arrangements for 2022.
- iii) That the group consist of Cllrs Cholmondeley, Hotham and Jagger.

21/062 To adopt previous minutes

a) To approve adoption of the minutes of the Parish Council meeting held 20/09/2021.

RESOLVED: That the minutes of the Parish Council Meeting be approved as an accurate record of the meeting and signed by the Chairman.

21/063 Chairman's Report

The Chairman stated that he had received an email from a resident who had strong objections to the license application for a Tap Bar at 18-20 Hewell Road and reported that he had responded asking them to redirected their concerns to Worcester Regulatory Services who are the licensing authority covering Barnt Green.

21/064 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	<p>An update received on 15 October, reporting that design work continues, and intrusive survey works (including overnight borehole drilling, the aftermath of which is visible by Platform 1 lift position) have commenced and due to finish on 23 October. A series of design review meetings have been convened with the design contractor and project and engineering team. A meeting was also convened with West Midlands Trains to accelerate the LED 'Thorlux' lighting installation date at the station. As designs progress, cost estimates for the build will be produced which will form a business case submission to DfT early in the New Year which will inform the application for funds to deliver the project in 2022/2023.</p> <p>RESOLVED: That the report be noted.</p>
b) Station Maintenance	<p>A report that potholes and blocked drains on Station Approach has been forwarded for action to the Property Team and remarked that repair work is taking place.</p> <p>RESOLVED: That the report be noted.</p>
c) Pollinator Site	<p>A report that a car has driven into one of the wooden rope fencing posts has resulted in repair by the OPC. It was noted that a spare post and spike is stored in the shed in Millennium Park.</p> <p>RESOLVED: That the report be noted.</p>
d) Bittell Road Playing Field - Shed	<p>An update reported on the purchase of a metal shed for use by Total Football, with an estimated despatch date of 24/01/2022. A request has been made to the OPC to provide a quotation for laying slabs and installing in an approved location to be decided by BGPC.</p> <p>RESOLVED: That the report be noted.</p>
e) Healthwatch Worcestershire – Digital Access to Healthcare Survey	<p>A survey previously circulated to members, was requested to be completed and links and addresses were provided.</p> <p>RESOLVED: That the report be noted.</p>
f) Millennium Park – Forest Unit Rope Bridge Update	<p>Following a report that the rope bridge was broken, a purchase order has been raised to Wicksteed to carry out a visual inspection to identify work and materials required and it is advised that the lead time is currently 8-10 weeks. An update and cost will be provided once received.</p> <p>RESOLVED: That the report be noted.</p>

g) Bromsgrove District Council – Pay & Display Card Only consultation.	It was reported that BDC is conducting a consultation on new cashless new pay and display parking terminals. The closing date for submissions is 5pm on 22 October.
	RESOLVED: That the report be noted.

21/065 Finance

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

RESOLVED:

i) That the current financial position be approved.
ii) That the list of October payments be approved.

- b) To be advised of any expenditure decisions taken by Executive Officer. Minute reference 21/064 f)

RESOLVED: That the expenditure as detailed in minute reference 21/064 f) be noted.

- c) Office Lease Renewal – There were no further updates given.
d) Bromsgrove and Redditch Citizens Advice Bureau 2020-2021 Annual Report.

RESOLVED: That the report be noted

- e) Engie Electric Vehicle Charging Point – It was reported that Engie are now in a position to sign the lease and an invoice has been sent for the annual rent.

RESOLVED: That the report be noted.

21/066 Environment & Community Wellbeing

- a) Wassail Walk – It was stated that the date for the walk is 28 December and the Orchard Owner is organising a bonfire, refreshments and music.

RESOLVED: That a meeting be organised scheduled for November with key players.

21/067 Planning Applications

- a) Members’ response to the following consultations:
None received.

21/068 Date and Venue of Next Meeting

Next Parish Council meeting will be Monday 15 November 2021, 7pm, Barnt Green Cricket Club.

A request was received to place Food Festival 2022 on the next agenda.

The meeting ended at 20:35hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council 15/11/2021

Minute Reference 21/065 a) To note the current financial position and bills for payment.
Bank Reconciliation 30 September 2021

	Bank Reconciliation at 09/10/2021		
	Cash in Hand 01/04/2021		104,006.27
	ADD Receipts 01/04/2021 - 09/10/2021		35,943.42
			139,949.69
	SUBTRACT Payments 01/04/2021 - 09/10/2021		32,603.92
A	Cash in Hand 09/10/2021 (per Cash Book)		107,345.77
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2021	0.00	
	Cambridge Building Society 30/09/2021	64,187.34	
	Unity Bank Deposit Account 30/09/2021	42,329.35	
	Unity Bank Current Account 30/09/2021	716.58	
			107,233.27
	Less unrepresented payments		
			107,233.27
	Plus unrepresented receipts		112.50
B	Adjusted Bank Balance		107,345.77
	A = B Checks out OK		

Minute Reference 21/065 a) To note the current financial position and bills for payment.

October payments to approve

Voucher	Description	Net	VAT	Total
94	Printing of the Bulletin newsletter	270.00	0.00	270.00
95	Salary	1,486.90	0.00	1,486.90
96	Dog bags	137.50	27.50	165.00
97	Dog bags	137.50	27.50	165.00
98	Grass Cutting - Millennium Park	120.00	0.00	120.00
99	Grounds maintenance Verges High Street & Orchard Croft	32.00	0.00	32.00
100	Landline and Broadband	39.27	7.85	47.12
101	Grounds maintenance at playing field	266.72	53.34	320.06
102	Room Hire	50.00	10.00	60.00
103	Grant award	500.00	0.00	500.00
104	Entertainment - Community Walk	75.00	0.00	75.00
105	Annual Accounting Software	468.00	93.60	561.60
106	Outdoor Parish Caretaker	450.00	0.00	450.00
107	Pension contributions	186.67	0.00	186.67
108	Lengthsman Work	225.00	0.00	225.00
109	Cutting Verges - Hewell Road	64.00	0.00	64.00
110	Grass Cutting - Millennium Park	120.00	0.00	120.00
111	Cut hedges and strim path	65.00	0.00	65.00
112	Continuous footpath lighting energy	12.94	0.65	13.59
113	Dusk to dawn footpath lighting energy	225.61	45.12	270.73
		4,932.11	265.56	5,197.67

Bromsgrove District Council

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Bromsgrove
District Council

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October 2021

Dear Ward Member/Parish Council/WCC Councillor

This letter is about the Welcome Back monies for Barnt Green, an audit of any public realm or cleansing issues and a discussion about any other issues in Barnt Green that you would like me and the team of officers to consider.


Firstly in terms of the Welcome Back Fund I am pleased to confirm the allocation of a £2,000 grant from the Welcome Back Fund for Barnt Green. The grant can be spent only on eligible activities. Please read the attached Guidance Note, which details the grant conditions, eligibility rules, how to claim the grant and the implementation timetable.

Please can you forward your proposals for the spend against the criteria to Jane Berry at Jane.berry@nwedr.org.uk

Please note all monies need to be spent by 31st March 2022. For further information or guidance, please also contact Jane Berry at Jane.berry@nwedr.org.uk in this regard.

In terms of the public realm audit, I am keen to organise a visit to each centre for relevant officers (District and County) and available Ward Councillors (District, County and parish). I will attend some visits too as my diary permits. If you would like to attend a visit, please contact Charlotte Parsons at charlotte.parsons@nwedr.org.uk

Yours sincerely



Councillor Karen May
Leader of Bromsgrove District Council

Welcome Back Fund 'beautification' works eligibility Guidance Note

1. The fund can be used by local authorities to:
 - a. Boost the look and feel of their high streets by investing in street planting, parks, green spaces, and seating areas to make high streets welcoming.
 - b. Run publicity campaigns and prepare to hold events that will boost footfall and encourage people back into the high streets and thereby supporting local businesses.
 - c. Install and refresh signage and floor markings to encourage social distancing and safety.
 - d. Improve green spaces on high streets and town centres by planting flowers or removing graffiti.

2. As part of BDC proposals the following temporary public realm items were approved
 - a. Temporary toilets installed for 'Welcome Back' events and activities.
 - b. Furniture hire for 'Welcome Back' events and activities.
 - c. Purchase of Gazebos for Welcome Back activities at BirdBox and across the District.
 - d. Purchase of 10 x temporary picnic benches to enhance BirdBox in Bromsgrove Town Centre.
 - e. Hire of Wooden Chalets for 'Welcome Back to Christmas' Market.
 - f. Welcome Back to Christmas Lighting & decorations.

3. Beautification of Bromsgrove High Street. This could include:
 - a. Festoon Lighting
 - b. Bunting
 - c. Hanging Baskets
 - d. Planters
 - e. Street decoration

4. Beautification of seven local centres in Bromsgrove District.
 - a. Rubery
 - b. Aston Fields
 - c. Wythall
 - d. Alvechurch
 - e. Catshill
 - f. Barnt Green
 - g. Hagley

5. MHCLG expects local authorities to engage with stakeholders including local businesses, Business Improvement Districts (BIDs), Destination Management Organisations (DMO), town and parish councils. Where appropriate, MHCLG encourages local authorities to enter into suitable delivery partnership arrangements with town and parish councils to improve delivery outcomes for communities and high streets.
6. Interventions fall into one of 6 strands. Strand 4 and 5 relate to public realm.
 - a. **Strand 4 - Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.**
 - i. To ensure that public spaces that are next to businesses are as safe as possible, temporary changes will need to be made to the physical environment. Local authorities will already be undertaking these changes in line with HMG's [Safer Public Places – Urban Centres and Green Spaces guidance](#). This funding can be used to enhance that existing offer to increase the level of safety measures, improve their attractiveness and ensure consistency of approach across individual and multiple public spaces including high streets. In doing so the respective local authority should work in partnership with public sector landowners as appropriate to enable works to be undertaken. These changes can help improve consumer confidence and increase, safely, the number of active consumers.
 - b. **Strand 5. Support to promote a safe public environment for a local area's visitor economy.**
 - i. The local authority will want to effectively support and promote the safe and successful reopening of the public environment for local trade and tourism.
 - ii. To boost the look and feel of their high streets, local authorities may invest in activities to make high streets welcoming and promote the visitor economy. This includes but is not limited to:
 - Placed based marketing, for example, supporting safe celebration events on high streets and in local towns.
 - Marshals.
 - Public space maintenance.
 - Maintenance of public conveniences (toilets) including new temporary facilities (toilets) provision.
 - Beautification activities including graffiti removal.
 - Non-permanent public realm adaptations.
 - Activities that future proof the high street.
 - Improvement of green spaces and provision of outdoor seating areas.
7. The fund allows a more flexible approach around supporting public space, it does not necessarily need to be adjacent to commercial areas, making it easier to support for example promenades.
8. There is scope to pay the salaries of staff or consultants to develop this work, but it is important that the local authority can evidence that this is additional activity beyond what was already underway prior to the grant being received.

9. Activities out of scope There are three main categories where activities cannot be supported:

- a. Activity that provides no additionality** - Government recognises that local authorities will already be delivering activity to ensure the safe reopening of their economies. This funding is intended to be additional funding on top of that existing activity; it should not be replacing the source for already committed expenditure. For example, if there is already a communications officer on staff then this funding cannot be used to subsidise their salary, but it can support overtime of existing staff or a new temporary role to support the implementation. Similarly, if the authority's own in-house public works department undertakes works (e.g. additional road markings) the staff costs associated with this activity would not be eligible, although additional materials purchased for this purpose would be eligible.
- b. Capital expenditure** – This is a revenue only funding project intended to help local authorities address the longer-term impact of Covid-19 on local economies. This can include activities that last as long as restrictive measures are in place as well as activities that help future proof high streets. Permanent changes are therefore not permitted.
- c. Grants to businesses** – Funding cannot provide direct financial support to businesses to make adaptations to premises, purchase PPE, purchase goods or equipment or offset wages or other operating costs.

10. Whilst we have sought to be as permissive as possible in the activities that can be supported through this funding it is important to emphasise that investments will still need to follow the ERDF Operational Programme's rules. In addition, investments made through this fund are limited to activity that is not classified as State Aid.

Claiming Expenditure – rules for Local Authorities

11. Local authorities will be able to spend money on eligible activities from the date of the WBF guidance publication and claim it back from MHCLG in arrears. The default position is that claims will be paid quarterly. Any local authority that will need to make more regular claims to MHCLG will need to discuss this with them.
12. A standard claims template will be provided for local authorities and as a minimum all claims should contain the following information:
 - a. A summary of expenditure.
 - b. Details of every transaction, irrespective of value, that is included in the project expenditure in the claim period.
 - c. Details of the outputs, as set out in Annex B, and results achieved in the claim period.
 - d. Details of procurements included in the claim.
 - e. A quarterly progress report for the claim period – a progress report will be required even if no funding is being claimed.

Claiming expenditure – rules for Parish Councils

13. All eligible activities and works are paid for by Bromsgrove District Council (BDC) in the first instance and then the expenditure is claimed from central government through quarterly claims. BDC will only be able to claim eligible expenditure – therefore BDC officers must check that activities and works proposed by the Parish Councils are eligible first, before placing orders for goods, services or materials.

14. The list of activities and works proposed to be funded by the Welcome Back Fund must be sent to Jane Berry at jane.berry@nwedr.org.uk
15. Parish Councils will decide what they want to spend their allocation on and when they want those activities to be delivered. All requests must meet the eligibility criteria set out in this guidance note.
16. All purchase orders for goods, services and materials will be raised by Jane Berry (jane.berry@nwedr.org.uk) with support from colleagues in BDC procurement and finance. Where applicable, a single purchase will be made to cover two or more local centres.
17. Welcome Back Fund activities must take place before 31 March 2022. All expenditure must be defrayed before 31 March 2022.
18. All requests for information and guidance must be submitted by email to Jane Berry at jane.berry@nwedr.org.uk