

BARNT GREEN PARISH COUNCIL

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Minutes of the Parish Council Online meeting on Monday 15 February 2021 at 5.00pm

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

In attendance: Executive Officer, Tracy Bodley.

20/079 Apologies

Cllrs Jagger, Polton.

Apologies also received from Worcestershire County Councillor Peter McDonald

20/080 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.

Agenda Item 20/088 Planning Matters – Planning application 21/00111/FUL, Cllr Hotham has declared an ODI, as he is friends with the property owners.

Agenda Item 20/088 Planning matters – Planning application 21/00111/FUL, Cllr Polton also declared an ODI, as the applicants property backs onto her property.

20/081 To consider any dispensations

No dispensation requests had been received.

20/082 Open Session - Participation to hear from:

- a) **Members of the Public** – None present.
- b) **Supporting Organisations** - None present.
- c) **Worcestershire County Councillor** – Peter McDonald (Beacon division) – Not present, apologies received.
- d) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood) Cllr Hotham reported on the following;
 - i) BDC are in the process of undertaking the 21/22 budget which will be taken to full council next week and in discussion at an Overview and Scrutiny Meeting being held this evening. The proposed budget is tight retaining current levels of service and indication was that three-year projections were grim.
 - ii) BDC has received £1.6m additional funding to be retained presently in a reserve. This is not funding to be injected into the budget but to offset the losses that the district council incurred as a result of the pandemic, not to be used as grants for business but used to stimulate additional sectors of Bromsgrove economy moving forward.
 - iii) Through the budgeting process it has been identified that there is an additional £70k cost provision for the supply of replacement wheelie bins resulting in a high number of bins being lost in the refuse lorry when tipped of waste due to the current 'diamond' lift mechanism. Going forward there

will be a gradual transition to an alternative lifting mechanism on the refuse lorry and corresponding wheelie bin.

- iv) The development at the bottom of Rock Hill/Whitford Road has been granted approval for 800 dwellings as part of the development plan which was reported to be delayed due to Highways concerns that have been addressed.
- v) It was reported that a computer anomaly resulted in members of staff leaving BDC were continued to be paid following their leave date. Funds have been returned to the council and tighter control of the finance system has been carried out.

20/083 To adopt previous minutes

To approve adoption of the minutes of the Parish Council meeting held 18/01/2021
AGREED

The minutes of the Parish Council meeting held 18/01/2021 be approved as an accurate record of the meeting and signed by the Chairman.

20/084 Chairman's Report

Cllr Cholmondeley said that he had nothing to report that was not already detailed on the agenda.

20/085 Executive Officer's Report

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

a) Station Lifts	An update stated that various documents have been assembled to enable the design and feasibility work to be let to the contractor. A 'start-up' meeting with the intended contractor will be held during February, with a view to contract award for design thereafter. The design process will rule in, or rule out, various elements of scope which could be extensive. Once discussion has taken place with the contractor to understand their way of approaching the project it is anticipated that positive progress will be reported. <div style="border: 1px solid black; padding: 5px; text-align: center;">RESOLVED: That the report was noted.</div>
b) WCC Consultation on the Statement of Community Involvement – Planning Policy to guide waste and minerals	The second review of the SCI requested comments on the draft update should be received by 18 March 2021. <div style="border: 1px solid black; padding: 5px; text-align: center;">RESOLVED: That the report was noted.</div>

20/086 Finance

- (i) To note the current financial position and bills for payment. January payments authorised 18 January and February payments to be authorised on 18 February.

RESOLVED: <ul style="list-style-type: none">a) That the current financial position be noted.b) That the list of January payments be noted.c) That the list of February payments be approved.

- (ii) To be advised of any expenditure decisions taken by Executive Officer. The EO stated that one of the two streetlamps on Station Approach was not working and upon investigation it was discovered that these were not listed in

the parish council's inventory and therefore not changed to led fittings. It was thought that they were the responsibility of the Barnt Green Station, but the Station Manager confirmed that they were not. Given the area is badly lit for commuters, the lighting contractor was instructed to replace both lamps to new led fittings. Further investigation will continue to identify which agency is responsible for the ongoing maintenance.

RESOLVED: That the report be noted.

- (iii) To receive the interim report from the Internal Auditor.

RESOLVED: That the report be noted.

- (iv) To note formal appraisal of EO and automatic progression through the substantive benchmark range on 1 April 2021.

RESOLVED: That the report be noted.

20/087 Environment & Community Wellbeing

- a) Total Football Pitch Hire – It was stated that the hirer had requested a credit note be issued against the current invoice as they had been unable to run coaching throughout the third period of lockdown due to Coronavirus restrictions.

RESOLVED: That a credit note be issued against term 1.

- b) Friends Meeting House, gifting site to Barnt Green Surgery – Letter of Thanks. The Chairman apologised for being premature to place this item on the agenda as a 'good news' story, however it has been established from a third party that there has been no formal agreement from the Trustees that the land will be gifted to the surgery.

RESOLVED: That sending a letter of thanks be postponed until official confirmation has been received with approval of its content confirmed at a future PC meeting if necessary.

20/088 Planning Matters

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
21/00111/FUL	13 Hewell Lane	First floor extension to the side and rear, single storey rear extension & loft conversion.
<p>BGPC Recommendation: Refusal.</p> <p>The close proximity to the neighbouring side boundary appears to be short of 2m. This will be overbearing and visually intimidating (SPD High Quality Design 3.1.7 (iii)).</p>		

20/089 Date of Next Meeting

Members were requested to make themselves available for an online parish council meeting scheduled for 22 March at 5pm.

Members were also asked to note that face-to face meeting are due to resume from 7 May unless Government choose to extend this date.

In accordance with continued social distance guidance, it has been advised to hold the Annual Parish Meeting and the Annual Council Meeting prior to this date in an online format thus enabling safe practice and adherence to social distance rules.

It is proposed that the Annual Parish Meeting is held following production of draft year end accounts on Monday 12 April at 7pm.

The Annual Parish Council Meeting cannot be held until 1st May. As Bank Holiday Monday falls on 3rd May and face-to-face meetings resume on 7 May, members were requested to make themselves available between Tuesday 4th - Thursday 6th May.

This meeting ended at 17:46hrs

Signed: 
Robert Cholmondeley (Mar 25, 2021 09:19 GMT)

Date: **Mar 25, 2021**
Chairman, Barnt Green Parish Council

Current financial position (bank reconciliation to 31 January 2021)

	Bank Reconciliation at 31/01/2021		
	Cash in Hand 01/04/2020		91,946.60
	ADD Receipts 01/04/2020 - 31/01/2021		84,197.77
			176,144.37
	SUBTRACT Payments 01/04/2020 - 31/01/2021		62,319.55
A	Cash in Hand 31/01/2021 (per Cash Book)		113,824.82
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2021	0.00	
	Cambridge Building Society 31/01/2021	63,963.31	
	Unity Bank Deposit Account 31/01/2021	46,159.35	
	Unity Bank Current Account 31/01/2021	3,702.16	
			113,824.82
	Less unrepresented payments		0.00
			113,824.82
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		113,824.82
	A = B Checks out OK		

January Payment List				
Voucher	Description	Net	VAT	Total
155	Continuous footpath lighting energy	13.92	0.70	14.62
157	Office Energy	160.68	8.03	168.71
151	Grounds maintenance at playing field	232.41	46.48	278.89
153	Landline and Broadband	37.50	7.50	45.00
156	Dusk to dawn footpath lighting energy	258.75	51.75	310.50
158	Dog & Litter Bin Emptying - Bittell Road Playing Field	1,125.00	225.00	1,350.00
152	Pension contributions	173.52	0.00	173.52
154	Salary	1,366.68	0.00	1,366.68
159	Lengthsman Work	225.00	0.00	225.00
160	Outdoor Parish Caretaker	450.00	0.00	450.00
161	Grounds maintenance at Millennium Park	65.00	0.00	65.00
		4,108.46	339.46	4,447.92

February 2021 Payments List to be authorised for payment on 18 February 2021

February Payments List				
Voucher	Description	Net	VAT	Total
163	Landline and Broadband	37.50	7.50	45.00
164	Grounds maintenance at playing field	232.41	46.48	278.89
166	Christmas Tree Lights Dismantle	1,600.00	320.00	1,920.00
167	Dog bags	137.25	27.45	164.70
168	Install 2 x LEDs Station Approach Street Lamps	320.90	64.18	385.08
162	Pension contributions	173.52	0.00	173.52
165	Data Protection Annual Fee	40.00	0.00	40.00
169	Salary	1,381.69	0.00	1,381.69
170	Annual Membership	185.00	0.00	185.00
171	Outdoor Parish Caretaker	450.00	0.00	450.00
		4,558.27	465.61	5,023.88






Barnt Green Parish Council Minutes 15.02.2021

Final Audit Report

2021-03-25

Created:	2021-03-24
By:	Tracy Bodley (exec@barntgreen.org.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGWuBGxAgj6i0WlcU-0kwo_0sVcSN4SD

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2021-03-24 - 10:22:26 AM GMT- IP address: 94.13.249.142
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2021-03-24 - 10:23:32 AM GMT
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2021-03-25 - 9:17:15 AM GMT- IP address: 86.161.150.158
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