

# BARNT GREEN PARISH COUNCIL

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## Minutes of the Parish Council Online meeting on Monday 22 March 2021 at 5.00pm

**Members present:** Cllrs R Cholmondeley, C Hotham, P Perry, S Whitehand from 17:06, M Roberts and J Nilsson from 17:35.

**In attendance:** Executive Officer, Tracy Bodley.  
1 member of the public  
A representative of The Village Magazine

### 20/090 Apologies

Cllrs Jagger and Polton

**20/091 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.

### 20/092 To consider any dispensations

No dispensation requests had been received.

### 20/093 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.
- d) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)  
Cllr Hotham reported on the following;
  - i) Due to WCC and Police and Crime Commissioner elections from 22 March the council has entered into a period of purdah for 6 weeks.
  - ii) Cllr Hotham has been appointed Chairman of the Overview and Scrutiny Committee which oversees conformity of council work and committees.
  - iii) Gated access on the Cala development – Officers are working behind the scenes to enable a positive resolution for access to all.

### 20/094 To adopt previous minutes

To approve adoption of the minutes of the Parish Council meeting held 15/02/2021

#### **AGREED**

The minutes of the Parish Council meeting held 15/02/2021 be approved as an accurate record of the meeting and signed by the Chairman.

### 20/095 Chairman's Report

Cllr Cholmondeley reported upon the testing of cross city trains which will not be operational until 2022. Drop kerbs have been installed by BT Telephone Exchange, the land is owned by Network Rail and leased to the franchise company, but it is unsure which agency installed them. The rail squeal has been recorded from old-style trains approaching from Birmingham and Redditch and a new-style train from Birmingham. The recording was sent to Worcester Regulatory Services to look into

noise abatement issues and Network Rail to draw it to the attention of the train manufacturer.

## 20/096 Executive Officer's Report

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

|  |   |
|--|---|
| a) Station Lifts   | <p>An update stated that progress continued assembling the required documents to include in the contract.</p> <p>A 'kick off' meeting was undertaken at the station with the proposed Principal Contractor, leading to useful exchange detailing how the contractor will set about design and delivery.</p> <p>Discussion took place regarding engineering fundamentals and the appearance of the lift towers with images being created for options on brickwork, cladding and colours that will be shared in the future with BGPC and residents during the design.</p> <p>It was also reported that local MP Sajid Javid had forwarded an update on the station lifts from Network Rail which corresponded rather than expanded on current updates received directly from the network Rail representative.</p> <div data-bbox="715 835 1401 902" style="border: 1px solid black; padding: 5px; text-align: center;">RESOLVED: That the report was noted.</div> |
| b) Artisan Street Kitchen -Mobile Food Trader  | <p>Reports were received that following approval to trade on parish council owned land, Artisan Street Kitchen were trading at an alternative location within the village.</p> <div data-bbox="715 1055 1401 1122" style="border: 1px solid black; padding: 5px; text-align: center;">RESOLVED: That the report was noted.</div>  |
| c) Catshill and North Marlbrook Neighbourhood Plan – Regulation 16 Representation Period | <p>Notification had been received of the 'Regulation 16' representation period for the Catshill and North Marlbrook Neighbourhood Plan with requests for representation to be received no later than 8 April 2021.</p> <div data-bbox="715 1317 1401 1384" style="border: 1px solid black; padding: 5px; text-align: center;">RESOLVED: That the report was noted.</div>  |
| d) Greenbank Grass Verge   | <p>Rockery stones have been placed by an unknown person on the verge in order to prevent mounting vehicles. A concerned resident requested that BGPC not remove them and it was stated that as the land was not under its responsibility, it was unlikely that the council they would.</p> <div data-bbox="715 1581 1401 1648" style="border: 1px solid black; padding: 5px; text-align: center;">RESOLVED: That the report was noted.</div>  |

## 20/097 Finance

- (i) To note the current financial position and bills for payment. March payments for authorisation on 22 March.

|   |
|---|
| <p>RESOLVED:</p> <p>a) That the current financial position be noted.</p> <p>b) That the list of March payments be approved.</p> |
|---|

- (ii) To be advised of any expenditure decisions taken by Executive Officer. Monzo/Petty Cash top up request of £163.71.

RESOLVED: That the top up of the petty cash debit card be approved.

## 20/098 Environment & Community Wellbeing

- a) Grounds Maintenance Estimate 2021 for Bittell Road Playing Field and Hewell Road Verges – It was reported that there was an increase of 2% for 2021 with details of the current schedule of works. In order to satisfy recommendations of the internal auditor to tender as one contract for 2022 and to align expiration dates of the grounds maintenance contracts for Millennium Park and Bittell Road Playing Field, members were asked to consider approving the estimate.

RESOLVED:

1. That the 2021 estimate be approved.
2. That the contractor is informed that re-tender of a combined contract would be publicised to commence 1 April 2022.

- b) Music Band Performance request – Permission was requested for a band, 'Brass Beatz' to play in Millennium Park during the summer following the lifting of restrictions. Members are asked to consider the request in a provisional capacity.

RESOLVED: That conditional approval is granted in accordance with government guidelines on outdoor activities.

- c) Outdoor Parish Caretaker Contract 2021 – 2024. A report was circulated to members with the tender breakdown. It was suggested that the disappointing number of responses received may be due to how the contract is currently set up to carry out 2 hours of duties over a 5-day period, it was thought that future re-tendering could include longer hours worked over fewer days.

RESOLVED:

1. That Andlin Cleaning and Maintenance Ltd be awarded the Outdoor Parish Caretaker contract.
2. That the OPC be asked to conduct a thorough litter pick of the wooded area on Bittell Road Playing Field.

- d) Millennium Park Play Equipment repairs update – It was reported that work had been completed to repair the rubberised floor by the roundabout and new fitting and wooden bar on the climbing frame.

RESOLVED: That the report be noted.

- e) Outdoor Gym Equipment Update – Debate took place over the proposed siting of the equipment with Cllrs, Cholmondeley, Hotham and Whitehand agreeing to meet to re-measure the preferred location to ensure that there was no infringement to the proximity of the football pitch. It was also noted that the installation contractor would like to carry out a grand opening with demonstrations on how to use the equipment. It was likely that installation would take place during the summer.

RESOLVED: That the preferred location be supported providing that there was no infringement to the football pitches.

- f) Village Planters – Cllr Perry stated that he had been in conversation with a resident who had concerns over the current disappointing display. It was stated that the current contractor had staff on furlough and many of the volunteers due to the nature of their disability remained shielding. Discussion took place on how best to approach resolving issues with the unsuccessful impact of the tiered planters and the benefit of the rectangular planters in Hewell Road.

RESOLVED:

1. That the current planting contractor be approached with a view to summer planting preparation.
2. That following a twelve month review a decision would be made on the future of the tiered planters.

**20/099 Planning Matters**

- a) To consider response to consultations received including:

| BDC ref                               | Site Address                 | Proposal  |
|---------------------------------------|------------------------------|---|
| <b>21/00095/FUL</b>                   | 34 Bittell Road, Barnt Green | Two Storey Side and Rear Extension, Addition of Pitched Roof over existing Flat Roof, Replacement of Windows, Entrance Porch and Bay Window, Rendering of Facing Brickwork. |
| BGPC Recommendation:<br>No objection  |                              |   |
| <b>21/00242/FUL</b>                   | 1 Oakdene Drive, Barnt Green | Single storey extension to side; front/side porch; terrace to rear.   |
| BGPC Recommendation:<br>No objection. |                              |   |

**20/100 Date of Next Meeting**

The online Annual Parish Meeting – Monday 12 April 2021 at 7pm.

The next online parish council meeting – Monday 19 April at 6pm.

The online Annual Parish Council Meeting – Tuesday 4 May at 6pm.

This meeting ended at 18:24hrs

Signed:.....  
  
Robert Cholmondeley (May 7, 2021 12:56 GMT+1)

Date **May 7, 2021**  
 Chairman, Barnt Green Parish Council

## Current financial position (bank reconciliation to 28 February 2021)

|          |   |           |                   |
|----------|---|-----------|-------------------|
|          | <b>Bank Reconciliation at 02/03/2021</b>            |           |                   |
|          | Cash in Hand 01/04/2020                             |           | 91,946.60         |
|          | <b>ADD</b><br>Receipts 01/04/2020 - 02/03/2021      |           | 85,021.80         |
|          |   |           | 176,968.40        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2020 - 02/03/2021 |           | 67,608.50         |
| <b>A</b> | <b>Cash in Hand 02/03/2021</b><br>(per Cash Book)   |           | <b>109,359.90</b> |
|          | Cash in hand per Bank Statements                    |           |                   |
|          | Petty Cash 28/02/2021                               | 0.00      |                   |
|          | Cambridge Building Society 28/02/2021               | 64,187.34 |                   |
|          | Unity Bank Deposit Account 28/02/2021               | 44,059.35 |                   |
|          | Unity Bank Current Account 28/02/2021               | 1,113.21  |                   |
|          |   |           | <b>109,359.90</b> |
|          | Less unrepresented payments                         |           | 0.00              |
|          |   |           | 109,359.90        |
|          | Plus unrepresented receipts                         |           | 0.00              |
| <b>B</b> | <b>Adjusted Bank Balance</b>                        |           | <b>109,359.90</b> |
|          | <b>A = B Checks out OK</b>                          |           |                   |

## March Payment Report – To be Authorised 22 March 2021

| <b>March 21 Payments List</b> |   |          |        |          |
|-------------------------------|---|----------|--------|----------|
| Voucher                       | Description   | Net      | VAT    | Total    |
| 175                           | Repair to playground equipment and rubberised floor | 400.18   | 80.04  | 480.22   |
| 179                           | Grounds maintenance at playing field                | 232.41   | 46.48  | 278.89   |
| 181                           | Landline and Broadband                              | 37.50    | 7.50   | 45.00    |
| 174                           | Clerks and Councils Direct Annual Subscription      | 75.00    | 0.00   | 75.00    |
| 176                           | Printing of the Bulletin newsletter                 | 270.00   | 0.00   | 270.00   |
| 177                           | Office Rent   | 1,237.50 | 0.00   | 1,237.50 |
| 178                           | Outdoor Parish Caretaker                            | 450.00   | 0.00   | 450.00   |
| 180                           | Petty cash top up                                   | 163.71   | 0.00   | 163.71   |
| 182                           | Local Councils Update Annual Subscription           | 100.00   | 0.00   | 100.00   |
| 183                           | Salary  | 1,393.27 | 0.00   | 1,393.27 |
| 184                           | Pension contributions                               | 173.52   | 0.00   | 173.52   |
| 185                           | PAYE Qtr 4  | 565.95   | 0.00   | 565.95   |
| 186                           | Continuous Energy - Street Lighting                 | 12.59    | 0.62   | 13.21    |
| 187                           | Dusk to Dawn - Street Lighting                      | 214.05   | 42.81  | 256.86   |
|                               |   | 5,325.68 | 177.45 | 5,503.13 |

## Expenditure Decisions taken by Executive Officer – Monzo Reconciliation

| Monzo Reconciliation up to 28/02/2021 |   |                 |             |         |
|---------------------------------------|---|-----------------|-------------|---------|
| Date                                  | Description                                   | Supplier        | Expenditure | Deposit |
|                                       | Opening Balance                               |                 |             | 46.65   |
| 18/12/2020                            | BGPC Topup                                    |                 |             | 153.35  |
|                                       |   |                 |             | 200.00  |
| 21/12/2020                            | Monthly Subscription                          | Adobe           | 15.17       |         |
| 30/12/2020                            | Online Communication Subscription             | Zoom            | 14.39       |         |
| 21/01/2021                            | Monthly Subscription                          | Adobe           | 15.17       |         |
| 30/01/2021                            | Online Communication Subscription             | Zoom            | 14.39       |         |
| 01/02/2021                            | 3 x Stickers for shed sides - No tools stored | Vistaprint      | 44.53       |         |
| 02/02/2021                            | WD40 and Combination Padlock                  | Amazon          | 22.01       |         |
| 02/02/2021                            | 5 x Large Letter Stamps                       | Amazon          | 8.49        |         |
| 21/02/2021                            | Monthly Subscription                          | Adobe           | 15.17       |         |
| 28/02/2021                            | Online Communication Subscription             | Zoom            | 14.39       |         |
|                                       |   | Sub-Total Spend | 163.71      |         |
|                                       |   | Balance         |             | 36.29   |
|                                       |   | Top Up Request  |             | 163.71  |






# Barnt Green Parish Council Minutes 22.03.2021

Final Audit Report

2021-05-07

|                 |  |
|-----------------|--|
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| By:             | Tracy Bodley (exec@barntgreen.org.uk)        |
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