

BARNT GREEN PARISH COUNCIL

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Minutes of the Annual Parish Council meeting on Monday 23rd May 2022 at 7.00pm

Members present: Cllrs R Cholmondeley, C Hotham, J Nilsson, S Whitehand, M Roberts

In attendance: PCSO Sue White, Safer Neighbourhood Team, West Mercia Police Executive Officer, Eleanor Choudry

22/001 Election of Chairman

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

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

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

22/002 Election of vice-Chairman

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

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

22/003 Apologies

Cllrs P Perry and O Polton. C Cllr A Kriss.

22/004 Parish Councillor Vacancy/Co-option: The EO had not received any applications or interest for the vacancy to date. Cllr Nilsson stated that he may resign soon as a Cllr due to leaving the area.

22/005 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.

22/006 To consider any dispensations

No dispensation requests had been received.

22/007 Open Session Participation to hear from:

- a) **Members of the Public** – None in attendance
- b) **Supporting organisations**, PCSO Sue White – Safer Neighbourhood Team
PCSO White stated that crime was low in the area. Two electric bikes are being used by Police Officers and Cllrs agreed that having a visible presence makes a difference. There are now 10 police staff at Rubery with an extra PCSO and Sergeant and three police cars. There is no front counter at the station. Currently electric scooters can only be used on private land. Cllrs thanks PCSO for attending the meeting and for the successful crime reduction in Barnt Green.

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

Not present.

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

Cllr Hotham advised that he was now Group Leader of the merged BDC independent group. There are a certain number of people that are required to be on the individual committees and some committees are more popular than others. Cllr Hotham is on the Licensing Committee. A plaque is to be installed in Sanders Park to commemorate the deaths of people from Covid. The CCTV in Barnt Green has been upgraded to digital but the connection between the camera and monitoring station is difficult. The camera at Victoria Car Park is digital but the other 3 cameras are currently still analogue. Only two requests have been received to review camera footage. The cameras are pre-programmed to flick between different views.

22/008 To adopt previous minutes

To approve adoption of the minutes of the Parish Council meeting held 11/04/2022

AGREED

The minutes of the Parish Council meeting held 11/04/2022 were approved as an accurate record of the meeting and signed by the Chairman.

22/009 Annual Business –

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

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

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

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

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

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

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

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

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

ii. Review of delegation arrangements

The proposed schedule of delegation to committees and to EO had been circulated prior to the meeting for review.

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

iii. The following representation arrangements were agreed:

a) Worcestershire CALC

Cllrs R Cholmondeley and S Whitehand

b) Campaign to Protect Rural England (CPRE)

Cllr S Whitehand

c) St Andrews C of E First School

Cllr O Polton

d) Pensions Regulator

Cllr R Cholmondeley

iv. Governance arrangements:

a) Review of Standing Orders

The Standing Orders with amendment to Section 18 had been circulated prior to the meeting.

b) Review of Financial Regulations

The Financial Regulations had been circulated for review prior to the meeting.

c) Review of Members' Code of Conduct

BDC adopted the updated LGA Code of Conduct after the BGPC Agenda had been sent out. It was agreed that BGPC will adopt the new code at the June meeting.

d) Review of Asset Register

It was noted that the gym equipment in Bittell Road playing fields had not been added to the Fixed Asset Register. The EO updated the Register and it was circulated prior to the meeting.

e) Confirm insurance arrangements and adequacy of cover

The insurance details had been circulated prior to the meeting. BGPC is in a 3-year deal with Came & Company until May 2024.

f) Review annual subscriptions

- (i) National Association of Local Councils / Worcs CALC
- (ii) Campaign to Protect Rural England
- (iii) GeoXhere – Parish Online
- (iv) Society of Local Council Clerks
- (v) Data Protection
- (vi) Clerks and Councils Direct Magazine
- (vii) Local Councils update

g) Agree calendar for review of all council policies

RESOLVED:

- a) That the amended Standing Orders for 2022 be approved.
- b) That the Financial Regulations be approved.
- c) That the new LGA Members' Code of Conduct be adopted at the June meeting.
- d) That the Asset Register be approved.
- e) That the insurance arrangements and adequacy of cover be approved.
- f) That the subscriptions 22/009 f (i) and (vii) be approved.
- g) That the calendar for review of council policies be approved. It was agreed that policies that had not been reviewed since recruitment of the new EO would all be reviewed at the June meeting to bring the schedule up to date.

22/010 Chairman's Report

Distribution of the Bulletin was proving problematic as some residents who had previously helped no longer did. Cllr Hotham suggested we look into a delivery with the yellow book that is delivered to residents for the next Bulletin distribution.

Cllr Cholmondeley attended the Induction and Collation service of the new Vicar, Andy Hobbs, at St Andrews Church. The Bishop of Birmingham was present and Andy Hobbs formally accepted his position of Vicar. Andy Hobbs is married with four children. Cllr Cholmondeley gave the Vicar a copy of the Barnt Green Bulletin as a token gift.

Emails had been received regarding the 20's Plenty traffic calming campaign. Cllr Cholmondeley asked Cllrs to email the EO if they wished the item to be on the June agenda for discussion.

22/011 Executive Officer's Report

To be advised of any decisions taken under delegated powers since the last meeting and receive updates to ongoing matters and a list of office communications since the previous council meeting.

a)Station Lift Update	An update was requested on 12 May but no report was received.
b)Emergency First Aid Course	It is an insurance requirement that we have a qualified First Aider at the Platinum Jubilee Celebration on Sunday 5 th June. Resident Kay Cholmondeley (St Andrews School retired Head Teacher) volunteered to undertake the St Johns Ambulance course at a cost of £198. RESOLVED: the report be noted.
c)VAT refund received	The VAT refund for 1.10.21 to 31.3.22 for £2,537.84 has been received. RESOLVED: the report be noted
d)Bank signatories	Cllr Hotham to add signature to Cambridge Building Society mandate to add Cllr Perry as a signatory. RESOLVED: Cllr Hotham signed the bank mandate and the EO to post.
e)PC office signage	A quote totalling £199 has been received for an A board sign and 2 window stickers from SupaPrint. RESOLVED: Cllrs approved the purchase. The EO to place the order.

22/012 Finance

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

RESOLVED:

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

(ii) To be advised of any expenditure decisions taken by Executive Officer. A request of £142.27 to top up the Monzo card to £200.

RESOLVED: That the top up be approved.

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

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

- (iv) To approve the Year End financial position to complete the Internal Audit.

RESOLVED: That the year-end financial position be approved and signed by the Chairman.

- (v) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2022.

Members reviewed S1 AGAR, the Annual Governance Statement which had been issued in advance of the meeting and responded 'YES' to each of the first eight assertions, 'N/A' to the ninth assertion.

RESOLVED: That Section 1 be approved and signed by the Chairman and Executive Officer as clerk to the meeting.

- (vi) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2022

Members reviewed S2 AGAR, the Accounting Statements 2021/22 which had been circulated as part of the agenda.

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

22/013 Committee, Working Party and Members' reports on meetings attended

- a) Annual Parish Meeting held 25/04/2022 circulated in advance of the meeting and noted.

22/014 Environment & Community Wellbeing

- a) Parkers Piece Playing Field play equipment quote. The EO had sought two quotes for the drainage solution.

RESOLVED: The EO to arrange an onsite meeting at Bittell Road playing field with Tom Curwell to discuss the two potential solutions and get expert advice.

- b) Platinum Jubilee celebration Sunday 5th June

Fruitfields can no longer attend. Clare Woodhead provides children's tuition and will attend with promotion leaflets and a few craft activities for children. Two generators have been hired along with the inflatable obstacle course and bouncy castle. NJ Inflatables will also supply two staff to ensure the safety and good behaviour of the children's on the inflatables. A DJ has been booked to provide background music. The Parish Caretaker is to hang the jubilee bunting along the shops in Barnt Green on Saturday morning. Balloons and ribbon have been ordered for the playing field. Fran Barnes, Head Teacher at St Andrews School, will promote the event in the school newsletter. Cllr Cholmondeley will prepare a short quiz for the adults and Kay Cholmondeley is to organise a children's treasure hunt. The event has been advertised by the church and it is hoped the Vicar and his family may attend.

RESOLVED: The Sports Club to be contacted regarding supplying the electricity for the DJ as the building is the closest to the venue. Potentially two residential houses to be asked to supply the electric if necessary. The EO to confirm with electrician Gareth Hodson the safest way to extend the electricity to the DJ.

- c) Brass Beatz in Millennium Park Saturday 2nd July.
We are awaiting the designs for the banners/flyers that will be displayed after the jubilee event.
- d) Blossom Walk Saturday 7th May – Review
There was good weather for the 18/20 people that attended the 4-mile walk. The walk had been advertised on Facebook and more people attended at Fruitfields.
- e) Application for Village Green Status for the field adjoining footpath BG507
It is assumed that the owners have now been contacted and are considering their response.
- f) Welcome Back Fund - £1200 remaining grant. Cllrs are to bring ideas of where to spend the grant on planting to benefit Barnt Green.
- g) Barnt Green Medical Trust has agreed the funding application for the repair to the equipment in Millennium Park.

RESOLVED: The EO to contact Wicksteed to arrange the repair.

- h) RoSPA Annual Safety Inspection
The Annual Inspection Report was on page 11 of the agenda.

RESOLVED: The list of repairs be given to the Parish Caretaker to confirm the areas he could repair. For any other repairs quotes will be sought by the EO.

- i) Summer Planting – Where Next
Quotes had been received for the hanging baskets of £510 and £1020 for the summer, autumn and winter planting.

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

- j) Community Walk on Saturday 17th September 2022
Warwick Butchers and Greg Hunt from Fruitfields have agreed to attend the event.

22/015 Planning Applications

a) Members' response to the following consultations:

BDC ref	Site Address	Proposal
22/00514/FUL	Bilberry Grange , 26 Fiery Hill Road, Barnt Green, Birmingham.	Front porch, rear extension, rooflights and extension of raised terrace.
BGPC Decision: Recommend Approval		
22/00640/FUL	Upper Bittell Reservoir , Cofton Church Lane, Cofton Hackett, Worcestershire,	Biodiversity enhancements including the construction of three oval-shaped ponds, each approximately 12 metres long by 8 metres wide and 1.2 metres deep at the deepest point.
BGPC Decision:		

No Comment		
22/00623/FUL	23 Hewell Lane, Barnt Green Birmingham Worcestershire B45 8NZ	Single storey side, rear and front extensions, and rear first floor balcony
BGPC Decision: Recommend Approval		
22/00654/RWPR IO	Barnt Green Railway Station, Fiery Hill Road Barnt Green Birmingham Worcestershire B45 8JX	Request for prior approval under Part 18 Class A of the GPDO: Proposed works to install lifts to existing footbridge
BGPC Decision: Recommend Approval and strong support		
APP/P1805/W/2 2/3294320	24 Fiery Hill Road, Barnt Green, Birmingham, Worcestershire	Construction of agricultural storage barn.

22/016 Date and Venue of Next Meeting

Next Parish Council meeting will be Monday 20 June 2022, 7pm at 80 Hewell Road, Barnt Green.

The meeting ended at 20:47hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council 20/06/2022

Minute Reference 22/012 (i) b To note the current financial position and bills for payment.
 April Payments Report – April 2022 paid but not yet minuted

April Payments 2022 paid but to be minuted

Voucher	Description	Net	VAT	Total
20	Street Light Energy	7.37	1.47	8.84
21	Street Light Energy	0.83	0.04	0.87
22	Street Light Energy	55.27	2.76	58.03
23	Office Energy	34.38	1.72	36.10
24	Petty Cash Top Up	112.51		112.51
		210.36	5.99	216.35

Minute Reference 22/012 (i) a To agree the current financial position and bills for payment.

May Payments Report

PAYMENTS (AWAITING AUTHORISATION) LIST

May Payments 2022

Voucher	Description	Net	VAT	Total
17	Dog bags	137.95	27.59	165.54
18	Lengthsman Work	189.00		189.00
19	CALC Annual Subscription	778.41	155.68	934.09
25	Christmas Lighting Hire	2,705.57	541.11	3,246.68
26	Internal Audit	252.40		252.40
27	Grounds maintenance at playing field	228.41	45.68	274.09
28	Outdoor Parish Caretaker	498.00		498.00
29	Annual playground inspection - Playing Field	98.00	19.60	117.60
30	Annual playground inspection - Millennium Park	70.00	14.00	84.00
31	Office landline, broadband & calls	32.43	6.49	38.92
32	Office Energy	643.72	32.19	675.91
33	Office Energy	237.37	11.87	249.24
34	Office Energy	40.29	2.01	42.30
35	Annual insurance	1,307.22		1,307.22
39	CALC Annual Subscription	118.27		118.27
40	First Aid Training	165.00	33.00	198.00
41	Petty cash top up	146.41		146.41
42	Office Energy	72.88	3.64	76.52
43	Office Energy	19.63	0.98	20.61
44	Pension contributions			
45	Salary			
46	PAYE			
47	Petty cash top up	142.27		142.27
48	Cutting of play area and verges	35.00		35.00
49	Grounds maintenance at Millenium Park	120.00		120.00
50	CPRE annual membership	36.00		36.00

Minute Reference 22/012 (ii) To agree the current financial position and bills for payment re the Monzo card. April Payments Report

Monzo Reconciliation up to 30.4.22					
	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			123.40
5	7.4.22	Stamp for VAT reclaim	Post Office	0.95	
6	11.4.22	Jubilee chocolate coins	Amazon	34.96	
7	12.4.22	Cable ties for banners	Amazon	3.75	
8	13.4.22	Monzo Top Up			112.51
9	13.4.22	Jubilee bunting	Amazon	119.88	
10	28.4.22	Ronseal wood stain for notice board	Amazon	22.78	
			Total	182.32	
			Balance		53.59
			Topup Request		-
Monzo Reconciliation up to 11.5.22					
	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			53.59
11	4.5.22	Jubilee flyers (250)	Vista Print	23.81	
12	5.5.22	Monzo Top Up			146.41
13	5.5.22	Jubilee banners x 2	Printabanner	107.49	
14	10.5.22	Jubilee balloons x 50	Amazon	10.97	
			Balance		57.73
	5.5.22		Topup Request		

Minute Item 22/012 (i) To approve the April Bank Reconciliation 2022

Bank Reconciliation at 30/04/2022			
	Cash in Hand 01/04/2022		109,011.70
	ADD Receipts 01/04/2022 - 30/04/2022		34,485.00
			143,496.70
	SUBTRACT Payments 01/04/2022 - 30/04/2022		7,641.76
A	Cash in Hand 30/04/2022 (per Cash Book)		135,854.94
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2022	0.00	
	Cambridge Building Society 30/04/2022	64,347.81	
	Unity Bank Deposit Account 30/04/2022	71,529.91	
	Unity Bank Current Account 30/04/2022	2,691.34	
			138,569.06
	Less unrepresented payments		2,714.12
			135,854.94
	Plus unrepresented receipts		
B	Adjusted Bank Balance		135,854.94
	A = B Checks out OK		

Minute Item 22/012 (iii) To agree the current financial standing order and direct debit payments.

Current Direct Debits as at 30 April 2022

Name	Description	Frequency	Amount
ICO	Annual Data Protection Registration	Annual	£ 35.00
NEST	Pension Contributions	Monthly	£ 114.26
PLUSNET	Landline & Internet	Monthly	£ 38.92
Southern Electric	Street Lighting	Monthly	£ 67.74
Pozitive Energy	Gas	Monthly	£ 76.52
Pozitive Energy	Electric	Monthly	£ 42.30

Current Standing Orders as at 30 April 2022

Name	Description	Frequency	Amount
John Truslove	Office Rent	Quarterly	£ 1,237.50

Minute Item 22/011 (iv) To approve the Year End financial position to complete the Internal Audit.

	Bank Reconciliation at 31/03/2022		
	Cash in Hand 01/04/2021		104,006.27
	ADD Receipts 01/04/2021 - 31/03/2022		71,290.91
			175,297.18
	SUBTRACT Payments 01/04/2021 - 31/03/2022		66,285.48
A	Cash in Hand 31/03/2022 (per Cash Book)		109,011.70
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2022	0.00	
	Cambridge Building Society 31/03/2022	64,347.81	
	Unity Bank Deposit Account 31/03/2022	43,529.91	
	Unity Bank Current Account 31/03/2022	1,133.98	
			109,011.70
	Less unrepresented payments		
			109,011.70
	Plus unrepresented receipts		
B	Adjusted Bank Balance		109,011.70
	A = B Checks out OK		