

# BARNT GREEN PARISH COUNCIL

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## Minutes of the Parish Council meeting held at Barnt Green Cricket Club, B45 8LN on Monday 19 July 2021 at 7.00pm

**Members present:** Cllrs R Cholmondeley, C Hotham, J Jagger, J Nilsson, P Perry, O Polton and M Roberts

**In attendance:** Worcs County Cllr A Kriss  
PC Marc Ginder, West Mercia Police  
1 member of the public  
A representative of The Village Magazine  
Executive Officer, Tracy Bodley

### 21/026 Apologies

Cllrs S Whitehand

**21/027 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	21/036 a) Planning Application 21/01031/FUL	ODI	Family Friend
Polton	21/036 a) Planning Application 21/01031/FUL	ODI	Knows the applicants.

### 21/028 To consider any dispensations

No dispensation requests were received.

### 21/029 Open Session Participation to hear from:

- Members of the Public –** A representative and teaching assistant from St Andrews C of E First School, attended to discuss a proposed school project to combat climate change. Circulated in advance of the meeting was a brief presentation on The Queen's Green Canopy Copse planting project. The representative spoke about how trees are a beneficial way to capture carbon and stated that the school was interested in creating a legacy project detailing examples of, the Countryfile Plant Britain Initiative and a combined project to celebrate the Queens Platinum Jubilee with the Woodland Trust offering 30 trees to plant a Copse including species; Rowan, Silver Birch and Wild Cherry. It was established that the area required was approximately the size of a tennis court and as the School did not have sufficient land suggestions were welcomed for location ideas. The Chairman stated that as Barnt Green Village footprint was compact there was limited space available and suggested the 2 pieces of land under the responsibility of BGPC may not be suitable. Suggestions from Cllrs varied from infill of trees in the wooded area toward the rear of Bittell Road Playing Field and the use of the alcove picnic area in the same location. The representative reported that the project was time critical as the optimum planting window is November – March. Cllr Hotham suggested Cox Croft Wood being a suitable location which was easily accessible from the school, secluded and full of wildlife. Other suggested locations were identified as the BT Site on Station Approach and an old unused tennis court at Barnt Green Sports Club.

Cllr Hotham exchanged contact details to arrange a site visit to Cox Croft Woods to ascertain suitability.

The representative left the meeting at 19:14hrs.

- b) Supporting organisations**, PC Marc Ginder – Hagley and Rubery SNT, West Mercia Police, reported that there was no specific reason for attending the meeting and asked if members wished to discuss any policing matters in relation to Barnt Green. The EO had reported the theft and anti-social activity in Bittell Road Playing Fields, also reported through Crime Stoppers at the time of the theft with PC Ginder stating that 2 suspects had been arrested for the theft of garden furniture from a number of public houses and would forward details of this investigation.

The Chairman requested crime stats as this was historically provided but not now received with PC Ginder stating that a new software system made this type of report too labour intensive to provide and referred to [www.police.uk](http://www.police.uk) where a search could be made of crimes in the area.

PC Ginder left the meeting at 19:19hrs.

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

Cllr Kriss reported that following a meeting that had taken place between Councillor Cholmondeley and the EO in reaction to communication received from a number of residents regarding incidents of recurring flash flooding, that a number of drains identified as being blocked were on the schedule to be cleared. It was reported that 4 out of 5 drains were blocked at the top of Bittell Road and it was thought that flash flooding incidents also related to capacity in addition to those blocked. Gravel wash from heavy rainfall was also discussed. Cllr Kriss stated that it would be more difficult to mitigate flooding under the railway bridge however these problems have been highlighted to senior Officers at Worcestershire County Council.

Cllr Kriss requested if anyone has problems relating to County issues to please use the 'Report It' app on the website which will direct and log issues to the correct department with greater efficiency.

Cllr Kriss also stated that he was in possession of Divisional Funds and asked for any requests for pavement re-surfacing, additional bollards, or re-painting of yellow lines be brought to his attention in order that work could be processed.

There was also debate on the introduction of a crossing point on Bittell Road near to the Baptist Church.

Cllr Kriss left the meeting at 19:38hrs

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

Cllr Hotham reported on the following:

- i) A change to constitution now allowed members of the public, Parish/Town Councils, and Ward members to speak at Committee level on Tree Preservation Orders when in the past this was only permitted for planning applications. The only recourse prior to this change was a right of appeal through the Bristol Planning Inspectorate under a costly Judicial Review.
- ii) The flooding cross party task group has been disbanded as cabinet is carrying out its own review.
- iii) The newly introduced accountancy system has met with some gremlins with requests for financial data being difficult to extract.
- iv) The Council is suffering staff shortages due to numbers being forced to self isolate resulting from identification through the NHS Tracing App meaning that some services are suspended while staff are deployed to other work.
- v) The move to Parkside at a cost of £11m with a business plan to sell and demolish the Council House for development of approximately 60 houses to offset the cost some 5.5 years ago has resulted in further delays due to a re-design of foundations with a completion now set for 2022.

## **21/030 To adopt previous minutes**

To approve adoption of the minutes of the Parish Council meeting held 21/06/2021.

**AGREED** - The minutes of the Parish Council meeting held 21/06/2021 were approved as an accurate record of the meeting and signed by the Chairman.

## 21/031 Policy and Documents Review

RESOLVED:

- a) That the Balances and Reserves Policy be approved and signed by the Chairman.
- b) That the Homeworking Policy be adopted and signed by the Chairman.
- c) That the Home Working Risk Assessment be noted.
- d) That the Publication Scheme be approved.
- e) That Operations London Bridge be approved and signed by the Chairman.
- f) That approved policies be uploaded to the website.

## 21/032 Chairman's Report

Reverting to discussion regarding Worcestershire County Council's Divisional Funds, Cllr Cholmondeley stated that he had identified the following areas where footpaths would benefit from re-surfacing.

- Sandhills Road Corner by side entrance to Millennium Park
- Hewell Road opposite Poplar Drive
- B4120 from Fiery Hill Road junction to Cherry Hill Road junction

Cllr Nilsson also stated that pavement required resurfacing on Hewell Road by the railway bridge.

## 21/033 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 19 July detailed that the development and design contract awarded to J. Murphy and Sons will commence by the end of this month and not the 1 July as stated in the previous update. The project team has met with other interfacing projects to make sure no items of scope are duplicated or omitted: other projects include West Midlands Trains' station LED lighting, the Midlands Rail Hub programme, and minor works to create 'gauge clearance' for forthcoming new Class 730 electric trains.</p> <p>RESOLVED: That the report be noted.</p>
b) Bromsgrove District Council – Consultation on Draft Hackney Carriage and Private Hire Policy	<p>It was reported that BDC has launched a consultation exercise introducing new policies to its hackney carriage (taxi) and private hire licensing function required as part the Council's review of existing policies. The statutory standards contain recommendations to help keep children and vulnerable adults safe and it is expected that local authorities follow these recommendations. Details were provided to access the consultation which remains open for responses until 3 September 2021.</p> <p>RESOLVED: That the report be noted.</p>
c) WCC Update on MLP and Mineral Site Allocations Development Plan	<p>The new Minerals Local Plan (MLP) being prepared to replace the existing plan from 1997 will be used by WCC to guide the location of mineral workings and make decisions about planning applications for mineral extraction and processing.</p>

	<p>Currently at the Examination-in-Public stage, Planning Inspectors are checking that the plan complies with the law. WCC expects to commence further consultation from 28 June 2021 to 9 August 2021 available to view online.</p>
	<p>RESOLVED: That the report be noted.</p>

**21/034 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 July payments be approved.

- b) To be advised of any expenditure decisions taken by Executive Officer. A top up petty cash request of £199.41.

RESOLVED: That the top up request of £199.41 be approved.

- c) Office Lease Renewal – A report was circulated with the agenda detailing the increase of 11.11% on a five-year lease despite the landlord not agreeing to making changes to accommodate disability access and other fire hazard issues. Members were asked to consider future council presence within the community in relation to agreeing to a further 5 year tenancy agreement. It was stated that a meeting with the letting agent was scheduled to take place with the EO, Chairman and Vice-Chairman on Tuesday 4 August to discuss lease options and if there was movement for more favourable terms. Discussion took place regarding if there were need for an independent office and further options including, room hire, hot desking and subletting space within the current office to gain some rental return. It was stated that if the council were to sign the lease renewal then fire safety requirements would need to be addressed imperatively, however it was acknowledged that the lack of fire escape would be a problem that could not be solved. It was highlighted that any of the solutions offered would need to be costed and it would be advantageous to determine the cost of installing ramps into the building, if the council were to propose bearing this cost then a longer lease would be worth considering with break clauses at staggered periods throughout the term. Lone working was also given consideration in regard to safeguarding employees with a reduction in formal hours and increased working flexibility. Given it had been identified that the current office was not suitable to hold council meetings it was considered that the cost of the outmoded office could be better utilised on expenditure to provide large room hire for meetings and occasional drop in facility for council presence. It was decided that without knowing the outcome of the meeting with the agent that no decision could be made.

RESOLVED: That following the meeting with the agent an update would be circulated to members in order that a decision to be made regarding renewing the lease.

## 21/035 Environment & Community Wellbeing

- a) Brass Beatz – It was reported that the 9-piece band will host an event on Saturday 31 July between 3pm – 6pm. The EO will meet the band to set up at 1pm and a request was made for a council member to undertake closing the event.

RESOLVED: That Cllr Cholmondeley would meet with EO at 1pm to assist with set up and Cllr Hotham and would take receipt of the electric box key and return the gazebo to the shed following completion of the event.

- b) Public Footpath BG507 – Information regarding making an application for Village Green Status was circulated to members as part of the agenda. Members were asked to consider if it wished to pursue making an application and formulate a small working group to complete the application.

Debate took place regarding if such an application would be successful which could result in a legal battle given there had been interrupted rights over the land due to signage implemented in recent years reading: 'Keep to the Footpath'.

RESOLVED:

- i) That a small working group be formed with membership consisting of Cllrs Hotham, Jagger, Polton and Roberts to complete the application and supporting documents.
- ii) That the application would be supported by BGPC.

- c) Gym Equipment on site support session.

The date has been arranged for Saturday 21 August from 10am – 12 noon, posters have been circulated and press notified with members encouraged to attend.

The EO also reported that the air walker was broken for a 3<sup>rd</sup> occasion since installation resulting in a request to Freshair Fitness to replace with a new piece of equipment.

RESOLVED: That report be noted.

- d) Commuter Car Park, Electric Rapid Charging Point. The finalised lease was circulated prior to the meeting to enable ratification and official Council signatures.

RESOLVED: That the engrossment lease be ratified and signed by the Chairman and Vice-Chairman of Barnt Green Parish Council and witnessed by the Executive Officer.

## 21/036 Planning Applications

- a) Members' response to the following consultations:


BDC ref	Site Address	Proposal
21/00966/FUL	35 Orchard Croft	Small rear extension, new pitched roof to existing single storey to provide shower room above kitchen, new porch, replacing garage doors with window and level parking area and stepped ramp access to front garden
<p>BGPC Decision:</p> <p>Recommend approval on the condition that there is no infringement of the 45° angle regulation code made unclear on the plans.</p>		

BDC ref	Site Address	Proposal
<b>21/01031/FUL</b>	17 Sandhills Lane	Proposed two storey rear extension
BGPC Decision:		
Recommend approval.		

**21/037 Date and Venue of Next Meeting**

Next Parish Council meeting will be Monday 20 September 2021, 7pm at Barnt Green Cricket Club.

The meeting ended at 20:51hrs

Signed:   
[Robert Cholmondeley \(Sep 22, 2021 09:12 GMT+1\)](#)  
 Chairman, Barnt Green Parish Council

Date: **Sep 22, 2021**  
 20/09/2021

Minute Reference 21/034 a) To note the current financial position and bills for payment.  
Bank Reconciliation 30 June 2021

<b>Bank Reconciliation at 05/07/2021</b>			
	Cash in Hand 01/04/2021		104,006.27
	<b>ADD</b> Receipts 01/04/2021 - 05/07/2021		34,079.07
			138,085.34
	<b>SUBTRACT</b> Payments 01/04/2021 - 05/07/2021		18,039.33
<b>A</b>	<b>Cash in Hand 05/07/2021</b> (per Cash Book)		<b>120,046.01</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2021	0.00	
	Cambridge Building Society 30/06/2021	64,187.34	
	Unity Bank Deposit Account 30/06/2021	55,159.35	
	Unity Bank Current Account 30/06/2021	1,149.32	
			<b>120,496.01</b>
	Less unrepresented payments		450.00
			120,046.01
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>120,046.01</b>
	<b>A = B Checks out OK</b>		

Minute Reference 21/034 a) To note the current financial position and bills for payment.

### July payments to approve

<b>July Payments List</b>				
Voucher	Description	Net	VAT	Total
47	Pension contributions	178.61	0.00	178.61
48	Landline and Broadband	40.28	8.06	48.34
49	Continuous footpath lighting energy	13.04	0.65	13.69
50	Dusk to dawn footpath lighting energy	228.43	45.69	274.12
51	Grass Cutting - Millennium Park	120.00	0.00	120.00
52	Cutting Verges - Hewell Road	32.00	0.00	32.00
53	Petty cash top up	199.41	0.00	199.41
54	Picnic Bench	459.00	91.80	550.80
55	Grounds maintenance at playing field	266.72	53.34	320.06
56	Salary	1,446.03	0.00	1,446.03
57	Summer and winter planting	850.00	170.00	1,020.00
58	Hanging baskets	400.00	80.00	480.00
59	Room Hire	50.00	10.00	60.00
60	Outdoor Parish Caretaker	450.00	0.00	450.00
61	Bench repair	40.00	0.00	40.00
62	Repair rubber ground millennium park	48.00	0.00	48.00
63	Secure goal posts	60.00	0.00	60.00
64	Lengthsman Work	165.00	0.00	165.00
		<b>5,046.52</b>	<b>459.54</b>	<b>5,506.06</b>

Minute Reference 21/034 bi) Monzo Top up reconciliation.

Monzo Reconciliation up to 30/06/2021				
Date	Description	Supplier	Expenditure	Deposit
	Opening Balance			26.44
18/05/2021	BGPC Topup			173.56
				200.00
21/05/2021	Monthly Subscription	Adobe	15.17	
30/05/2021	Online Communication Subscription	Zoom	14.39	
15/06/2021	Ink Cartridges	Amazon	134.95	
15/06/2021	Monthly file dividers	Amazon	2.94	
15/06/2021	Key tags	Amazon	2.40	
21/06/2021	Monthly Subscription	Adobe	15.17	
30/06/2021	Online Communication Subscription	Zoom	14.39	
		Sub-Total Spend	199.41	
		Balance		0.59
		Top Up Request		199.41






# Barnt Green Parish Council Minutes 19 July 2021

Final Audit Report

2021-09-22

Created:	2021-09-21
By:	Tracy Bodley (exec@barntgreen.org.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAaVeEiRDbASJ0eCunHJCjfYWKyEUMsNKt

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