

BARNT GREEN PARISH COUNCIL

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Minutes of the Parish Council meeting on Monday 26th September 2022 at 7.00pm

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

In attendance: Executive Officer, Eleanor Choudry
PC Matthew Dunton, West Mercia Police

22/030 Apologies

Worcestershire County Councillor, Adrian Kriss. Cllr J Nilsson.

22/031 Parish Councillor Vacancy/Co-option

Resident James Baldwin attended the meeting having expressed an interest in becoming a councillor. His application and letter detailing his skills and experience had been forwarded to Councillors prior to the meeting..

RESOLVED: James Baldwin was co-opted to Barnt Green Parish Council and the Declaration of Acceptance of Office was signed.

22/032 Declarations of Interest: Councillors are 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.
Cllr Hotham declared an interest in agenda item 22/040 c) as he is a Trustee of Cock's Croft, the adjoining woodland. Cllr Hotham cannot comment on any planning applications due to his role as D Cllr at BDC and the possibility that he could be on the Planning Committee.
Cllr Cholmondeley declared an interest in agenda item 22/041 as the garden of his own property adjoins 17 Poplar Drive.

22/033 To consider any dispensations

No dispensations requests had been received.

22/034 Open Session – Participation to hear from:

- a) Members of the public - None in attendance.
- b) Supporting organisations – Matthew Dunton Safer Neighbourhood Team – Matthew Dunton confirmed that crime was very low in Barnt Green and there had been no issues within the last 60 days. In Blackwell 2 women are posing as charity workers. Once invited into a property, one will request to go to the toilet and ransack drawers etc whilst the other woman remains talking downstairs.

c) There have been a couple of break-ins in Cofton Hackett and vehicle thefts. Cllrs advised that the three police priorities for Barnt Green are parking, anti-social behaviour and speeding. Cllrs reported anti-social behaviour at the Sailing Club and fly tipping in the bridle way at the corner of Bittell Road. The top of the fence has been pulled down along Fiery Hill Road and across at Linthurst Road. Parking is an issue on Sandhills Road with vehicles parked on both sides. PCSO's visit local schools to talk about parking issues and pupils get involved. It was agreed that high visibility police control on Hewell Road would be helpful in deterring inconsiderate parking.

d) Worcestershire County Councillor – Adrian Kriss (Beacon division) – Apologies received.

e) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood) BDC have issued parking fines of £151,000 with £3,431 relating to Barnt Green. There are 4 empty homes in Barnt Green which could be liable to pay 4 times the council tax charge if left empty for a number of years. BDC Local Plan has been delayed so that further work can be carried out regarding infrastructure. The current budget is £11 million and with inflation at 10% this could mean an increase in spending by £800k to £900k. The maximum the budget can increase is 2% so it is hoped that there will be more central government funding. BDC provides both statutory and non-statutory services and may have to cut non-statutory services without further funding.

22/035 To adopt previous minutes

To approve adoption of the minutes of the parish council meeting held 20th June 2022.

RESOLVED: That the minutes of the Parish Council meeting held 20/06/2022 were approved as an accurate record of the meeting and signed by the Chairman.

22/036 Annual Business

i. Governance arrangements:

a) Review of council policies

The following policies have been circulated prior to the meeting for review:

- a) 2. Action Plan for Year Ahead 2022
- b) 22. Complaints Procedure
- c) 24. Disciplinary Procedure
- d) 27. Grievance Procedure

RESOLVED: Cllrs agreed the above policies. To be reviewed in 12 months' time.

22/037 Chairman's Report

West Midland Rail sent notification of a proposal to add double yellow lines at Station Approach. When larger lorries enter Station Approach they do need more room to manoeuvre and therefore stopping cars from parking at the very bottom and top of the road would be helpful. With limited parking in the centre of Barnt Green it would be beneficial to leave the other car parking spaces along this road. Parking restriction signs were removed some time ago and it is thought that as there is now automatic number plate recognition in place at the station car park that cars would be forced to pay. The problem was highlighted to West Midland Rail

and no further responses have been received. The EO is to contact Network Rail to ask whether they plan to carry out any other health and safety work at the station such as the sloping and bobbly flagstones on the platform. An update regarding the start date and duration of the installation of the lifts will be requested and an approved press release will then be published in the Bulletin, The Standard and The Advertiser. Once we have been notified of the start date the EO will contact West Midlands Rail suggesting that they carry out work on the information screens and ticket machines simultaneously. £49.06 was raised from donations for the black ribbons worn at the Kings proclamation that was held in Millennium Park due to the sad death of HM Queen Elizabeth II. Cllrs were asked to email the EO with suggested local charities to receive the donations and a decision will be made at the October meeting.

22/038 Executive Officer's Report

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

a) Station Lift update from Network Rail	The DFT board have approved the project to progress into delivery so we are now going through the relevant processes to get all this lined up. This will happen alongside the design approvals which should mean that there is minimal delay between the two phases. We are awaiting an updated programme from our contractors but the current aim is to start on site in early 2023.
b) PC office signage	The A board is in use and the window sticker displayed.
c) PCC Survey response	Cllr Cholmondeley completed the survey and it has been submitted.
d) WCC Worcestershire Minerals Local Plan	The Worcestershire Minerals Local Plan was adopted on 14 th July 2022. More information can be found at http://www.worcestershire.gov.uk/minerals .
e) Hereford & Worcester Fire Authority	The Annual Service Plan for 2022-23 has been circulated to Cllrs and is available for residents on request. Information to be found at https://www.hwfire.org.uk/your-right-to-know/our-publications/
f) Total Football	£200 hire fee received for 1.1.22 to 30.4.22
g) Citizens Advice Bureau Grant Application	A request for £500 had been received. The amount was included in the PC budget and has been paid.
h) Utilities	The contract with Pozitive Energy for gas and electric has been renewed to 09/2025. Prices were slightly lower than what was being paid.
i) Unity Bank	Internal transfer authorisation form. Signatory Cllrs signed the form to allow the EO to transfer funds between the current and deposit accounts. EO to submit the form to Unity bank.
j) Civility and Respect Pledge	Cllrs agreed to sign up to the Pledge. The EO to action.
k) Acorns Hospice	Cllrs agreed that a bucket collection can take place at the Christmas Lights switch on event on 3 rd December.
l) Hire of meeting room	Conexus children's tuition Monday evenings 4.30pm to 7.30pm (6.30pm on PC meeting nights). Starting 12/9/22 term time only. £15 charge per hire.
m)BDC Local Plan Update	The publication of the Preferred Options stage of the Local Plan review has been delayed so that further

	work can be carried out regarding the infrastructure to support the Plan's delivery.
n) Commuter Car Park	A request to install ANPR generated charging had been received. Cllrs agreed that the car park is currently free of charge which helps slightly with lack of parking within Barnt Green and the idea was dismissed.
o) Memorial tree request	A request had been received for a Parkers Piece memorial tree in memory of long-term resident Margaret Vaughan. Cllrs agreed that a memorial bench would be allowed and the EO to contact the resident.
p) Tree Survey	Following a fallen tree branch in Parkers Piece Cllrs agreed that a survey should take place to ensure the safety of the tree. The EO had received a £450 quote for the survey and is to seek a comparison quote. The EO has contacted WCC regarding a fallen branch on the triangle at the top of Fiery Hill Road to request a survey of the trees.
q) Christmas Lights	As the contract ends in 2022 the lights are available to purchase at one more years contract cost. The EO to find out storage costs. Replacement lights are required for above shops including Tonys Handyman, EO to confer with the supplier and installer.
r) Bin	Cllrs agreed that the bin outside Cork and Crust can be swapped with a larger one from further along Hewell Road as a resident litter picker advised it is often overflowing. EO to arrange.
s) Hewell Lane	Resident complained about the uneven and gravelly footpath. It is difficult for the elderly and mobility scooter users. EO has reported to WCC.
t) Water Compliance and Legionella Control	EO attended webinar on 8/9. Cllrs agreed that the EO can purchase a thermometer and costs associated with drawing up the Risk Assessment/Management Plan.
u) Memorial Flowers/Tree QE II	A small number of memorial flowers in memory of QE II were moved to the pollinator site. A tree will be planted in due course.

22/039 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 July, August and September payments was noted

- (ii) To be advised of any expenditure decisions taken by Executive Officer. A request of £167.71 to top up the Monzo card to £200.

RESOLVED: That the top up be approved.

22/040 Environment & Community Wellbeing

- a) Parkers Piece Playing Field play equipment drainage update. Quotes had been received to rectify the drainage issue.

RESOLVED: Following discussion councillors agreed to award the works to 4Seasons. The EO to arrange start date.

- b) Brass Beatz in Millennium Park Saturday 2nd July – Review. It was felt that the rainy weather did affect the success of the event. The funds raised were less than expected. Cllrs agreed that Brass Beatz can hold the event next year if they wish to.
- c) Application for Village Green Status for the field adjoining footpath BG507. Cllr Hotham advised of notices that stated objections should be received by 19th September, superseding the previous date of 21st July. The PC has not yet been informed of any objections/progress.
- d) Welcome Back Fund - £1200 remaining grant. Cllr Cholmondeley proposed planting fruit trees along the right-hand side of Parkers Piece (Bittell Road) playing fields.

RESOLVED: Councillors agreed 3 or 4 trees to be planted initially. The EO to investigate trees types, costs and funding options.

Councillors agreed that the dead laurel bushes in Millennium Park be replaced using the grant. EO to contact the contractor and arrange.

- e) Barnt Green Medical Trust application for works in Bittell Road playing fields.

RESOLVED: Councillors agreed to seek funding for the drainage work from Barnt Green Medical Trust. EO to action.

- f) RoSPA Annual Safety Inspection. OPC has carried out remaining repairs except the goal posts. Wicksteed repairs completed. OPC to repair the dent in the shed door in Millennium Park caused by attempted entry.
- g) Community Walk – Saturday 17 September – CANCELLED due to period of mourning QE II.
- h) Correspondence regarding tree height in Millennium Park and hedge at Orchard Croft. Cllr Cholmondeley and the EO met local resident regarding the large lime trees in Millennium Park that stop the late afternoon/evening sunlight in her garden. Advice was sought that concluded that significant pruning would be required to have any impact and this may harm the trees. The advice was fed back to the resident who agreed that the trees should not be put at risk of harm. The hedge at Orchard Croft was cut by the owner a few days after a complaint was received.
- i) Pollinator site. The site has been cut back and cleared. The yellow rattle will be planted in the next month or so. EO to seek advice on future maintenance and tree planting at the site.
- j) Flood level marker post Hewell Road. The EO to contact WCC Cllr Adrian Kriss regarding installation of a flood level marker by the bridge on the pavement side after another car got stuck in the deceptively deep water following a heavy downpour of rain.

22/041 Planning

Cllr Cholmondeley left the meeting prior to the planning discussion at 8:34 hours and returned after the decision was made at 8:39hrs.

a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
22/01148/FUL	17 Poplar Drive, Barnt Green, Birmingham, Worcestershire,	Proposed two-storey front and side extension

BGPC Decision:

Recommend No Objection

22/042 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 17 October 2022 7pm at 80 Hewell Road.

The meeting ended at 20:40hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council 17/10/2022

Minute Reference 22/038 (j) Civility and Respect Pledge

Civility and Respect Pledge suggested agenda item:

'To pass a resolution to sign up to the civility and respect pledge'

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Minute Reference 22/039 (i) To note the current financial position and bills paid.

July Payments Report

Barnt Green Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Description	Net	VAT	Total
90	Office Energy	31.16	1.56	32.72
91	Office Energy	59.15	2.96	62.11
84	Grounds maintenance at playing field	228.41	45.68	274.09
85	Tree work on Playing Field	345.00	69.00	414.00
86	Porta loo for Brass Beatz	120.00	24.00	144.00
89	Landline and Broadband	26.07	5.21	31.28
82	Grass Cutting - Millennium Park	120.00		120.00
83	Grounds maintenance Verges High Street & Orchard Croft	90.00		90.00
87	Lengthsman Work	189.00		189.00
88	Outdoor Parish Caretaker	498.00		498.00
92	Grounds maintenance at Millennium Park	180.00		180.00
93	Grounds maintenance Verges High Street & Orchard Croft	55.00		55.00
94	Salary			
95	PAYE			
96	Pension contributions			
97	Street lighting	55.27	2.76	58.03

Minute Reference 22/039 (i) To note the current financial position and bills paid.

August Payments Report

Barnt Green Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Description	Net	VAT	Total
99	Grass Cutting - Millennium Park	60.00		60.00
100	Grounds maintenance at Millennium Park	60.00		60.00
101	Grounds maintenance Verges High Street & Orchard Croft	55.00		55.00
104	Lengthsman Work	189.00		189.00
107	PAYE			
108	Pension contributions			
103	Street Light Energy	56.31	2.81	59.12
109	Office Energy	41.97	2.10	44.07
110	Office Energy	21.93	1.10	23.03
98	12 months web hosting	120.00	24.00	144.00
102	Grounds maintenance at playing field	228.41	45.68	274.09
105	PC office signage	109.00	21.80	130.80
111	Landline and Broadband	23.29	4.66	27.95
106	Salary			
112	PAYE			

Minute Reference 22/039 (i) To note the current financial position and bills paid.

September Payments Report

Barnt Green Parish Council**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher	Description	Net	VAT	Total
114	Citizens Advice Bromsgrove	500.00		500.00
116	Service charge	180.23		180.23
117	Service charge	311.34		311.34
131	Office Rent	1,625.00		1,625.00
124	Dusk to dawn footpath lighting energy	56.31	2.81	59.12
113	Training - Clerk	60.00	12.00	72.00
118	Grounds maintenance at playing field	228.41	45.68	274.09
123	Landline and Broadband	25.00	5.00	30.00
125	Dog bags	148.95	29.79	178.74
126	Window sticker PC door sign	80.00	16.00	96.00
136	Annual governance accountability return	300.00	60.00	360.00
115	Outdoor Parish Caretaker	498.00		498.00
119	OPC repairs in Millennium Park	135.00		135.00
120	OPC repairs playing field	100.00		100.00
121	Outdoor Parish Caretaker	498.00		498.00
127	Bank Service Charge	18.00		18.00
128	Pension contributions			
129	Salary			
130	PAYE			
132	Grounds maintenance at Millennium Park	60.00		60.00
133	Grounds maintenance Verges High Street & Orcl	35.00		35.00
134	Grass Cutting	20.00		20.00
135	Expenses	167.71		167.71
122	Lengthsman Work	189.00		189.00

Barnt Green Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/07/2022		
	Cash in Hand 01/04/2022		109,011.70
	ADD Receipts 01/04/2022 - 31/07/2022		38,517.63
			147,529.33
	SUBTRACT Payments 01/04/2022 - 31/07/2022		27,155.49
A	Cash in Hand 31/07/2022 (per Cash Book)		120,373.84
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2022	0.00	
	Cambridge Building Society 31/07/2022	64,347.81	
	Unity Bank Deposit Account 31/07/2022	54,788.60	
	Unity Bank Current Account 31/07/2022	1,237.43	
			120,373.84
	Less unrepresented payments		
			120,373.84
	Plus unrepresented receipts		
B	Adjusted Bank Balance		120,373.84
	A = B Checks out OK		

Minute Reference 22/039 (i) To approve the August Bank Reconciliation 2022

Bart Green Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2022		
	Cash in Hand 01/04/2022		109,011.70
	ADD Receipts 01/04/2022 - 31/08/2022		38,706.63
			147,718.33
	SUBTRACT Payments 01/04/2022 - 31/08/2022		30,347.90
A	Cash in Hand 31/08/2022 (per Cash Book)		117,370.43
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2022	0.00	
	Cambridge Building Society 31/08/2022	64,347.81	
	Unity Bank Deposit Account 31/08/2022	52,288.60	
	Unity Bank Current Account 31/08/2022	734.02	
			117,370.43
	Less unrepresented payments		
			117,370.43
	Plus unrepresented receipts		
B	Adjusted Bank Balance		117,370.43
	A = B Checks out OK		

Minute Reference 22/039 ii) To be advised of any expenditure decisions taken by EO.

Monzo Reconciliation up to 19.9.22					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			200.00
24	19.7.22	Drawing pins	Post Office	2.00	
25	17.8.22	Yellow Rattle seeds Pollinator Site	Amazon	6.58	
26	17.8.22	A5 Diary 2023	Amazon	3.99	
27	17.8.22	A4 Subject Dividers	Amazon	8.99	
28	22.8.22	Community Walk Banner 17.9.22	Banner Warehouse	108.99	
29	25.8.22	Community Walk Flyers 17.9.22	VistaPrint	26.81	
30	5.9.22	PC office key for lettings-Conexus	Tonys Handyman	4.00	
31	12.9.22	Toilet roll and handwash	Tesco	6.35	
			TOTAL		167.71
			Balance		32.29
			Topup Request		167.71