

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

exec@barntgreen.org.uk
www.barntgreen.org.uk



Minutes of the Parish Council meeting on Monday 17th October 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
A representative of The Village Magazine
PC Matthew Dunton, West Mercia Police
1 member of the public

22/043 **Apologies**

Cllr Hotham, Cllr J Nilsson, Cllr O Polton and Worcestershire County Councillor, Adrian Kriss.

22/044 **Parish Councillor Vacancy**

Cllr Nilsson is looking to leave Barnt Green and therefore his Cllr role, therefore a Cllr Vacancy will continue to be advertised.

22/045 **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.

No declarations were received.

22/046 **To consider any dispensations**

No dispensations had been received.

22/047 **Open Session – Participation to hear from:**

- a) Members of the public

The Chairman of Alvechurch Parish Council, Marc Worrall, attended the meeting and wanted to highlight the newly named Alvechurch Educational Trust (formerly Alvechurch Grammar School Trust). The Trust provides financial support for residents in Barnt Green and Alvechurch to individuals under the age of 25. Examples of support include school uniform, university trips etc. The EO agreed to publicise the details in the Bulletin, the Facebook page and website.

- b) Supporting organisations – PC Matthew Dunton Safer Neighbourhood Team
Matthew Dunton had emailed the results of a traffic speed survey completed on 12/10/22 between 10:30 and 11:10. The survey followed a residents complaint that individuals were speeding over the mini roundabout. The first survey was carried out on Bittell Road with traffic coming from Alvechurch towards Barnt Green, a 30-mph zone.

- 61 vehicles were surveyed on this road.
- **Lowest** speed was **16mph**
- **Highest** speed was **38 mph**

The average speed for this location was **23 mph**

The second survey was conducted on Kendle End Road with the traffic approaching from Cofton Hackett, a 30mph zone.

- 29 vehicles were surveyed on this road
- **Lowest** speed was **22 mph**
- **Highest** speed was **43 mph**

The average speed for this location was **31.8 mph**

It was noted that there were not any road sign repeaters indicating the 30mph limit and satellite navigation indicated that it was a 40-mph zone. PC Dunton said that Adrian Kriss, WCC, is meeting with the Highways partner to look at ways of reducing the traffic speed and speed monitoring will continue.

Suspicious activities within Barnt Green are reported promptly by residents, therefore reducing crime. A car registration plate was stolen. In Cofton Hackett there were 2 vehicle related crimes, 3 burglaries and 1 attempted burglary and 4 anti-social incidents. The car which was causing an obstruction in Bittell Road has moved on.

c) Worcestershire County Councillor – Adrian Kriss (Beacon division) – Not present.

d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood) – Apologies received.

22/048 To adopt previous minutes

To approve adoption of the minutes of the parish council meeting held 26th September 2022.

RESOLVED: That the minutes of the Parish Council meeting held 26/09/2022 were approved as an accurate record of the meeting and signed by the Chairman.

22/049 Annual Business

i. Governance arrangements:

a) Review of council policies

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

a) 3. Risk Management Policy

RESOLVED: The Risk Management Policy is amended on item 3 iii to state that all necessary procedures and documents and all relevant areas of the EO's computer are backed up to the cloud.

b) 4. Balances and Reserves Policy

RESOLVED: The Balances and Reserves Policy is amended to include the £30k received from Cala Homes that is ear-marked for the future re-tarmac of the Commuter Car Park.

c) 6. Publication Scheme

d) 11. Risk Assessment and Management Policy

RESOLVED: Both c) the Publication Scheme and d) Risk Assessment and Management Policy were agreed.

e) 12. Operational Risk Assessment

RESOLVED: The EO to update the Chairman with a list of computer/internet passwords in a sealed envelope

f) 14. Communications Risk Assessment

RESOLVED: The Communication Risk Assessment was agreed.

g) 13. Risk Register Log Review

- i) Litter picking assessment
- ii) Banking arrangements
- iii) Payments procedure
- iv) Storage arrangements for minutes
- v) Office and home working risk assessment

RESOLVED: The EO to provide further details regarding the Risk Register Log Review at the November meeting.

22/050 Chairman's Report – Cllr Cholmondeley said he had nothing to report that was not already detailed on the agenda.

22/051 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 project is continuing to progress the designs, and all is going well on that front. We are now awaiting ministerial approval for the funding for the delivery phase. Unfortunately, I do not have a timescale for this at present, but we are hoping it won't take too long.
--	--

	<p>RESOLVED: That the report be noted.</p>
b) Tree Survey	<p>Update from Gavin Boyes, Senior Tree Officer, WCC to inspect large Oak tree in Bittell Road playing fields that dropped a large branch.</p> <p>Following the fallen branch on the triangle at the top of Fiery Hill Road EO requested tree survey by WCC. Awaiting responses.</p>
c) Hewell Lane	<p>Resident complained about uneven and gravelly footpath. Difficult for elderly and people that use scooters. EO reported to WCC, awaiting response</p>
d) Greenbank	<p>Update on WCC maintenance responsibilities. Awaiting response.</p>
e) West Mercia PCC Cyber Crime Partnership Survey	<p>Cllr Cholmondeley responded and advised that they are consulting on a database to access information on cybercrime and proposing 6 monthly meeting on all aspects of cybercrime and its effects.</p> <p>RESOLVED: That the report be noted.</p>
f) BGMT Grant	<p>The grant of £903.41 for the repairs of the play equipment in Millennium Park was received on 26.9.22.</p> <p>RESOLVED: That the report be noted.</p>
g) Income received	<p>£34k precept has been received in the deposit account. Receipt of £200 for hire of playing field 1.5.22 to 31.8.22 Deposit account interest received of £78.49</p> <p>RESOLVED: That the report be noted.</p>
h) Donations from QEII black ribbons	<p>Suggested charities for the £49.06 donations:</p> <ol style="list-style-type: none"> 1. Lickey Hills Society - volunteers who support and maintain the hills as a country park. 2. Acorns - children's hospice, a national organisation with a shop in Barnt Green. 3. Where Next - work experience for people with learning difficulties, specifically plants - used by BGPC for the planters. 4. Basement Project - support for 16–25-year-olds with housing related support needs, based locally in Redditch & Bromsgrove.

	<p>RESOLVED: The donation is to be rounded up to £50 and paid to the Lickey Hills Society. The EO to action.</p>
i) Contingency Plan	<p>Proposed reciprocal arrangement with Cofton Hackett Parish Council to cover long term Clerk unavailability due to illness etc.</p> <p>RESOLVED: The EO to confirm the proposal with the Clerk at Cofton Hackett and suggest a widening of parish councils to include Lickey and Blackwell and Alvechurch.</p>
j) Audits 2021/22	<p>The internal audit carried out by DKE Audit Services was received and circulated in April 22. The external audit carried out by PKF Littlejohn was received and circulated in September 22 and the Notice of Conclusion of Audit published.</p> <p>RESOLVED: That the report be noted.</p>
k) Warm Hubs	<p>Investigate potential 'warm hub' in Barnt Green.</p> <p>RESOLVED: The EO had contacted Rev. Andrew Hobbs about the possibility of running a 'warm hub' at the Church. The EO to chase a response and also approach Barnt Green Social Club.</p>

22/052 Finance

- (i) To note the current financial position and bills for payment. See page 5 of the agenda.

RESOLVED:

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

- (ii) To be advised of any expenditure decisions taken by Executive Officer. A request of £66.00 to top up the Monzo card to £200. See Monzo expenditure list page 470.

RESOLVED: That the top up of the Monzo card be approved.

22/053 Environment & Community Wellbeing

- a) Parkers Piece Playing Field play equipment drainage update. The EO advised that the drainage work would start on Tuesday 18th October and was expected to be complete by Friday 21st October.
- b) Application for Village Green Status for the field adjoining footpath BG507. The EO had been notified that the landowner had objected to the application.
- c) Welcome Back Fund - £1200 remaining grant. Fruit tree planting in Parkers Piece (Bittell Road) playing fields.

RESOLVED: It was agreed that the dead laurel bushes in Millennium Park would be replaced. Three apple trees, a James Grieve, Charles Ross and Red Windsor rootstocks MM106 are to be planted on the left-hand side of Bittell Road playing fields. The trees will need 4–5-foot guards to protect them from deer etc. The remaining £1200 Welcome Back Fund grant would be used to make the purchases. Cllr Cholmondeley to draw up a fruit tree planting plan for Barnt Green.

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

RESOLVED: That the report be noted.

- e) RoSPA Annual Safety Inspection. OPC has carried out repair to the goal posts.

RESOLVED: That the report be noted.

- f) Pollinator site.
Cllr Cholmondeley, Cllr Perry and Mrs Perry have planted 2 x packets of Yellow Rattle at the site. It should flower in late spring and help to reduce grass growth.

RESOLVED: Two pear trees, a Black Worcester and Williams Bon Chretien both pyro dwarf are to be planted at the site. The trees will need 4–5-foot guards to protect them from deer etc. The Welcome Back Fund Grant is to be used as per agenda item 22/053 c) above.

- g) Flood level marker post Hewell Road.
The EO is awaiting a response from WCC Adrian Kriss regarding the possibility of installing a flood level marker to prevent cars attempting to pass through deceptively deep flood water under the bridge on Hewell Road following a downpour.

- h) Climate change.
Cllr Whitehand had attended a CALC presentation on Climate Change. Handouts were circulated showing the comparison of energy consumption per household in tonnes of CO2 between Barnt Green, Alvechurch, Lickey and Blackwell, Bromsgrove and nationally. It was clear that Barnt Green scored highly in all areas. Further information was supplied with the breakdown of the community's consumption footprint. The link to the Community Impact Calculator is <https://impact-tool.org.uk>

RESOLVED: It was agreed that details of the Barnt Green Community Consumption Footprint be highlighted in the next Bulletin to raise awareness and suggest how small changes can make a difference.

- i) Replacement shed in Millennium Park.
The metal shed in Millennium Park has been damaged beyond repair. The OPC suggested moving the shed from Bittell Road playing fields to Millennium Park and purchasing a new replacement shed for the playing fields. The shed in the playing fields would ideally be slightly deeper to accommodate more equipment. It is probable that the base would need to be extended for the shed in the playing fields.

RESOLVED: The EO to seek quotes. It was agreed there would not be an increase in Total Footballs hire charge.

22/054 Planning

- a) No applications have been received.

22/055 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 21 November 2022 7pm at 80 Hewell Road

The meeting ended at 20:18hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council 21/11/2022

Minute Reference 22/052 (i) To note the current financial position and bills paid.
September Payments Report

30 September 2022 (2022-2023)

Barnt Green Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Description	Net	VAT	Total
137	Pozitive Energy	-16.85	-0.84	-17.69
138	Pozitive Energy	32.68	1.63	34.31
139	Pozitive Energy	9.78	0.49	10.27
140	Pozitive Energy	36.04	1.80	37.84
		61.65	3.08	64.73

Minute reference 22/052 (i) To note the current financial position and bills paid.

October Payments Report

10 October 2022 (2022-2023)

Barnt Green Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Description	Net	VAT	Total
150	Dusk to dawn footpath lighting energy	78.81	3.94	82.75
156	Office Energy	36.62	1.83	38.45
157	Office Energy	47.24	2.36	49.60
142	Landline and Broadband	27.02	5.40	32.42
144	Grounds maintenance at playing field	228.41	45.68	274.09
145	Annual Accounting Software	468.00	93.60	561.60
141	Outdoor Parish Caretaker	498.00		498.00
146	Grass Cutting - Millennium Park	120.00		120.00
147	Grounds maintenance Verges High Street & O	35.00		35.00
148	Landline and Broadband	20.00		20.00
149	Hedge Cutting	70.00		70.00
151	Salary			
152	PAYE			
153	Pension contributions			
154	Expenses	66.00		66.00
155	Training - Clerk	25.00		25.00
143	Lengthsman Work	189.00		189.00

Minute Reference 22/052 (i) To approve the September Bank Reconciliation 2022

4 October 2022 (2022-2023)

Barnt Green Parish Council

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

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

A	Bank Reconciliation at 30/09/2022		
	Cash in Hand 01/04/2022		109,011.70
	ADD Receipts 01/04/2022 - 30/09/2022		39,737.59
			148,749.29
	SUBTRACT Payments 01/04/2022 - 30/09/2022		37,451.38
	Cash in Hand 30/09/2022 (per Cash Book)		111,297.93
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2022	0.00	
	Cambridge Building Society 30/09/2022	64,347.81	
	Unity Bank Deposit Account 30/09/2022	44,867.09	
	Unity Bank Current Account 30/09/2022	2,083.03	
			111,297.93
	Less unrepresented payments		
		111,297.93	
	Plus unrepresented receipts		
	Adjusted Bank Balance		111,297.93
	A = B Checks out OK		

Minute Reference 22/052 ii) To be advised of any expenditure decisions taken by EO.

Monzo Reconciliation up to 17.10.22					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			200.00
32	27.9.22	Thermometer for legionella checks	ETI Thermometer Shop	66.00	
			TOTAL		66.00
			Balance		134.00
			Topup Request		66.00

DRAFT