

BARNT GREEN PARISH COUNCIL

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Minutes of the Parish Council meeting on Monday 21st November 2022 at 7.00pm

Members present: Cllrs R Cholmondeley, C Hotham (arrived 19:40hrs), P Perry, S Whitehand, J Baldwin, O Polton

In attendance: Executive Officer, Eleanor Choudry
A representative of The Village Magazine

22/056 Apologies

Cllr J Nilsson, Cllr M Roberts and Worcestershire County Councillor, Adrian Kriss.

22/057 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.

22/058 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 22/066 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 22/064 f) as he is a Trustee of Barnt Green Medical Trust..

22/059 To consider any dispensations

No dispensations had been received.

22/060 Open Session – Participation to hear from:

- a) Members of the public – None.
- b) Supporting organisations, e.g. Safer Neighbourhood Team, Footpath Warden - None.
- c) Worcestershire County Councillor – Adrian Kriss (Beacon division) – Apologies received. The EO had received an email from Cllr Kriss offering to hold a surgery in Barnt Green.

RESOLVED: The EO to respond offering the Parish Council office meeting space as a venue. It was agreed that the hire charge would be waived.

- d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood) Apologies sent and arrived at 19:40hrs.

22/061 To adopt previous minutes

To approve adoption of the minutes of the parish council meeting held 17th October 2022.

RESOLVED: That the minutes of the Parish Council meeting held 17/10/2022 were approved as an accurate record of the meeting and signed by the Chairman.

22/062 Annual Business

i. Governance arrangements:

a) Review of council policies

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

a) 3. Risk Management Policy

RESOLVED: The policy had been updated to include files being backed up to the Cloud.

b) 4. Balances and Reserves Policy

RESOLVED: The policy had been amended to include the £30k received from Cala Homes to retarmac the Community Car Park.

c) 12. Operational Risk Assessment

RESOLVED: The EO has given the Chairman the passwords and spare keys in a sealed envelope as per the Risk Assessment.

d) 13. Risk Register Log Review

i) Litter picking assessment

RESOLVED: The Litter Picking Risk Assessment was agreed.

ii) Storage arrangements for minutes

RESOLVED: Minutes are to be archived with Worcestershire County Council Archive and Archaeology Service. The EO to organise.

22/063 Chairman's Report – A meeting of the Finance Committee is to be arranged before Christmas to draw up a draft budget for 2023/24 for agreement at the January meeting. An A5 insert to be added to the Parish Council Bulletin detailing 'Warm Space' venues and dates agreed which we hope will be agreed at the meeting which is to be held tomorrow at St Andrews Parish Centre.

22/064 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	An update was requested on 14/11/22 but had not been received. The EO to chase for an update.
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b) Tree Survey	<p>Gavin Boyes, Senior Tree Officer, WCC inspected the large Oak tree in Bittell Road playing fields that had dropped a large branch in the summer. Gavin recommended a 15% crown thin to reduce and manage the sail value of the crown and the removal of the deadwood to remove the risk of falling branches. The EO to seek quotes.</p> <p>Following the fallen branch on the triangle at the top of Fiery Hill Road EO requested tree survey by WCC. WCC responded that the contractor will continue to monitor the area on the inspection regime.</p>
c) Hewell Lane	Resident complained about uneven and gravelly footpath. Difficult for elderly and people that use scooters. EO reported to WCC in September and is still awaiting a response. The report has been sent to WCC Cllr Kriss to push for a progress report.
d) Greenbank	WCC confirmed that they are responsible for maintenance. The area is inspected on foot annually around December. There are no advisories currently for this road.
e) Income received	Room hire from Conexus £75 on 9.11.22.
f) BGMT Grant Application	The application for drainage works at Bittell Road playing fields was successful and the payment of £5736 was received on 31.10.22.
g) Contingency Plan	Proposed reciprocal arrangement with Cofton Hackett Parish Council to cover long term Clerk unavailability due to illness etc. The EO to progress the idea with Cofton Hackett and potentially include other local parishes at a later date if they were interested.
h) Warm Hub	<p>A meeting has been arranged on 22nd November at St Andrews Parish Centre to investigate the potential for a 'warm space' to help residents with the cost of energy bills and reduce isolation. Representatives from local venues and parish councils were invited. Details would be advertised via a press release, Facebook, website and notice boards.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>RESOLVED: It was agreed that funding could be provided by the Parish Council.</p> </div>
i) Thermostatic Mixing Valve in office toilet sink	Due to primary school aged children using the sink when attending Conexus a TMW has been fitted to comply with legislation preventing scalds/burns.
j) Fallen bollard Greenbank	The bollard has been replaced.
k) Defibrillator Cabinet	The OPC has painted and improved the appearance of the defibrillator cabinet.
l) Refreshments	The soft drink, wine and beers left over from the jubilee event have been donated to St Andrews First School to be used at their Christmas Fayre.
m) Chairmans Xmas Buffet	Invitations have been distributed for the event on Monday 12 th December 5.30pm until 7pm at BG Social Club.

n) Disability Ramp	Economy aluminium wheelchair ramp for access between PC office and meeting room £74. RESOLVED: Cllrs unanimously agreed that the EO is to purchase the wheelchair ramp.
o) Blocked drains along Bittell Road	Reported Ref 5522 to WCC. WCC have raised a four-week order to jet the gully and will continue to monitor the drainage system as part of their routine inspection regime 7/11/22.
p) LGA agreed £1 per hour increase back dated to 1 st April 2022	EO added back-dated pay to list of payments.
q) Student Litter Picker	Student to litter pick in Barnt Green as part of DofE Award.

22/065 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 £101.72 to top up the Monzo card to £200. See Monzo expenditure list page 7.

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

22/066 Environment & Community Wellbeing

- a) Parkers Piece Playing Field play equipment drainage update. The weather has been very wet and the whole of the field was wet and muddy.

RESOLVED: It was agreed that Richard Clewer, Highways Officer, would be invited to an onsite meeting in February to check the success of the drainage works and whether further work may be required.

- b) Bittell Road traffic speed / pedestrians crossing/litter. Previously a pedestrian crossing request was unfeasible and unable to meet legislation due to road accesses coming off Bittell Road. WCC Cllr Kriss had emailed the EO to advise that the Liaison Officer is looking into what could be implemented. There is to be a public meeting on Monday 9th January with the Police, Highways and WCC Liaison Officer for the public to discuss any road and speeding issues.
- c) Application for Village Green Status for the field adjoining footpath BG507. An objection had been received. Cllr Hotham had drafted a response to the objection which had been circulated to all Cllrs. The draft is to be sent to the Open Space Society for advice. The parish council paid £45 membership to the Open Space Society which

includes free advice. The Parish Council will not be liable financially regardless of the outcome of the application.

- d) Welcome Back Fund - £1200 remaining grant. Fruit trees have been ordered for planting in Bittell Road playing fields and the Pollinator site. Contractor J Bishop has ordered replacement laurel bushes.
- e) Bittell Road playing fields. The apple trees are to be planted on the left-hand side after the entrance to the playing fields ensuring they get sufficient sunlight. If the parish council were to receive a request for a tree in the future the alcove area at the bottom of the field would be suitable.
- f) Pollinator site. Two pear trees are to be planted to allow cross pollination. Yellow Rattle has been planted on half of the site nearest Green Bank.
- g) Flood level marker post Hewell Road. WCC Cllr Kriss had emailed the EO to advise that a temporary flood level marker would be in place in the near future. The marker to be situated in the middle of the bridge on the pavement on the same side as the Victoria pub.
- h) Climate change. The statistics from the IMPACT Community Carbon Calculator have been detailed in the Bulletin highlighting and comparing the energy consumption per household in tonnes CO2.
- i) Replacement shed in Millennium Park quotes. The EO had received 3 quotes. The EO to seek a further quote for a part shipping container with cladding as bought by Beoley Parish Council. The OPC had suggested the shed used by Total Football in Bittell Road playing fields be re-sited in Millennium Park and a slightly larger shed be installed in Bittell Road playing fields. Cllrs agreed.

RESOLVED: The EO and Chairman to receive the quote, make a decision and progress the purchase and installation of the replacement shed and re-siting of the existing shed. The new shed to be sited in Bittell Road playing fields and the shed currently in the playing fields to be moved to Millennium Park.

- j) Christmas Lights Switch On. Saturday 3rd December 3.30pm to 5pm. Arrow Valley Brass Band are to be positioned outside the Pharmacy. The Theatre Workshop Choir are to be positioned outside the opticians and both Tesco and Village Vineyards have offered an electricity supply. Father Xmas is booked to attend and will do a Christmas countdown to the lights being switched on. The Christmas tree will be delivered last week in November. Flyers and banners have been delivered. GJH Electrical to install lights. Last year there were not any lights above the shops including Tonys Handyman. GJH Electrical will supply 24v multicolour lights for £495 which will last for many years. Peter Pans Fish & Chips shop will stay open all afternoon. The Best Dressed Christmas Window will be running again this year. The trophy to be ordered. Cllr Polton agreed to be a judge again and resident Kay Cholmondeley will be asked to judge again. Judging will take place the week commencing 12th December. The EO to order the shop flyers. A photo of the competition winner will be published in the Village magazine.

RESOLVED: It was agreed that GJH Electrical supply the extra lights at a cost of £495. The EO to order the Best Dressed Christmas Window flyers.

- k) Community Events 2023 – Walks and Food Festival. The community walk planned for September was cancelled to the death of HM QE II. Brass Beatz have held two free concerts previously in Millennium Park.

They have confirmed that they will do another event on the 24th June 2023 for a £300 fee. The community walk could be moved to June and the event be combined with Brass Beatz with the walk in the afternoon and the band playing until 8pm. Village Vineyards and Warwick Butchers have been notified. Lyndsey Berry, Bromsgrove Centres' Manager met with Cllr Cholmondeley, Cllr Hotham and the EO to discuss events for 2023. Cllr Cholmondeley and Cllr Hotham visited a number of shops in Barnt Green for feedback regarding a Food Festival to be held in Millennium Park. The stalls invited would be complementary to existing shops and not in competition with them. Ideas such as specialist cheeses, chocolates, ice cream etc were discussed along with other interest stalls. The Parish Council is not seeking to make or charge money for the event and has asked for match funding. It is hoped if the event is successful it could become a regular event and grow in size. Lyndsey Berry is sourcing contacts for 8-12 stalls. Cllr Cholmondeley to meet with Greg Hunt and Simon Richards to finalise details of the Wassail Walk to be held on 28th December 2022. The event will continue in 2023 if this years event is a success.

RESOLVED: Cllrs agreed to hold the Community Walk with Brass Beatz performing on Saturday 24th June 2023. Cllrs agreed to organise a Food Festival to be held on Saturday 9th September 2023 11am to 7pm in Millennium Park.

- l) Lickey Hills Car Parking Charge consultation closes 4th December. Lickey and Blackwell Parish Council response and further communication to the consultation was circulated to all Cllrs. Cllrs agreed with the points raised by Lickey and Blackwell Parish Council. Whilst it was agreed the car park charging will not directly affect Barnt Green there will be a knock-on effect from displaced street parking. It was felt that comparisons with charging for parking at Cannon Hill Park were not relevant as the Lickey Hills is on the periphery of the city. Questions were raised as to whether the funding will be used to repair the car park which is in poor repair or make up a shortfall in the budget. The nature area should be free of charge and accessible to all. It was felt it is difficult to judge how long one may spend in the Lickey Hills and pay charges accordingly. An advertising campaign encouraging people to go to the Lickey hills via train and bus to Barnt Green could be advertised to encourage public use.

RESOLVED: The EO to write a letter of support to Lickey and Blackwell Parish Council. The EO to draft a response to the consultation.

- m) Following a meeting quotes to be sought to trim Millennium Park tree branches that overhang the Friends Meeting House. The EO is seeking 3 quotes.

22/067 Planning

- a) No applications have been received.

22/068 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 16 January 2023 7pm at 80 Hewell Road.

The meeting ended at 20:35hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council 16/01/2023

Minute Reference 22/065 (i) To note the current financial position and bills paid.
November Payments Report

Barnt Green Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Description	Net	VAT	Total
167	Office Energy	9.14	0.46	9.60
169	Street Light Energy	59.15	2.95	62.10
166	Grass Cutting	228.41	45.68	274.09
168	Landline and Broadband	30.25	6.05	36.30
171	Dog bags	148.95	29.79	178.74
172	Repair to playground equipment and rubberised floor	1,320.95	264.19	1,585.14
173	Millennium Park rope bridge inspection	60.00	12.00	72.00
159	Salary			
160	PAYE			
161	Pension contributions			
162	Donation	50.00		50.00
163	Outdoor Parish Caretaker	498.00		498.00
164	Goal post repair in playing field	175.00		175.00
165	Lengthsman Work	189.00		189.00
170	Fit TMV valve and repair toilet	175.00		175.00
174	PAYE			
175	PAYE			
176	Grass cutting - Millennium Park	60.00		60.00
177	Grounds maintenance at Millennium Park	65.00		65.00
178	Grounds maintenance Verges High Street and Orchard Croft	35.00		35.00

Minute Reference 22/065 (i) To approve the October Bank Reconciliation 2022

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 31/10/2022		
	Cash in Hand 01/04/2022		109,011.70
	ADD Receipts 01/04/2022 - 31/10/2022		80,240.59
			189,252.29
	SUBTRACT Payments 01/04/2022 - 31/10/2022		46,880.77
A	Cash in Hand 31/10/2022 (per Cash Book)		142,371.52
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2022	0.00	
	Cambridge Building Society 31/10/2022	64,347.81	
	Unity Bank Deposit Account 31/10/2022	70,567.09	
	Unity Bank Current Account 31/10/2022	7,456.62	
			142,371.52
	Less unrepresented payments		
			142,371.52
	Plus unrepresented receipts		
B	Adjusted Bank Balance		142,371.52
	A = B Checks out OK		

Minute Reference 22/065 ii) To be advised of any expenditure decisions taken by EO.

Monzo Reconciliation up to 9.11.22					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			200.00
33	1.11.22	Xmas Lights switch on banners x 2	The Banner Warehouse	84.23	
34	1.11.22	Xmas Lights switch on flyers	VistaPrint	17.49	
			TOTAL		101.72
			Balance		98.28
			Topup Request		101.72