

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

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



Minutes of the **Ordinary Parish Council** meeting to be held on
Monday 20 February 2023 at 7.00pm at 80 Hewell Road, Barnt Green, B45 8NF

Members present: Cllrs R Cholmondeley, C Hotham, P Perry, S Whitehand, J Baldwin,
M Roberts, O Polton (left at 7.48pm)

In attendance: Executive Officer, Eleanor Choudry
Worcestershire County Councillor, Adrian Kriss (left at 7.15pm)

22/089 Apologies

None received.

22/090 Parish Councillor Vacancy – No interest has been received.

22/091 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 22/099 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.

22/092 To consider any dispensations

No dispensations had been received.

22/093 Open Session – Participation to hear from:

- a) Members of the public – None present.
- b) Supporting organisations, e.g. Safer Neighbourhood Team, Footpath Warden – None present.
- c) Worcestershire County Councillor – Adrian Kriss (Beacon division) WCC have agreed a very balanced and substantial budget. £19 million is set aside for Highways with plans to work on congestion. £3.5 million to support bus services, only one bus service in the whole of Worcester makes a profit. There are plans to expand the on-demand bus service. £500k for tree cutting and also a lift of 5% to parish schemes is included. On Thursday 23rd February a meeting is taking place at Cofton Hackett Village Hall at 7.30pm with the Police & Crime Commissioner, Police, Highways Officer and Cllr Kriss regarding speeding. Parish Councillors are invited. Cllr Cholmondeley stated that he will contact West Midlands Rail prior to the lift installation to request screens are erected on platform 1, Cllr Kriss confirmed he will assist with arranging a meeting with Mike Rouse, WCC Cabinet member for Highways and Transport, to discuss.

d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood)
The budget has a deficit of £250k. Utilities have increased by £750k but it is hoped that this will be reduced as energy prices come down. Therefore 50% of the increase will be set aside and put back into general funds if utility prices drop. The Corporate Peer Challenge is taking place due to the council being issued with a S24 Notice because of the failure to produce a statement of accounts on time.

22/094 To adopt previous minutes

a) To approve adoption of the minutes of the Ordinary parish council meeting held 16th January 2023.

RESOLVED: That the minutes of the Ordinary Parish Council meeting held on 16/01/2023 were approved as an accurate record of the meeting and signed by the Chairman.

b) To approve adoption of the minutes of the Extraordinary meeting held on 30th January 2023.

RESOLVED: That the minutes of the Extraordinary Parish Council meeting held on 30/01/2023 were approved as an accurate record of the meeting and signed by the Chairman.

c) To approve adoption of the minutes of the Finance and GP Committee held on the 5th January 2023.

RESOLVED: That the minutes of the Finance and GP Committee meeting held on 05/01/2023 were approved as an accurate record of the meeting and signed by the Chairman.

22/095 Annual Business

i. Governance arrangements:

a) Review of council policies

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

a) 3 Year Forward Plan Annual Review

RESOLVED: The policy was agreed and will continue to be reviewed annually.

b) Action Plan for year ahead 2023

RESOLVED: Amend to increase the Grants Scheme to £1500 to reflect the 2023/24 budget. Remove details regarding the production of a traders' newsletter as this is no longer required. The Action Plan was agreed and is to be reviewed annually.

22/096 Chairman's Report – The Bulletin will be produced towards the end of May, after the elections. Details of the Brass Beatz Community Walk event to be added. The OPC to hang the bunting along the shops for the Kings Coronation on Saturday 6th

May. Cllr Perry will raise the flag on Coronation Day. Purchasing a children's Coronation souvenir was discussed and the idea dismissed.

Cllr Cholmondeley had carried out the EO's appraisal and set agreed objectives for the year.

22/097 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	Leanne Brooks, Network Rail, confirmed that the main works for the station lift installation will begin in Autumn 2023. Cllr Cholmondeley sent details to The Village magazine for publication.
b) Hewell Lane	Resident complained about uneven and gravelly footpath. Difficult for elderly and people that use scooters. Photos have been sent to WCC Cllr Kriss to progress. No update received.
c) Income received	<p>£5 received from sale of Lickey Hills Book. 99p received from Ebay sale of 2 x office chairs. £4595.02 has been reclaimed for VAT from 1.4.22 to 31.12.22. Interest of £437.74 was paid into the Cambridge deposit account on 31.12.22.</p> <div data-bbox="703 983 1410 1055" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: That the report be noted.</p> </div>
d) Shed in Bittell Road playing fields	The new shed was delivered on 13/2/23. The OPC will remove the shed in Millennium Park. Move the shed from Bittell Road playing fields to Millennium Park. Install the new shed in Bittell Road playing fields.
e) WCC Green Infrastructure Strategy 2023 to 2028	<p>The consultation document is available from 23/1 to 6/3/23. https://www.worcestershire.gov.uk/gi Cllrs had been forwarded the link and asked to consider if they wish to respond.</p>
f) Review deposit account interest rate currently paying 1.5%	<p>The EO had investigated business bank interest rates and discussed.</p> <div data-bbox="703 1561 1410 1749" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: To move the majority of funds from the Cambridge Building Society to Unity Trust 30 Day Deposit Account offering 2.21% interest. A small balance to be left in the Cambridge Building Society.</p> </div>
g) Shared purchase of PA system with Alvechurch PC	<p>Quotations sought ranged from £119 to £209.99.</p> <div data-bbox="711 1861 1418 2031" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: Due to the low-cost Cllrs agreed to not share a purchase with Alvechurch PC and will purchase a PA system in the future if required. EO to inform Alvechurch PC.</p> </div>

h) Meeting room office chairs	<p>The GP surgery has donated 6 chairs for the meeting room. Two office chairs that were in the meeting room were sold on Ebay for 99p.</p> <div data-bbox="703 203 1410 271" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: That the report be noted.</p> </div>
<p>i) Elections 4th May 2023</p> <p>Purdah begins 27th March 2023.</p>	<p>Guidance for Candidates can be found at Parish council elections in England Electoral Commission Nomination papers for Parish Elections can be found at Nomination papers - Parish Elections England (DOC) Electoral Commission</p> <p>Guidance regarding Purdah has been previously circulated but also attached.</p> <div data-bbox="703 607 1410 779" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: At the March parish council meeting nomination papers will be completed. Cllrs to take their own nomination papers to Bromsgrove District Council, Parkside by Tuesday 4th April 4pm.</p> </div>

22/098 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 £6.94 to top up the Monzo card to £200. See Monzo expenditure list page 9

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

- (iii) Dog and Litter Bin emptying contract at Bittell Road playing fields.

RESOLVED: That the dog and litter bin emptying contract was renewed with BDC until 31st March 2024 at an annual cost of £1,237.50.

- (iv) Lengthsman Work/Services partnership working agreement.

RESOLVED: That the Lengthsman Work / Services partnership be renewed to 31st March 2024.

- (v) Agree quarterly meeting dates for the Finance and GP Committee.

RESOLVED: Cllrs to agree meeting dates during the day in the 2nd or 3rd week after each quarter end. The EO to email suggested dates for confirmation.

Draft PC meeting dates to be circulated by the EO prior to approval continuing with the third Monday of the month.

22/099 Environment & Community Wellbeing

- a) Parkers Piece Playing Field play equipment drainage update. The wooden steppingstone type blocks were found split and damaged and therefore the OPC has removed them.

RESOLVED: The success of the drainage works to be monitored. A decision to be made in April regarding drainage and the future of the children's' play equipment.

- b) Bittell Road traffic speed / pedestrians crossing. Cllr Kriss confirmed that funding was in place for one pedestrian crossing. Bittell Road along with an area within another parish was being considered. Highway Engineers are to assess the suitability of the location.
- c) Application for Village Green Status for the field adjoining footpath BG507. No further information is available yet.
- d) Welcome Back Fund Grant – The fruit trees have been planted in Bittell Road playing fields and the Pollinator site. Cllr Perry has been watering the trees.
- e) Flood level marker post Hewell Road.

RESOLVED: The EO has been unable to source a triangular flood level marker post and had contacted 2 companies for a bespoke post with no success. It was suggested that the OPC could be asked to make the required post. Cllr Kriss to check that this would meet regulations.

- f) Wicksteed Millennium Park Inspection Report.

RESOLVED: Cllrs agreed to go ahead with the works to replace the missing fixings. Further quotes are to be sought to replace the whole of the wetpour area and to carry out the wetpour repairs. The EO to action.

- g) Review of Warm Space events. Although the targeted people did not attend the events they were successful amongst the volunteers who all enjoyed getting to know one another. The Friends Meeting House and the Baptist Church may continue with the sessions, the Parish Centre already runs a Friday session. The sessions advertised as Warm Spaces will stop at the end of February.

RESOLVED: News of the Warm Space events held is to be added to the Bulletin and also publicise the venues which are continuing with Coffee and Chat sessions.

- h) Reeves Tree Surgeons to reduce the crown of the Oak tree in Bittell Road playing fields and to prune the lime trees in Millennium Park that overhang the Friends Meeting House. They will check the site on 24/2 to ensure ground is not too wet for equipment.
- i) Community Events – Community Walk and Brass Beatz 24th June

RESOLVED: There will be 2 walks this year. An 8-mile walk and a 4-mile walk.

- j) Change of date for proposed Food Festival to 23rd September.

RESOLVED: Cllrs agreed to Social Eats hosting the Music and Food Festival on 23rd September 2023.

- k) Social Eats have offered to host a Music and Street Food Festival Event in Bittell Road playing fields. Dates available are the 10th June or the 23rd September. Event would start at 12 noon until 10pm. Managed completely by Social Eats including security, parking wardens, promotion etc. They will pay £2k for the hire of the field. They could also hold a firework display on 2nd, 3rd, 5th November 5pm until 10pm.

RESOLVED: Cllrs agreed to hire Bittell Road playing fields to Social Eats so that they can hold a Music and Street Food Festival on the 23rd September 12 noon until 10pm. Depending on the success of the festival a firework display may be held by Social Eats in 2024.

- l) Decide date for Christmas lights switch on event.

RESOLVED: Cllrs agreed to hold the Christmas lights switch on event on Saturday 2nd December 2023. Cllr Baldwin agreed to try to find a Father Christmas for the event after our previous Father Christmas retired!

22/100 Planning

- a) Responses to consultations received including:

BDC ref	Site Address	Proposal
22/01617/FUL	Sandhills Farm, Sandhills Green, Barnt Green, Birmingham,	Replacement garage
BGPC Recommendation: Barnt Green Parish Council recommends approval.		
BDC ref	Site Address	Proposal
22/01514/FUL	Hawthorn, Aqueduct Lane, Alvechurch, Birmingham	Replacement garage
BGPC Recommendation: Barnt Green Parish Council recommends approval.		
BDC ref	Site Address	Proposal
23/00102/FUL	17 Cherry Hill Avenue, Barnt Green Birmingham Worcestershire B45 8LA	First floor extension over existing garage and single storey rear extensions to replace existing
BGPC Recommendation: Barnt Green Parish Council recommends approval.		

22/101 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 20 March 2023 7pm at 80 Hewell Road.

The meeting ended at 20:16hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council 20/03/2023

Agenda Item 22/098 (i) To approve the current financial position and bills paid.

February Payments Report

Barnt Green Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Description	Net	VAT	Total
239	PAYE			
238	Pension contributions			
232	Street Light Energy	2,256.95	112.85	2,369.80
233	Office Energy	17.94	0.90	18.84
242	Street Light Energy	60.11	3.00	63.11
243	Street Light Energy	281.86	14.09	295.95
240	Office Energy	30.01	1.50	31.51
241	Office Energy	75.13	3.76	78.89
222	Outdoor Parish Caretaker	498.00		498.00
226	Christmas lights hire and final purchase	1,500.00	300.00	1,800.00
221	Grounds maintenance at playing field	228.41	45.68	274.09
224	Training - Clerk	25.00	5.00	30.00
225	Christmas Tree Lights Dismantle	1,500.00	300.00	1,800.00
227	Dog bags	148.95	29.79	178.74
230	Office landline, broadband & calls	33.37	6.67	40.04
223	Christmas Brass Band	150.00		150.00
228	Lengthsman Work	141.75		141.75
237	PAYE			
231	Street Lamp Repair	320.00	64.00	384.00
235	Membership renewal	36.00		36.00
234	Data Protection Annual Fee	35.00		35.00
229	Local Councils Update Subscription Renewal	110.00		110.00
236	Salary			
244	Petty cash top up	6.94		6.94

Agenda Item 22/098 (i) To approve the December 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 31/12/2022		
	Cash in Hand 01/04/2022		109,011.70
	ADD		
	Receipts 01/04/2022 - 31/12/2022		81,440.50
			190,452.20
	SUBTRACT		
	Payments 01/04/2022 - 31/12/2022		66,358.88
A	Cash in Hand 31/12/2022 (per Cash Book)		124,093.32
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2022	0.00	
	Cambridge Building Society 31/12/2022	64,785.55	
	Unity Bank Deposit Account 31/12/2022	58,951.26	
	Unity Bank Current Account 31/12/2022	356.51	
			124,093.32
	Less unrepresented payments		
			124,093.32
	Plus unrepresented receipts		
B	Adjusted Bank Balance		124,093.32
	A = B Checks out OK		

Agenda Item 22/098 (i) To approve the January Bank Reconciliation 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)

	Bank Reconciliation at 31/01/2023		
	Cash in Hand 01/04/2022		109,011.70
	ADD		
	Receipts 01/04/2022 - 31/01/2023		86,377.27
			195,388.97
	SUBTRACT		
	Payments 01/04/2022 - 31/01/2023		69,947.33
A	Cash in Hand 31/01/2023 (per Cash Book)		125,441.64
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2023	0.00	
	Cambridge Building Society 31/01/2023	64,785.55	
	Unity Bank Deposit Account 31/01/2023	54,651.26	
	Unity Bank Current Account 31/01/2023	6,004.83	
			125,441.64
	Less unrepresented payments		
			125,441.64
	Plus unrepresented receipts		
B	Adjusted Bank Balance		125,441.64
	A = B Checks out OK		

Agenda item 22/098 ii) To be advised of any expenditure decisions taken by EO.

Monzo Reconciliation up to 8.02.23					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			200.00
42	12.01.23	1st class stamp for VAT reclaim to HMRC	Post Office	0.95	
43	19.01.23	AA batteries for clock/heating control	Tonys Handyman	5.99	
			Balance		193.06
			Topup Request		6.94