

BARNT GREEN PARISH COUNCIL

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Minutes of the **Annual Parish Council** meeting held on
Monday 15 May 2023 at 7.00pm at 80 Hewell Road, Barnt Green, B45 8NF

Members present: Cllrs R Cholmondeley, C Hotham (arrived 7.08pm), P Perry, S Whitehand, J Baldwin, L Williams.

In attendance: Executive Officer, Eleanor Choudry.
Worcestershire County Councillor, Adrian Kriss (left at 7.20pm).
2 representatives of The Village magazine.

23/125 Election of Chair

Cllr Cholmondeley asked if any interested members wished to be considered to stand as Chairman.

Cllr Perry proposed that Cllr Cholmondeley be re-elected as Chairman. This was seconded by Cllr Whitehand.

RESOLVED: That Cllr R Cholmondeley be elected to the position of Chairman.

23/126 Election of Vice-Chair

Cllr Hotham had emailed prior to the meeting to explain he would be a few minutes late as attending BDC Planning Committee training. Cllr Hotham had advised he would be happy to continue as Vice-Chair if no other members wanted to be considered. In Cllr Hotham's absence Cllr Whitehand proposed that Cllr Hotham be re-elected as Vice Chairman. This was seconded by Cllr Cholmondeley.

RESOLVED: That Cllr C Hotham be elected to the position of Vice Chairman.

23/127 Apologies

O Pardo Roques, M Roberts.

23/128 Declarations of Interest: Councillors are 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 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.

23/129 To consider any dispensations

No dispensation requests had been received

23/130 Open Session – Participation to hear from:

- Members of the public – None in attendance

- b) Supporting organisations, e.g. Safer Neighbourhood Team, Footpath Warden – None in attendance
- c) Worcestershire County Councillor – Adrian Kriss (Beacon division) – Cllr Kriss had contacted Mike Rouse, WCC Highways and Transport, regarding the lengthy travel time on the trains from Barnt Green to Worcester and back but had not received a response. An extra £3.3 million Highways funding in 2023/24 is available for asset-based improvements such as bridges, cycle routes etc. Worcestershire county's budget for cycle routes is one of the lowest. It is hoped this will help in the move towards net zero. £5k has been allocated for 'Project Heart' which will accelerate highway response time with an agile approach and pragmatic solutions. The dropped kerb by the post box on Blackwell Road has been completed after a wait of 7 years. The kerb at Longlands will be dropped but no date has yet been set. Pavement works have been marked up along Hewell Road. Cllr Hotham mentioned the crumbling tarmac by Warwick Butchers on Hewell Road and concern that the gas mains runs under the pavement.

RESOLVED: The EO to send Cllr Kriss the ://what3words location so that the integrity of the pavement can be checked.

- d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood) – Following the elections the council has no overall majority and is a hung council. Extensive negotiations have taken place for the council to move to a committee-based system whereby 1 person is replaced by a committee of 7-9 people ensuring the committee is politically balanced. Other councils which work using this approach include Worcester City Council and Cheshire Council. The advantages include that it aids behaviour and ensures effective working across party lines allowing a better consensus discussion. The process is yet to be established and will take 12 months to implement as the change has to be agreed at the Annual meeting in May 2024. There will be a transitional year of administration and once in place it cannot be rescinded for 5 years. This year decisions will have to be based on a cabinet-based system. From September to May a hybrid model will start to involve other parties to move from the cabinet-based system to the committee system.

23/131 To adopt previous minutes

- a) To approve adoption of the minutes of the Ordinary parish council meeting held 17th April 2023, previously circulated but also attached.

RESOLVED: That the minutes of the Ordinary Parish Council meeting held on 17/04/2023 were approved as an accurate record of the meeting and signed by the Chairman.

23/132

Annual Business

- i. **Appointment of committees: nomination thereto and dates of meeting**
 - a) Planning Committee: to cover comment to consultations, furtherance of the Neighbourhood Plan and parish-based policy proposals; to meet as and when required.

RESOLVED: That the committee would appoint members as follows: Cllrs Whitehand (Chairman), R Cholmondeley, M Roberts and P Perry

- b) Finance and General Purposes: to cover governance issues, policy preparation and revision, risk management, budgeting.

RESOLVED: The Finance and GP group will be based on a working party rather than a committee. That the working party would appoint members as follows: Cllrs R Cholmondeley (Chairman), C Hotham, L Williams and P Perry

- c) Environment: to cover issues relating to the playing field, Millennium Park, commuters' car park, the work of the Lengthsman and the Outdoor Parish Caretaker and volunteer litter pickers.

RESOLVED: That the committee would appoint members as follows: Cllrs R Cholmondeley (Chairman), O Pardo Roques, C Hotham and S Whitehand.

- d) Staffing: to cover all issues relating to staffing.

RESOLVED: That the committee would appoint members as follows: Cllrs P Perry (Chairman), R Cholmondeley, O Pardo Roques.

ii. Review of delegation arrangements

RESOLVED: That the schedule of delegation to committees and to the Executive Officer be adopted.

iii. Agree representation arrangements:

- a) **Worcestershire CALC**
Cllrs R Cholmondeley and S Whitehand
- b) **Campaign to Protect Rural England (CPRE)**
Cllr S Whitehand.
- c) **St Andrews C of E First School**
Cllr O Pardo Roques.
- d) **Pensions Regulator**
Cllr R Cholmondeley.

iv. Governance arrangements:

- a) **Review of Standing Orders**
The Standing Orders had been circulated prior to the meeting.
- b) **Review of Financial Regulations**
The Financial Regulations had been circulated for review prior to the meeting.
- c) **Review of Members' Code of Conduct**
- d) **Review of Asset Register**
The Asset Register had been circulated for review prior to the meeting.
- e) **Confirm insurance arrangements and adequacy of cover**
BGPC is in a 3-year deal with Hiscox Insurance Company Ltd until May 2024. Renewal quotes will be sought next year.
- f) **Review annual subscriptions**

- i) National Association of Local Councils / Worcs CALC
 - ii) Campaign to Protect Rural England
 - iii) GeoXhere – Parish Online
 - iv) Society of Local Council Clerks
 - v) Data Protection
 - vi) Clerks and Councils Direct Magazine
 - vii) Local Councils update
 - viii) Open Spaces Society
- g) Agree calendar for review of all council policies**
- h) General Power of Competence**

RESOLVED:

- a) That the amended Standing Orders for 2023 be approved.
- b) That the Financial Regulations be approved.
- c) That the LGA Members’ Code of Conduct be approved.
- d) That the Asset Register be approved.
- e) That the insurance arrangements and adequacy of cover be approved.
- f) That the subscriptions 23/132 g (i) to (vii) be approved.
The subscription viii) is due for renewal in November but will not be renewed.
- g) That the calendar for review of council policies be approved.
- h) As the council has 8 out of 8 councillors elected and the Clerk holds the CiLCA qualification the council agreed to adopt the General Power of Competence and the General Power of Competence Policy was signed by the Chairman.

23/133 Chairman’s Report – No report.

23/134 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) Play Equipment Safety Inspections	The EO contacted Alvechurch PC, who confirmed that they also use RoSPA for their inspections.
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23/135 Finance

- (i) To note the current financial position, income and bills for payment. See page 530 of the minutes.

RESOLVED:

- i) That the current financial position be approved.
- ii) That the list of May payments be approved.

- (ii) To be advised of any expenditure decisions taken by Executive Officer. A request of £55.94 to top up the Monzo card to £200. See Monzo expenditure list page 533.

RESOLVED: That the top up be approved

- (iii) To agree the current financial standing order and direct debit payments previously circulated.

RESOLVED: That the current standing orders and direct debit payments be approved.

- (iv) To approve the Year End financial position to complete the Internal Audit.

RESOLVED: That the year-end financial position be approved and signed by the Chairman.

- (v) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2023. Members reviewed S1 AGAR, the Annual Governance Statement which had been issued in advance of the meeting and responded 'YES' to each of the first eight assertions, 'N/A' to the ninth assertion

RESOLVED: That Section 1 be approved and signed by the Chairman having been signed by the Executive Officer in the role of Responsible Finance Officer.

- (vi) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2023.

RESOLVED: That Section 2 be approved and signed by the Chairman having been signed by the Executive Officer in the role of Responsible Finance Officer.

23/136 Committee, Working Party and Members' reports on meetings attended

- a) Annual Parish Meeting held 24/04/2023 minutes circulated in advance of the meeting and noted.

23/137 Environment & Community Wellbeing

- a) Bittell Road Playing Field play equipment. Cllr Hotham and the EO met Richard Clewer, North Worcestershire Water Management, onsite to discuss the area that remains wet and boggy around part of the children's play equipment. Following the drainage works that took place last autumn there has been significant improvement to the area but there is still a small part that is very wet and boggy. Richard Clewer suggested further works to try to improve this area. Richard also confirmed that the play equipment was of sound construction and just requires a revamp rather than replacement.

RESOLVED: The EO to contact the previous contractor for an onsite meeting to discuss and to quote for the suggested continuation of works.
The EO to seek quotes to clean and revarnish the equipment and replace any missing parts.

- b) Bittell Road traffic speed / pedestrians crossing

RESOLVED: Cllr Kriss had given the following update at the Parish Annual Meeting: WCC Highways considered two areas for a pedestrian crossing, Bittell Road and Groveley Lane. Groveley Lane are to get a pedestrian crossing installed, it is hoped Bittell Road will be reconsidered in future

- c) Flood level marker post Hewell Road. The EO confirmed that this had been ordered but an incorrect marker post was sent to the supplier creating a delay.

RESOLVED: The EO to chase the supplier.

- d) Lack of departure screens and PA on Platform 1 at Barnt Green train station.

RESOLVED: Cllr Cholmondeley and the EO to draft an email to West Midlands Rail to request a departure screen and PA system on platform 1. It is hoped this could be done when the works to install the lifts are undertaken.

- e) Wicksteed Millennium Park Inspection Report. Quotes for repairs and complete resurfacing with wetpour to be discussed. The quotes for the replacement wetpour to the swings and multiplay and a minor repair to the roundabout were discussed. Cllr Perry had noticed that there were 2 areas on the roundabout that needed repairing.

RESOLVED: Cllr Hotham to check the wetpour surrounding the roundabout. It was agreed that the wetpour is to be replaced around the swings, multiplay and roundabout. EO to request an amendment to the agreed quote and organise the installation.

- f) Pruning of the lime trees in Millennium Park that overhang the Friends Meeting House. Gavin Boyes had agreed to check the trees when he is next in Barnt Green.

RESOLVED: The EO to chase Gavin Boyes.

- g) Community Events – Community Walk and Brass Beatz 24th June. The banners and flyers have been ordered.
h) Social Eats Music and Street Food Festival Event in Bittell Road playing fields on the 16th September. No further updates.
i) Millennium Park dogs in children’s play area – The OPC has agreed to

- fix the NO DOG signs beside the entrance gate.
- j) Hanging baskets and planters on Hewell Road. Where Next contacted the EO to advise that they are no longer able to maintain the planters. The EO contacted Oasis Flowers & Balloons for a quote. The hanging baskets supplied by Where Next have increased by £2.99 each so that there would be a £69 overspend.

RESOLVED: It was agreed that the 35 hanging baskets would be purchased from Where Next. A quote from Oasis for the planters was agreed at a cost of £850. The EO to confirm with the suppliers.

- k) Advertising banners. BDC confirmed that permission should be gained for banners that appear on the highway frontage. Occasional banners advertising local events 6/8 weeks ahead were reasonable. Permanent banners or those advertising events months in advance are unreasonable.

RESOLVED: it was agreed to monitor the situation.

23/138 Planning

- a) Responses to consultations received including:

BDC ref	Site Address	Proposal
23/00412/FUL	Storage Land, Grosvenor House Nursing Home Aqueduct Lane Alvechurch Worcestershire B48 7BS	Proposed new timber framed log cabin office, retaining wall, 2.2m high timber close boarded fencing with aluminium posts.
BGPC Recommendation: Barnt Green Parish Council recommends approval subject to sufficient and effective screening of the fence.		

23/139 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 19th June 2023 7pm at 80 Hewell Road.

The meeting ended at 20:18hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council 19/06/2023

Minute Item 23/135 (i) To approve the current financial position and bills paid.

Income received

Barnt Green Parish Council RECEIPTS LIST

Voucher	Supplier	Net	VAT	Total
3	Conexus Tuition			75.00
Total				75.00

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Minute Item 23/135 (i) To approve the current financial position and bills paid.

May Payments Report

Barnt Green Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Description	Net	VAT	Total
19	Office Energy	28.30	1.42	29.72
20	Street Light Energy	41.58	2.08	43.66
21	Petty cash top up	126.43		126.43
22	Dog bags	148.95	29.79	178.74
23	Internal Audit	272.40		272.40
24	Dog & Litter Bin Emptying - Bittell Road Playing Field	1,237.50	247.50	1,485.00
25	CALC Annual Subscription	860.39	172.08	1,032.47
25	CALC Annual Subscription	120.35		120.35
26	Grounds maintenance at playing field	228.41	45.68	274.09
27	OPC repair to new shed lock in playing fields	101.96		101.96
28	Outdoor Parish Caretaker	544.50		544.50
29	Lengthsman Work	207.84		207.84
30	Salary			
31	PAYE			
32	Pension contributions			
33	PAYE			
34	Petty cash top up	55.94		55.94
35	Hire of Friends Meeting House for Assembly	40.25		40.25

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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 30/04/2023			
	Cash in Hand 01/04/2023			110,006.54
	ADD			
	Receipts 01/04/2023 - 30/04/2023			36,373.25
				146,379.79
	SUBTRACT			
	Payments 01/04/2023 - 30/04/2023			4,457.37
A	Cash in Hand 30/04/2023 (per Cash Book)			141,922.42
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2023	0.00	
	Cambridge Building Society	30/04/2023	71,785.55	
	Unity Bank Deposit Account	30/04/2023	69,039.02	
	Unity Bank Current Account	30/04/2023	1,097.85	
				141,922.42
	Less unrepresented payments			
				141,922.42
	Plus unrepresented receipts			
B	Adjusted Bank Balance			141,922.42
	A = B Checks out OK			

Minute item 23/135 ii) To be advised of any expenditure decisions taken by EO.

Monzo Reconciliation up to 4th May 2023					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			200.00
1	20.04.23	Workplace First Aid Kit	St John Ambulance	19.14	
2	04.05.23	NO DOG sign for Millennium Park x 2	The Sign Shed	36.80	
		Topup			
			Balance		144.06
			Topup Request		55.94