

BARNT GREEN PARISH COUNCIL

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

Members present: Cllrs R Cholmondeley, C Hotham, P Perry, S Whitehand, L Williams, O Pardo Roques, M Roberts.

In attendance: Executive Officer, Eleanor Choudry.
Worcestershire County Councillor, Adrian Kriss. (arrived 7.15pm and left at 7.49pm)
Richard Peach, The Village magazine.
5 members of the public. (left at 7.25pm)

23/191 Apologies - Cllr J Baldwin.

23/192 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.

PC Cllr Lydia Williams declared an interest in agenda item 23/202 planning application 23/01163/FUL as she is the property owner.

Cllr Perry declared an interest in the planning application 23/00163/FUL as he is related to the owners of the neighbouring property, Mr and Mrs Onyon, 11 Hewell Road.
Cllr Perry stated that he would speak on the application but would not vote.

23/193 To consider any dispensations
No dispensations had been received.

23/194 Open Session – Participation to hear from:

a) Members of the public – Cllr Cholmondeley explained that the open session lasts for 15 minutes when the public can speak. He apologised retrospectively for being curt when the previous application on 1 Poplar Drive was discussed when trying to keep discussion within the allowed time frame in July. After seeking further clarification from County Association of Local Councils Cllr Williams is allowed to speak in the Open session regarding her application. As the public were all present due to the planning application the agenda item was brought forward. Cllr Williams stated that no objections had been received by BDC so she could not comment on them. Mr Onyons, resident of 11 Hewell Road explained that the new application was virtually the same as the previous application. Further discussion took place. Cllr Williams and Perry left the meeting at 7.20pm whilst the remaining councillors discussed the application. See 23/202 for the comment from the parish council. Cllr Williams and Perry returned to the meeting after the councillors had decided their recommendation at 7.25pm.

- b) Supporting organisations, e.g. Safer Neighbourhood Team, Footpath Warden – None present.
- c) Worcestershire County Councillor – Adrian Kriss (Beacon division) – Cllr Kriss confirmed the parish council can go ahead with the order of the village gates for Blackwell Road, even though they are slightly over budget. WCC have overspent on home to school transport and SEN care. Cllr Kriss to send the EO posters recruiting foster carers. A response is awaited regarding a zebra crossing on Bittell Road. Gulleys which are full can be reported online but there is a 5 week wait until they will be cleared.

RESOLVED: The EO to add the posters recruiting foster carers to notice boards, website etc. and send to CALC and The Village magazine.

- d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood) – The current budget is showing a significant deficit, but this is before the government settlement and council tax increases have been included.

23/195 To adopt previous minutes

- a) To approve adoption of the minutes of the Ordinary parish council meeting held 16th October 2023, previously circulated but also attached.

RESOLVED: That the minutes of the Ordinary Parish Council meeting held on 16/10/2023 were approved as an accurate record of the meeting and signed by the Chairman.

23/196 Annual Business

i. Review of Policies:

- a) Risk Management
- b) Operational Risk Assessment
- c) Training Policy
- d) Risk Register Log Review
 - i) Litter picking assessment
 - ii) Storage arrangements for minutes

RESOLVED: That the above policies a) to d) i) be approved. The EO advised that to send the minutes to storage they need separating from the supporting documents and then they will be archived at WCC. The minutes have not been archived since 2012.

23/197 Meetings / Training Attended – Cllr Whitehand attends the CALC meetings.

23/198 Chairman’s Report – Nothing to add that is not on the agenda.

23/199 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	You may have noticed that we have started surveys this weekend at the Station, this is to undertake some ground investigations for the Lift positions and under-track cable crossing (UTX) position. These are critical
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	<p>surveys to make sure no unexpected ground conditions are discovered during construction.</p> <p>The dates of the surveys are as follows: 23:00 Sat 11 Nov – 08:50 Sun 12 Nov 23:00 Sat 18 Nov – 08:50 Sun 19 Nov 23:00 Sat 25 Nov – 08:50 Sun 26 Nov 23:00 Sat 2 Dec – 08:50 Sun 3 Dec</p> <p>All platforms will be inaccessible whilst the surveys take place however as the work is out of hours when trains are not running, passengers will not be affected. We had issued a letter recently to local residents with this detail, I hope you all received this? If not, please advise and I can report back to our teams to check the catchment area the letters were sent to. I am aware that our communications team are in the progress of issuing a formal letter to the MPs office regarding the revised Project dates. Once this has been issued I will be authorised to share it with yourselves. I hope you can appreciate I have to follow this process following the recent enquiry received from the MPs office.</p> <div data-bbox="708 871 1394 1093" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: Concern was raised by Cllr Cholmondeley about funding periods and also the timings of ground investigations as it was thought that these would have been carried out earlier in the process. The EO to request an update after 7th December.</p> </div>
<p>b) Defibrillator</p>	<p>The EO has applied to the Department of Health and Social Care for funding. An email was received on 2/11/23 advising that we will be made aware if we have been successful with the funding application shortly.</p> <div data-bbox="708 1359 1402 1800" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: The application for 100% funding had not been successful. However the Department of Health and Social Care will match fund a defibrillator from London Hearts. The EO was notified after the agenda had been sent out. Cllrs had already agreed in November that a payment of £750 to be made to progress the purchase of a new cabinet and defibrillator as the existing one is out of order. The EO to write to the Post Office to thank them for the electricity use and to inform them that the defibrillator is due to be replaced.</p> </div>
<p>c) Basketball Hoop</p>	<p>The EO received a quote from Wicksteed for a replacement backboard. The OPC is to quote for the repair.</p>

	<p style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">RESOLVED: Cllrs agreed to go ahead with the quote received from the OPC of £238 to repair the basketball hoop backboard.</p>
<p>d) Interim Internal Audit 2023/24</p>	<p>The interim internal audit by DKE Audit Services was carried out on the 31st October. The report has been circulated to all councillors. No control issues or non-compliances were identified and no recommendations made. The audit will be finalised after 31/3/24.</p> <p style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">RESOLVED: That the report be noted. Thanks were given to the EO for her work.</p>
<p>e) Ditch alongside scout hut</p>	<p>A resident complained that the debris from the hedge cutting has been thrown into ditch. The ditch needs maintenance as silt and debris have built up over the years causing the ditch to become shallower. The EO reported the hedge cuttings to the Lengthsman and a maintenance request to BDC.</p> <p style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">RESOLVED: Cllr Hotham to chase response from Leon Hill at BDC.</p>
<p>f) LGA agreement on rates of pay for 2023/24.</p>	<p>The EO to add the increase of £1 per hour backdated to April 23 to Decembers salary. The EO had an appraisal in Feb 23, when she had been in post for a year, but did not move up the pay scale.</p> <p style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">RESOLVED: This had been an oversight. Cllrs voted unanimously that the EO increase an increment backdated to Feb 23. The EO to make the amendment in Decembers salary.</p>
<p>g) WCC updates to the Worcestershire Local Flood Risk Management Strategy</p>	<p>The strategy can be found at https://www.worcestershire.gov.uk/flooding/plans-policies-and-strategies Respond by 24/11/23.</p> <p>In order to help us to update the Strategy, WCC would like the PC's responses to the following questions about the existing one.</p> <ol style="list-style-type: none"> 1. Have you ever looked at/referred to the local flood risk strategy? If you have, did you find it useful/helpful? If so, in what way(s) was it useful? 2. Are there things that you would want included in the Strategy that aren't currently included? 3. Is the current structure of the Strategy right? Are the objectives and measures still relevant?

	<p style="text-align: center;">RESOLVED: That details of the survey be noted.</p>
<p>h) Chairmans Xmas Buffet</p>	<p>The buffet is an opportunity to thank our contractors and volunteers for all their work. Due to a significant increase in buffet and hire costs at the Social Club it was decided that the Xmas buffet be held at The Garrity, 18-20 Hewell Road.</p> <p style="text-align: center;">RESOLVED: The EO to confirm the booking at The Garrity that will be held from 4-6pm on Monday 18th December. The EO and Cllr Cholmondeley to finalise details and the EO to send out invites. The finance budget meeting on the 18th December will now start earlier at 2.45pm at the parish council office.</p>

23/200 Finance

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

RESOLVED:

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

- (ii) To be advised of any expenditure decisions taken by Executive Officer. See page 7 of the agenda. A top up of £198.82 on 1/11/23 was paid to the Monzo card to top up the balance to £200 so that the EO could purchase Xmas Lights Switch on flyers and Best Dressed Window Competition postcards. Cllrs Cholmondeley and Hotham authorised the payment. A payment of £78.28 is requested to top up Monzo card to £200. Top up amount needs to be increased if a PA system is to be purchased.

RESOLVED: A PA system is required for the Xmas lights switch on and future events. Cllrs agreed to top up the Monzo card to £500 for this month only. Agreement to change the ongoing monthly top up amount is to be agreed at the January meeting.

23/201 Environment & Community Wellbeing

- a) Bittell Road Playing Field drainage works. The area is still very wet.
- b) Bittell Road Playing Field children’s play equipment. The OPC to quote to refurbish the equipment.
- c) Millennium Park flagpole cleaner. The item has been received with Danish instructions! Cllr Perry and Cholmondeley to arrange a date to use it.
- d) Lack of departure screens and PA on Platform 1 at Barnt Green train station. WM Trains chased for an update. No response has been received again.

RESOLVED: That once a lift installation date has been received then the request will be escalated.

- e) Millennium Park Multi Play equipment. OPC to carry out repair on 11/11/23.

RESOLVED: That the repair has been completed.

- f) Millennium Park wetpour resurfacing. Works completed 24th October 2023. Parts of the wetpour reacted to the weather causing bumps around the swings and multiplay. Playsmart, the contractor, suggested adding coloured wetpour to the affected areas and include a pattern.

RESOLVED: The EO to ask how coloured wetpour is laid and if nothing is done to rectify the bumps what will happen to the surface.

- g) Pruning of the lime trees in Millennium Park that overhang the Friends Meeting House. Cllr Cholmondeley and the EO met with the Manager of the Friends Meeting House regarding complaint.

RESOLVED: The contractor returned to remove the large branch that was hanging down over the meeting house entrance.

- h) Event organiser Alex McGarry from Social Eats met with Cllrs Cholmondeley, Perry and the EO on 7/11/23 to discuss feedback from the Music and Street Food Festival held on the 16th September and future events. Alex McGarry was informed of the details of the small number of complaints that had been received following the music festival.

RESOLVED: At any future events communication with residents will be improved and given in a timely manner. Neighbouring residents will be given free tickets. The PC to request a 'bond' upfront prior to the event.

- i) Future Community Events 2023/24:
i) 2024 Events calendar circulated.

RESOLVED:

- i) Social Eats. A repeat event is held in summer 2024.
- ii) Social Eats were keen to hold a firework event in November. Cllrs decided not to host this event due to the potential damage to the field.
- iii) Brass Beatz Community Walk. There was a drop in numbers attending the walk. To be decided if approached by Brass Beatz.
- iv) Wassail Walk. The event to be repeated provided Greg Hunt is able to facilitate it.
- v) Community Walk. Due to lack of numbers it was agreed that the walk would not take place next year and be reconsidered for 2025.
- vi) Christmas Lights Switch On event to be held on 30th November 2024.

- ii) Christmas Lights switch on Saturday 2nd December. Purchase of PA system (quotes circulated). GJH to provide barriers. Xmas tree to be installed on 27/11/23. The Theatre Workshop and Arrow Valley Brass Band have confirmed. The banners and flyers have been distributed and portaloo ordered.

RESOLVED: Cllrs agreed to purchase a PA system. Cllr Hotham, Baldwin and Pardo-Roques are meeting tomorrow to agree which PA system and the EO to order. The A board to be used in the park advertising chips from Peter Pan. GJH to provide barriers. Gazebos needed.

- iii) Best Dressed Christmas Window.

RESOLVED: The trophy has been ordered. Kay Cholmondeley and Olivia Pardo-Roques to judge the competition the week commencing 11th December.

- iv) Wassail Walk on Thursday 28th December.

RESOLVED: The draft banner design to be agreed. The EO to order the banners.

- v) Social Eats Music and Street Food Festival Saturday 7th September 2024.

RESOLVED: Cllrs agreed to go ahead with a Street Food and Music Festival in Bittell Road playing fields on Saturday 7th September 2024.

- j) Pollinator Site. Green Bank residents volunteer group have been issued with the Pollinator Site Policy, Health and Safety Policy and Risk Assessment.

RESOLVED: The 5 volunteers had signed to agree with the relevant policies. The volunteers will email prior to carrying out any work and inform the EO when they are on site. The volunteers are to be invited to the Chairman's Thank You Christmas buffet.

- k) Crime in Barnt Green update. Matthew Dunton had emailed the EO to advise that there had been one burglary and one stolen registration number plate in the last 30 days. A loose bull was also reported on Bittell Road. The West Mercia Police Town and Parish Council Survey results had been circulated. The police SNT would like to meet with Barnt Green shopkeepers on the 30th November at the parish council office.

RESOLVED: Cllrs agreed that the Police Safer Neighbourhood Team could use the parish council office free of charge on the 30th November from 5.45pm.

- l) The Longlands, new pedestrian crossing update. WCC are awaiting a quote from GJH Electricals to move the streetlamp.
m) Flooding risk from village stream which runs through Sandhills Road.

RESOLVED: North Worcestershire Water Management (NWWM) have agreed to contact residents regarding their riparian responsibilities jointly with the Parish Council. The EO to contact resident regarding flooded properties to ask permission for NWWM to contact them directly.

- n) Biodiversity Policy Requirement.

RESOLVED: The EO to look into the required policy and areas in the parish which could be enhanced and their biodiversity protected.

- o) UK Men's Shed Project. Alvechurch PC has asked whether BGPC would like to be involved in setting up a Men's Shed project to help improve mental health in men.

RESOLVED: Cllrs agreed to broadly support the project and set aside a small budget towards its set up.

23/202 Planning

- a) Responses to consultations received including:

BDC ref	Site Address	Proposal
23/01129/FUL	10 Blackwell Road, Barnt Green, Worcestershire, B45 8BU	Proposed two storey extensions to front and rear of dwelling
BGPC Recommendation: Barnt Green Parish Council recommend approval but during the works the private road to the other houses must be maintained and be open at both ends at all times to Blackwell Road.		
BDC ref	Site Address	Proposal
23/01159/FUL	34 Fiery Hill Road, Barnt Green, Worcestershire, B45 8LE	Single storey side extension
BGPC Recommendation: Barnt Green Parish Council recommend approval.		
BDC ref	Site Address	Proposal
23/01163/FUL	1 Poplar Drive, Barnt Green, Worcestershire, B45 8NQ,	Ground floor rear extension with first floor extension set back 300mm over existing garage.
BGPC Recommendation: Barnt Green Parish Council recommend approval for the side extension. The first floor extension is overbearing and the changes made to the application do not make it acceptable in the light of Bromsgrove District Councils previous comments, therefore Barnt Green Parish Council recommend refusal.		

23/203 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 15th January 2024 7pm at 80 Hewell Road.

The meeting ended at 21:19hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council 15/01/2023

Minute Item 23/200 (i) To approve the current financial position and bills paid.

October Income received

21	31.10.2023	£207.84	£0.00	£207.84	Lengthsman refund	Worcestershire County Council
20	31.10.2023	£150.00	£0.00	£150.00	Term 2 of hire of playing field	Total Football
19	31.10.2023	£2,000.00	£0.00	£2,000.00	Hire of playing field by Social Eats	Social Eats

October Payments Report

133	31.10.2023	£35.22	£1.76	£36.98	Office Energy	Positive Energy
132	31.10.2023	£56.34	£2.82	£59.16	Office Energy	Positive Energy

November Payments Report

152	30.11.2023	£290.00	£0.00	£290.00	Grounds maintenance at Millennium Park	John S Bishop
151	30.11.2023	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
150	30.11.2023	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
149	30.11.2023	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
148	30.11.2023	£180.00	£36.00	£216.00	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
147	30.11.2023	£48.12	£9.62	£57.74	Flagpole cleaner	Flagmakers
146	30.11.2023	£250.00	£0.00	£250.00	Grant Application	Barnt Green Friendship Group
145	30.11.2023	£1111.00	£22.20	£1133.20	Millennium Park Multiplay repair	Wicksteed Leisure Ltd
144	30.11.2023				PAYE	HMRC
143	30.11.2023				Pension contributions	NEST
142	30.11.2023				PAYE	HMRC
141	30.11.2023				Salary	Eleanor Choudry (Eleanor Choudry)
140	30.11.2023	£207.84	£0.00	£207.84	Lengthsman Work	Bromsgrove District Council
139	30.11.2023	£24.90	£1.24	£26.14	Street Light Energy	YU Energy
138	30.11.2023	£164.41	£8.22	£172.63	Street Light Energy	YU Energy
137	30.11.2023	£544.50	£0.00	£544.50	Outdoor Parish Caretaker	Andlin Cleaning
136	30.11.2023	£544.50	£0.00	£544.50	Outdoor Parish Caretaker	Andlin Cleaning
135	30.11.2023	£1,950.00	£390.00	£2,340.00	Tree work at Friends Meeting House	CJ Tree Surgeons Ltd
134	30.11.2023	£28.76	£5.75	£34.51	Office landline, broadband & calls	BT

Minute Item 23/200 (i) To approve the October Bank Reconciliation 2023

1 November 2023 (2023-2024)

Barnet 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 31/10/2023		
	Cash in Hand 01/04/2023		110,006.54
	ADD Receipts 01/04/2023 - 31/10/2023		81,907.95
			191,914.49
	SUBTRACT Payments 01/04/2023 - 31/10/2023		54,451.38
A	Cash in Hand 31/10/2023 (per Cash Book)		137,463.11
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2023	0.00	
	Cambridge Building Society 31/10/2023	71,785.55	
	Unity Bank Deposit Account 31/10/2023	64,204.77	
	Unity Bank Current Account 31/10/2023	1,472.79	
			137,463.11
	Less unrepresented payments		
			137,463.11
	Plus unrepresented receipts		
B	Adjusted Bank Balance		137,463.11
	A = B Checks out OK		

Minute Item 23/200 (ii) To be advised of any expenditure decisions taken by Executive Officer

Monzo Reconciliation up to 13th November 2023					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			1.18
	01.11.23	Topup			198.82
15	02.11.23	Xmas flyers and postcards	Vista print	78.28	
					78.28
		Topup			
			Balance		121.72
			Topup Request		78.28