

BARNT GREEN PARISH COUNCIL

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Minutes of the **Ordinary Parish Council** meeting held on
Monday 15th January 2024 at 7.00pm at 80 Hewell Road, Barnt Green, B45 8NF

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

In attendance: Executive Officer, Eleanor Choudry.
Worcestershire County Councillor, Adrian Kriss. (left at 7.33pm)
West Mercia Police, Safer Neighbourhood Team PCSO Julie Garvey (left at 7.20pm)
Richard Peach, The Village magazine.
2 members of the public. (left at 7.38pm)

23/204 Apologies – Cllrs O Pardo Roques, J Baldwin.

23/205 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. D Cllr Hotham has declared an interest in agenda item 23/211 h) as he is Chairman of The Cocks Croft Wood Trust.

23/206 To consider any dispensations
No dispensations had been received.

23/207 Open Session – Participation to hear from:

- Members of the public – Resident Danny Bromage wanted to congratulate the councillors for the successful Christmas lights switch on event. He said that it would be great to raise the profile of the event and would like to assist with the organisation. Mr Bromage will contact the EO in October to discuss.
- Supporting organisations, e.g. Safer Neighbourhood Team, Footpath Warden – PCSO Julie Garvey advised that there had been 1 burglary and 1 vehicle crime in Barnt Green in the last 4 weeks. Following a spike in shop lifting, no recent thefts have been reported. A small Smart Water event was held. A larger event may be held. Cllrs asked for some smart water kits for residents that may have moved into Barnt Green since the original distribution. Julie Garvey will ask Sarah Skeets. Cllr Hotham raised the issue of parking opposite Tescos. BDC struggle to recruit Parking Wardens. Inconsiderate parking happens around lunchtime with vehicles parking on the faded single yellow line. WCC have confirmed that the single yellow line does not require repainting. Parking behind the planters is a private highway. Cllr Hotham asked if there was ever any opportunity for a police presence in the area it would be greatly appreciated. PCSO's can only deal with obstructions or vehicles by the school entrance if a

time plate is displayed, they cannot deal with double yellow lines. A warning B20 can be used. 30 mph stickers will be available for Fiery Hill Rd residents.

c) Worcestershire County Councillor – Adrian Kriss (Beacon division) – Cllr Kriss said he would attend a meeting regarding the Woodland Creation with the national Trust and Severn Trent (in Cofton Hackett and Barnt Green) if one was held. The Boundary Review to be circulated to all Cllrs. It is proposed that Barnt Green will come out of Beacon division and into Alvechurch, there would be 2 WCC Cllrs for Barnt Green. The consultation on the draft recommendation is open until 18th March 2024 and will be on the February agenda for discussion. Anyone can comment on the review at <https://www.lgbce.org.uk/all-reviews/worcestershire> The EO to apply for funding from the WM PCC Road Safety Fund for a Vehicle Activated Sign to be situated on Fiery Hill Road following 4 accidents occurring in 4 weeks. Cllr Kriss has organised the post for the VAS to be installed. The police will train 6+ people to create a Speed Watch Group so that they are able to monitor speeding traffic. Request for volunteers will be added to the Bulletin.

d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood) – BDC budget is being formulated. There is no progress regarding the Cala Homes gate. An error occurred when 6500 invoices were sent out incorrectly charging residents £60 for their brown bin collection.

23/208 To adopt previous minutes

a) To approve adoption of the minutes of the Ordinary parish council meeting held 20th November 2023, previously circulated but also attached.

RESOLVED: That the minutes of the Ordinary Parish Council meeting held on 20/11/2023 were approved as an accurate record of the meeting and signed by the Chairman.

23/209 Meetings / Training Attended – The EO attended the introduction to the NALC Local Council Awards Scheme on the 12th December 2023. The EO requires at least 12 CPD points in the 12 months immediately preceding the application. There is a £50 registration fee and variable accreditation fee. Accreditation lasts for four years.

RESOLVED: The EO to attend training to accumulate at least 12 CPD points before applying for Foundation Status.

23/210 Chairman’s Report – The Chair mentioned spam email that had been received. .

23/211 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

A request had been sent to Network Rail for an installation date.

RESOLVED: No update was received. The Network Rail website is to give updates in January regarding the lifts, but this information was not yet available. The EO to check at the beginning of February and chase if required.

b) Defibrillator	<p>The replacement defibrillator has been installed and registered with The Circuit. The EO sent a training video link to neighbouring businesses on how to use the defibrillator. The broken defibrillator has been recycled. Branded 4 U pay for the electricity but queried the cost as the new defibrillator also has a light as well as a heater. Estimate of cost attached.</p> <div data-bbox="635 405 1417 521" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: The EO to offer Branded 4 U £75 to cover the annual estimated electricity cost of the new defibrillator.</p> </div>
c) Ditch alongside scout hut	<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> <div data-bbox="635 815 1422 918" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: Cllr Hotham to investigate and attempt to clear the debris. Cllr Hotham to contact NWWM.</p> </div>
d) HWFRS Public Consultation	<p>Hereford and Worcester Fire and Resue Service would like to encourage individuals and organisations to share their views on the proposals set out in a Resource Review Consultation Document along with an accompanying Data Pack and short questionnaire. The consultation closes on 4th March 2024. https://online.ors.org.uk/questionnaire/2066AE2?clear_session=true&language=en</p> <div data-bbox="644 1279 1417 1352" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: That the report be noted.</p> </div>
e) Council office A board	<p>Ecoflex 2 Pavement Sign withstands winds of up to 70 mph from signsandstickers.co.uk estimate £96. https://signsandstickers.co.uk/product/ecoflex-2-pavement-sign/</p> <div data-bbox="639 1581 1407 1664" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: The EO to purchase the new sign.</p> </div>
f) Monzo purchase card increase	<p>The Financial Regulations currently state that the EO has the authority to spend up to £200 using the card if the amount is in the budget. A single transaction of up to £300 can be spent and the top up limit is £300.</p> <div data-bbox="644 1899 1414 1964" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: The top up remains at £300.</p> </div>

g) Network Rail dilapidated fence near Pollinator site.	The EO contacted Network Rail on 20.12.23 and sent requested photos on 8.1.24. RESOLVED: The report was noted.
h) Grant Application	The Cocks Croft Wood Trust have requested £500 to replace fencing and install a new stile to enable continued safe use of the wood. Cllr Hotham left the meeting at 7.58pm due to his declared interest, agenda item 23/205, and returned once the decision had been made. RESOLVED: Cllrs unanimously agreed to pay £500 to the Cocks Croft Wood Trust.
i) Blackwell Road pavement complaint	Cllr Hotham contacted WCC who advised the footway will be monitored as part of their routine inspection regime.
j) Tree collapsing on Fiery Hill Road.	The EO had reported the tree to Network Rail and WCC. WCC had removed the branches and Network Rail informed for any further work. RESOLVED: That the report be noted.
k) Outdoor Parish Caretaker contract expires on 31 st March 2024.	Tender to be advertised on the parish council website for a 3-year contract. RESOLVED: That the report be noted.

23/212 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 Monzo expenditure list page 9 of the agenda. A top up of £144.73 is requested to top up the Monzo card to £300.

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

- (iii) To receive budget as at 31st December 2023 - see attachment.

RESOLVED: That the report be noted. Cllr Hotham and Cllr Williams to carry out the accounting quarterly checks on Monday 22nd January 2024.

- (iv) To receive budget recommendations for 2024/25. The budget was discussed by the Finance Committee on the 18th December and the proposal will be finalised at the Finance Committee meeting to be held on the 15th January. The budget proposal will be circulated prior to the parish council meeting.

RESOLVED: That the budget recommendations for 2024/2025 be approved.

- (v) To approve the precept for 2024/2025. The precept request form requires the signature of the Chairman and EO.

RESOLVED:

1. That the recommendation that the 24/25 precept be set at £75,500 (Band D impact of £72.76 pa) be approved.
2. That the BDC Precept form be signed by the Chairman and countersigned by the EO.

23/213 Environment & Community Wellbeing

- a) Bittell Road Playing Field drainage works.

RESOLVED: The EO to organise a visit from Richard Clewer, NWWM, to inspect the drainage works in early March.

- b) Bittell Road Playing Field children's play equipment. The OPC is to repair the basketball hoop.

RESOLVED: The OPC was having to source a security allen key before completing the works.

- c) Millennium Park flagpole cleaner.

RESOLVED: Cllr Hotham to lend a 5-litre container to pump the cleaning fluid and meet with Cllr Perry and Cholmondeley when the weather has improved to carry out the cleaning.

- d) Lack of departure screens and PA on Platform 1 at Barnt Green train station. No update had been received. Resident Sue Waller had provided information regarding funding from the Station Adoption Fund.

RESOLVED: The EO to apply for funding to purchase a notice board to be installed at the station. Cllr Hotham to send the link for the funding application to the EO. Cllr Williams to obtain a map from Sue Waller showing the land ownership of Network Rail and their responsibilities.

- e) Millennium Park wetpour resurfacing. Works completed 24th October 2023. Parts of the wetpour reacted to the weather.

RESOLVED: The EO to advise PlaySmart to install green wetpour in a pattern in the areas that reacted to the wet weather and caused bumps.

- f) Review of recent events :
i) Christmas Lights switch on 2nd December.

RESOLVED: The Christmas tree type and size to be repeated next year. GJH Electrical to add green/red lights above Tonys Handyman and above the Post Office and possibly Acorns. The EO to contact local schools for a Father Christmas contact. A food option was not necessary but the same drink options provided by Village Vineyards to be arranged if possible. A Christmas group of Cllrs to be formed to organise and implement arrangements for 2024.

- ii) Chairmans Christmas Buffet 18th December.

RESOLVED: The Chair thanked everyone for coming. The event was good. The EO to organise the same event in 2024.

- iii) Best Dressed Christmas Window.

RESOLVED: Barnt Green Antiques won the Best Dressed Christmas Window 2023. The EO to send the photo of the winner to Richard Peach for The Village magazine.

- iv) Wassail Walk 28th December.

RESOLVED: This will be hosted again in 2024 if Greg Hunt would like to go ahead.

- g) Pollinator Site.

RESOLVED: Cllr Perry will prune the fruit trees at the pollinator site and Bittell Road playing fields.

- h) Crime in Barnt Green update – discussed under agenda item 23/207 b).
i) The Longlands, new pedestrian crossing. No update.
j) Flooding risk from village stream which runs through Sandhills Road.

RESOLVED: Jodie Hawkins, North Worcestershire Water Management, sent a draft letter to the EO for residents outlining their riparian responsibilities. Cllrs agreed that the letter be sent from the PC and NWWM to affected residents.

- k) Hanging baskets and planters.

RESOLVED: Where Next to provide the hanging baskets. Oasis to quote for summer planting and add topsoil to the planters and the OPC to be asked to add plant food when watering. The EO to request a quote for winter planting.

- l) Childrens Christmas Bespoke Motif lights competition. Blachere costs

are dependent on design/colour etc estimate £800-£1500 each.

RESOLVED: The EO to contact St Andrews First School to ask whether they would like their pupils to enter a competition to design two bespoke Christmas lights to be hung on Hewell Road. The lights to be ordered from Blachere and paid for using reserves.

m) Biodiversity Policy Requirement.

RESOLVED: Cllr Roberts had produced a biodiversity document and will form a strategy for the next meeting. He suggested considering ideas such as No Mow May and ensuring the OPC/contractors work in line with the stated biodiversity practice. Biodiversity to be considered when commenting on planning applications and to be included at Annual Parish Meeting. An audit could be carried out but need to consider the time/cost implication. The EO to send Cllr Roberts details of the free biodiversity survey that WCC are offering.

n) Woodland creation in partnership with National Trust.

RESOLVED: The site falls mostly in Cofton Hackett. BGPC supports the proposals.

o) Snowball Community App.

RESOLVED: Details of the disability app to be added to the Bulletin.

p) Hedge on Hewell Road and trees covering streetlamp in Green Bank and other areas.

RESOLVED: The EO to seek further quotes for the work.

23/214 Planning

a) Responses to consultations received including:

BDC ref	Site Address	Proposal
23/01403/HHP RIO	White Lodge, 34 Bittell Road, Barnt Green, Worcestershire	Single storey rear extension 8m deep and 3m high with flat roof.
SENT IN ERROR – COMMENTS NOT REQUESTED FROM BGPC		
BDC ref	Site Address	Proposal
23/01398/CPL	White Lodge, 34 Bittell Road, Barnt Green, Worcestershire	Proposed single storey 4m deep, 3m high rear extension
SENT IN ERROR - COMMENTS NOT REQUESTED FROM BGPC		
BDC ref	Site Address	Proposal
23/01274/FUL	12 Bittell Lane, Barnt Green, Worcestershire, B45 8NS	Demolition of Garage, conservatory and stores and erection of single storey side and rear extension. Render of existing and new development

BGPC Recommendation: Barnt Green Parish Council recommends approval.		
BDC ref	Site Address	Proposal
23/01369/FUL	St Andrews Church , Sandhills Road, Barnt Green, Worcestershire,	Replacement of cracked and uneven paving slabs, at the pedestrian entrance, with permeable asphalt system.
BGPC Recommendation: Barnt Green Parish Council recommends approval.		

23/215 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 19th February 2024 7pm at 80 Hewell Road.

The meeting ended at 21:02hrs

Signed:..... Date.....
 Chairman, Barnt Green Parish Council 19/02/2024

Agenda Item 23/212 (i) To approve the current financial position and bills paid.

November Income received

25	30.11.2023	£180.00	£0.00	£180.00	Reimbursebent for damage to equipment	Social Eats
24	30.11.2023	£207.84	£0.00	£207.84	Lengthsman refund	Worcestershire County Council
23	30.11.2023	£20.00	£0.00	£20.00	Room Hire	Max Pardo-roques Develop Consulting
22	30.11.2023	£122.50	£0.00	£122.50	Room Hire	Conexus Tuition

November Payments Report

157	30.11.2023	£198.82	£0.00	£198.82	Petty cash top up	Eleanor Choudry (Eleanor Choudry)
156	30.11.2023	£678.00	£0.00	£678.00	Petty cash top up	Eleanor Choudry (Eleanor Choudry)
155	30.11.2023	£750.00	£0.00	£750.00	New defibrillator and cabinet	London Hearts
154	30.11.2023	£59.61	£2.98	£62.59	Office Energy	Positive Energy
153	30.11.2023	£58.35	£2.92	£61.27	Office Energy	Positive Energy

December Income received

27	31.12.2023	£402.00	£0.00	£402.00	Credit interest	Unity Bank
26	31.12.2023	£0.00	£1,717.33	£1,717.33	VAT Reclaim 1.8.23 to 30.11.23	HMRC

December Payments Report

180	31.12.2023	£125.94	£0.00	£125.94	Petty cash top up	Eleanor Choudry (Eleanor Choudry)
179	31.12.2023	£165.00	£33.00	£198.00	Install new defibrillator	GJH Electrical
178	31.12.2023	£56.34	£2.82	£59.16	Office Energy	Positive Energy
177	31.12.2023	£54.83	£2.74	£57.57	Office Energy	Positive Energy
176	31.12.2023	£40.41	£8.08	£48.49	Father Christmas Suit	Charles Hotham
175	31.12.2023	£2,760.00	£552.00	£3,312.00	Installation of Christmas Lights	GJH Electrical
174	31.12.2023	£493.75	£98.75	£592.50	Street Lamp Repair	GJH Electrical
173	31.12.2023				Salary	Salaries
172	31.12.2023				PAYE	HMRC
171	31.12.2023				PAYE	HMRC
170	31.12.2023				Pension contributions	NEST
169	31.12.2023	£36.00	£0.00	£36.00	Membership renewal	CPRE
168	31.12.2023	£544.50	£0.00	£544.50	Outdoor Parish Caretaker	Andlin Cleaning
167	31.12.2023	£188.05	£9.40	£197.45	Street Light Energy	YU Energy
166	31.12.2023	£25.52	£1.28	£26.80	Street Light Energy	YU Energy
165	31.12.2023	£579.17	£115.83	£695.00	Christmas Tree, supply, install and remove	Singletons Nurseries
164	31.12.2023	£1,625.00	£0.00	£1,625.00	Office Rent	John Truslove
163	31.12.2023	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
162	31.12.2023	£100.00	£0.00	£100.00	Boiler service	Dual Flow Heating & Plumbing
161	31.12.2023	£15.00	£0.00	£15.00	Best Dresses Window Trophy	Branded-4U
160	31.12.2023	£28.76	£5.75	£34.51	Office landline, broadband & calls	BT
159	31.12.2023	£149.25	£29.85	£179.10	Dog bags	JRB Enterprise Ltd
158	31.12.2023	£325.00	£0.00	£325.00	Printing of the Bulletin newsletter	Heron Press
181	31.12.2023	£18.00	£0.00	£18.00	Bank Service Charge	Unity Bank

December Income received

28	31.12.2023	£1,715.80	£0.00	£1,715.80	Credit interest	Cambridge Building Society
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January Payments Report

196	31.01.2024	£150.00	£0.00	£150.00	Christmas Brass Band	Arrow Valley Brass
195	31.01.2024	£25.99	£1.30	£27.29	Street Light Energy	YU Energy
194	31.01.2024	£205.00	£0.00	£205.00	Grounds maintenance at Millennium Park and Longlar	John S Bishop
193	31.01.2024	£207.84	£0.00	£207.84	Lengthsman Work	Bromsgrove District Council
192	17.12.2023	£110.00	£22.00	£132.00	Replace electrical socket in Millennium Park	GJH Electrical
191	11.12.2023	£25.00	£5.00	£30.00	Christmas Message	The Village Magazine
190	31.01.2024	£948.30	£189.66	£1,137.96	White speed gates x 2	Glasdon UK Ltd
189	31.01.2024	£28.76	£5.75	£34.51	Office landline, broadband & calls	BT
188	31.01.2024	£544.50	£0.00	£544.50	Outdoor Parish Caretaker	Andlin Cleaning
187	31.01.2024	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
186	31.01.2024	£197.22	£9.86	£207.08	Street Light Energy	YU Energy
185	31.01.2024				PAYE	HMRC
184	31.01.2024				Salaries	Staff
183	31.01.2024				PAYE	HMRC
182	31.01.2024				Pension contributions	NEST

Agenda Item 23/212 (i) To approve the November Bank Reconciliation 2023

4 December 2023 (2023-2024)

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 30/11/2023		
	Cash in Hand 01/04/2023		110,006.54
	ADD Receipts 01/04/2023 - 30/11/2023		82,438.29
			192,444.83
	SUBTRACT Payments 01/04/2023 - 30/11/2023		63,703.79
A	Cash in Hand 30/11/2023 (per Cash Book)		128,741.04
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2023	0.00	
	Cambridge Building Society 30/11/2023	71,785.55	
	Unity Bank Deposit Account 30/11/2023	55,527.27	
	Unity Bank Current Account 30/11/2023	1,428.22	
			128,741.04
	Less unrepresented payments		
			128,741.04
	Plus unrepresented receipts		
B	Adjusted Bank Balance		128,741.04
	A = B Checks out OK		

Agenda Item 23/212 (i) To approve the December Bank Reconciliation 2023.

9 January 2024 (2023-2024)

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 31/12/2023		
	Cash in Hand 01/04/2023		110,006.54
	ADD Receipts 01/04/2023 - 31/12/2023		86,273.42
			196,279.96
	SUBTRACT Payments 01/04/2023 - 31/12/2023		75,352.51
A	Cash in Hand 31/12/2023 (per Cash Book)		120,927.45
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2023	0.00	
	Cambridge Building Society 31/12/2023	73,501.35	
	Unity Bank Deposit Account 31/12/2023	44,929.27	
	Unity Bank Current Account 31/12/2023	2,496.83	
			120,927.45
	Less unrepresented payments		
			120,927.45
	Plus unrepresented receipts		
B	Adjusted Bank Balance		120,927.45
	A = B Checks out OK		

Agenda Item 23/212 (ii) To be advised of any expenditure decisions taken by Executive Officer

Monzo Reconciliation up to 30th 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	
16	21.11.23	Domain renewal for 2 years	123 Reg	28.78	
17	22.11.23	Top Up			678.00
18a	22.11.23	PA System	Amazon	259.99	
18b	22.11.23	Xmas fairy lights x 4	Amazon	22.53	
19	27.11.23	Wassail Walk banners	Banner Warehouse	84.73	
20	28.11.23	AA Batteries x 24	Amazon	13.99	
21	28.11.23	AAA Batteries x 12	Amazon	7.97	
21b	29.11.23	Sweet tub for Father Xmas	Amazon	11.45	507.72
			Balance		370.28
			Topup Request		0.00
Monzo Reconciliation up to 18th December 2023					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			370.28
22	4.12.23	Cellotape x 6	Amazon	5.45	
23	4.12.23	Staples	Amazon	3.99	
24	4.12.23	Card dividers and poly pockets	Amazon	10.51	
25	4.12.23	A4 copier paper	Amazon	21.99	
26	4.12.23	HP printer ink 4 colour high capacity	Cartridge Save	146.48	
27	4.12.23	Tippex	Amazon	2.06	
28	5.12.23	Cable ties x 100	Amazon	4.99	
29	7.12.23	2nd class stamp	VAT reclaim to HMRC	0.75	196.22
			Balance		174.06
			Topup Request		125.94
Monzo Reconciliation up to 8th January 2024					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			300.00
30	16.12.23	Food for Xmas buffet	Sainsburys	35.95	
31	18.12.23	Sandwiches/drinks for Xmas buffet	The Garrity	102.88	
32	21.12.23	2nd class stamp Total Football	Post Office	0.75	
33	21.12.23	Handwash / toilet rolls	Tesco	5.15	
					144.73
			Balance		155.27
			Topup Request		144.73