

# BARNT GREEN PARISH COUNCIL

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Minutes of the **Ordinary Parish Council** meeting held on  
**Monday 19<sup>th</sup> February 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, O Pardo-Roques.

**In attendance:** Executive Officer, Eleanor Choudry.  
Worcestershire County Councillor, Adrian Kriss. (left at 7.29pm)  
West Mercia Police, Safer Neighbourhood Team PCSO Max Unitt (left at 7.17pm)  
Richard Peach, The Village magazine.

**23/216 Apologies –** None received.

**23/217 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 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.

**23/218 To consider any dispensations**

No dispensations had been received.

**23/219 Open Session – Participation to hear from:**

- a) Members of the public – None present.
- b) Supporting organisations, e.g. Safer Neighbourhood Team (SNT), Footpath Warden – PCSO Max Unitt is a new addition to the SNT. No reports of note had been received for the parish in the last 30 days. PCSO Max Unitt stressed the importance of the police being made aware of what is happening in the parishes and that businesses should report any shoplifting that is occurring. If a member of the public witnesses shoplifting they should ask the shop manager to report the theft online. Whilst reporting thefts over the phone can be lengthy, reporting online is much quicker. West Mercia Police work closely with West Midlands Police and CCTV images are usually very good quality. Cllr Hotham mentioned that some youths had been playing 'knock and run' in the parish. Max Unitt said that if the SNT are made aware of the time/place that this is occurring they can attend and stop this behaviour. The SNT will also attend to reports of begging/homelessness. Cllr Perry to send the details of a possible abandoned car in the Community Car park for the EO to report to BDC.
- c) Worcestershire County Councillor – Adrian Kriss (Beacon division) Cllr Kriss had emailed details of a car crime prevention session to be held on the 5<sup>th</sup> March at Rubery Police Station. The EO to circulate and add to notice boards etc. Residents are to be encouraged to sign up to the NHS App so that GP's can triage appointments and take pressure off the A&E departments. Worcestershire has the highest take up of the MMR vaccine in the whole country. The village entrance gates have been installed on Blackwell Road. Cllr Whitehand will email

Cllr Kriss regarding the blocked ditch which is causing a significant amount of water to run down Twatling Road. The post for the new Vehicle Activated Sign has been installed on Fiery Hill Road. Cllr Kriss will report back to WCC regarding the confirmation email received when reporting a road/path fault online at <https://www.worcestershire.gov.uk/council-services/travel-and-highways/report-road-or-path-issue> The confirmation email does not give any details of the fault making it difficult to check the progress. Cllr Kriss gave his apologies for the BGPC meeting on March 18<sup>th</sup>.

d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood) – Cllr Hotham had not received details of any progress regarding the Cala Homes gate. The BDC budget for fly tipping and planning enforcement has been placed with Worcestershire Regulatory Services. If the budget is passed on Wednesday then planning officers will be able to concentrate on planning. Due to GDPR regulations Cllrs will no longer know the details about enforcements. Car parking charges have not increased in Bromsgrove for 12 years. Parking will be free for 30 minutes to encourage people to visit Bromsgrove High Street and free after 6pm and for blue badge holders. To compensate, car parking charges will increase by 20% from 80p to £1 per hour. Parking Enforcement is under review. There has only been 3 parking Enforcement Officers instead of 5 restricting time that could be spent outside the centre of Bromsgrove. The budget has been balanced without using reserves. There will be a 2.99% increase in council tax.

### **23/220 To adopt previous minutes**

a) To approve adoption of the minutes of the Ordinary parish council meeting held 15<sup>th</sup> January 2024, previously circulated but also attached.

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| RESOLVED: That the minutes of the Ordinary Parish Council meeting held on 15/01/2024 were approved as an accurate record of the meeting and signed by the Chairman |
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**23/221 Meetings / Training Attended** – Cllr Roberts attended Worcestershire’s Local Nature Recovery Strategy LNRS Event on 5/2/24. Cllr Roberts concluded that Cllrs do not need to comment on the consultation but should add areas within the parish to the local habitat map. Cllr Roberts will identify the areas to be added including the triangle on Twatling Road.

The EO attended the Clerks gathering on 23/1/24. The gatherings are informative and two CPD points are gained.

### **23/222 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
- b) Action Plan for year ahead 2024

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| RESOLVED: That the election date is corrected in the Action Plan. Both a) and b) to be approved. |
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### **23/223 Consultations**

| Consultation   | Details/Comments   | Dates  | Comment  |
|--|--|--|--|
| Local Government Boundary Commission England Recommendations for Worcestershire Electoral Boundaries | Alvechurch and Wythall division will have 2 councillors and include Alvechurch, Barnt Green, Beoley and Wythall.<br>Documents available at <a href="http://www.lgbce.org.uk/all-reviews/worcestershire">www.lgbce.org.uk/all-reviews/worcestershire</a><br><br>Comments can be made by emailing <a href="mailto:reviews@lgbce.org.uk">reviews@lgbce.org.uk</a> | From 9/1 to 18/3/24. The final recommendations will be publicised on 2/7/24. | BGPC expressed concern with the proposed change from Beacon division to Alvechurch and Wythall which will have 2 Cllrs. The principle of 2 Cllrs is opposed by BGPC not least because the Cllrs could be from different political parties creating conflict and disagreements. |
| WCC Revised Planning Validation Document   | Documents available at <a href="http://www.worcestershire.gov.uk/planning-applications">www.worcestershire.gov.uk/planning-applications</a><br>Comments sent to <a href="mailto:validdoc@worcestershires.gov.uk">validdoc@worcestershires.gov.uk</a>   | Until 11/3/24.   | No Comment   |
| Worcestershire Local Nature Recovery Strategy Issues & Options                                       | Documents available at <a href="http://www.worcestershire.gov.uk/lnrs">www.worcestershire.gov.uk/lnrs</a><br>Questionnaire is online.  | From 15/1 to 23/2/24.  | Cllr Roberts to identify and add habitat areas to the map.   |

**23/224 Chairman's Report** – Charles Banner is being made a Baron as a life peer in the House of Lords and will be adopting the formal title of Baron Banner of Barnt Green in Worcestershire. Charles Banner was brought up locally and his mother resides in Barnt Green. Cllr Cholmondeley to email and congratulate him. The EO to add the details to the Bulletin. A local resident had contacted Cllr Cholmondeley regarding hosting a food event involving local businesses in Bittell Road playing fields. Cllr Cholmondeley and the EO to meet with the resident to discuss his ideas for a potential event in 2025.

**23/225 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 | <p>A request has been sent to Network Rail for an installation date. No response had been received and there had been no further information added to the Network Rail website. Concerns were raised over the funding periods as it was very close to the financial year end.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: It was agreed to wait another 10 days before escalating.</p> </div> |
|------------------------|---|

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|--|--|
| <p>b) Ditch alongside scout hut</p>                              | <p>Following Cllr Hothams contact with NWWM the ditch has been cleared as part of the land drainage maintenance contract that is in place. Cllr Hotham stated that the ditch was now flowing freely. The EO had asked NWWM if the ditch could also be dredged following a residents email.</p> <div data-bbox="638 259 1398 344" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: That no further action is currently required.</p> </div>   |
| <p>c) Network Rail dilapidated fence near Pollinator site.</p>   | <p>The EO contacted Network Rail on 20.12.23 and sent requested photos on 8.1.24. Network Rail responded on 22.1.24 to state that they can remove the fence if we wish. They will only take responsibility for the maintenance of the vegetation if it encroaches on the footpath.</p> <div data-bbox="647 622 1382 810" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: That the EO contact Network Rail and ask permission for the parish council to put up a post and rail fence of the same height. The PC to seek permission to also trim the vegetation.</p> </div> |
| <p>d) Vandalised seating</p>                                     | <p>The EO reported the vandalised seating at the station on platform one to Network Rail on the 22.1.24.</p> <div data-bbox="651 976 1386 1041" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: That the report be noted.</p> </div>  |
| <p>e) West Mercia Police Crime Commissioner Safer Roads Fund</p> | <p>The EO has made an application for a solar powered VAS to be installed at Fiery Hill Road following 4 accidents happening in the space of 4 weeks. The application was supported by WCC Cllr Kriss and West Mercia Police Safer Neighbourhood Team. If successful the grant will commence on 1/4/24.</p> <div data-bbox="652 1346 1399 1422" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: That the report be noted.</p> </div>  |
| <p>f) Equan EVC Declaration regarding registration of lease</p>  | <p>The declaration has been mislaid by the solicitors and therefore the lease needs to be signed again. The lease is to be exactly the same except for BMM Energy Solutions Limited (the contractor) will no longer need to be a party to the lease as the works have been completed.</p> <div data-bbox="655 1682 1393 1839" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: That the EO contact Cala for the required Certificate and then update the BDC Solicitor to draw up the new lease for signing.</p> </div>  |

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|---------------------|--|
| g) EO Appraisal     | <p>Cllr Cholmondeley has carried out the EO's appraisal and objectives have been set for 2024. To be agreed, the EO's salary increase of one increment on the NALC payscale from 1/4/24.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED: That the increase is agreed. The EO to action.</p>  |
| h) Father Christmas | <p>The EO met with Mr Miller who is very experienced working locally/nationally including for BDC and St Andrews First School and holds a DBS. He is booked for the Christmas lights switch on 30/11/24 in return for a £50 payment which he donates to the charity Air Ambulance.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED: That the report be noted.</p> |

### 23/226 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 £154.95 is requested to top up the Monzo card to £300. The VAS on Fiery Hill Road requires a replacement battery at approximate cost of £215. Adobe renewal is due on 8/3/24 £156.89 taking the Monzo spend over £300. A request to change the Financial Regulations and increase the Monzo limit to £500. If the increase is agreed a request to top up to £500 of £354.95.

RESOLVED: That the Monzo card limit be increased to £500. The EO to update the Financial Regulations. That the top up of the Monzo card of £354.95 be approved.

- (iii) To note that Cllr Hotham and Cllr Williams carried out the quarterly accounting checks on the 22<sup>nd</sup> January 2024.

RESOLVED: That the report be noted.

### 23/227 Environment & Community Wellbeing

- a) Bittell Road Playing Field drainage works. The EO to contact Richard Clewer, NWWM, in early March to carry out an inspection.
- b) Bittell Road Playing Field children's play equipment. The OPC has repaired the basketball hoop.
- c) Commuter Car Park. To note that the Deed of Easement requested by Cala Homes and Severn Trent is no longer being pursued and the council's solicitors have submitted their account to them and closed their file.

The Deed of Easement with Cala Homes and Severn Trent Water was to allow Severn Trent to be able to access a water pipe beneath the car

park. The EO chased this up with the solicitors that had been acting for the PC. The file had been closed and was no longer being pursued by Cala Homes or Severn Trent.

RESOLVED: No further action to be taken by the PC.

- d) Millennium Park flagpole cleaner.

RESOLVED: That Cllrs Cholmondeley, Perry and Hotham will meet in mid-March, depending on the weather, to clean the flagpole.

- e) Lack of departure screens and PA on Platform 1 at Barnt Green train station. An application has been made by resident Sue Waller for a notice board to be funded from the Station Adoption Fund.

RESOLVED: That a new Platform information board re platform numbers depicting destinations for embarkation is to be installed along with a general information board for village use. A request has been made for fixed black bins on each platform and one on the corner of Station Approach as you turn into the car park. Contact has been made with St Andrews First School to offer interesting services to the pupils regarding the station.

- f) Millennium Park wetpour resurfacing. The parts of the wetpour that reacted to the weather will be replaced with a green pattern when the weather is suitable. Provisional date of 26/2/24 has been booked.

RESOLVED: That the report be noted.

- g) Pollinator Site. The volunteers have started to rake up debris on the site and on the right-hand side of the verge. The volunteers have requested a Weed Puller to help clear some of the knapweed and attached are 3 quotes.

RESOLVED: That a limit of £40 is approved and that the EO contact the Volunteer Group to ask which Weed Puller they prefer.

- h) Crime in Barnt Green update.  
PCSO Max Unitt had attended the meeting with an update under agenda item 23/219 b).
- i) The Longlands, new pedestrian crossing update. No update had been received.

RESOLVED: That the EO chase again for an update.

- j) Flooding risk from village stream which runs through Sandhills Road. No update had been received. Cllr Hotham stated that councillors could deliver the agreed letters to residents regarding their riparian responsibilities. The EO had contacted Jodie Hawkins, NWWM, a number of times but had not yet received a response.

RESOLVED: The EO to chase.

- k) Hanging baskets and planters. Barnt Green Dentist had agreed to sponsor the tiered planter directly outside their practice with a £200 donation in return for a plaque acknowledging their sponsorship and the details added to the bulletin.

RESOLVED: It was agreed that the hanging baskets are ordered from the charity Where Next as in previous years. Oasis, last year's supplier, to provide summer planting for the 2 x tiered planters and 9 planters. This is to include new topsoil and plant food. The OPC to water the containers adding plant food. Councillors to consider winter pansies. The EO to order the plaque.

- l) Childrens Christmas Blachere Bespoke Motif lights competition. St Andrews First School are keen for their pupils to take part in the competition. The designs are to be with the EO by the end of June 2024.

RESOLVED: That Cllr Hotham will judge the competition entries and the new lights will be unveiled at the Xmas Lights Switch On event.

- m) Biodiversity Policy Requirement. LNRS Local Nature Recovery Strategy survey and Worcestershire Local Nature Recovery Strategy.

RESOLVED: Cllr Roberts to draft a Biodiversity item for the Bulletin

- n) Hedge on Hewell Road and trees covering streetlamp in Green Bank and other areas. Along the railway side of Hewell Road after Station Approach and to the corner of Green Bank there are various hedges/trees that are blocking the streetlamps.

RESOLVED: That the Environment Committee and the EO visit the area to discuss work required. It was agreed that quotes are sought once the work required is agreed. The intention is that the work is carried out when the bird nesting season ends in October, before the clocks go back. Affected residents to be consulted.

- o) Wicksteed Park Inspection reports, circulated prior to the meeting.

RESOLVED: That the OPC is asked to carry out the repairs to the multi play equipment in Millennium Park.

## 23/228 Planning

- a) Responses to consultations received including:

| BDC ref             | Site Address   | Proposal  |
|---------------------|--|---|
| <b>23/01385/FUL</b> | 25 Hewell Road, Barnt Green, Worcestershire, B45 8NL | Proposed ground floor side extension, ground floor decking, and dormer extension to the second storey, with the removal of a chimney and alterations/additions of windows and skylights |

|  |   |                              |
|--|---|------------------------------|
| BGPC Recommendation:<br>Barnt Green Parish Council has NO OBJECTION. |   |                              |
| BDC ref  | Site Address  | Proposal                     |
| <b>23/01374/FUL</b>  | 38 Bittell Road, Barnt Green, Worcestershire, B45 8LY | Single storey rear extension |
| BGPC Recommendation:<br>Barnt Green Parish Council has NO OBJECTION. |   |                              |

**23/229 Date and Venue of Next Meetings**

Next Parish Council Meeting, Monday 18<sup>th</sup> March 2024 7pm at 80 Hewell Road.

The meeting ended at 20:50hrs

Signed:..... Date.....  
 Chairman, Barnt Green Parish Council      18/03/2024

Agenda Item 23/226 (i) To approve the current financial position and bills paid.

January Income Report

|    |            |         |       |         |            |                   |                                       |
|----|------------|---------|-------|---------|------------|-------------------|---------------------------------------|
| 31 | 31.01.2024 | £70.00  | £0.00 | £70.00  | 31.01.2024 | Office Hire       | Breeze Hot and Cold Installations Ltd |
| 30 | 31.01.2024 | £948.30 | £0.00 | £948.30 | 31.01.2024 | WCC Reimbursement | Worcestershire County Council         |
| 29 | 30.01.2024 | £207.84 | £0.00 | £207.84 | 31.01.2024 | Lengthsman refund | Worcestershire County Council         |

## January Payments Report

|     |            |         |       |         |                   |                                   |
|-----|------------|---------|-------|---------|-------------------|-----------------------------------|
| 199 | 31.01.2024 | £144.73 | £0.00 | £144.73 | Petty cash top up | Eleanor Choudry (Eleanor Choudry) |
| 198 | 31.01.2024 | £33.31  | £1.67 | £34.98  | Office Energy     | Positive Energy                   |
| 197 | 31.01.2024 | £13.80  | £0.69 | £14.49  | Office Energy     | Positive Energy                   |

## February Income Report

|    |            |         |       |         |                   |                               |
|----|------------|---------|-------|---------|-------------------|-------------------------------|
| 32 | 29.02.2024 | £207.84 | £0.00 | £207.84 | Lengthsman refund | Worcestershire County Council |
|----|------------|---------|-------|---------|-------------------|-------------------------------|

## February Payments Report

|     |            |           |         |           |  |   |
|-----|------------|-----------|---------|-----------|--|---|
| 219 | 29.02.2024 | £26.90    | £1.34   | £28.24    | Street Light Energy  | YU Energy                                 |
| 218 | 29.02.2024 | £198.11   | £9.91   | £208.02   | Street Light Energy  | YU Energy                                 |
| 217 | 29.02.2024 | £28.76    | £5.75   | £34.51    | Office landline, broadband & calls                                 | BT  |
| 216 | 29.02.2024 | £244.20   | £48.84  | £293.04   | Annual playground inspection - Millennium Park                     | Wicksteed Leisure Ltd                     |
| 215 | 29.02.2024 | £35.00    | £0.00   | £35.00    | Data Protection Annual Fee   | ICO                                       |
| 214 | 29.02.2024 | £1,095.00 | £219.00 | £1,314.00 | Street Lamp Repair   | GJH Electrical                            |
| 213 | 29.02.2024 | £148.95   | £29.79  | £178.74   | Dog bags   | JRB Enterprise Ltd                        |
| 212 | 29.02.2024 | £120.00   | £24.00  | £144.00   | Porta loo for Christmas lights switch on 2023                      | Shaw Loos                                 |
| 211 | 29.02.2024 | £207.84   | £0.00   | £207.84   | Lengthsman Work  | Bromsgrove District Council               |
| 210 | 29.02.2024 | £500.00   | £0.00   | £500.00   | Grant award  | Cocks Croft Wood Trust                    |
| 209 | 29.02.2024 | £75.00    | £0.00   | £75.00    | Reimbursement to Branded for U for defibrillator electricity costs | Branded-4U                                |
| 208 | 29.02.2024 | £228.41   | £45.68  | £274.09   | Grounds maintenance at playing field                               | Neil Hosking (Hosking Ground Maintenance) |
| 207 | 29.02.2024 | £782.50   | £0.00   | £782.50   | Outdoor Parish Caretaker   | Andlin Cleaning                           |
| 206 | 29.02.2024 | £95.00    | £0.00   | £95.00    | Intruder alarm service   | CTB Alarms Limited                        |
| 205 | 29.02.2024 | £1,500.00 | £300.00 | £1,800.00 | Christmas Tree Lights Dismantle                                    | GJH Electrical                            |
| 204 | 29.02.2024 | £207.84   | £0.00   | £207.84   | Lengthsman Work  | Bromsgrove District Council               |
| 203 | 29.02.2024 |           |         |           | PAYE   | HMRC                                      |
| 202 | 29.02.2024 |           |         |           | PAYE   | HMRC                                      |
| 201 | 29.02.2024 |           |         |           | Salaries   | Salaries                                  |
| 200 | 29.02.2024 |           |         |           | Pension contributions  | Pension                                   |

Agenda Item 23/226 (i) To approve the January Bank Reconciliation 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)*

|          |   |           |                   |
|----------|---|-----------|-------------------|
|          | <b>Bank Reconciliation at 31/01/2024</b>            |           |                   |
|          | Cash in Hand 01/04/2023                             |           | 110,006.54        |
|          | <b>ADD</b><br>Receipts 01/04/2023 - 31/01/2024      |           | 87,499.56         |
|          |   |           | 197,506.10        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2023 - 31/01/2024 |           | 80,535.17         |
| <b>A</b> | <b>Cash in Hand 31/01/2024</b><br>(per Cash Book)   |           | <b>116,970.93</b> |
|          | Cash in hand per Bank Statements                    |           |                   |
|          | Petty Cash 31/01/2024                               | 0.00      |                   |
|          | Unity Bank Current Account 31/01/2024               | 1,470.31  |                   |
|          | Unity Bank Deposit Account 31/01/2024               | 41,999.27 |                   |
|          | Cambridge Building Society 31/01/2024               | 73,501.35 |                   |
|          |   |           | <b>116,970.93</b> |
|          | Less unrepresented payments                         |           |                   |
|          |   |           | 116,970.93        |
|          | Plus unrepresented receipts                         |           |                   |
| <b>B</b> | <b>Adjusted Bank Balance</b>                        |           | <b>116,970.93</b> |
|          | <b>A = B Checks out OK</b>                          |           |                   |

Agenda Item 23/226 (ii) To be advised of any expenditure decisions taken by Executive Officer

| Monzo Reconciliation up to 12th February 2024 |          |  |                      |             |               |
|---|----------|--|----------------------|-------------|---------------|
| Voucher                                       | Date     | Description                                  | Supplier             | Expenditure | Deposit       |
|   |          | Opening Balance                              |                      |             | <b>300.00</b> |
| <b>34</b>                                     | 24.01.24 | Office door key for hire                     | Tonys Handyman       | 5.00        |               |
| <b>35</b>                                     | 18.01.24 | PC pavement sign                             | Signs & Stickers     | 114.95      |               |
| <b>36</b>                                     | 31.01.24 | 4 x photo frame A5 for PC office             | Amazon               | 29.00       |               |
| <b>37</b>                                     | 08.02.24 | Title Plan for Bittell Rd playing fields     | Land Registry        | 3.00        |               |
| <b>38</b>                                     | 08.02.24 | Title Register for Bittell Rd playing fields | Land Registry        | 3.00        |               |
|   |          |  |                      |             |               |
|   |          |  |                      |             | 154.95        |
|   |          |  |                      |             |               |
|   |          |  |                      |             |               |
|   |          |  | Balance              |             | 145.05        |
|   |          |  | <b>Topup Request</b> |             | 154.95        |