

# BARNT GREEN PARISH COUNCIL

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Minutes of the **Annual Parish Council** meeting held on  
**Monday 20<sup>th</sup> May 2024 at 7.00pm at 80 Hewell Road, Barnt Green, B45 8NF**

**Members present:** Cllrs R Cholmondeley, C Hotham (arrived 7.11pm), L Williams, M Roberts, P Perry.

**In attendance:** Executive Officer, Eleanor Choudry.  
Worcestershire County Councillor, Adrian Kriss (left at 7.29pm)  
Richard Peach, The Village Magazine

## **24/258 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 Williams.

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

## **24/259 Election of Vice-Chair.**

Cllr Hotham had contacted the EO 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 Williams 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.

**24/260 Apologies** - Cllrs S Whitehand, O Pardo-Roques and J Baldwin.

**24/261 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.

Cllr Williams declared an interest as her neighbour submitted planning application 24/00473/FUL 6 Poplar Drive.

**24/262 To consider any dispensations**

No dispensation requests had been received.

**24/263 Open Session – Participation to hear from:**

- a) Members of the public - None in attendance.
- b) Supporting organisations, e.g. Safer Neighbourhood Team (SNT), Footpath Warden - None in attendance.
- c) Worcestershire County Councillor – Adrian Kriss (Beacon division) – More sites are required locally for broadband. The providers want to work with parish councils to ensure acceptable positioning of the masts. Marc Bayliss is now the Cabinet Member with Responsibility for Highways and Transport. Cllr Roberts requested a dropped kerb on Fiery Hill Road near to the train station entrance to improve accessibility. It is important that the station is easily accessible so that the lifts, when installed, can be used by people with mobility issues. Cllr Kriss said he will ensure that this is taken into consideration.
- d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood) – Cllr Hotham advised he had resigned from the Cabinet because he is unhappy about the strategic plan review but hopes to influence what is happening. An update regarding the Cala gate is expected by the end of May.

**24/264 To adopt previous minutes**

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

RESOLVED: That the minutes of the Ordinary Parish Council meeting held on 15/04/2024 were approved as an accurate record of the meeting and signed by the Chairman.

**24/265 Meetings / Training Attended – None attended.**

**24/266 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.

- a) 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, M Roberts and S Whitehand

c) 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, J Baldwin.

## ii. **Review of Scheme of Delegation to EO and Committees**

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) **Adoption of NEW Financial Regulations**  
The new 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**
- f) The 3-year deal with Hiscox Insurance Company Ltd expires in May 2024. Renewal quotes sought and attached.
- g) **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
- h) **Agree calendar for review of all council policies**

RESOLVED:

- a) That the amended Standing Orders for 2024 be approved.
- b) That the New Financial Regulations be approved.
- c) That the LGA Members' Code of Conduct be approved and adopted.
- d) That the flagpole cleaner be added to the Asset Register. That the Asset Register be approved.
- e) Cllrs agreed to renew the policy with Clear Councils Aviva for 3 years. That the insurance arrangements and adequacy of cover be approved.
- f) That the subscriptions 24/266 g (i) to (vii) be approved.
- g) That the calendar for review of council policies be approved.

**24/267 Consultations- None.**

**24/268 Chairman's Report** – The Chairman accepted an invitation to visit Barnt Green Sports Club at which some of the improvements needed to the clubhouse were explained. The Padel court planning application by Barnt Green Sports Club had been granted. Cadent Gas are replacing the gas mains in Barnt Green. They are liaising with WCC and the work will involve a number of road closures including Hewell Road and Sandhills Road. Cllr Cholmondeley gave Cadent Gas the contact details for The Village magazine so the closures could be publicised. The details will be added to the parish council website. A resident of Greenbank had contacted Cllr Cholmondeley to complain about the weeds outside the shops along Hewell Road.

**24/269 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.

<p>a) Station Lift Update from Network Rail (NR)</p>	<p>Network Rail drop-in session, dates to be agreed. Jennifer Slater from Network Rail confirmed that the drop-in sessions will go ahead on either Monday, Wednesday or Thursday.</p> <div data-bbox="740 1440 1398 1637" style="border: 1px solid black; padding: 5px;"><p>RESOLVED: Cllr Cholmondeley suggested a date in the first two weeks of August once the designs have been finalised. The EO to contact NR to confirm and book the Friends Meeting House.</p></div>
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<p>b) West Mercia Police Crime Commissioner Safer Roads Fund</p>	<p>The fully funded solar powered Vehicle Activated Sign (VAS) to be installed at Fiery Hill Road has been delivered. The PCC WM Safer Roads Fund have been received. The Lengthsman has confirmed that they do not install the signs, only replace the batteries. Richard Cenci, Highways Liaison Officer, will contact the EO when they have a date for install.</p> <div data-bbox="740 367 1412 524" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: Paul Rimell, WCC Highways, confirmed the VAS will be collected from the parish council office this week.</p> </div>
<p>c) Equan EVC Declaration regarding registration of lease</p>	<p>The BDC solicitor has sent a copy of the amended lease for Cllr Cholmondeley and Hotham to sign.</p> <div data-bbox="740 678 1412 792" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: Cllrs Cholmondeley and Hotham signed the lease. The EO to post to BDC.</p> </div>

**24/270 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 8 of the agenda. A top up of £93.25 is requested to top up the Monzo card to £500.

RESOLVED: That the top up be approved

- (iii) The two councillors that authorise the online monthly payments are to be named in the minutes.

RESOLVED: Cllrs Cholmondeley and Perry approved the payments in April 2024.

- (iv) The Finance Committee met on the 4<sup>th</sup> April 2024 and recommendations included:
- i. The EO to be authorised to transfer money between Unity Bank accounts and the Cambridge Building Society. Cllr Cholmondeley contacted The Cambridge Building Society. There is only the facility to be a full signatory which would create a conflict of interests for the EO and is unnecessary for infrequent transfers.

RESOLVED: That the report be noted.

- (v) Cllr Williams be added as a fourth signatory to help with the punctuality of the online payment authorisations. Cllr Williams to provide requested details.

RESOLVED: That Cllr Williams had provided the personal details required to be set up as a bank signatory. The EO to complete the online submission form.

- (vi) Finance Working Party members to confirm preferred dates / times for quarterly meetings.

RESOLVED: That the Finance Working Party meetings be held quarterly on Mondays at 10am. The EO to circulate dates for agreement.

- (vii) To agree the current financial standing order and direct debit payments.

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

- (viii) To approve the Year End financial position and note the Internal Audit.

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

- (ix) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2024.

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.

- (x) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2024.

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.

**24/271 Committee, Working Party and Members' reports on meetings attended**

- a) Annual Parish Meeting held 22/04/2024 minutes circulated in advance of the meeting and noted.

**24/272 Environment & Community Wellbeing**

- a) Bittell Road Playing Field children's play equipment. Awaiting quotes following onsite meetings with 3 contractors.

RESOLVED: The EO to chase quotes.

- b) Lack of departure screens and PA on Platform 1 at Barnt Green train station. No update.
- c) Millennium Park wet pour resurfacing. The parts of the wet pour that reacted to the weather will be replaced with a green pattern. The 21<sup>st</sup> May has been booked for the repair but is weather dependent.

RESOLVED: That the report be noted.

- d) Pollinator Site update. The volunteer group have requested a strimmer. Quotes are attached. The EO reported the Japanese Knotweed on the site to the Place Team and BDC online. A member of the volunteer group has also reported the Knotweed to BDC. The volunteer group have carried out weeding and sowed some of the wildflower seeds. Cllr Perry has weeded and added manure around the base of the pear trees on the Pollinator Site and also the fruit trees in Bittell Road playing fields.

RESOLVED: That the strimmer from Tonys Handyman is purchased along with goggles which are to be worn when using the strimmer.

- e) The Longlands, new pedestrian crossing update. No further update.
- f) Biodiversity. Community Orchard in Bittell Road playing fields. Funding available from the Coronation Heritage Living Fund. Cllr Roberts explained that Wade Muggleton, WCC, suggested 6 to 8 trees could be planted in the alcove at the bottom of Bittell Road playing fields. The trees would be free of charge along with cages/stakes etc. Labour to plant the trees and ongoing care would be required from the parish council.

RESOLVED: Cllr Roberts to organise the ordering of the trees for planting in the autumn.

- g) Hedge on Hewell Road and trees covering streetlamp in Green Bank and other areas. Along the railway side of Hewell Road after Station Approach to the corner of Green Bank there are various hedges/trees that are blocking the streetlamps. The EO seeking quotes for work to be carried out after the bird nesting season in September.
- h) Wicksteed Park Inspection reports. Cllr Hotham and Pardo-Roques to check the multi play equipment in Millennium Park for cracks in the wood. The EO has ordered a replacement rope bridge.

RESOLVED: The EO is awaiting the quote for the replacement bridge. The EO to ensure that the two posts at each end of the bridge are included.

- i) Following the Rospa Play Safety Inspection Reports the EO has contacted Fresh Air Fitness to organise the repairs.

RESOLVED: The Rospa inspector explained that he had incorrectly stated that the Bicep Curl adult fitness equipment was broken and has corrected the report. The EO to chase the quote for the adjustments required for the Air Walk and Skier listed on the inspection report.

**24/273 Planning**

- a) Bromsgrove District Plan Update – Consultation Summer 2024. No update.
- b) Responses to consultations received including:

BDC ref	Site Address	Proposal
<b>24/00350/FUL</b>	6 Cherry Hill Avenue, Barnt Green, Worcestershire, B45 8LA,	Replacement of existing conservatory with single story extension & Conversion of storage space above garage into guest bedroom.
BGPC Recommendation: Barnt Green Parish Council recommends approval.		
<b>24/00403/FUL</b>	4 Hewell Road, Barnt Green, Worcestershire, B45 8NE,	Single storey side extension to replace existing conservatory
BGPC Recommendation: Barnt Green Parish Council recommends approval.		
<b>24/00407/FUL</b>	White Lodge, 34 Bittell Road, Barnt Green, Worcestershire	Proposed raising of eave and ridgeline of central part of existing roof to accommodate a partial 3rd storey; hipped roofs on the two existing 2 storey flat roofed parts; and part two and part single storey rear extension
BGPC Recommendation: Barnt Green Parish Council recommends approval.		
<b>24/00473/FUL</b>	6 Poplar Drive, Barnt Green, Worcestershire, B45 8NQ	Proposed pitched roof above existing flat roofed garage/study. Rendering of front elevation
BGPC Recommendation: Barnt Green Parish Council recommends approval.		

**24/274 Date and Venue of Next Meetings**

Next Parish Council Meeting, Monday 17<sup>th</sup> June 2024 7pm at 80 Hewell Road.

The meeting ended at 20:04hrs

Signed:..... Date.....  
Chairman, Barnt Green Parish Council 17/06/2024

Agenda Item 24/270 (i) To approve the current financial position and bills paid.

April and May Income report

3	31.05.2024	£0.00	£1,937.44	£1,937.44	VAT reclaim 1.12.23 to 31.3.24
2	30.04.2024	£2,390.00	£0.00	£2,390.00	PCC WM Road Safety Grant for VAS on Fiery Hill Road
1	30.04.2024	£17.50	£0.00	£17.50	Office Hire

## April Payments Report

18	30.04.2024	£44.06	£2.20	£46.26	Office Energy	Positive Energy
17	30.04.2024	£16.38	£0.82	£17.20	Office Energy	Positive Energy
16	30.04.2024	£94.63	£4.73	£99.36	Office Energy	Positive Energy

## May Payments Report

38	31.05.2024	£93.25	£0.00	£93.25	Petty cash top up	Eleanor Choudry (Eleanor Choudry)
37	31.05.2024				Employers NI	HMRC
36	31.05.2024				Pension contributions	NEST
35	31.05.2024				PAYE	HMRC
34	31.05.2024				Salaries	Salaries
33	31.05.2024	£114.06	£0.00	£114.06	Refuse sacks	Bromsgrove District Council
32	31.05.2024	£159.26	£7.96	£167.22	Street Light Energy	YU Energy
31	31.05.2024	£24.61	£1.23	£25.84	Street Light Energy	YU Energy
30	31.05.2024	£64.35	£12.87	£77.22	Dog bags	JRB Enterprise Ltd
29	31.05.2024	£40.25	£0.00	£40.25	Hire of Friends Meeting House for Assembly	Central England Quakers Group MH Fund
28	31.05.2024	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
27	31.05.2024	£250.00	£0.00	£250.00	Grass Cutting - Millennium Park	John S Bishop
26	31.05.2024	£32.47	£6.49	£38.96	Office landline, broadband & calls	BT
25	31.05.2024	£1,324.20	£264.84	£1,589.04	Dog & Litter Bin Emptying - Bittell Road Playing Field	Bromsgrove District Council
24	31.05.2024	£1,028.65	£180.67	£1,209.32	CALC Annual Subscription	Worcs Calc
23	31.05.2024	£266.20	£0.00	£266.20	Internal Audit	DKE Audit Services
22	31.05.2024	£30.00	£6.00	£36.00	Training - Clerk	Worcs Calc
21	31.05.2024	£35.00	£7.00	£42.00	Training - Clerk	Worcs Calc
20	31.05.2024	£612.00	£0.00	£612.00	Outdoor Parish Caretaker	Andlin Cleaning
19	31.05.2024	£150.00	£0.00	£150.00	Printing of the Bulletin newsletter	Heron Press

Agenda Item 24/270 (i) To approve the April Bank Reconciliation 2024



Monzo Reconciliation up to 9th May 2024					
Voucher	Date	Description	Supplier	Expendit	Deposit
		Opening Balance			<b>500.00</b>
<b>1</b>	15.04.24	Annual Assembly banner	The Banner Warehouse	49.98	
<b>2</b>	15.04.24	Annual Assembly flyers	Vistaprint	36.42	
<b>3</b>	23.04.24	2nd class stamp for VAT reclaim	Post Office	0.85	
<b>4</b>	09.05.24	Manure for pear trees in pollinator site	Barn Close Nurseries	6.00	93.25
			Balance		406.75
			<b>Topup Request</b>		93.25