

# BARNT GREEN PARISH COUNCIL

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Minutes of the **Ordinary Parish Council** meeting held on  
**Monday 16<sup>th</sup> September 2024 at 7.00pm at 80 Hewell Road, Barnt Green, B45 8NF**

**Members present:** Cllrs R Cholmondeley, L Williams, S Whitehand, M Roberts (arrived 7.45pm)

**In attendance:** Executive Officer, Eleanor Choudry  
Richard Peach, The Village Magazine  
0 members of the public

**24/305 Apologies** Cllr C Hotham, Cllr P Perry, Cllr O Pardo Roques, WCC Cllr A Kriss

**24/306 Parish Councillor Vacancy** The EO to send an application form to someone who has expressed an interest in the position.

**24/307 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.

**24/308 To consider any dispensations**  
No dispensation requests had been received.

**24/309 11 Sandhills Road**  
In heavy and intense rain, the runoff and the limited drain capacity outside 11 Sandhills Road cause water to flow down the property's drive towards the house and garage. North Worcestershire Water Management (NWWM) stated dealing with this flow is the responsibility of the homeowner. The resident asked Barnt Green Parish Council to support him in challenging NWWM because the increase in housing over the years and consequent infrastructure for drainage is now inadequate.

Cllr Hotham met with Fiona McIntosh, Senior Water Management Officer at NWWM and discussed at length the situation regarding the flooding of 11 Sandhills Road. NWWM are adamant the property owner is responsible for any work that they might or might not see fit to carry out. NWWM believe that their responsibility is to investigate flooding issues and then to only offer advice, they are under no legal obligation to carry out the work. In regard to the conclusion from the technical report from Watres stating that NWWM are legally obligated to rectify the flooding issue on your property; they do not recognise this and note that no case law is quoted. The circumstances surrounding the flooding of the property were discussed by the whole of the NWWM team and also senior management. They are all in agreement that NWWM have fulfilled all of their obligations.

Cllr Hotham advised the property owner that legal advice from a solicitor be sought if they think that NWWM have reached the wrong conclusion.

RESOLVED: That the report be noted.

**24/310 Open Session – Participation to hear from:**

- a) Members of the public. None present.
- b) Supporting organisations, e.g. Safer Neighbourhood Team (SNT), Footpath Warden. None present.
- c) Worcestershire County Councillor – Adrian Kriss (Beacon division) Apologies received.
- d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood). Apologies received.

**24/311 To adopt previous minutes**

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

RESOLVED: That the minutes of the Ordinary Parish Council meeting held on 15/07/2024 were approved as an accurate record of the meeting and signed by the Chairman.

**24/312 Meetings / Training Attended – The EO attended Clerks Gathering on Wednesday 31<sup>st</sup> July. Cllr Cholmondeley and Cllr Whitehand attended the CALC meeting on the 1<sup>st</sup> August 2024.**

**24/313 Governance arrangements**

**a) Review of council policy:**

The following policy has been circulated prior to the meeting for review:

- (i) Complaints procedure.

RESOLVED: That the Complaints Procedure was approved.

**24/314 Consultations-  
Bromsgrove District Council - Consultation on Revised Statement of Principles Under the Gambling Act 2005.**

BDC has undertaken their review, and only very minor changes are being proposed. The consultation closed on the 16<sup>th</sup> August.

RESOLVED: The parish council did not submit a comment.

**Worcestershire County Council's new Electric Vehicle Charging Infrastructure Strategy.**

This first Electric Vehicle Charging Infrastructure (EVCI) Strategy for Worcestershire, sets out how the County Council and its partners intend to support the transition to electric vehicles and help to coordinate the roll out of accessible charge points across the County. The primary focus of this strategy will be on delivering electric chargers for communities and charging solutions for those specifically without dedicated off-street parking at home through the Local Electric Vehicle Infrastructure (LEVI) Fund. Details at:

<https://www.worcestershire.gov.uk/have-your-say-electric-vehicle-charging-infrastructure-evci-strategy> The consultation has been extended to the 24<sup>th</sup> September 2024. The final strategy is expected to be published later this year.

RESOLVED: The EO had requested Cllrs to respond if they wish in a personal capacity as the survey asks questions about personal car ownership

### **Consultation on Draft Policy on Pavement Licensing - Bromsgrove District Council**

A copy of the draft policy can be viewed here:

[draft-policy-on-pavement-licensing-bdc-consultation-version.pdf \(worcsregservices.gov.uk\)](#)

The consultation survey will remain open for responses until Friday 23<sup>rd</sup> October 2024.

RESOLVED: The EO to complete the survey in support of the policy.

### **Hereford & Worcester Fire and Rescue Service (HWFRS) Community Risk Management Place 2025-2030**

HWFRS is in the process of preparing the Service's strategic plan for 2025-2030, which is known as the Community Risk Management Plan (CRMP).

RESOLVED: No comment was submitted.

### **Consultation on Mandatory Safeguarding Refresher Training for Hackney Carriage and Private Hire Drivers**

Comments to be submitted via this survey link [www.smartsurvey.co.uk/s/BDCTAXISAFE/](http://www.smartsurvey.co.uk/s/BDCTAXISAFE/). The closing date of this consultation is Friday 29 November 2024.

RESOLVED: The EO to complete the survey in support of the policy.

**24/315 Chairman's Report** – A journalist from the Daily Mail had contacted Cllr Cholmondeley regarding the planning application of a well-known footballer. The planning application related to Lickey and Blackwell Parish Council not Barnt Green. Barnt Green Sports Club has had 300 bookings from non-members to play padel tennis. There are different grades of membership at the club and 120 members have upgraded. The EO will respond to the police priorities to advise there is no change in the priorities from the last quarter. There are isolated shop lifting thefts.

### **24/316 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	The Network Rail drop-in session was held on Monday 5 <sup>th</sup> August between 7-9pm at the Friends Meeting House, Sandhills Road.  Jennifer Slater and Simon Clifford from Network Rail gave an update on timings followed by a Q&A session. The project's on track with the following key dates:
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	<p>31 July - plans finished to 31 August - final review of plans to 30 November - appoint contractors Early January 2025 - work commences August 2025 - completion.</p> <p>The funding and commitment to the project were confirmed. Approximately 33 residents attended. A further session was proposed for the autumn. Cllr Cholmondeley gave a quote to Tristan Harris for the Bromsgrove Standard. Bradley Thomas MP (Bromsgrove) has written to Andrew Haines (CEO Network Rail) for a lift update following his election and succession from Sajid Javid. Representatives of the residents of Station Approach raised the issues of access, parking and the potholes on the road. The install work will happen at night/weekends. The budget is in place and contractors being sought.</p> <div data-bbox="743 826 1386 943" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: A further Network Rail open session will be held in late autumn.</p> </div>
<p>b) Sale of 80 Hewell Road / Redecoration of office</p>	<p>The agent advised they are instructing the solicitor on the sale and will advise the EO when the change of ownership occurs. The agent sent an invoice for £2,459 for 'works undertaken following reports of damp to include hire of dehumidifier'. The landlord has stated that the sole cause of damp was lack of heating during the winter months. The EO has requested a copy of the Damp Report and is awaiting a response.</p> <div data-bbox="743 1305 1401 1447" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: The agent advised that there was not a Damp Report available, but the PC could pay to have one if they wanted. The EO to respond.</p> </div>
<p>c) .gov.uk email and website address</p>	<p>The website has moved to the new domain barntgreenparishcouncil.gov.uk. All Cllrs to confirm that they have moved over to .gov.uk emails.</p> <div data-bbox="735 1588 1407 1693" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: Only 3 Cllrs were present so item will be added to the October agenda.</p> </div>
<p>d) CAB Grant Application</p>	<p>The application was circulated to Cllrs prior to the meeting.</p> <div data-bbox="735 1794 1407 1921" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: Cllrs agreed to donate £500 to the CAB as in previous years. This amount was in the budget.</p> </div>

e) Birmingham City Council review of the Parks Service.	7 parks including Lickey Hills Country Park were left unlocked at night from 3 <sup>rd</sup> to 30 <sup>th</sup> August. An assessment will be made based on data collected as to the impact of the proposed change across the city's 34 parks.  RESOLVED: That the report be noted.
f) Outdoor Parish Caretaker (OPC)	The gap between the pedestrian gate and main gate entrance in Bittell Road playing fields has been filled following a dog escaping. The gym equipment replacement leg press guard has been installed. Two conifers have been planted in Millennium Park to disguise the gap at the end of the hedge that separates the children's playground and the park. The rope bridge has been removed from the multi play equipment in Millennium Park whilst we await delivery of the replacement. The bolts on the multiplay equipment have all been tightened.  RESOLVED: That the report be noted.
g) Friends Meeting House	A resident complained about the tree/shrubs that overhang Sandhills road near the entrance to Millennium Park. The EO contacted the manager of the Friends Meeting House who is arranging a cut of the area.  RESOLVED: The tree/shrubs have been cut back.
h) Deed of Easement	The Deed of Easement would grant Severn Trent access to an underground pipe in an emergency. The case was closed but has been reopened, the solicitor has confirmed that Cala will pay the costs.  RESOLVED: That the report be noted.

## 24/317 Finance

- (i) To note the current financial position, income and bills for payment. See page 7 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 10 of the agenda. A top up of £0.85 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 Hotham approved the payments in July and August 2024.

- (iv) Confirmation has been received that Cllr Williams is a fourth bank signatory.

RESOLVED: That the report be noted.

- (v) The External Audit Report for 2023/24 has been received confirming relevant legislation and regulatory requirements have been met. The Notice of Conclusion of Audit has been added to the parish council website along with the External Audit Report and Certificate.

RESOLVED: That the report be noted.

## 24/318 Environment & Community Wellbeing

- a) Lack of use of station parking in Barnt Green.

RESOLVED: Cllr Cholmondeley stated that only about 12 cars a day were using the car park, and the daily charge was £3.50.

- b) Bittell Road Playing Field children's play equipment. Parish councillors chose the contractor Sovereign. The EO has applied for a £10k grant from the Barnt Green Medical Trust to fund 2/3rds of the cost. We are awaiting a decision.

RESOLVED: Cllr Cholmondeley advised that Barnt Green Medical Trust were meeting tomorrow night to decide.

- c) Two bench seats in Bittell Road playing fields are rotten, one has collapsed.

RESOLVED: The EO to ask the OPC to replace the bench seats.

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

RESOLVED: No update had been received.

- e) Pollinator Site update. No action has been taken by BDC yet regarding the 2 x Japanese Knotweed stems on the pollinator site. The camomile plants were planted but unfortunately have mostly been eaten by slugs! Cllr Perry investigated the suspected 'pear blight' on one of the pear trees but thought it was pear tree blister mite which does not require treatment.

RESOLVED: The volunteer group are carrying out regular maintenance. That the report be noted.

- f) The Longlands, new pedestrian crossing update. The work will start on 9<sup>th</sup> December and be completed by 13<sup>th</sup> December.

RESOLVED: That the report be noted.

- g) Excessive vehicles turning around in Orchard Croft due to sequential house numbering and a dead end.

RESOLVED: The PC to check whether a cul-de-sac sign is in place and if not to check with WCC Cllr Kris regarding the cost to install.

- h) WCC Management of Road Verges for Biodiversity on C and U Roads Survey 2024. Cllr Roberts to complete by 15<sup>th</sup> September.

RESOLVED: Cllr Roberts to check whether he can submit a response to the survey that closed yesterday.

- i) Biodiversity. Community Orchard in Bittell Road playing fields.

RESOLVED: Cllr Roberts to contact WCC Wade Muggleton to organise the planting session in November. Volunteers will be required. The item is to be on the October agenda.

- j) Planters on Hewell Road and tiered planters. A date to be confirmed for Cllrs to carry out the winter planting in the planters along Hewell Road. A budget to be agreed for the purchase of plants.

RESOLVED: The EO to seek quotes for winter plants. The cost of the plants is to be discussed at the finance meeting on the 16<sup>th</sup> October and the item added to the October agenda.

- k) 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. Review of the work carried out on the 4<sup>th</sup> September.

RESOLVED: Councillors were happy with the work that had been carried out to ensure that the streetlights were no longer shrouded by overgrowth and the pavement along Hewell Road is clear for pedestrians. It should be 6/7 years before any further work is required.

- l) The two broken hand sanitisers, one by Millennium Park, the other in Bittell Road playing fields have been disposed of and removed from the Asset Register.

RESOLVED: That the report be noted.

- m) Review of Social Eats Street Food and Music Festival Saturday 7<sup>th</sup> September 2024.

RESOLVED: Cllr Williams mentioned the difficulties that she had trying to organise the delivery date of the free tickets for residents of Margesson Drive. If the event was to be held again the tickets should be delivered at the same time as the early release tickets available on the website. The music was not too loud and there were plenty of parking cones ensuring an improvement in parking compared to last year. There were a few items left on the field that councillors disposed of. The EO to contact Total Football to ensure the field was not damaged. Cllrs agreed that the event could go ahead again next year. The EO to write to Lickey and Blackwell Parish Council to ensure that there is not a clash of events on the proposed date of 6th September 2025. The EO to request an additional £500 for the hire of the field next year.

n) Children's Christmas Bespoke Motif Lights Competition.

RESOLVED: The EO to request a quote from the electrical contractor for Christmas lights above Tonys Handyman. The 2 new motif lights to be hung by St Andrews School with a special separate light switch on at the event on the 30<sup>th</sup> November for the winning lights if possible.

o) Christmas Lights Switch on event Saturday 30<sup>th</sup> November.

RESOLVED: It was agreed to pay the increase of £25 for Arrow Vally Brass Band. Santa has confirmed his attendance. The EO to order 1 Portaloo and a tub of sweets. The EO to organise 2 x banners and leaflets. The EO to contact Village Vineyards regarding the supply of drinks. The event to be advertised in the Bulletin.

p) Wassail Walk 2024.

RESOLVED: Fruitfields have agreed to host the Wassail Walk with bonfire etc on Friday 27<sup>th</sup> December. Cllr Cholmondeley will arrange a meeting with Simon Richards and Greg Hunt in early December.

q) Electrical / streetlights contractor.

RESOLVED: To note that GJH Electrical has transferred its business to First Electrical Solutions and maintained the same pricing structure.

## 24/319 Planning

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

BDC ref	Site Address	Proposal
<b>24/00722/FUL</b>	10 Poplar Drive, Barnt Green, Worcestershire, B45 8NQ,	Front and rear extensions and internal alterations
BGPC Recommendation: BGPC recommends approval.		
BDC	Site Address	Proposal
<b>24/00797/FUL</b>	3 Hewell Lane, Barnt Green, Worcestershire, B45 8NZ,	SINGLE STOREY REAR EXTENSION
BGPC Recommendation: Barnt Green Parish Council recommend approval subject to the 45-degree guidance not being breached.		
BDC	Site Address	Proposal
<b>24/00796/FUL</b>	4 Cherry Hill Road, Barnt Green, Worcestershire, B45 8LH	Proposed demolition of existing dwellings (4 and 4a) and erection of two detached dwellings and garages
BGPC Recommendation: Barnt Green Parish Council recommend approval subject to conservation area consent.		
BDC	Site Address	Proposal
<b>24/00840/FUL</b>	47 Bittell Road, Barnt Green, Worcestershire, B45 8LU,	Single storey rear extension
BGPC Recommendation: Barnt Green Parish Council recommend approval subject to the 45-degree guidance not being breached.		

**24/320 Date and Venue of Next Meetings**

Next Parish Council Meeting, Monday 21<sup>st</sup> October 2024 7pm at 80 Hewell Road.

**24/321 Closed session – Private and Confidential - Abuse of councillors/clerk**

The meeting ended at 20:55hrs

Signed:..... Date.....  
Chairman, Barnt Green Parish Council 16/09/2024

Agenda Item 24/317 (i) To approve the current financial position and bills paid.

**July Income Report**

10	23.07.2024	£222.00	£0.00	£222.00	Lengthsman refund	Worcestershire County Council
9	31.07.2024	£500.00	£0.00	£500.00	Hire of playing field by Social Eats	Social Eats
8	31.07.2024	£17.50	£0.00	£17.50	Hirer	Conexus Tuition

**August Income Report**

11	31.08.2024	£222.00	£0.00	£222.00	Lengthsman refund	Worcestershire County Council
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**September Income Report**

12	30.09.2024	£0.00	£1,815.19	£1,815.19	VAT Reclaim 1.4.24 to 31.7.24	HMRC
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**July Payments Report**

80	31.07.2024	£207.33	£10.37	£217.70	Office Energy	Pozitive Energy
79	31.07.2024	£32.47	£6.49	£38.96	Office landline, broadband & calls	BT

## August Payments Report

101	31.08.2024	£247.47	£0.00	£247.47	Petty cash top up	Petty cash top up
100	31.08.2024				Pension contributions	Pension contributions
99	31.08.2024	£891.75	£0.00	£891.75	Service charge 1.4.23 to 31.3.24	John Truslove
98	31.08.2024	£148.95	£29.79	£178.74	Dog bags	JRB Enterprise Ltd
97	31.08.2024	£1,925.00	£385.00	£2,310.00	Street Lamp Repair	First Choice Electrical Solutions Ltd
96	31.08.2024	£212.80	£10.64	£223.44	Office Energy	Pozitive Energy
95	31.08.2024	£16.34	£0.82	£17.16	Office Energy	Pozitive Energy
94	31.08.2024				Employers NI	HMRC
93	31.08.2024				PAYE	HMRC
92	31.08.2024				Salaries	Salaries
91	31.08.2024	£420.00	£84.00	£504.00	External Audit 23.24	PKF Littlejohn LLP
90	31.08.2024	£256.00	£51.20	£307.20	Website change to .gov.uk hosting and support	BWP Creative - Parish Council Websites
89	31.08.2024	£222.00	£0.00	£222.00	Lengthsman Work	Bromsgrove District Council
88	31.08.2024	£235.00	£0.00	£235.00	Grass Cutting - Millennium Park	John S Bishop
87	31.08.2024	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
86	31.08.2024	£134.60	£6.73	£141.33	Street Light Energy	YU Energy
85	31.08.2024	£25.06	£1.25	£26.31	Street Light Energy	YU Energy
84	31.08.2024	£32.47	£6.49	£38.96	Office landline, broadband & calls	BT
83	31.08.2024	£612.00	£0.00	£612.00	Outdoor Parish Caretaker	Andlin Cleaning
82	31.08.2024	£31.95	£6.39	£38.34	Replacement plastic base for gym equipment	Fresh Air Fitness
81	31.08.2024	£222.00	£0.00	£222.00	Lengthsman Work	Bromsgrove District Council

## September Payments Report

114	30.09.2024	£210.00	£0.00	£210.00	Grounds maintenance at Millennium Park	John S Bishop
113	30.09.2024	£40.25	£0.00	£40.25	Hire of Friends Meeting House for Network Rail	Central England Quakers Group MH Fund
112	30.09.2024	£718.40	£0.00	£718.40	Outdoor Parish Caretaker	Andlin Cleaning
111	30.09.2024	£0.85	£0.00	£0.85	Petty cash top up	Petty cash top up
110	30.09.2024				Employers NI	HMRC
109	30.09.2024				Pension contributions	Pension contributions
108	30.09.2024				PAYE	HMRC
107	30.09.2024				Salaries	Salaries
106	30.09.2024	£60.00	£12.00	£72.00	Street Lamp Repair	First Choice Electrical Solutions Ltd
105	30.09.2024	£136.95	£6.85	£143.80	Street Light Energy	YU Energy
104	30.09.2024	£24.97	£1.25	£26.22	Street Light Energy	YU Energy
103	30.09.2024	£32.47	£6.49	£38.96	Office landline, broadband & calls	BT
102	30.09.2024	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)

Agenda Item 24/317 (i) To approve the July Bank Reconciliation 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)*

	<b>Bank Reconciliation at 31/07/2024</b>		
	Cash in Hand 01/04/2024		143,458.55
	<b>ADD</b> Receipts 01/04/2024 - 31/07/2024		6,244.83
			149,703.38
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/07/2024		29,513.29
<b>A</b>	Cash in Hand 31/07/2024 (per Cash Book)		<b>120,190.09</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2024	0.00	
	Unity Bank Current Account 31/07/2024	1,030.58	
	Unity Bank Deposit Account 31/07/2024	25,858.16	
	Cambridge Building Society 31/07/2024	93,501.35	
			<b>120,190.09</b>
	Less unrepresented payments		
			120,190.09
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>120,190.09</b>
	<b>A = B Checks out OK</b>		

Created by  Scribe

Agenda Item 24/317 (i) To approve the August Bank Reconciliation 2024

## Bart 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 31/08/2024</b>		
	Cash in Hand 01/04/2024		143,458.55
	<b>ADD</b>		
	Receipts 01/04/2024 - 31/08/2024		6,466.83
			149,925.38
	<b>SUBTRACT</b>		
	Payments 01/04/2024 - 31/08/2024		38,081.90
<b>A</b>	<b>Cash in Hand 31/08/2024</b> (per Cash Book)		<b>111,843.48</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2024	0.00	
	Unity Bank Current Account 31/08/2024	483.97	
	Unity Bank Deposit Account 31/08/2024	17,858.16	
	Cambridge Building Society 31/08/2024	93,501.35	
			<b>111,843.48</b>
	Less unrepresented payments		
			111,843.48
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>111,843.48</b>
	<b>A = B Checks out OK</b>		

Agenda Item 24/317 (ii) To be advised of any expenditure decisions taken by Executive Officer

Monzo Reconciliation up to 3rd September 2024					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			500.00
19	21.08.24	2nd class stamp for VAT Reclaim	Post Office	0.85	
					0.85
			Balance		499.15
			<b>Topup Request</b>		0.85