

BARNT GREEN PARISH COUNCIL

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Minutes of the **Ordinary Parish Council** meeting held on
Monday 20th January 2025 at 7.00pm at 80 Hewell Road, Barnt Green, B45 8NF

Members present: Cllrs R Cholmondeley, S Whitehand, M Roberts, P Perry, L Williams, S Tucker

In attendance: Executive Officer, Eleanor Choudry
WCC Cllr A Kriss (left at 7.25pm)
Richard Peach, The Village Magazine (arrived 7.05pm)
Simon Richards, WCC Volunteer Footpath Warden (left at 7.25pm)

1 member of the public. (left at 8.40pm)

24/352 Apologies C Hotham, O Pardo Roques.

24/353 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.

24/354 To consider any dispensations None declared.

24/355 Open Session – Participation to hear from:

- a) Members of the public. Resident Danny Bromage was thanked for all his help with the organisation of the successful Xmas lights switch on event. He is keen to volunteer for Xmas 2025.
- b) Supporting organisations, e.g. Safer Neighbourhood Team (SNT), Footpath Warden. Simon Richards said he had been a WCC volunteer Footpath Warden for 20 years. WCC no longer hold meetings or social events and he does not feel informed of any work that is being carried out. The footpath off Blackwell Road past the Scout Hut is dreadful in the winter, very muddy with many brambles.

RESOLVED: Following discussion the EO is to ask the Scout Club if they have a key to the padlocked gate. The EO to contact Leon Hill, BDC about having a scag cutter to trim back the sides of the footpath to improve access, WCC Cllr Kriss will fund the work. Cllr Cholmondeley with ask Lickey and Blackwell Cllr Bakul Kumar about the permissive path in Blackwell which is in conjunction with the National Trust.

- c) Worcestershire County Councillor – Adrian Kriss (Beacon division) The leader of WCC received a letter from central government on 16/12 regarding ending two tier councils and moving to a unitary council. WCC had to put together a paper on how to provide a unitary authority by the 10/1 and ask for elections to be postponed. It will be one authority for both the north and south of Worcestershire. A response is due in February. The parish council would gain more power. Following budget reviews there has been changes at WCC with some Highways employees not

taking the reduced hours offered. There has been an increase in casualties due to road accidents with speeding and the geography of roads an issue. There is a need to retro fit built infrastructure, so more street calming is required. The SNT (Safer Neighbourhood Team) now has a laser speed camera that can be used in the dark and rain. £800k is available to reduce flooding and the backlog of broken pipes. Blocked drains are sometimes not cleaned as cars are parked blocking the access. Schools are implementing bike buses, walking buses and school streets in some areas. When the station works are finished, Station Approach could be adopted by WCC. Cllr Roberts thanked WCC Cllr Kriss for the new dropped kerb on Fiery Hill Road that will ensure the station is accessible to all.

RESOLVED: The EO to contact Network Rail about the possibility of WCC adopting Station Approach.

d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood). Apologies received.

24/356 To adopt previous minutes

a) To approve adoption of the minutes of the Ordinary parish council meeting held on 28th November 2024, previously circulated but also attached.

RESOLVED: That the minutes of the Ordinary Parish Council meeting held on 28/11/2024 were approved as an accurate record of the meeting and signed by the Chairman.

24/357 Meetings / Training Attended – None attended.

24/358 Governance arrangements

a) Review of council policy:

The following policies have been circulated prior to the meeting for review

- i) Risk Management Policy
- ii) Risk Register Review
- iii) Operational Risk Assessment
- iv) Asset Register

RESOLVED: i) The Risk Management Policy is to be added to the February agenda to discuss the staff overtime approval process. The policies ii) to iv) above were approved.

24/359 Consultations-

Name	Public Engagement Exercise: Worcestershire County Council Draft Streetscape Design Guide
Detail	This is an important document which provides local details on highway design and wider transport issues.
Link	https://www.worcestershire.gov.uk/council-services/travel-and-highways/highways-licences/streetscape-design-guide-and-specification/designing-worcestershires-streets-and-highways
Dates	Monday 4 November 2024 to Monday 27 January 2025
BGPC Response	Cllr Whitehand to send any comments to the EO for submission by 27/1/25.

Name	West Midlands Railway and London Northwestern Railway Survey
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Detail	Request for feedback regarding their performance in 2024
Link	https://junglegreen.welcomesyourfeedback.net/u768c0?pld=81ebac4d-2ac4-46ee-b219-0629ee68cb7e
Dates	Not advised of closing date.
BGPC Response	Cllr Cholmondeley responded negatively about the engagement with the parish council about train departure information at Barnt Green station.

24/360 Chairman's Report – All covered on the agenda.

24/361 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 drop-in session on Monday 16th December between 7-9pm at Barnt Green Baptist Church, Bittell Road, B45 8LU.</p>	<p>About 10 people attended (including Cllr Hotham and Cllr Roberts). Work is scheduled to commence on Saturday 25 January 2025. The lift towers will be assembled in the car park. There should always be some limited station parking. Access to the ticket machine in the Platform 4 car park will be retained during the work. While part of the platforms are cordoned off, only 4 of the 6 carriage doors will open. The installation should be complete by 31 August. The EO has emailed WCC Cllr Kriss to ask if Worcestershire County Council will adopt Station Approach and set parking restrictions and maintain the road.</p> <div data-bbox="730 1137 1407 1361" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: Cllr Cholmondeley to draft a press release to be sent to The Advertiser, The Standard and the Village magazine about the start of the lift installation and expected completion in August 2025.</p> </div>
<p>b) Sale of 80 Hewell Road / Redecoration of office</p>	<p>No update has been received from the agent regarding the sale of the property. The ongoing damp issues/invoice to be discussed and agreed. The heating control panel has been replaced and the heating set to remain at a minimum of 14 degrees.</p> <div data-bbox="730 1608 1407 1800" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: No update has been received regarding the sale of the office premises. The EO to respond to the agent disputing any responsibility for causing the damp.</p> </div>
<p>c) .gov.uk email</p>	<p>All Cllrs to confirm that they have moved over to .gov.uk emails.</p> <div data-bbox="730 1912 1407 2020" style="border: 1px solid black; padding: 5px;"> <p>RESOLVED: All Cllrs have confirmed that they now have access to their .gov.uk email addresses.</p> </div>

d) Outdoor Parish Caretaker (OPC)	The OPC to cement the rope fence posts at the pollinator site that have been knocked over. The EO is still dealing with Wicksteed regarding the incorrect rope bridge delivered for Millennium Park. RESOLVED: That the report be noted.
e) Bollards	6 x replacement Jubilee Bollards cost £1304 excl VAT to replace missing bollards and keep some in stock. RESOLVED: Cllrs agreed to purchase the bollards. The EO to organise.

24/362 Finance

- (i) To note the current financial position, income and bills for payment. See page 6 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 £62.99 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, Perry and Hotham authorised the November payments as one payment was a reimbursement to Cllr Cholmondeley. Cllrs Perry and Hotham approved the payments in December 2024.

- (iv) Confirmation that Cllr Williams has bank access.

RESOLVED: Cllr Williams has received the password and will confirm access.

- (v) A Finance Meeting on Monday 13th January to carry out the quarterly accounts checks and budget monitoring was held.

RESOLVED: Cllr Perry finalised the finance checks. The budget was on track.

- (vi) To receive budget as at 31st December 2024 - see attachment

RESOLVED: To be noted.

- (vii) To receive budget recommendations for 2025/26. The budget was discussed by the Finance Committee on the 13th January and the proposal is attached.

RESOLVED: That the budget recommendations for 2025/2026 be approved.

- (viii) To approve the precept for 2025/2026. The precept request form requires the signature of the Chairman and EO.

RESOLVED: Following discussion

1. That the recommendation that the 25/26 precept be set at £78,500 (Band D impact of £75.47 pa) be approved.
2. That the BDC Precept form be signed by the Chairman and countersigned by the EO.

24/363 Environment & Community Wellbeing

- a) Bittell Road Playing Field children's play equipment. The play equipment looks good and is being used. Cllrs agreed that the grass matting was in accordance with the contractors recommendations.

RESOLVED: Cllrs will consider additional grass matting if necessary. The EO to chase the removal of the skip.

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

RESOLVED: No update.

- c) Pollinator Site update.

RESOLVED: Cllr Perry will assist the volunteer group with the winter pruning of the pear trees and thereafter they will take responsibility. Cllr Roberts will send the leaflet written by Wade Muggleton regarding pear trees to the EO.

- d) The Longlands, new dropped kerb update. The work was due to be completed by 13th December but has been postponed. The work was postponed due to Cadent Gas working in the area.

RESOLVED: No update had been received.

- e) Biodiversity. Community Orchard in Bittell Road playing fields. 5 apple trees and 3 plums trees were planted in the alcove on the 17th January. They were fully funded by the WCC Coronation Living Heritage Fund. Cllrs Cholmondeley, Roberts and Perry were helped by Wade Muggleton, WCC, to carry out the planting and thanks were given to residents Sian Hotham and Rose Perry who also helped.

RESOLVED: That the report be noted.

- f) Planters on Hewell Road and tiered planters. The winter plants were planted by councillors into the 9 planters.

RESOLVED: Cllrs agreed that the summer planting is to be carried out in the planters and tiered planters by Oasis.

g) Hanging baskets.

RESOLVED: Cllrs agreed that the charity Where Next will be asked to provide the hanging baskets to the businesses that want one.

h) Review of flag flying days in Barnt Green, see appendix 1. Resident Danny Bromage said that that he would like to organise a Remembrance Sunday event, inviting the Scouts/Guides etc.

RESOLVED: Confirmed dates for flag flying are 23 April St Georges Day, 14th June Official birthday of the King, 9th November Remembrance Day (second Sunday in November). Cllr Perry to advise Cllr Williams and Cllr Roberts on raising the flag. The EO to contact St Andrews CE First School to ask if they would like to be involved.

i) Review of recent events:

- i) Christmas Lights Switch on event Saturday 30th November. Feedback about the event was discussed. Danny Bromage said that 25% of the Barnt Green businesses asked would like to support future events. Village Vineyards, Fika, the Garrity and Black and Greens have confirmed they would support future events. .

RESOLVED: The EO to organise a meeting to discuss future events and possible sponsorship opportunities with Danny Bromage and Cllrs Cholmondeley, Williams and Tucker. The EO to confirm a visit from Santa. The EO to contact National Grid about increasing the electricity supply in Millennium Park. The Xmas lights switch on will be on Saturday 29th November 2025.

ii) Christmas Best Dressed Shop Window Competition.

RESOLVED: Cllr Pardo Roques and resident Kay Cholmondeley judged the competition and presented the trophy to the winners Arden Estate Agents.

iii) Wassail Walk Friday 27th December 2024.

RESOLVED: Weather conditions were good, and the event was successful with approximately 26 people on the long walk and 46 on the short walk. The EO to ask Fruitfields if they would like to host the event again this year.

iv) Chairmans Christmas 'Thank you' Buffet.

RESOLVED: The buffet was held at The Garrity. The EO to ask The Garrity if it can be held there again in 2025.

24/364 Planning

a) Bromsgrove District Plan Update

RESOLVED: Following discussion it was agreed that a meeting will be arranged by the EO for parish councillors to agree a unified view about future development in Barnt Green prior to requesting a meeting with Mike Dunphy, Strategic Planning and Conservation Manager at BDC.

b) Responses to consultations received including:

BDC ref	Site Address	Proposal
24/01227/FUL	29 Margesson Drive, Barnt Green, Worcestershire, B45 8LR,	Proposed two storey front and side extensions and internal remodelling
BGPC Recommendation: Barnt Green Parish Council recommends approval subject to the extension roof line structure being subservient to the main roof line and that there is no infringement of the 45-degree code.		

24/365 Date and Venue of Next Meetings

Next Parish Council Meeting, Monday 17th February 2025 7pm at 80 Hewell Road.

The meeting ended at 21:00hrs

Signed:..... Date.....
 Chairman, Barnt Green Parish Council 17/02/2025

Agenda Item 24/362 (i) To approve the current financial position and bills paid.

December Income Report

23	31.12.2024	£2,613.01	£0.00	£2,613.01	∩ Credit interest	Cambridge Building Society
22	31.12.2024	£259.00	£0.00	£259.00	∩ Lengthsman refund	Worcestershire County Council
21	31.12.2024	£279.18	£0.00	£279.18	∩ Credit interest	Unity Bank
20	31.12.2024	£105.00	£0.00	£105.00	∩ Reimbursement for external audit	Bromsgrove District Council

December Payments Report

186	31.12.2024	£2,849.44	£569.89	£3,419.33	New childrens play equipment in Bittell Road playing field	Sovereign Design Play Systems Ltd
185	31.12.2024	£8,006.40	£1,601.28	£9,607.68	New childrens play equipment in Bittell Road playing field	Sovereign Design Play Systems Ltd
184	31.12.2024	£48.28	£2.41	£50.69	Office Energy	Pozitive Energy
183	31.12.2024	£214.79	£10.74	£225.53	Office Energy	Pozitive Energy
182	31.12.2024	£147.20	£29.44	£176.64	Outdoor gym equipment repair to the Hip Twister Foot Pac	Fresh Air Fitness
181	31.12.2024	£6.00	£0.00	£6.00	Bank Service Charge	Unity Bank
180	31.12.2024	£387.29	£0.00	£387.29	Petty cash top up	Petty cash top up
179	31.12.2024	£1,625.00	£0.00	£1,625.00	Office rent 25.12.24 to 24.3.25	John Truslove
178	31.12.2024				Salaries	Salaries
177	31.12.2024				PAYE	HMRC
176	31.12.2024				Pension contributions	Pension contributions
175	31.12.2024				Employers NI	HMRC
174	31.12.2024	£2,310.00	£462.00	£2,772.00	Street Lamp Repair	First Choice Electrical Solutions Ltd
173	31.12.2024	£2,875.00	£575.00	£3,450.00	Christmas Lights Installation	First Choice Electrical Solutions Ltd
172	31.12.2024	£70.00	£14.00	£84.00	Repair to electric feedar pillar in Millennium Park	First Choice Electrical Solutions Ltd
171	31.12.2024	£250.00	£0.00	£250.00	Live music at Xmas lights switch on 2024	Martin Rudge (AR Music Agency)
170	31.12.2024	£955.14	£0.00	£955.14	Outdoor Parish Caretaker	Andlin Cleaning
169	31.12.2024	£25.60	£1.28	£26.88	Street Light Energy	YU Energy
168	31.12.2024	£184.99	£9.25	£194.24	Street Light Energy	YU Energy
167	31.12.2024	£145.00	£0.00	£145.00	Grounds maintenance at Millennium Park and Longlands	John S Bishop
166	31.12.2024	£32.47	£6.49	£38.96	Office landline, broadband & calls	BT
165	31.12.2024	£60.00	£0.00	£60.00	Room Hire	Barnt Green Baptist Church
164	31.12.2024	£230.00	£0.00	£230.00	Hedge Cutting	Barnt Green Baptist Church
163	31.12.2024	£18.95	£0.00	£18.95	Best Dresses Window Trophy	Branded-4U
162	31.12.2024	£259.00	£0.00	£259.00	Lengthsman Work	Bromsgrove District Council

January Payments Report

207	31.01.2025	£52.49	£10.50	£62.99	Petty cash top up	Petty cash top up
206	31.01.2025	£32.47	£6.49	£38.96	Office landline, broadband & calls	BT
205	31.01.2025	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
204	31.01.2025	£228.41	£45.68	£274.09	Grounds maintenance at playing field	Neil Hosking (Hosking Ground Maintenance)
203	31.01.2025	£895.00	£179.00	£1,074.00	Christmas Tree, supply, install and remove	Singletons Nurseries
202	31.01.2025	£712.00	£0.00	£712.00	Outdoor Parish Caretaker	Andlin Cleaning
201	31.01.2025	£268.25	£0.00	£268.25	Lengthsman Work	Bromsgrove District Council
200	31.01.2025	£100.00	£0.00	£100.00	Boiler service	Dual Flow Heating & Plumbing
199	31.01.2025	£196.20	£9.81	£206.01	Office Energy	Pozitive Energy
198	31.01.2025	£50.04	£2.50	£52.54	Office Energy	Pozitive Energy
197	31.01.2025	£26.02	£1.30	£27.32	Street Light Energy	YU Energy
196	31.01.2025	£193.63	£9.68	£203.31	Street Light Energy	YU Energy
195	31.01.2025	£120.00	£24.00	£144.00	Training - Clerk	SLCC
194	31.01.2025				Employers NI	HMRC
193	31.01.2025				Salaries	Salaries
192	31.01.2025				PAYE	HMRC
191	31.01.2025				Pension contributions	Pension contributions
190	31.01.2025	£165.00	£0.00	£165.00	Supply and install heating control thermosta	Dual Flow Heating & Plumbing
189	31.01.2025	£25.00	£5.00	£30.00	Christmas Message	The Village Magazine
188	31.01.2025	£36.00	£0.00	£36.00	Membership renewal	CPRE

Agenda Item 24/362 (i) To approve the November 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)

	Bank Reconciliation at 30/11/2024		
	Cash in Hand 01/04/2024		143,458.55
	ADD Receipts 01/04/2024 - 30/11/2024		58,227.59
			201,686.14
	SUBTRACT Payments 01/04/2024 - 30/11/2024		64,492.63
A	Cash in Hand 30/11/2024 (per Cash Book)		137,193.51
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2024	0.00	
	Unity Bank Current Account 30/11/2024	4,231.85	
	Unity Bank Deposit Account 30/11/2024	45,308.85	
	Cambridge Building Society 30/11/2024	93,501.35	
			143,042.05
	Less unrepresented payments		5,848.54
			137,193.51
	Plus unrepresented receipts		
B	Adjusted Bank Balance		137,193.51
	A = B Checks out OK		

Barnet Green Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/12/2024		
	Cash in Hand 01/04/2024		143,458.55
	ADD Receipts 01/04/2024 - 31/12/2024		61,483.78
			204,942.33
	SUBTRACT Payments 01/04/2024 - 31/12/2024		90,918.65
A	Cash in Hand 31/12/2024 (per Cash Book)		114,023.68
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2024	0.00	
	Unity Bank Current Account 31/12/2024	2,519.72	
	Unity Bank Deposit Account 31/12/2024	17,193.03	
	Cambridge Building Society 31/12/2024	96,114.36	
			115,827.11
	Less unrepresented payments		1,803.43
			114,023.68
	Plus unrepresented receipts		
B	Adjusted Bank Balance		114,023.68
	A = B Checks out OK		

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Agenda Item 24/362 (ii) To be advised of any expenditure decisions taken by Executive Officer

December 2024 Monzo Payments

Monzo Reconciliation up to 12th December 2024					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			500.00
27	27.11.24	2 x door mats (1 office, 1 portaloos at Xmas switch on) vacuum bags	Tonys Handyman	29.00	
28	27.11.24	Network Rail Banner	Banner Warehouse	44.74	
29	05.12.24	Wassail Walk Banner	Banner Warehouse	44.74	
30	05.12.24	Notebook, A4 pad, Scourer, toilet cleaner, toilet roll	Tesco	14.10	
31	09.12.24	Chairs Xmas Thank You Buffet food	Sainsburys	37.30	
32	09.12.24	Chairs Xmas Thank You Buffet 20 x filled rolls and soft drinks	The Garrity	100.00	
33	11.12.24	Donation to Air Ambulance for Jon Miller (Santa) at the Xmas lights switch on event	Air Ambulance	50.00	
34	11.12.24	Cable ties for banners, File Dividers, A4 files	Amazon	22.22	
35	21.11.24	Best Dressed Xmas Window Competition postcards for businesses	VistaPrint	45.19	387.29
			Balance		112.71
			Topup Request		387.29

January 2025 Monzo Payments

Monzo Reconciliation up to 14th January 2025					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			500.00
36	23.12.24	Office shredder	Amazon	62.99	
					62.99
			Balance		437.01
			Topup Request		62.99

Appendix 1

Flag Flying in Barnt Green

The flagpole was purchased and installed in Millennium Park to commemorate the 100th anniversary of the First World War Armistice on 11/11/2018.

Flag flying can help celebrate national and local events. An England flag was bought as well as the Union Jack which could be flown should the country win a major sporting event, such as the football world cup.

The Union Flag has been flown on Remembrance Day every year since 2018 but not on other official flag flying days. Since the Council makeup has changed since 2018 councillors may now wish to fly a flag on some of the other days as well:

Official flag flying days 2025

- 1 March: St David's Day (in Wales)
- *10 March: Commonwealth Day (second Monday in March; the Commonwealth Flag is flown)
- 17 March: St Patrick's Day (in Northern Ireland)
- *9 April: Wedding Anniversary of HM The King
- 23 April: St George's Day (in England)
- *6 May: Coronation Day of HM The King
- *14 June: Official Birthday of HM The King (announced annually)
- *21 June: Birthday of HRH The Prince of Wales (*The Duke of Rothesay)
- *17 July: Birthday of HM The Queen
- *8 September: Accession Day of HM The King
- *9 November: Remembrance Day (second Sunday in November)
- *14 November: Birthday of HM The King
- *30 November: St Andrew's Day (in Scotland)

The Union Flag was also flown at half-mast in Barnt Green during periods of mourning following the deaths of Prince Philip and Queen Elizabeth II. A list of royal persons who would be honoured in this manner was drawn up some time ago, but this needs to be reconsidered given that Princes Andrew and Harry are no longer working royals.

Finally, sporting events during 2025 which can be considered for flag flying should the England team win are:

- Rugby Union 6 Nations (January to March)
- Women's Rugby Union 6 Nations (March/April)
- Women's Football Euros (July)
- Women's Rugby World Cup (August/September)
- Women's Cricket One Day International World Cup (September/October)