

# BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

[exec@barntgreenparishcouncil.gov.uk](mailto:exec@barntgreenparishcouncil.gov.uk)  
[www.barntgreenparishcouncil.gov.uk](http://www.barntgreenparishcouncil.gov.uk)



Minutes of the **Annual Parish Council** meeting held on  
**Monday 19<sup>th</sup> May 2025 at 7.00pm at 80 Hewell Road, Barnt Green, B45 8NF**

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

**In attendance:** Executive Officer, Eleanor Choudry

WCC Cllr Alan Bailes (left at 7.30pm)

West Mercia PCSO Julie Garvey (left at 7.11pm)

0 member of the public

## **25/408 Election of Chair**

Cllr Hotham proposed that Cllr Cholmondeley be re-elected as Chairman. This was seconded by Cllr Whitehand and agreed unanimously.

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

## **25/409 Election of Vice-Chair**

Cllr Perry proposed that Cllr Hotham be re-elected as Vice-Chairman. This was seconded by Cllr Whitehand and agreed unanimously

RESOLVED: That Cllr C Hotham be elected to the position of Vice-Chairman.

## **25/410 Apologies** Cllr M Robert, Cllr S Tucker

## **25/411 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.

## **25/412 To consider any dispensations**

No dispensation requests had been received.

## **25/413 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 (SNT) Julie Garvey said that in the last 30 days there had been 1 theft from Tesco (reported by the (Manager), 1 theft from a vehicle and 1 burglary. If there has been an increase in shop lifting in Barnt Green this is not being reported.

The police have increased their presence in Barnt Green and recently moved a man on that was possibly begging outside Tesco. The TruCam will be used by the police focusing on Bittell Road, Blackwell Road and Fiery Hill Road.

c) Worcestershire County Councillor – Alan Bailes (Alvechurch division) Cllr Bailes said he was delighted to have been elected and thanked Barnt Green residents for the warm welcome he has received. Training has started and he has met with the Highways Liaison Officer and previous WCC Cllr Adrian Kriss regarding any outstanding items. On Thursday a Reform UK minority administration will be formed with the election of the leader and the Chair. Cllr Cholmondeley mentioned that a resident had requested that the double yellow lines in Green Bank be extended around the corner. Vehicles are parking on the pavement at school drop off/pick up times causing danger with children in the road. A 20-mph sign was also suggested by the resident to make the area safer for pedestrians.

RESOLVED: It was agreed that extending the double yellow lines in Green Bank would inconvenience drivers and a 20-mph sign was excessive. The EO to ask Cllr Pardo Roques to contact the school and ask that they notify residents prior to large school events that will increase the need for parking. The EO to email Cllr Bailes details of the requested bollards outside Peter’s Pan on Hewell Road beside the pedestrian crossing. Cllr Bailes will check traffic regulation orders regarding signage and also that the refuse lorry will still get access.

d) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood). The Independent councillors have left the partnership with the Conservatives and are now running a minority party. The new Chair is Sam Evans, Liberal Democrat. The previous Chair Sam Ammar has retired; she had attended 140 events. It is less likely that the Strategic Plan Review will be delayed so it could be in the public domain by the 13/14<sup>th</sup> June. It is hoped that Network Rail (NR) will resurface Station Approach to WCC adoptable standards when the lift installation is complete. The North and South Unitary Authorities are being pursued, and a response is awaited from the government regarding Service Level Agreements (SLA) etc.

RESOLVED: A resident complained that a fire engine would not be able to access Willow Tree Drive at the top of Station Approach due to works carried out by NR. Cllr Bailes will contact NR.

#### **25/414 To adopt previous minutes**

a) To approve adoption of the minutes of the Ordinary parish council meeting held on 14<sup>th</sup> April 2025, previously circulated but also attached.

RESOLVED: That the minutes of the Ordinary Parish Council meeting held on 14/04/2025 were approved as an accurate record of the meeting and signed by the Chairman.

**25/415 Meetings / Training Attended** – None attended.

#### **25/416 Annual Business** –

##### **i. Appointment of committees: nomination thereto and dates of meeting**

a) Planning Committee: to cover comment to consultation 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.

- a) Finance and General Purposes: to cover governance issues, policy preparation and revision, risk management, budgeting.

RESOLVED: The Finance and GP group is 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.

- e) Staffing.

RESOLVED: That the committee would appoint members as follows: Cllrs P Perry (Chairman), R Cholmondeley, O Pardo Roques.

## 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 amended Standing Orders**  
The amended 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 agreed has changed and is now underwritten by Ecclesiastical Office plc. They will provide the same rates that Aviva agreed, and the PC have the option of agreeing a new three-year Fixed Rate Agreement at an annual cost of £1,189.11. There are some changes to the policy. The documents had been circulated prior to the meeting.

**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 2025 be approved.
b) That the New Financial Regulations be approved.
c) That the LGA Members’ Code of Conduct be approved and adopted.
d) The EO to request an insurance comparison quote due to the change in the 3-year policy.
e) That the subscriptions 25/416 g (i) to (vii) be approved. As Data Protection is mandatory this is to be removed from the approval list for 2026.27
f) That the calendar for review of council policies be approved.

**25/417 Consultations-** None.

**25/418 Chairman’s Report** – Cllr Cholmondeley will respond to a residents query regarding watering of the planters on Hewell Road and the weeds. Cllr Williams suggested that the next Bulletin requests interested residents to volunteer in parish upkeep.

**25/419 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	See Appendix 1.
b) West Mercia Police Community Charter	A member of the public complained at the Parish Annual Assembly about shop lifting in Tesco’s on Hewell Road. It was agreed that shop lifting will be added to the police priorities in the next quarter. To be noted.
c) BT contract renewal	New contract £39.95 per month for 24 months on Fibre 76 Essential Digital Line with an annual increase of £4. To be agreed. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">RESOLVED: The EO to agree the new contract.</div>
d) Energy contract prices	Early contract renew prices circulated prior to the meeting. To be discussed. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">RESOLVED: The EO to agree the new 36-month EDF online contract for office gas and electricity.</div>
e) Parking	A Blackwell resident complained about lack of parking when coming to the GP/shops. It was

suggested that an agreement be made with the Social Club to make their parking spaces available. A resident from the Cala development complained that the Community Car Park is always full and people are parking their cars before going on holiday for up to two weeks. A van is parked overnight before the driver cycles home. There are no spaces for residents. Signage was requested.

RESOLVED: The EO to contact the Social Club and ask if their position has changed regarding use of the car parking spaces at the club. The club does hold social events during the day. Cllrs agreed that the Community Car Park does not prioritise residents of Barnt Green.

## 25/420 Finance

- (i) To note the current financial position, income and bills for payment. See page 4 of the agenda. To note that interest was paid to the Cambridge account in January 2025

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 5 of the agenda. A top up of £49.98 is requested to top up the Monzo card to £500.

RESOLVED: That the top up be approved.

- (iii) The EO is in the process of applying for the Unity MultiPay Card. The Monzo card has been renewed whilst the MultiPay Card is set up.

RESOLVED: The Direct Debit mandate was signed.

- (iv) 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 2025.

- (v) Finance Committee members to confirm preferred dates / times for quarterly meetings.

RESOLVED: The EO to circulate dates to members for agreement. It was agreed that Mondays at 10.30am would be convenient for all.

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

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

- (vii) 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.

- (viii) To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2025.

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.

- (ix) To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for financial year to 31/03/2025.

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.

#### **24/421 Committee, Working Party and Members' reports on meetings attended**

Annual Parish Meeting held 28/04/2025 minutes circulated in advance of the meeting and noted.

#### **25/422 Environment & Community Wellbeing**

- a) KIWA report on structural testing on streetlamp columns in Barnt Green to be discussed. Circulated prior to meeting.

RESOLVED: The EO to seek quotes for replacement streetlamp columns for discussion at the June meeting.

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

RESOLVED: Cllr Cholmondeley had contacted West Midlands Rail and was awaiting a response.

- c) Pollinator Site update. The Volunteer Group have been exposing bare patches of earth for wildflower seeds and will sow them when it rains. Due to difficulty weeding around the base of the pear trees the volunteers requested that the wire be removed.

RESOLVED: Cllr Perry advised that the wire protects the tree bark from deer, and it is recommended that its stays in place for a further 3 years. Cllr Perry will weed inside the wire. Cllr Perry had added leaves to the base of the pear trees for mulching.

- d) The Longlands new dropped kerb has been completed. To be noted.  
e) Biodiversity.

RESOLVED: Cllr Cholmondeley had received an email from the National Trust regarding the 8 Hills Regional Park initiative. He will raise the extension of the footpath on Bittell Road by the canal bridge when the opportunity arises.

- f) Remus maintains the balancing pond at the Cala home development on behalf of Foxhills Management Ltd, and the area is due to assessed. Awaiting update.
- g) Barnt Green flag flying update. Cllr Pardo Roques to be asked to join the Centenary Planning Committee at the school for their celebration in 2027. Cllr Perry said the VE Day flag flying was a great success with the whole school attending including some parents/carers. There were readings, a song and the flag was raised.

RESOLVED: Cllr Williams will check her availability to fly the Union Jack flag on Saturday 14<sup>th</sup> June which is the official birthday of King Charles III.

- h) Barnt Green Community Events. Feedback from the meeting held by resident Danny Bromage with the local businesses about involvement at the Christmas lights switch on event on the 29<sup>th</sup> November 2025.

RESOLVED: Resident Danny Bromage had sent his apologies but provided an update prior to the meeting. None of the businesses in Barnt Green turned up to the arranged meeting at the parish council office to discuss involvement in the Xmas lights switch on event. Danny had drafted a letter that Cllr Cholmondeley agreed for distribution to residents along Hewell Road where the potential road closure would take place for the event. Danny will meet with Cllr Tucker next week. The EO emailed the school to ask if they would like to organise a choir for the event.

**25/423 Planning**

- a) Bromsgrove District Plan Update.

RESOLVED: On the June agenda an update on the strategic plan will follow the Chairmans report.

- b) Barnt Green parish councillor planning meeting. To be removed from agenda.
- c) Responses to consultations. None received.

**25/424 Date and Venue of Next Meetings**

Next Parish Council Meeting, Monday 16<sup>th</sup> June 2025 7pm at 80 Hewell Road.

The meeting ended at 20:27hrs

Signed:..... Date.....  
Chairman, Barnt Green Parish Council 16/06/2025

Agenda Item 25/420 (i) To approve the current financial position and bills paid.

#### April Payments Report

19	30.04.2025	£137.12	£0.00	£137.12	Petty cash top up	Petty cash top up
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#### May Payments Report

44	31.05.2025	£211.20	£0.00	£211.20	Lengthsman Work	Bromsgrove District Council
43	31.05.2025	£240.50	£0.00	£240.50	Lengthsman Work	Bromsgrove District Council
42	31.05.2025	£195.00	£0.00	£195.00	Grass Cutting - Millennium Park	John S Bishop
41	31.05.2025	£6.00	£0.00	£6.00	Bank Service Charge	Unity Bank
40	31.05.2025	£57.43	£2.86	£60.29	Office Energy	Positive Energy
39	03.05.2025	£52.73	£2.64	£55.37	Office Energy	Positive Energy
38	31.05.2025	-£152.94	-£7.65	-£160.59	Refund of incorrectly charged Climate Change Levy	YU Energy
37	31.05.2025	-£24.51	-£1.23	-£25.74	Refund of incorrectly charged Climate Change Levy	YU Energy
36	31.05.2025	£2,019.60	£403.92	£2,423.52	Dog & Litter Bin Emptying - Bittell Road Playing Field	Bromsgrove District Council
35	31.05.2025	£1,560.00	£312.00	£1,872.00	Inspection & testing lighting columns and structural ca	Kiwa Ltd
34	31.05.2025	£295.08	£59.02	£354.10	Grounds maintenance at playing field	Hosking Ground Maintenance
33	31.05.2025	£812.00	£0.00	£812.00	Outdoor Parish Caretaker	Andlin Cleaning
32	31.05.2025	£440.00	£0.00	£440.00	Grant award	Barnt Green Cricket Club
31	31.05.2025	£43.60	£8.72	£52.32	Landline and Broadband	BT
30	31.05.2025				Employers NI	HMRC
29	31.05.2025				Pension contributions	Pension contributions
28	31.05.2025				Salaries	Salaries
27	31.05.2025				PAYE	HMRC
26	31.05.2025	£148.95	£29.79	£178.74	Dog bags	JRB Enterprise Ltd
25	31.05.2025	£30.00	£0.00	£30.00	Hire of meeting room for Annual Assembly	Barnt Green Baptist Church
24	31.05.2025	£345.00	£0.00	£345.00	Printing of the Bulletin newsletter	Heron Press
23	31.05.2025	£266.20	£0.00	£266.20	Internal Audit	DKE Audit Services
22	31.05.2025	£1,080.49	£189.71	£1,270.20	Membership renewal	Worcs Calc
21	31.05.2025	£1,189.11	£0.00	£1,189.11	Annual insurance	Clear Councils
20	31.05.2025	£240.00	£0.00	£240.00	Membership renewal	SLCC

Agenda Item 25/420 (i) To approve the March Bank Reconciliation 2025. To include Cambridge Building Society January 2025 bank interest.

## Barnt Green Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 31/03/2025</b>		
	Cash in Hand 01/04/2024		143,458.55
	<b>ADD</b> Receipts 01/04/2024 - 31/03/2025		69,399.58
			212,858.13
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/03/2025		110,583.19
<b>A</b>	<b>Cash in Hand 31/03/2025</b> (per Cash Book)		<b>102,274.94</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Unity Bank Current Account 31/03/2025	-6.00	
	Unity Bank Deposit Account 31/03/2025	6,104.96	
	Cambridge Building Society 31/03/2025	96,175.98	
			<b>102,274.94</b>
	Less unrepresented payments		
			102,274.94
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>102,274.94</b>
	<b>A = B Checks out OK</b>		

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Agenda Item 25/420 (i) To approve the April Bank Reconciliation 2025

## 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 30/04/2025</b>		
	Cash in Hand 01/04/2025		102,274.94
	<b>ADD</b> Receipts 01/04/2025 - 30/04/2025		39,575.00
			141,849.94
	<b>SUBTRACT</b> Payments 01/04/2025 - 30/04/2025		6,005.44
<b>A</b>	<b>Cash in Hand 30/04/2025</b> (per Cash Book)		<b>135,844.50</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2025	0.00	
	Unity Bank Current Account 30/04/2025	1,613.56	
	Unity Bank Deposit Account 30/04/2025	38,054.96	
	Cambridge Building Society 30/04/2025	96,175.98	
			<b>135,844.50</b>
	Less unrepresented payments		
			135,844.50
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>135,844.50</b>
	<b>A = B Checks out OK</b>		

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Agenda Item 25/420 (ii) To be advised of any expenditure decisions taken by Executive Officer

April 2025 Monzo Payments

Monzo Reconciliation up to 30th April 2025					
Voucher	Date	Description	Supplier	Expenditure	Deposit
		Opening Balance			<b>500.00</b>
<b>5</b>	09.04.25	Banner for Annual Assembly	Banner Warehouse	49.98	
					49.98
			Balance		450.02
			<b>Topup Request</b>		<b>49.98</b>

## **Appendix 1**

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Barnt Green Lifts – Update for Parish council 16 May 2025

## Summary of progress

The Barnt Green Lifts project aims to improve accessibility at Barnt Green Station by providing step free access to all platforms via a compliant accessible route. The project will install three new lifts alongside the existing station footbridge allowing all passengers to use all platforms going forward.

On site works have started in January and are progressing according to programme. Recent weeks have seen preparation activities undertaken such as placement of temporary stop boards to keep passenger movements away from the work site, set up of the site compound, delivery of various materials, set up of the water filled barriers and start of excavations for the lift motor rooms and foundations. Placement of the electrical supply unit has also been decided and National Grid has been engaged to install the new unit over the summer. This sets the project up well to bring the new lifts into service later this year.

The project will continue at pace over the coming weeks where it will install piling mats ahead of piling works, building of the lift foundations and installation of the foundation for the electrical unit. Later in the summer we will see delivery and assembly of the lifts themselves.

We appreciate that the current work causes disruption at the station and thank the local residents for their patience. I am sure this project will bring great benefits to the local community.

Please, if there are any questions or concerns, feel free to get in touch.

### Additional update 16 May 2025

Construction works are ongoing, with some key activities recently including

- Piling mats installed across all platforms ready for piling activities.
- Foundations to the lift motor room on platform 4 have been completed.
- Ducting works for the new power supply have been started on platform 4. National Grid have also started on site to instal cabling to connect up the power supply.
- There is a current challenge to getting access to the high street for National Grid to complete the connection works – but we are working closely with them to come to a resolution that satisfies all parties.
- Bradley Thomas MP has shown a key interest in the scheme, given the important to the local community, and we welcomed him to the site on the 17<sup>th</sup> of April to discuss the ongoing works.



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Otherwise works on-site continue to progress well. We look forward to the delivery and assembly of lifts in the summer ahead of our entry into service later this year. We will endeavour to keep

yourselves and the local community updated as we progress. Simon Harding

[Simon.harding@networkrail.co.uk](mailto:Simon.harding@networkrail.co.uk)

### Pictures

Platform 1 and 2 shortening and set up of water filled barriers to allow the works to be completed safely and away from passengers. This has been done through movement of the stop boards and installation of anti-trespass 'Hedgehogs'.



Existing station fencing on platform 4 removed and water filled barriers installed to prepare the working area for the excavation of the lift motor room foundations



Firey Hill Road closure and installation of traffic management in preparation for platform 1 works

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The site compound has been set up in the car park.



Temporary disabled car parking spaces installed



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Excavations and installation of foundation have started in preparation for the lift motor rooms.



**Additional pictures 16 May 2025 update**

Excavation works for ducting route to new power supply unit on platform 4.



Platform 4 lift motor room foundations and ongoing brickwork.

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Stone for Piling mat on platform 1



Foundation works for Platform 1 lift motor room

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Night time works on platforms 2&3 under Network Rail possession.



End.