



# Barnt Green Parish Council

## Minutes of the Annual Parish Council Meeting held at the Parish Centre on Monday 21st May 2007 at 7.00pm

**Present:** Cllrs. Mrs Elaine Buckett (chairman), Mrs Judith Jagger, Mrs Diane Carr, Mrs Susan Whitehand, Mr T Gray (items 12/07 – 23/07), Mr David Harding and Mr David Gilburn.

**In attendance:** District Councillor Ann Doyle; Roger Westbury (executive officer);

**Appendices:** The following documents will be appended to the signed minutes:

- the Agenda
- An updated report on planning applications
- an updated report from the RFO.
- A progress report from the Youth Group
- School Governor's Report
- A report on correspondence received.

### **12/07 Appointment of Chairman**

Following the resignation of Cllr Mrs Buckett, Cllr Mrs J Jagger was elected chairman for the year 2007-08. The council expressed its appreciation to Mrs Buckett for her earnest work during her tenure. The EO received signed Declarations of Acceptance of Office from all councillors present.

**13/07 Apologies** – apologies were received from Cllr Main, whose reason for absence as noted in the attendance book was approved by the council.

### **14/07 Election of Vice Chairman**

Cllr D Gilburn was elected vice chairman for the year 2007-08

### **15/07 Declarations of Interest**

- The requirement to keep the Register of Interests was noted.
- No interests were declared by Members.

### **16/07 Standing Orders**

The council noted its Standing Orders and agreed to review these at the next meeting.

### **17/07 Code of Conduct**

The council noted the current Code of Conduct and agreed to await NALC's briefing on the new draft Code before considering its adoption.

### **18/07 Scheme of Delegation**



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The council approved the current Scheme of Delegation without alteration.

### **19/07 Appointment of Members**

The following appointments were agreed by the council:

- a) Staffing Committee – Cllrs Jagger, Gilburn and Gray
- b) Planning Committee – Cllrs Whitehand, Carr and Jagger
- c) Planning & Conservation Group – Cllr Whitehand. Mr Jeremy Whitehand and Ms Angela Kukula are also co-opted members of this group.
- d) EO's Finance Support Group – Cllrs Jagger, Gilburn and Gray
- e) Highways & Lighting Group – Cllrs Gilburn & Harding
- f) Youth Group – Cllr Whitehand. Ms Julia Tozer is a co-opted member of this group.
- g) Environment Group – Cllrs Jagger, Harding & Main. Mr J Jagger is a co-opted member of this group.
- h) Village Watch Group – Cllrs Gilburn & Carr
- i) Health & Safety – Cllrs Gray and Carr
- j) Communications Group – Cllr Harding and Roger Westbury (EO)

### **20/07 Terms of Reference of Working Groups**

The Terms of Reference of the Working Groups were approved without alteration.

### **21/07 Financial Regulations, Risk Assessment and Insurance**

The council delegated a review of these items to the Finance Support Group which was asked to report back after its next meeting.

### **22/07 Nomination of Councillors to the CALC Area Meeting**

Cllrs Jagger and Gilburn were nominated as the council's official representatives to CALC Area Meetings.

### **23/07 Minutes of the Last Meeting** held on 30<sup>th</sup> April 2007 were approved and were signed by the Chairman.

### **24/07 Chairman's Report**

The chairman thanked the outgoing chairman Cllr Mrs Buckett for her work and expressed her intention to continue taking the council forward.

### **25/07 District and County Councillors' Question & Answer Session**

Cllr Doyle advised that the question of fences in Orchard Croft had still not been sorted. She had also received a request from a resident in Cherry Hill Road regarding Quiet Lanes status. The council agreed to mention this again in its next newsletter.



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### 26/07 **Infrastructure**

#### **Planning & Conservation**

The council received a report on applications received and decisions taken by the District Council's Planning Committee, a copy of which is appended to these minutes..

#### **Highways & Lighting**

The group advised that it was prioritising outstanding highways issues and would report back at the next meeting.

The EO advised that all of the street lights in the commercial area of Hewell Road had been fitted with metal halide lamps.

The chairman and EO agreed to meet with the landlords at The Victoria to agree a draft statement on parking which could be included in the next newsletter.

#### **Environment**

The chairman reported that many of the verges in the village had been mown. The EO was asked to ascertain who had done this and whether it was to become a regular event.

Cllr Doyle agreed to enquire whether a schedule of street cleaning could be made available to the council.

### 27/07 **Community Safety**

**Village Watch** – The council noted that a Neighbourhood Watch meeting had been arranged by the police for May 22<sup>nd</sup> 2007 at the Parish Centre. Some volunteer coordinators had come forward following the council's mailing.

**Health & Safety** – nothing to report

**Communication** – Cllr Mrs Whitehand and the EO agreed to discuss the Parish Council website.

### 28/07 **Governance**

**Administration** – the council noted that the Parish Centre lounge would continue to be available on Monday evenings. The EO advised that it would be necessary to hold the July Parish Council meeting on Monday July 23<sup>rd</sup> instead of the 30<sup>th</sup>.

**Finance** - The RFO circulated an updated report, a copy of which is appended to these minutes. Payments were approved.

The council received the internal auditor's favourable report on the annual accounts.

The council resolved not to pay allowances to councillors for the year 2007-08, but to make an allowance of £300 available for the chairman's use.

The council approved a quotation of a maximum of £3515 for the purchase of laptops for councillors and the EO.

The council approved the appointment of Cllrs Jagger, Carr and Gilburn as cheque signatories for the council's bank accounts.



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**Youth Group** – the council received a report on the meeting with the village's young people held on May 19<sup>th</sup>. A copy is attached to these minutes. Cllr Whitehand and the EO are to look into the possibility of establishing a section on the Parish Council's website for the proposed Youth Parish Council.

**Office & IT** – The EO reported that a meeting had been held with Lois King & Co to discuss the leasing possibilities relating to the former Lloyds TSB property in Hewell Rd. As a result the EO is to draft a letter to Lloyds TSB seeking clarification on the various options.

**School Governor** – the council received a report from Cllr Mrs Whitehand, governor at St Andrews School. A copy is appended to these minutes.

**CPRE** – Cllr Whitehand advised that a letter expressing the council's concerns regarding proposed changes to planning procedures had been sent to Julie Kirkbride MP, as requested by CPRE.

**Barnt Green Festival 2007** – the council noted that arrangements were on track for the Festival on June 23 and that the running order is almost complete.

**29/07 Correspondence Received** – a report was circulated at the meeting and a copy is appended to these minutes.

**30/07 Future Agenda Items** –  
Village Clean-Up day

**31/07 Date and Venue of Next Meeting** – Monday 25<sup>th</sup> June 2007 at 7.00pm at the Parish Centre was agreed.  
The meeting ended at 8.48pm.

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Chairman 25<sup>th</sup> June 2007