

**Minutes of the Parish Council meeting  
held at 80 Hewell Road, Barnt Green  
on Tuesday 19<sup>th</sup> September 2017 at 7.00pm**

*Barnt Green Parish Council adopted the General Power of Competence, June 2015*

**Members present:** Cllrs R Cholmondeley (Chairman), R Briggs, J Jagger, J Jellie, P Perry, S Whitehand

**In attendance:** One member of the public (The Village)  
Executive Officer, Gill Lungley

The Chairman welcomed all to the meeting.

**17/136 Apologies**

Cllr C Hotham (vice-Chairman)

**17/137 Declarations of Interest**

Members were reminded of the need to keep the Members' Register of Interests up to date and were invited to declare either any Disclosable Pecuniary Interests or any Other Disclosable Interests.

**17/138 Consideration of dispensation requests**

No dispensation requests had been submitted in advance of this meeting.

**17/139 Adjournment of meeting to hear from:**

- a) **Members of the Public:** Not required.
- b) **Supporting organisations:** none in attendance
- c) **Worcs County Councillor, Beacon division:**  
**Peter McDonald** had sent apologies for absence but had advised the traffic island at junction of Hewell Road with Bittell Road is to be completed properly soon.
- d) **Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward** had sent apologies for absence

**17/140 Minutes of the previous council meeting**

The minutes of the meeting held 21<sup>st</sup> August 2017 were agreed a true record and signed by the Chairman.

**17/141 Chairman's Report: Cllr R Cholmondeley**

The Chairman had nothing to add to items already included on the agenda.

**17/142 Updates and Decisions taken by the Executive Officer (EO) since last meeting**

Community Speed Watch scheme, Bittell Road	The list of five volunteers had been sent to the Safer Roads Partnership for further progress; the school and Baptist Church would be asked to canvass for volunteers.
CALA/Fiery Hill Rd development, car park	Re: minute no. 17/130a: No progress to date regarding further advertising and 'appropriate signage'. Suggestion to carry out another leaflet drop to be reviewed at next meeting.
Virgin Media expansion	Installation works noted in Bittell Road between Bittell Lane / Bittell Farm Rd.
Water supply, Park	The revised quote to enable siting of tap at northern boundary, was more expensive than the first quote which provided siting at west boundary. This will be added to the agenda for the next council meeting.
Tesco canopy drip and blocked drain	The drip is from cables that run under the canopy; the owner suggests we contact BT. The owner has undertaken to clear the blocked drain.

Footpath light, Sandhills Lane	The owner has responded to the parish council's request to prune; members would continue to monitor.
The Longlands, parking	Members noted the request for a sign stating parking is for residents only; no action to be taken due to land in private ownership.
Sandhills Green water	Improvement works to lower the gullies will be added to the county council's 2018/19 scope of works.
District Council liaison officer	Following re-structuring at Bromsgrove District Council, the parish councils' liaison officer is Darren Whitney, the Electoral Services Manager.
Items carried forward	<p>Barnt Green station lifts – to be installed this year.                      Footpath to Cofton –footbridge will be installed this year.                      Social Media training – retained for action following website revamp.                      Public toilets – retained to ensure matter is kept open.                      Footway lighting – for reporting at each meeting as necessary.                      Playing Field improvements – retained to ensure regular update.                      Data Protection Policy and Document Retention Policy to be agreed.                      Footpath alongside scout hut                      Railway station, rail-users group – future reports to be provided from PC rep.                      Dropped kerb at The Longlands (WCC notified)                      Rail embankment, Fiery Hill Road                      Misleading notices at Barnt Green station                      Millennium Park wayleave                      Playing Field – damaged equipment (replacement on order)                      Outdoor gym equipment</p>
Network Rail	The first 2 items above would be chased with Network Rail to see if on schedule for completion this year.
General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• Neighbourhood Planning news</li> <li>• SNT (policing) updates</li> <li>• WorcsCALC update newsletters</li> <li>• BDC weekly planning lists</li> <li>• Police &amp; Crime Commissioner</li> <li>• WCC Highways updates</li> <li>• Community Health &amp; Well-being</li> <li>• New family wellbeing services launch</li> </ul>
Other correspondence for month to 08/09/2017:	<p>Go On Worcestershire Newsletter and details of new grant.                      BARN Bromsgrove &amp; Redditch update and further update                      Tree Charter: Signatures and Legacy Trees                      BDC Chairman's Charity Night - Italian Meal - 11th October 2017, 7.00 pm                      BDC Chairman's Civic Service - 8th October 2017                      BDC Agenda for Audit, Standards and Governance                      Starlight Courses including MoodMaster                      Vale Shop - vending outlets                      WCC superfast broadband updates</p>
Visits/calls to the office	<p>Resident asked for installation of bollards at Station Approach junction (referred to county councillor P McDonald).                      Various – including walkers called in for walking leaflets and relating to road works and state of the roads (referred to P McDonald)  <b>Of note:</b> a new resident who has no personal access to the internet, wanted to apply for a bus pass, however applications to the issuing body, Worcestershire County Council, are accepted only via internet. The Parish Council will help if requested.</p>

## 17/143 Finance Report

i) *Current financial position* – the bank reconciliation to 31/08/2017

Cash book		Bank Statements	
Cash in hand at 01/04/2017	64,922.79	Current account	687.35
Add receipts to 31/08/2017	38,916.28	Deposit account	23,386.44
Less payments to 31/08/2017	-25,048.68	Building society	54,516.60
	0	Pocket card	200.00
	78,790.39		78,790.39

See page 145 for the list of receipts and payments for August to 14/09/2017.

ii) **External Auditor's comment to Annual Return 2016/17**

The External Auditor had returned the Annual Return and had made the following comments:

**Matters Reported**

**Public rights**

*We reported in last year's external Auditor Certificate and Report that the period for the exercise of public rights for 2015/16 was not in line with the regulations and proper practices and the Authority had failed to meet its statutory requirements. In our view, the response to Assertion 4 on the Annual Governance Statement should be 'No'.*

*In future, the Authority must ensure that the Annual Return is approved and published to allow for the exercise of public rights in accordance with the Regulations and proper practices.*

**Other matters not affecting our opinion which we wish to draw to the attention of the authority**

**Internal Audit, Objective F**

*The internal auditor has answered 'Not Covered' to Objective F in relation to petty cash. The bank reconciliation includes a figure for petty cash, indicating that the Council does operate a petty cash system.*

*The Authority should ensure that the internal auditor's report is reviewed before sending the annual return to the external auditors. The Authority should minute this process. If there are any errors in the internal auditors report it should either be amended by the Internal Auditor or the authority should provide an explanation for the error."*

In connection with the first comment (Public Rights), it could be argued that the council had complied with the published guidance, ie 'the council during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.' The council noted that the period should have been 30 days, and that the 31 days that had actually been given complied with the guidance but not with the regulations and proper practice; members were satisfied no harm had been caused to members of the public and that proper practices had been complied with for the 2016/17 public inspection period.

Regarding the second comment, the council had minuted receipt of the Independent Internal Auditor's report at 17/095ii and were confident there was no error. Having noted the name used of 'petty cash' on the council's spreadsheet was causing confusion the council agreed to change the name to that of the debit card, 'pocket'.

iii) **Notice of Conclusion of Audit**

The notice had been published and posted to the noticeboards and website.

iv) **Quarterly book-keeping check, 01/07/2017 – 30/09/2017**

Cllr R Cholmondeley agreed to carry out the second quarter book-keeping check.

v) **Decisions taken by the Executive Officer (EO) since the last meeting**

Members noted the EO had arranged for tree surgery to remove two damaged branches from trees at the playing field, following advice from Worcestershire County Council Environmental Services officer.

vi) **Budget 2018/19 preparations**

Members noted the start of the budget process and would consider requirements for next year's expenditure, such as the possibility of appointing a planning consultant to help with the next phase of the Neighbourhood Plan and possible grant provision.

vii) **Staff training**

**It was agreed** to support the Executive Officer's attendance at the clerks' conference on 18<sup>th</sup> and 19<sup>th</sup> October 2017.

## 17/144 Committee, Working party and representatives' reports

- a) **Village Team meeting 05/09/2017** – Christmas lights switch-on.  
Cllr J Jellie reported on the plans for the Victorian-style event on 2<sup>nd</sup> December and which will tie in with Small Business Saturday. Next meeting 21/09/2017.
- b) **Village Team meeting 12/09/2017** – general issues.  
The main issue discussed with the Village Team members concerns parking. A wish list has been circulated and members have been asked to identify their top 3 priorities. In addition, shopkeepers would be provided with a questionnaire to give to customers. There were comments about weeds growing along Hewell Road which would need attention. Cllr Jellie suggested inclusion of an article about litter and weeds for the next newsletter.  
Next meeting 10/10/2017.
- c) **Bromsgrove Area CALC (County Association of Local Councils), 13/09/2017**  
Attended by Cllrs R Cholmondeley and S Whitehand; Cllr R Cholmondeley reported:
  - the meeting had been attended by a representative of Hereford and Worcester Fire Authority who provided information about home safety;
  - Mike Dunphy attended to talk about the Local Plan and the Green Belt review.
- d) **CPRE area meeting**  
Attended by Cllr S Whitehand; the annual dinner was to take place on 23/09/2017.

## 17/145 Events reports

- a) **Community Walk 23/09/2017**  
Three different walks of 8½, 5 and 3 miles will be on offer during the afternoon, starting at 1pm from Millennium Park. A pig roast, drinks and music from local duo Mane Sound will be available from 5pm.
- b) **Christmas Lights Saturday 02/12/2017**  
A new 'Kids Comp' design has been chosen to add to the 5 designs produced last year, to be made by Blachere Illuminations.
- c) **Upcoming: Post-Christmas Walk 27/12/2017**

## 17/146 Environment and Community well-being

- a) **BURT Community Bus**  
BURT (Bromsgrove Urban Rural Transport). Consultation with users is required and members agreed that it should be consistent across all the parishes involved. Liaison with the other parishes would be required.
- b) **Playing field, condition of trees**  
The Executive Officer had met with an officer of Worcestershire County Council Environmental Services who had been involved in the past at this site with the tree planting and management, for advice on the condition and maintenance of the trees now. Apart from the requirement to remove two limbs that were in danger of falling, all appeared sound.

Cllr J Jellie apologised for leaving early and left the meeting at this point.

- c) **Tree Charter support and collection of signatures**  
**It was agreed** to take the Charter signature sheets to the Community Walk 23/09/17.
- d) **Environment Working Party**  
The Executive Officer would circulate possible meeting dates for consideration of the job description for a village caretaker.
- e) **Flood Warning signs for Hewell Road & Sandhills Green under railway bridge**  
**It was agreed** to not request specific signs for these sites.

## 17/147 Communications

- a) **Newsletter, Bulletin issue 50**  
All copies had been distributed.
- b) **Village group WhatsApp**  
The parish council has been included in the Barnt Green village group WhatsApp to receive early alerts, local news and updates.

## 17/148 Planning

- a) No consultations currently notified.  
Members noted decisions for log no's 078 (40 Hewell Road) and 079 (34 Bittell Road).

## 17/149 Governance

- a) **Casual vacancy:** members were reminded of the current situation whereby they are free to co-opt a suitable candidate to fill the vacant seat.
- b) **Annual Planner and Policy Review Calendar**  
**It was agreed** to approve the Annual Planner and Policy Review Calendar.

## 17/150 Future meetings and items for future agendas

## 17/151 Date and venue of next meeting

Wednesday 18<sup>th</sup> October, 7pm at 80 Hewell Road B45 8NF

This meeting ended at 8.50pm.

Chairman

18/10/2017

minute no. 17/143 (i)

d/d	v090	Office mobile, July/August 2017		5.00	0.83	4.17
d/d	v091	Staff pension, July 2017		157.03	-	157.03
d/d	v092	Staff salaries, August 2017		1,050.96	-	1,050.96
BACS	v093/R07	Insurance claim for damaged equipment	1,216.00			-
s/o	v094	Monthly retainer for footpath light maintenance		264.00	44.00	220.00
d/d	v095	Office landline and broadband, July 2017		19.99	3.33	16.66
						-
		subtotal for the month	1,216.00	5,115.33	332.49	4,782.84
		total for year to date	38,916.28	25,048.68	1,859.86	23,188.82
Sep-17		<b>Description</b>	<b>Receipts</b>	<b>Payments Gross</b>	<b>Payments VAT</b>	<b>Payments Net</b>
s/o	v096	Grounds Maintenance, Aug 2017		278.89	46.48	232.41
BACS	v097	Hedge cutting, Fiery Hill Road		72.00	12.00	60.00
BACS	v098a	Newsletter printing, Autumn 2017		250.00	-	250.00
BACS	v098b	Banners for Community Walk		141.60	23.60	118.00
BACS	v099	Tree work to damaged trees on playing field		400.00		400.00
BACS	v100	Staff salary, September 2017		1,051.16		1,051.16
d/d	v101	Staff pension, September 2017		157.03		157.03
BACS	v102	PAYE and NI, 2nd quarter		610.73		610.73
d/d	v103a	footway lighting energy, dusk - dawn		230.34	38.39	191.95
	v103b	footway lighting energy, continuous		12.50	0.59	11.91
	v104	office rent for 3rd quarter		1,237.50		1,237.50
						-
		subtotal for month	-	4,441.75	121.06	4,320.69
		total for year to date	38,916.28	29,490.43	1,980.92	27,509.51