

**Minutes of the Parish Council meeting
held at 80 Hewell Road, Barnt Green
on Wednesday 15th November 2017 at 7.00pm**

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

Members present: Cllrs R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, J Jagger, J Jellie, P Perry

In attendance: Simon Richards, Parish Footpath Officer
Three members of the public (including a representative of The Village)
Executive Officer, Gill Lungley

The Chairman welcomed all to the meeting.

17/168 Apologies

Apologies noted from Cllr S Whitehand

17/169 Declarations of Interest

Members were reminded of the need to keep the Members' Register of Interests up to date and, in keeping with the Members' Code of Conduct, were asked to declare either any Disclosable Pecuniary Interests (DPI) or Other Disclosable Interests (ODI) where relevant.

DPI and/or ODI requiring member to leave the meeting:

- Cllr C Hotham: member of the Barnt Green Social Club ref Agenda item 17/175 (vii).

ODI not requiring member to leave the meeting:

- Cllr C Hotham, as member of the Bromsgrove District Council Planning Committee, whose participation in both the debate and any subsequent vote was on the basis that the views expressed were preliminary views taking into account the information presently made available to the Parish Council. The member reserved his final views on the applications until in full possession of all the relevant arguments for and against: ref Agenda item 17/179
- Cllr J Jellie, as Associate Governor to the Governing Body for St Andrews First School: Agenda item 17/180(b).

17/170 Consideration of dispensation requests

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

17/171 Adjournment of meeting to hear from:

a) Members of the public

The Chairman invited Mr T Harris to speak in support of the request received from Barnt Green Social Club, for funding towards the purchase of a defibrillator to be sited on the outside wall of the club.

With the agreement of those present, the Chairman moved to consider the funding request from Barnt Green Social Club, listed as Agenda item 17/175 (vii).

Having declared an interest, Cllr Hotham chose to leave the meeting.

It was agreed to provide funding of £200 to Barnt Green Social Club to be put towards the purchase of a community access defibrillator.

Mr Harris was thanked for attending and he left the meeting.

Cllr Hotham returned to the meeting.

b) Simon Richards, Footpath Warden was invited to give a short presentation on his role, a position he has held since 2005.

Simon was thanked for attending and he left the meeting.

c) Supporting Organisations: none present.

- d) **Worcs County Councillor: Peter McDonald, Beacon division** had sent apologies for non-attendance and had provided the following response to matters arising:
- Re: WCC consultation on the proposal to increase admission numbers for Barnt Green First School. Response: “my understanding is that the number of admissions is decided upon the number of children in the catchment area. If a parent has a problem, please inform them to get in touch with me immediately.”
 - Re: Any actions taken or developments since the last parish council meeting with regard to the station lifts. No response.
 - Re: If there has been any progress regarding the mini island at the junction of Bittell Rd & Hewell Rd: “I am chasing up the Island as it should have been completed weeks ago.”
 - Re: If there is to be any further work to the road surface at Sandhills Lane following the pavement work earlier this year. No response.
 - Re: If the Highways Authority can take any action to remove the tree branches that are growing around the footpath light on Sandhills Lane, outside no. 18. Response: “The tree issue is being dealt with”.
- e) **Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward** reported as follows:
- to update with regard to the railway station lifts, County Councillor P McDonald had raised the issue at the Worcestershire County Council meeting the previous week and had challenged the response given by the council’s lead member on transport. On behalf of the residents Cllr Hotham has asked the Lead Member to visit to personally view the situation.
 - To update with regard to the WCC Local Transport Plan (4), Cllr Hotham reported it had been adopted by the Authority.
 - Bromsgrove District Council has not met for the last two months, apart from the usual committee meetings such as the Scrutiny Committee which is looking at the costs of the Parkside premises, and the Planning Committee.
 - To update on the situation regarding the long-term scaffolding around a house in Sandhills Lane, which the Planning Authority has investigated under the terms of s215, Town and Country Planning Act 1990.

17/172 Minutes of the previous council meeting

The minutes of the meeting held 18th October 2017 were agreed a true record and signed.

17/173 Chairman’s Report: Cllr R Cholmondeley

1. **Total Football** is now being run by Craig Nicholls and business partner and payments for the hire of the playing field are up-to-date. However, Craig is concerned about the amount of litter and dog mess that they must clear up before any training can start. Cllr Cholmondeley will visit the site on a Saturday morning to see if there is any pattern to the anti-social behaviour such that the Community Support Officers might help with. It is also recommended that new signs are installed reminding dog-owners to clear up after their dogs. The next meeting will discuss signs for CCTV at the site.
2. **Commuters’ car park (Fiery Hill Road):** Cllr Cholmondeley is aware of concerns expressed via the local press about the lighting at the new car park and the surrounding hedge. Maintenance of the car park will be the parish council’s responsibility from August 2018 and is included on the task list for the new position of Outdoor Caretaker.
3. **Railway Station lifts:** Cllr Cholmondeley had been contacted by BBC Hereford and Worcester and had taken part in an interview regarding the Network Rail statement that as the cost of installing lifts had risen to £3m from the original £900,000, then they would not now be installed. Locally this decision has caused dismay to not only disabled residents who are unable to travel by train due to inadequate access, but also to passengers with push chairs and luggage. A local resident, who suffers from the effects of a stroke, was also interviewed and has since written to Network Rail on behalf of residents of Rose Terrace.

It was agreed the Executive Officer (EO) would write to the Network Rail Sponsor to find out what had gone wrong with the costings, and to ask for a copy of the Equality or Diversity Impact Assessment. The EO would request a meeting with Network Rail representatives and Cllrs Cholmondeley, Hotham and Perry.

17/174 Updates and Decisions taken by the Executive Officer (EO) since last meeting

a) Community Speed Watch scheme	One more volunteer is needed to progress this scheme; Cllr J Jagger volunteered to take part.	
b) Footpath alongside drive to scout hut	NWWM are to appoint contractor to carry out the works using funds from NWWM, WCC (Countryside Services) and the parish council.	
c) Renegotiation of hire of playing field	Total Football are to continue to use the playing field weekly on Saturday mornings and in school holidays; they will advise a suitable supplier for the replacement goal post. Payment for this term has been received.	
d) Offer of Christmas tree	At the last meeting members agreed to accept the offer of a Christmas tree from a resident; however, since then it would appear the logistics of accepting the kind offer would outweigh the benefit. EO has therefore declined the offer and placed an order for a tree with the usual supplier.	
e) Clerks' Conference	The Executive Officer attended the Clerks' Conference on 18 th and 19 th October. A summary report has been provided to members.	
f) Footpath sign	Notification from Alvechurch footpaths group that the footpath sign in Aqueduct Lane for footpath to Bittell Road (fp 506) has, for the second time, gone missing. A police incident report number has been provided.	
g) Footpath 507	Concerns have been registered that the footpath along the dam wall to Upper Bittell Reservoir may be temporarily closed without notice. WCC Countryside Services have been notified.	
h) Items actioned and awaiting response	<ul style="list-style-type: none"> (i) Installation of water supply to Millennium Park (ii) New litter bin in Blackwell Road (iii) Footpath lighting review (members to advise preference; the proposal to change the lighting would be taken to the 2018 Annual Parish Meeting. EO is to arrange to meet with lighting contractor after Christmas) (iv) Advice requested (WCC) for lighting obstruction, Sandhills Lane (v) Defibrillator training (vi) Corporate image (vii) Installation of raised flower bed and re-siting of beehive planters. 	
i) Items carried forward	<ul style="list-style-type: none"> (i) Social Media training – retained for action following website revamp. (ii) Public toilets – retained for decision to take forward as capital project. (iii) Footway lighting – report via discussion on budget. (iv) Data Protection Policy & Document Retention Policy to be agreed. (v) Railway station, rail-users group –reports to be provided from PC rep. (vi) Misleading notices and marking-out of station car park by new operator (vii) Outdoor gym equipment (for inclusion on 2018/19 budget?) (viii) Community Bus consultation (ix) Millennium Park wayleave (x) Appointment of Data Protection Officer (required from May 2018, GDPR) 	
j) General correspondence received and circulated to members	<ul style="list-style-type: none"> • Neighbourhood Planning news • SNT (policing) updates • WorcsCALC update newsletters • BDC weekly planning lists • MP monthly newsletter 	<ul style="list-style-type: none"> • Police & Crime Commissioner • WCC Highways updates • Community Health & Well-being updates • Neighbourhood Watch updates
k) Other correspondence	<p>Correspondence for month to 08/11/2017:</p> <ul style="list-style-type: none"> • Resident's email – response to The Village article re planters. • BDC Chairman's invite to Christmas Carol Service 13/12/2017 • HMRC Small Business Saturday on tour • Consultancy service for Worcestershire highways • Came and Co insurers newsletter • Bromsgrove and Worcestershire Digital Inclusion survey • Offer of school-produced mosaic • Stop Loan Sharks 	

Visits/calls to the office	<ul style="list-style-type: none"> • WorcsCALC AGM (15/11/2017) • Easier online mapping tool for Bromsgrove district plan • Lengthsman scheme requirement for monthly submission of invoices • Energy Network Association and Western Power Distribution – Be Winter Ready! • Upper Bittell Reservoir to be drained (source: local news) • Resident re state of planters and tree warden role • Litter picker re watering of planters and replanting for winter • Lengthsman re lengthsman work (has weed killed along footpath and removed leaves from under Hewell Road bridge) • Resident of Margesson Drive, f'p light out on left on turn into Margesson Drive. • Gent required information - names - of house owners before him; and general info about planning applications (used office PC to demonstrate procedure) • Blackwell Road resident, re rubbish (usually same bottles, fast-food containers in bin bags) being thrown over hedge into his garden. • Noted: Tesco Express closed from 29/10/2017 to 17/11/2017
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17/175 Finance Report

i) *Current financial position* – the bank reconciliation to 31/10/2017 was noted:

Cash book		Bank Statements	
Cash in hand at 01/04/2017	64,922.79	Current account	1,273.29
Add receipts to 31/10/2017	71,204.45	Deposit account	44,474.61
Less payments to 31/10/2017	-35,662.74	Building society	54,516.60
	0	Pocket card	200.00
	0	Less u/p payments	0
	100,464.50		100,464.50

See page 157 for the list of receipts and payments for October to 08/11/2017.

ii) **Expenditure decisions taken by Executive Officer:** none

iii) **Annual Approval of regular payments by standing order/direct debit**
It was agreed to approve the regular payments made by bank standing order and direct debit.

iv) **Approval of salary payment by bank standing order**
It was agreed to pay staff salary by bank standing order.

v) **Update on Budget 2018/19 preparations**
 The EO provided an update on budget preparations; the parish council is waiting on the Billing Authority to provide the Council Tax Base figure which will identify the amount payable by each council tax band to the parish precept. Also, whilst there appears to be less concern that Referendum Principles will be imposed for 2018/19, this is not yet certain. A decision on the budget will be made at the parish council meeting in January.

vi) **Approval of tender document for position of Outdoor Parish Caretaker (OPC)**
It was agreed to issue the tender document according to the schedule, subject to the contract start date being changed to 'as soon as practical thereafter'. Existing contractors would be notified, and the position would be advertised locally. Cllrs R Cholmondeley and R Briggs would attend on Monday 12th February to open the tenders received.

vii) **Grant Application for funds towards defibrillator, Barnt Green Social Club**
 See above, minute no 17/171a

17/176 Committee, Working party and representatives' reports

a) **Village Team meeting** 13/11/2017 – for Christmas Lights switch-on, 02/12/2017.
 Cheryl Welsh, Centres Manager, attended with three representatives of village businesses and Cllrs Cholmondeley, Jagger and Perry. There is keen competition for the best-dressed window and businesses will be contributing to the event with sweets and festive offers.

Blackwell Concert Band will play during the afternoon, two festive elves will be circulating, and a local choir will sing in Millennium Park prior to the main lights switch-on at 5pm. The children's lights will be switched on at 4.30pm.

- b) **Village Team meetings:** Cllr J Jellie advised that Team meetings would be held quarterly. The car parking survey carried out in the shops will continue until 10/12/2017.
- c) **Barnt Green First School:** Cllr J Jellie, as Associate Governor, had attended meetings at the school regarding the recruitment of a new head teacher due to the current head teacher's retirement.

17/177 Events reports

a) Christmas Lights switch-on

As minute no. 17/176a above.

b) Post-Christmas walk / Wassail Walk 27/12/2017

The main walk will start at 3pm; Simon Richards will lead a group half-an-hour earlier on a slightly longer route, to meet up at the orchards for the Wassailing.

17/178 Environment and Community well-being

a) Lengthsman's work site visit

Members would meet with the Lengthsman service to tour the parish identifying works to be done; the EO would arrange some suitable dates.

b) Revision of existing contracts

It was agreed to retain the existing contractors for grass cutting and to review in a year's time in the context of the newly created Outdoor Parish Caretaker position.

17/179 Planning

a) Consultation response to:

Log 081 17/01204	77 Bittell Road B45 8LX	Amendment to approval 16/0330. Remove substandard existing pitched and flat roofs and replace with higher pitched gable roof. New single storey flat roof sun room
Parish Council Comment: Supports approval for this proposed amendment.		
Log 059 17/0026	45 Fiery Hill Road B45 8JZ	Re-consultation Single storey rear extension with internal alterations
Parish Council Comment: The modifications to the roof lines proposed are an improvement on the previous application. However, the council objects to any extension to the rear of this property given its sensitive location in relation to the adjoining property and the negative effect it will have on that property and therefore recommends refusal.		
Log 082 17/01199	11 Cherry Hill Avenue, B45 8LA	Demolition of existing house and garage with the construction of new dwelling.
Parish Council Comment: Recommends refusal. The proposal lies within the Conservation Area where the existing house is a good example of its period and appears to have survived relatively intact. The proposal is to destroy this completely and replace with something very different which would be detrimental to the style and character of the Conservation Area. Not only is the proposed height out of character it would also adversely impact on the neighbouring properties.		

- b) **It was noted** the applicant is appealing to Planning Inspector following planning authority refusal to grant application 16/1074 (log 058), proposed development at 10 Cherry Hill Drive
- c) **It was noted** the planning authority had turned down the proposals to log no. 080 (33A Fiery Hill Road)

17/180 Administration, Governance and Consultations

- 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. A request would be submitted to BARN (Bromsgrove and Redditch Network) who assist with placing volunteers.

b) Response to consultation on the proposed expansion of St Andrew's C.E. First School

It was agreed to respond stating the Parish Council is supportive of the expansion. The preference would be for re-location of the school to a larger site that would more easily accommodate the increased numbers and associated traffic issues. As such a move is unlikely, the parish council would urge consideration to be given to the increased demand for parking spaces that will inevitably arise from the proposals since the extra pupils will be travelling from further afield.

c) Response to consultation by Boundary Commission for England (BCE) on the proposed changes to Parliamentary Constituency boundaries

It was agreed to respond stating the Parish Council would accept the BCE decision.

d) Venue for future parish council meetings

It was agreed to hold the next four council meetings at St Andrews First School and to re-assess after April 2018; time to be agreed subject to check on venue availability. This move would be notified to The Village magazine.

17/181 Future meetings and items for future agendas

- The Chairman's Annual Thank-You buffet is to be held on 14th December.
- The next WorcsCALC Bromsgrove Area Committee meeting is on 13/12/2017.
- Three items put forward for discussion at the next meeting:
 - Installation of CCTV signs at the playing field
 - Installation of lighting to the car park at the playing field, adjacent to the Baptist Church
 - a confidential item relating to an individual.

17/182 Date and venue of next meeting

Monday 15th January 2018, at St Andrews First School, B45 8NG

This meeting ended at 9.25pm.

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Chairman

15/01/2018

minute no. 17/175 (i)

Oct-17						
How paid	invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
BACS	v117	Conference attendance		165.60	27.60	138.00
BACS	v118	Maintenance of footpath lamps		378.09	63.02	315.07
s/o	v119	Grounds Maintenance, Sept 2017		278.89	46.48	232.41
BACS	v120	Millennium Park fence repair		55.20	9.20	46.00
d/d	v121	Office energy, Jul-Sep 2017		70.59	3.36	67.23
d/d	v122a	footway lighting energy, dusk - dawn		230.34	38.39	191.95
d/d	v122b	footway lighting energy, continuous		12.50	0.59	11.91
d/d	v123	office mobile phone, Sept/Oct 2017		5.83	0.97	4.86
d/d	v124	Staff pension, October 2017		157.03	-	157.03
BACS	v125	Staff salary, October 2017		1,051.16	-	1,051.16
BACS	v126a	Millennium Park grass cutting		112.00	-	112.00
BACS	v126b	village verges grass cutting		28.00	-	28.00
BACS	v126c	Millennium Park beech hedge cut		130.00	-	130.00
BACS	v127	Annual Subscription		36.00	-	36.00
BACS	v128	Hire of portable toilets for Community Walk		156.00	26.00	130.00
BACS	v129/R12	Support for Buskers Festival (hire of toilets)	130.00	-	-	-
s/o	v130	Monthly retainer for footpath light maintenance		264.00	44.00	220.00
d/d	v131	Office telephone, October		19.99	3.33	16.66
BACS	v132	Replacement play equipment, playing field		1,759.20	293.20	1,466.00
BACS	v133	Community Walk entertainment		75.00	-	75.00
BACS	V134	Miscellaneous items / pre-paid debit card		185.77	-	185.77
			70.00			
		subtotal for month, October	200.00	5,171.19	556.14	4,615.05
		total for year to date	71,204.45	35,662.74	2,671.24	32,991.50
Payments for November		Description	Receipts	Payments Gross	Payments VAT	Payments Net
BACS	v135	Newsletter via The Village		180.00	30.00	150.00
BACS	v136	Christmas lights, hire and storage		1,632.07	272.01	1,360.06
s/o	v137	Grounds Maintenance, Sept 2017		278.89	46.48	232.41
d/d	v138a	footway lighting energy, dusk - dawn		223.12	37.18	185.94
d/d	v138b	footway lighting energy, continuous		12.25	0.58	11.67
chq receiv	v139/R13	Contribution to cost of footpath drainage	500.00			-
chq receiv	v140/R14	Hire of playing field, 3rd term 2017	170.00			-
BACS	v141	Annual office service charge to 31/03/2017		587.77	-	587.77
						-