

# BARNT GREEN PARISH COUNCIL

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## Notice of Meeting

Members of Barnt Green Parish Council are hereby summoned to attend the parish council meeting to be held on **Monday 19<sup>th</sup> March 2018 at 7.00pm**

**at Barnt Green St Andrews C of E First School, Hewell Road, B45 8NG**

The meeting is open to the press and members of the public who may take part during the adjournment of the meeting (agenda item 18/036a below) to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

## Agenda

### 18/033 Apologies

To receive apologies from absent members and record the reason for absence.

### 18/034 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) in agenda items and the nature of those interests;
- c) Declare any Other Disclosable Interests (ODI) in agenda items and their nature.

### 18/035 To consider any dispensations

Written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011, s33) must be with the Executive Officer before the meeting starts

### 18/036 Adjournment of meeting to hear from:

- a) **Members of the Public**
- b) **Supporting organisations**, eg Safer Neighbourhood Team, Footpath Warden
- c) **Worcestershire County Councillor** – Peter McDonald (Beacon division)
- d) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)

### 18/037 Adoption of previous minutes

To approve adoption of the minutes of the parish council meeting held 19/02/2018 (pp 4 - 10)

### 18/038 Chairman's Report

The Chairman will provide a report.

### 18/039 Executive Officer's Report

To be advised of any decisions taken under delegated powers since the last meeting and receive updates to ongoing matters and a list of office communications since the last council meeting; report on p11

### 18/040 Finance

- (i) To note the current financial position and bills for payment p12
- (ii) To be advised of any expenditure decisions taken by the Executive Officer.

- a) The parish council's office landline and broadband contract was due to end and has been renewed as follows:  
 Unlimited broadband service £6.99 pcm for 24 months (thereafter £9.99 pcm)  
 Unlimited UK and Mobile call plan £8 pcm  
 Line rental saver to be renewed 20/04/2018, cost £16.49 pcm.
- b) **Outdoor Parish Caretaker** Following instructions at the parish council meeting held 19/02/2018 the EO met with the Chairman and the recommended contractor to negotiate a suitable working arrangement. It was agreed to see if all the work expected of the contract could be effectively carried out over a trial period of 12 months for £5,000.
- (iii) To receive and note the independent Internal Audit 2017/18 report  
**As attached, pp13 - 15**
- (iv) To appoint a council member to carry out the quarterly book-keeping review for the 4<sup>th</sup> quarter.  
 A member who is not a bank signatory is required to carry out the quarterly check of the book-keeping.
- (v) Review of Asset Register.  
 It is an annual requirement for the council to review the Asset Register: to ensure the items included on it still exist and are adequately insured. The Finance Working Party is to meet to assess the adequacy of the insurance cover. **See p16**

#### **18/041 Committee, Working Party and Members' reports on meetings attended**

- a) Meeting with Anne Marie Harley, Bromsgrove District Council's Communications Officer, to receive information about using social media as the Parish Council is keen to engage with as many residents as possible. The use of Facebook is widespread and well used amongst the 30yrs – 50 yrs age group. Town and Parish Councils are using it to communicate with residents who lead busy lives and do not have the time to read notice boards or visit websites.  
**Decision required:**  
 To trial the use of social media via Facebook using the input of Bromsgrove DC who will provide free initial support and training as a month-long pilot for the district's parish councils.  
 If members agree to trial Facebook, then the council is asked to support the purchase of a smartphone which can be used for posting and responding to Facebook posts when out of the office.  
**Decision required:**  
 To agree the purchase of a suitable (smart) mobile phone for parish council use that can be used for social media interaction; likely cost is £130 - £150 for a sim-free phone. The current mobile phone contract can continue as present (£5 pcm).
- b) County Parish Conference meeting held 06/03/2018: report from Cllr Cholmondeley – presentations were from:
  - Steph Simcox, WCC Head of Strategic Infrastructure Finance & Financial Recovery
  - Gwen Fennell, WCC Children's Social Care Alternative Delivery Model
  - Ian Bamforth and Rachel Benson WCC Highways & Lengthsman scheme
  - Becki Staite, WCC Officer for General Data Protection Regulations
- c) Planning Committee meeting held 08/03/2018: draft minutes to follow.
- d) Bromsgrove Area CALC meeting held 14/03/2018: report to be provided

e) Village Team Meeting held 15/03/2018: report from Cllr J Jellie

**18/042 Events**

- a) Feedback to this year's Sport Relief Fun Run, Sunday 18<sup>th</sup> March
- b) Dates of other 2018 events: Busking/Music festival yet to be agreed, Community Walk 22/09/2018, Christmas Lights-On 01/12/2018, Wassail Walk 27/12/2018

**18/043 Environment & Community Wellbeing**

- a) Newly appointed Outdoor Parish Caretaker to start 03/04/2018

**18/044 Planning**

- a) To consider any notifications received.
- b) To consider Greater Birmingham Housing Market Area (pre-consultation). Cllrs R Cholmondeley and Whitehand attended a briefing at Bromsgrove DC on this subject and if time permits, will provide information to this meeting. It is proposed to arrange a meeting with neighbouring parish councils to formulate a strategy for moving forward. A copy of the document has been forwarded to members.

**18/045 Administration, Governance and Consultations**

No administration or governance issues to consider  
To consider any consultations received.

**18/046 Future Meetings and Items for future agendas**

Councillors will be reminded of meetings to be attended and may use this opportunity to raise items for future agendas.

- a) Annual Parish Meeting Thursday 26<sup>th</sup> April 2018 (subjects to include LED lighting, Community Bus, Outdoor Gym Equipment, Greater Birmingham Housing Market Area) at Friends Meeting House, Sandhills Road B45 8NR

**18/047 Date and Venue of Next Meeting**

Next meeting to be held Monday 16<sup>th</sup> April 2018, 7pm at Barnt Green First School



Gill Lungley  
Executive Officer  
13/03/2018

|  |
|--|
| Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, J Jagger, J Jellie, P Perry, S Whitehand + 1 vacancy |
|--|

**Minutes of the Parish Council meeting  
held at St Andrews C of E First School, Barnt Green  
on Monday 19<sup>th</sup> February 2018 at 7.00pm**

**DRAFT**

*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, S Whitehand\*

**In attendance:** Seven members of the public (including a representative of The Village) Executive Officer, Gill Lungley

**18/016 Apologies**

No apologies presented.

**18/017 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.

- Cllr Hotham declared an ODI re 18/18/027(f) as a county council representative to the Hereford and Worcester Fire and Rescue Service. In keeping with the Members' Code of Conduct, Cllr Hotham stayed in the meeting as this was not a planning or regulatory issue.
- Cllr Hotham has a standing declaration in his role as a member of the district council's planning committee; any comments made at parish council meetings on planning matters are made prior to possession of the full facts and does not amount to pre-determination.
- Cllr Cholmondeley declared an ODI re 18/028 (a)1 as near neighbour to applicant; as the item relates to a planning matter Cllr Cholmondeley withdrew from the meeting when discussed.
- Cllr Hotham declared an ODI re 18/028 (a)1 as he knows the applicant; as the item relates to a planning matter Cllr Hotham withdrew from the meeting when discussed.

**18/018 Consideration of dispensation requests**

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

**18/019 Co-option to fill the councillor vacancy**

**It was agreed** to co-opt Sam Harris to fill the council vacancy.

Cllr Harris was welcomed to the Parish Council, duly signed his Declaration of Acceptance of Office and joined the meeting.

\*Cllr S Whitehand joined the meeting, with apologies for lateness.

**18/020 Adjournment of meeting to hear from:**

**a) Members of the public**

- 1) Concern about the amount of litter around the village; most noticeable in the vicinity of the railway line and the commuters' car park in Fiery Hill Road. Are there plans for any community litter-pick events?
- 2) Surface of Fiery Hill Road is poor and needs attention; when will this happen?
- 3) Concern the new commuters' car park could attract travellers; has security been considered here?

**Action points:** All noted and will be carried forward for response.

**b) Supporting Organisations:**

**Parish Footpaths Officer** – the finger posts at both ends of the footpath between Aqueduct Lane and Bittell Road have been vandalised. New finger posts have been ordered from WCC but there may be a delay. Meanwhile, the PFO will do what he can to mark out the footpath.

- c) **Worcs County Councillor: Peter McDonald, Beacon division** had sent apologies for non-attendance due to other civic duties, but had provided a report as follows:
- There will be a 5% increase on the council tax and further cuts (at the moment some £27m). In an attempt to balance the books the Council is now spending its reserves which will mean there will be severe cuts next year when the reserves have all been used up. The Council's budget over eight years has been slashed by £300m reducing it from just over £600m to just over £300m.
  - Although some services have gone altogether and those that are left have been severely cutback and the workforce over five years being cut by over 1,500, the Council now employs more people on over £100,000 (7) than they did five years ago.
  - The County is now reviewing Short Term Respite Centres catering for those over 18 with learning difficulties. Their aim is to shut those they feel are being under used. This in addition to the review (threatening closures) going on regarding day centres (Wendron Centre Bromsgrove) for those over 18 with learning difficulties and the proposed closure of the Ludlow Road Unit Kidderminster.
  - The Council are continually putting their employees under pressure due to the cutbacks which has resulted in the Council paying out £100,000 a year on suspensions.
  - The island at the junction with Hewell Road is to be completed as soon as the weather improves.
- d) **Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward** reported as follows:
- BDC are expected to increase Council Tax by 2.98%; the increase is prompted by falling government grants and the continuing need to provide services
  - The Fire Service is also to increase its charge by 2.9%, although there is to be no increase from the Police Service.
  - There are concerns about an apparent double taxation "living tax" forced on Bromsgrove residents, due to BDC having to pay money back to central government.
  - The market operator for Bromsgrove town centre is pulling out amid claims that it is not profitable.
  - The Sports Hall situation has not been resolved; as the sports hall at the neighbouring high school is not available then the two options are to either use the existing facility or build a new one. Both options costing more than initially budgeted.
  - There is to be an important announcement at the end of February on the Birmingham City overspill and how much extra housing Bromsgrove DC will be expected to take.
  - With regard to Air Quality Management, BDC are insisting all four AQM areas in the district are maintained and rigorously monitored by Worcestershire CC.
  - WCC's member for Transport and Infrastructure, Cllr Ken Pollock, will be visiting Barnt Green station as part of his visit to the area, to note the situation regarding lack of lifts.

**18/021 Minutes of the previous council meeting**

Following the amendment to show Cllr S Whitehand was present at the meeting, the minutes of the meeting held 15<sup>th</sup> January 2018 were agreed a true record and signed.

**18/022 Chairman's Report: Cllr R Cholmondeley**

With regard to the parish council's agreed budget for 2018/19, Cllr Cholmondeley advised there may be challenges ahead when dealing with the impact of decisions made.

**18/023 Updates and Decisions taken by the Executive Officer (EO) since last meeting**

|                          |  |
|--------------------------|--|
| a) Railway station lifts | Another meeting with NR has been requested but not yet arranged.   |
| b) The Bulletin          | A draft of the winter Bulletin had been circulated to members for comment and had been sent for printing w/c 19/02/2018. |

|  |  |   |
|--|--|---|
| c) Greenbank parking (1)                                     | The response from the WCC Highways liaison officer is that the proposed site is too close to the junction, and also the provision of additional parking which would encourage vehicle trips to the school is contrary to the policy of encouraging walking and cycling trips. On the other hand, it is noted that any facility that helps keep the roadsides clear is of benefit. Members asked to meet with county councillor P McDonald to discuss this site and the one at 18/023 (c).  |   |
| d) Greenbank parking (2)                                     | A resident of Greenbank called in to the parish council office to request bollards on the south side of junction with Hewell Road, to stop the grass verge being driven over. Concerned about the rutted appearance and the safety of pedestrians on the adjacent pavement.  |   |
| e) Grant funding   | <ol style="list-style-type: none"> <li>1) Barnt Green Social Club has confirmed funding level has been reached for the defibrillator and thanks the parish council for the grant.</li> <li>2) Barnt Green Cricket Club is to send pictures of the new facility that benefited from the grant provided in June 2017.</li> </ol>   |   |
| f) WPD Stakeholders Consultation                             | The Executive Officer had attended this stakeholder consultation event on 06/02/2018 at Villa Park.  |   |
| g) Community Bus consultation                                | Cllr Hotham had visited Lickey and Blackwell WI where support had been expressed for this venture.   |   |
| h) Visitors to the parish council office                     | <ul style="list-style-type: none"> <li>• Notification of light out, Sandhills Green – contractor's response needs new lantern (LED)</li> <li>• E Gumbley is to deliver a talk on 27/02/2018 at 7.30pm, Trinity Centre, B45 8ES on 'The Lickey Hills - A Social History'</li> <li>• 2 x ladies re flooding under bridge, Hewell Road + inconsiderate drivers</li> <li>• Transport Museum leaflets left</li> <li>• 2 local residents, both bus users, want bus stops to remain: must NOT be used for parking; bus service is used by those who can't drive, such as those with sight impairment, and is a lifeline.</li> <li>• Greenbank resident re driving over grass verge o/s 1 Greenbank</li> <li>• Resident re 2 issues: 1) flooding under the Hewell Road railway bridge and 2) if using the car park at rear of Tesco's, then to take care and be considerate of pedestrians when leaving the car park at junction with Hewell Road</li> </ul> |   |
| i) Items actioned and awaiting response                      | <ol style="list-style-type: none"> <li>i) New litter bin in Blackwell Road</li> <li>ii) Footpath lighting review (for 2018 Annual Parish Meeting)</li> <li>iii) Defibrillator training</li> <li>iv) Corporate image</li> <li>v) Installation of raised flower bed and re-siting of beehive planters.</li> <li>vi) Community Speed Watch scheme</li> <li>vii) Millennium Park water supply</li> </ol>   |   |
| j) Items carried forward                                     | <ol style="list-style-type: none"> <li>i) Public toilets – retained for decision to take forward as capital project.</li> <li>ii) Data Protection Policy &amp; Document Retention Policy to be agreed.</li> <li>iii) Outdoor gym equipment</li> <li>iv) Millennium Park wayleave</li> <li>v) Appointment of Data Protection Officer (required from May 2018, GDPR)</li> <li>vi) Commuters' car park management and signage</li> </ol>  |   |
| k) General correspondence received and circulated to members | <ul style="list-style-type: none"> <li>• Neighbourhood Planning news</li> <li>• WorcsCALC update newsletters</li> <li>• BDC weekly planning lists</li> <li>• MP monthly newsletter</li> </ul>  | <ul style="list-style-type: none"> <li>• Police &amp; Crime Commissioner</li> <li>• WCC Highways updates</li> <li>• Community Health &amp; Well-being updates</li> <li>• Neighbourhood Watch updates</li> </ul> |
| l) Other correspondence                                      | List available from the Executive Officer along with list of visits to the parish council office includes: <ul style="list-style-type: none"> <li>• Notification of road closure on 30/01/2018 for 30/01/2018, Bittell Farm Road</li> <li>• Public art competition notice forwarded to BGPC contacts</li> <li>• WMPolice message circulated about Livestock Worrying</li> </ul>  |   |

## 18/024 Finance Report

- i) *Current financial position* – the bank reconciliation to 31/01/2018 was noted:

| Bank Reconciliation to 31/01/2018 |            |                   |           |
|-----------------------------------|------------|-------------------|-----------|
| Cash book                         |            | Bank Statements   |           |
| Cash in hand at 01/04/2017        | 64,922.79  | Current account   | 3,682.29  |
| Add receipts to 31/01/2018        | 76,973.58  | Deposit account   | 31,159.35 |
| Less payments to 31/01/2018       | -55,500.84 | Building society  | 54,801.13 |
|                                   | 0          | Pocket card       | 200.00    |
|                                   | 0          | Less u/p payments | -3,447.24 |
|                                   | 86,395.53  |                   | 86,395.53 |

See page 166 for the list of receipts and payments, part January and February to 15/02/2018.

- ii) **Expenditure decisions taken by Executive Officer:** none
- iii) **To note contractors for 2018**  
The current contractors for grass cutting at Barnt Green Playing Field and at Millennium Park are to continue for 2018/19.
- iv) **Appointment of fourth signatory for the bank account**  
**It was agreed** to appoint Cllr J Jellie to be the fourth signatory to the bank account and to use the internet banking service at 'VA' authority, ie to view the accounts and authorise payments.  
**Members confirmed:**
- That the people named in the form will be authorised signatories on all accounts;
  - That instructions and changes will be given in line with the mandate;
  - That members are aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory;
  - That the Council will notify Unity Trust Bank of any changes to the organisation in writing.
- v) **Review of updated Internal Financial Controls**  
**It was agreed** to adopt the updated Internal Financial Controls.
- vi) **Review of Risk Management schedule**  
**It was agreed** to adopt the revised Risk Management schedule, to include risk management of the commuters' car park from August 2018 and office premises.
- vii) **Note completion of third quarter book-keeping scrutiny**  
**It was noted** Cllr P Perry had checked the book-keeping for Oct – Dec 2017.
- viii) **To note completion of Internal Audit**  
Internal Auditor Duncan Edwards had visited on 29/01/2018, report awaited.
- ix) **To agree subscription to Clerks and Councils Direct**  
**Members agreed** to subscribe to this publication for £60pa.
- x) **Progress of appointment of Outdoor Parish Caretaker**  
Two tenders had been received, of which one is to be followed up with a view to amending the number and frequency of activities in line with the agreed budget. Authority was delegated to the Executive Officer working with Cllrs R Cholmondeley and J Jellie to meet with the contractor to progress this and to proceed if a suitable arrangement can be agreed. Otherwise the council will be asked to consider the creation of a salaried position.

## 18/025 Committee, Working Party and Members' reports on meetings attended

- a) Meeting with Cheryl Welsh, Centres Manager 31/01/2018  
Members were reminded that training on use of Social Media is to take place on 05/03/2018.
- b) Planning Committee meeting held 31/01/2018: draft minutes circulated.

- c) Meeting with footpath lighting contractor on plans for 2018 Christmas lights 08/02/2018: Cllrs R Cholmondeley, R Briggs, P Perry and the EO met with the lighting contractor to discuss the possibility of putting tree lights on the large oak tree in Millennium Park and removing the evergreen tree on the corner of Hewell Road / Sandhills Road which is likely to grow into the overhead wires by next year. Also to provide costings for the possibility of new detail 'train' lights on Station Approach.
- d) Meeting with West Midlands Trains representatives and Cllrs Cholmondeley, Hotham and Perry on 12/02/2018 to review the suggested improvements that had been previously discussed with London Midland including more screens at the station displaying train times, additional shelters on the platforms and more seating and an additional ticket machine for Platform 1. To also review the parking spaces at the station to provide more capacity.
- e) Update on communications with Network Rail re lifts for station platforms – no further progress to date; a follow-up meeting has been requested.
- f) To note next Village Team meeting is scheduled for 15/03/2018, 6.00pm
- g) Reports from members: none.

#### **18/026 Events**

- a) Update to this year's Sport Relief Fun Run, hosted by Barnt Green Chuggers, to take place on Sunday 18<sup>th</sup> March from Millennium Park
- b) Dates of other 2018 events: Busking/Music festival yet to be agreed, Community Walk 22/09/2018, Christmas Lights-On 01/12/2018, Wassail Walk 27/12/2018

#### **18/027 Environment & Community Wellbeing**

- a) To support request for a grit bin at junction of Twatling Road/Fiery Hill Road  
**It was agreed** to submit a request to WCC for a grit bin to be sited at the junction of Twatling Road with Fiery Hill Road.
- b) To agree appointment of volunteer litter picker (Duke of Edinburgh scheme)  
**It was agreed** to support the appointment of a volunteer litter picker, to be monitored by the Executive Officer.
- c) To support request for a dropped kerb, junction Hewell Lane/Fiery Hill Road  
**It was agreed** to forward concerns that recent resurfacing improvements have made access more difficult for wheelchair and pushchair users to county councillor Peter McDonald.
- d) To decide on request by personal trainer to make use of Barnt Green Playing Field  
**It was agreed** to charge for use on a termly basis.
- e) To support the request from local walkers to re-open the footpath under the railway line, Cofton Hackett (footpath CH-521 refers)  
The Cofton Hackett Parish Footpaths Warden was invited to speak on this subject.  
**It was agreed** to support the re-opening of the tunnel under the railway line to allow a through-route for pedestrians and link up with the local footpath network.
- f) To support a resident's request to promote the Hereford and Worcester Fire and Rescue Service 'No Way Thru' campaign  
**It was agreed** to support the promotion of the 'No Way Thru' campaign.

#### **18/028 Planning**

- a) Having declared an ODI that relates to a planning matter, both the Chairman and vice-Chairman left the meeting at this point.  
The remaining members appointed Cllr S Whitehand to chair the meeting.



Members provided comment to the most recent consultations as follows:

| Log no.  | App      | Address           | Proposal                     |
|--|----------|-------------------|------------------------------|
| 086  | 18/00164 | 22A Bittell Road  | Single storey rear extension |
| <b>BGPC Comment:</b> Would recommend refusal. The parish council has concerns relating to the reduction in space between this house and the neighbouring property. The spacing was minimal when newly built and the reduction that will be caused if the extension is allowed will be out of keeping with the wider area and will provide the potential for overlooking. |          |                   |                              |
| Cllrs Cholmondeley and Hotham re-joined the meeting.   |          |                   |                              |
| 087  | 18/00176 | 35 Sandhills Lane | Single storey rear extension |
| <b>BGPC Comment:</b> Would recommend approval as long as this conforms to the 45° rule and does not cause any overshadowing of the neighbouring property.  |          |                   |                              |

- b) To agree the parish council's comment to the Draft Bromsgrove High Quality Design Supplementary Planning Document consultation.  
**It was agreed** to submit comment in favour of the Draft Bromsgrove High Quality Design Supplementary Planning Document which members agreed would be a useful document for all parish councillors to refer to.

#### **18/029 Administration, Governance and Consultations**

- a) To review and agree the Child Protection Policy (biennial review)  
**It was agreed** to re-adopt the Child Protection Policy.
- b) To review and agree the Training Policy (biennial review).  
**It was agreed** to re-adopt the Training Policy.
- c) To agree and adopt the Lone Worker Policy  
**It was agreed** to adopt the Lone Working Policy.

#### **18/030 Future Meetings and Items for future agendas**

- b) Worcs County Association of Local Councils (CALC) Parish Conference at County Hall, Tuesday 6<sup>th</sup> March 2018 from 5pm.
- c) Worcs County Association of Local Councils, Bromsgrove Area committee meeting on 14<sup>th</sup> March 2018, 6.30pm, Parkside
- d) Bromsgrove Rail Users Group meeting Wednesday 21<sup>st</sup> March 2018

#### **18/031 To close the meeting to the public**

As permitted via Public Bodies (Admission to Meetings) Act 1960, s1(2) all members of the public were asked to leave the meeting to allow for discussion on the recent staff appraisal and subsequent salary recommendation and agreement.

**It was agreed** to pay the Executive Officer in line with the NALC/SLCC salary scales, spinal column point 32, from 01/04/2018.

#### **18/032 Date and Venue of Next Meeting**

Next meeting to be held Monday 19<sup>th</sup> March 2018, 7pm at Barnt Green First School

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Signed as a true and accurate record  
Chairman, Barnt Green Parish Council

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19 March 2018

Minute no. 18/024 (1)

Extract from parish council spreadsheet, part-Jan/part-Feb 2018

| Jan-18       | Description                                   | Receipts  | Payments<br>Gross | Payments<br>VAT | Payments<br>Net |
|--------------|---|-----------|-------------------|-----------------|-----------------|
| v175         | Footpath lighting repairs, Jan 2018: inv12437 |           | 253.36            | 42.23           | 211.13          |
| v176         | Dismantling of Christmas lights: inv12438     |           | 2,478.00          | 413.00          | 2,065.00        |
| v178         | office mobile phone, Jan2018                  |           | 5.00              | 0.83            | 4.17            |
| v179         | Stationery                                    |           | 97.94             | 16.32           | 81.62           |
| v180/R18     | VAT return                                    | 4,094.86  |                   |                 | -               |
| v181         | office landline and broadband, Jan2018        |           | 19.99             | 3.33            | 16.66           |
| v182         | Footpath lighting maintenance contract        |           | 264.00            | 44.00           | 220.00          |
| v183         | Removal and disposal of Xmas Tree             |           | 36.00             | 6.00            | 30.00           |
| v184         | Annual Interest to 31/12/2017                 | 284.53    |                   |                 | -               |
|              | sub total for month                           | 4,379.39  | 5,621.50          | 716.41          | 4,905.09        |
|              | total for year to date                        | 76,973.58 | 55,500.84         | 4,811.27        | 50,689.57       |
| for February | Description                                   | Receipts  | Payments<br>Gross | Payments<br>VAT | Payments<br>Net |
| v185         | Grounds maintenance and verges, Jan 2018      |           | 278.89            | 46.48           | 232.41          |
| v186         | Data Protection registration                  |           | 35.00             | -               | 35.00           |
| v187a        | Electricity for footpath lighting d2d         |           | 223.12            | 37.18           | 185.94          |
| v187b        | Electricity for footpath lighting continuous  |           | 12.25             | 0.58            | 11.67           |
| v188a        | Equipment checks and litter picking: 4th 1/4  |           | 60.00             | -               | 60.00           |
| v188b        | Equipment checks and litter picking: 4th 1/4  |           | 60.00             | -               | 60.00           |
| v189         | Expenses Nov 2017 - 02/02/2018                | -         | 664.10            | 71.89           | 592.21          |
| v190         | Staff pension, Jan 2018                       |           | 157.03            | -               | 157.03          |
| v191         | Staff salary, February 2018                   |           | 1,051.16          | -               | 1,051.16        |
|              |   |           |                   |                 |                 |
|              |   |           |                   |                 |                 |

## AGENDA ITEM 18/039 – Executive Officer’s report for month to 13/03/2018

|  |  |   |
|--|--|---|
| a) Railway station lifts                                     | There has been no movement following the parish council’s request for another meeting with NR.   |   |
| b) The Bulletin  | The Bulletin, Winter 2018, has been printed and distributed to all parish residents. Spare copies are available from the PC office.  |   |
| c) Greenbank parking (1)                                     | Land to north of junction with Hewell Road. Members are to meet with County Councillor Peter McDonald on a date yet to be arranged.  |   |
| d) Greenbank parking (2)                                     | Grass verge to south of junction with Hewell Road. Members are to meet with County Councillor Peter McDonald on a date yet to be arranged.   |   |
| e) Community Bus consultation                                | Cllr Hotham had visited Lickey and Blackwell WI where support had been expressed for this venture.   |   |
| f) Defibrillator training                                    | The Social Club has installed a new defibrillator and are to arrange training. Parish Council Members are asked if they would like to attend this?   |   |
| g) Volunteer litter picker                                   | The Duke of Edinburgh volunteer has started his 6-month ‘tour of duty’ providing one hour’s litter picking around the parish each week.  |   |
| h) Annual Parish Meeting                                     | <p>Items suggested for consideration by electors at the Annual Parish Meeting on 25<sup>th</sup> April so far:</p> <ul style="list-style-type: none"> <li>i. Community Bus</li> <li>ii. Footpath lighting review</li> <li>iii. Outdoor gym equipment</li> </ul> <p>+ With the issue of the Greater Birmingham Housing Market Area document, residents may also want to discuss the implications of the outline proposals.</p> <p>+ AT the BGPC meeting held in February a member of the public asked if there were any voluntary litter picks taking place. This might be a suitable opportunity to ask if residents would volunteer to take part.</p> |   |
| i) Commuters’ car park management and signage                | A meeting is to be arranged with members of the working party to review what is needed to be put in place for August when the parish council assumes responsibility for the car park.  |   |
| j) Visitors to the parish council office                     | <ul style="list-style-type: none"> <li>• Resident concerned about the scaffolding outside 38 Sandhills Lane</li> <li>• Bittell Road resident asking for Lengthsman visit to clean signs and drains</li> <li>• Evening hire of office by local group for admin work 6/3/18 (not charged)</li> <li>• Resident asking for yellow grit bins at Kendal End Road and Hewell Road/Sandhills Lane junction</li> </ul> <p>Call from resident regarding WCC notification of the pollinators’ conference: thanks for the notification and will attend; will provide feedback.</p>   |   |
| k) Items actioned and awaiting response                      | <ul style="list-style-type: none"> <li>i. New litter bin in Blackwell Road</li> <li>ii. Corporate image</li> <li>iii. Installation of raised flower bed and re-siting of beehive planters.</li> <li>iv. Community Speed Watch scheme</li> <li>v. Millennium Park water supply</li> <li>vi. Barnt Green cricket club to provide pictures of benefit of grant funding</li> </ul>   |   |
| l) Items carried forward                                     | <ul style="list-style-type: none"> <li>i) Public toilets – retained for decision to take forward as capital project.</li> <li>ii) Data Protection Policy &amp; Document Retention Policy to be agreed.</li> <li>iii) Outdoor gym equipment</li> <li>iv) Millennium Park wayleave</li> <li>v) Appointment of Data Protection Officer (required from May 2018, GDPR)</li> </ul>  |   |
| m) General correspondence received and circulated to members | <ul style="list-style-type: none"> <li>c) WorcsCALC update newsletters</li> <li>d) BDC weekly planning lists</li> <li>e) MP monthly newsletter</li> <li>f) Road Traffic Regulation notice for Butterwick Close / Fiery Hill Rd</li> </ul>  | <ul style="list-style-type: none"> <li>• Police &amp; Crime Commissioner</li> <li>• WCC Highways updates</li> <li>• Community Health &amp; Well-being updates</li> <li>• Neighbourhood Watch updates</li> <li>• Neighbourhood Planning updates</li> </ul> |

# Agenda item 18/040 (1)

## Current financial position and bills for payment

| Bank Reconciliation 28th February 2018          |           |            |   |
|---|-----------|------------|---|
| Cash in hand at 1 April 2017                    |           |            |   |
| Unity Bank current account                      | 1,146.05  |            |   |
| Unity Bank deposit account                      | 9,581.24  |            |   |
| Cambridge Building Society                      | 54,516.60 |            |   |
| Opening bank balances                           |           | £65,243.89 |   |
| Add petty cash                                  | 200.00    |            |   |
| Less unrepresented cheques                      | -521.10   |            |   |
| Opening Cash Book balance                       |           | £64,922.79 |   |
| Add receipts between 1 April - 28 Feb 2018      | 76,973.58 |            |   |
| Less payments between 1 April - 28 Feb 2018     | 58,634.33 |            |   |
| Cashbook balance at 28 Feb 2018                 |           | £83,262.04 | A |
| Cash in hand per bank statements at 28 Feb 2018 |           |            |   |
| Unity Bank current account                      | 188.28    |            |   |
| Unity Bank deposit account                      | 29,159.35 |            |   |
| Cambridge B/S                                   | 54,801.13 |            |   |
| Pocket account                                  | 200.00    |            |   |
| less unrepresented payments, as list below      | 1,086.72  |            |   |
| Bank balances at 28 Feb 2018                    |           | £83,262.04 | B |
| A - B =   |           | £0.00      |   |
| unrepresented payments list                     |           |            |   |
| V188, Equipment checks                          | 120.00    |            |   |
| V189, Admin expenses                            | 664.10    |            |   |
| v195, Footpath lighting maintenance             | 302.62    |            |   |
|   |           |            |   |
|   |           |            |   |
|   |           |            |   |
|   | 1,086.72  |            |   |

## Invoices received since meeting held 19/02/2018 to 13/03/2018

|                         |       |  |           |                |              |              |
|-------------------------|-------|--|-----------|----------------|--------------|--------------|
| d/d                     | v192  | office mobile phone, Jan2018                   |           | 5.00           | 0.83         | 4.17         |
| s/o                     | v193  | Footpath lighting maintenance contract         |           | 264.00         | 44.00        | 220.00       |
| d/d                     | v194  | office landline and broadband, Jan2018         |           | 20.32          | 3.39         | 16.93        |
| BACS                    | v195  | Footpath lighting maintenance contract         |           | 302.62         | 50.44        | 252.18       |
|                         |       |  |           | -              | -            | -            |
|                         |       | sub total for February 2018                    | -         | 3,133.49       | 254.79       | 2,878.70     |
|                         |       | total for year to date                         | 76,973.58 | 58,634.33      | 5,066.06     | 53,568.27    |
| Payments for March 2018 |       | Description                                    | Receipts  | Payments Gross | Payments VAT | Payments Net |
| BACS                    | v196  | Office software                                |           | 79.99          | -            | 79.99        |
| BACS                    | v197  | Annual subscription                            |           | 60.00          | -            | 60.00        |
| s/o                     | v198  | Grounds maintenance and verges, Jan 2018       |           | 278.89         | 46.48        | 232.41       |
| d/d                     | v199a | Electricity for footpath lighting d2d          |           | 208.69         | 34.78        | 173.91       |
| d/d                     | v199b | Electricity for footpath lighting continuous   |           | 11.87          | 0.56         | 11.31        |
| BACS                    | v200  | Bulletin newsletter, winter 2018               |           | 250.00         | -            | 250.00       |
| BACS                    | v201  | Carriage to and from for christmas lights 2017 |           | 168.00         | 28.00        | 140.00       |
| BACS                    | v202  | Fun Run medals                                 |           | 297.60         | 49.60        | 248.00       |
| d/d                     | v203  | office mobile phone, Feb2018                   |           | 5.00           | 0.83         | 4.17         |
| d/d                     | v204  | Staff pension, Feb 2018                        |           | 157.03         | -            | 157.03       |
| s/o                     | v205  | Staff salary, Mar 2018                         |           | 1,051.16       | -            | 1,051.16     |
| BACS                    | v206  | PAYE and NI, 4th quarter                       |           | 610.73         |              | 610.73       |
|                         |       |  |           |                |              | -            |

## INTERNAL AUDITOR & INDEPENDENT EXAMINER

Specialist provider to Parish Councils, Small Public Sector, Charitable, Community and Voluntary Organisations, and Academy Schools

|  |
|--|
| <b>Annual Internal Audit Report</b>              |
| <b>Barnt Green Parish Council</b>                |
| 80 Hewell Road, Barnt Green, Birmingham. B45 8NF |

| <b>Financial Year Ending 31 March 2018</b> |                                 |
|--|---------------------------------|
| Name of Clerk to the Council               | Gill Lungley, MILCM             |
| Name of RFO (if different)                 | As above                        |
| Precept (for audit year)                   | £62,490                         |
| Gross budgeted income                      | £76,749                         |
| No. of Councillors                         | 8 (one vacant at time of audit) |
| Quorum                                     | 3                               |
| Electorate                                 | At Jan 2018 = 1514              |

|                               |                  |
|-------------------------------|------------------|
| Internal audit carried out by | Duncan Edwards   |
| Audit type                    | ANNUAL           |
| Date of Audit Visit           | 29 Jan 2018      |
| Date of Report                | Draft 07/03/2018 |

### 1 Due Process / Governance

The Council has adopted the key policies and documents associated with effective governance. The Standing Orders, Financial Regulations and Members' Code of Conduct were reviewed by the Council and agreed at the last Annual Meeting in May 2017. As part of the audit these documents have been examined and are appropriate to support and maintain effective governance arrangements. Compliance with the requirements of these documents has been reviewed and evidence and explanations obtained supports this. Financial Regulations have been examined in particular detail, these are the financial rules upon which all Members, the Clerk (and the Responsible Financial Officer) must comply. It is therefore very important that Financial Regulations reflect the operational practices and the controls required, they should also make provision for evolving and changing practices. However, they should not demand actions occur that are not applicable or appropriate to the Council.

When all key documents are reviewed it is suggested they accurately reflect the processes and control requirements of the Council. At each review the current rules should be compared with best practice.

The Council has a number of other policies, processes and documents that support its governance arrangements which have been reviewed. The minutes of meetings appear comprehensive and are formally approved as required. The calendar of meeting, agendas and minutes are all published.

The extent of the Councils governance documents and policies needs to be reflective of the size of the Council and its activities, they need to support and direct the Councils actions,

decision making processes and enhance control. A list of possible policies have been discussed with the Clerk and can be raised with the Council. The Council should also consider periodically comparing its practices against the Governance and Accountability for Smaller Authorities in England – Practitioners’ Guide.

## **2 Risk Management & risk mitigation**

The Councils approach to risk management has been reviewed. There is no formal overarching risk management policy, it is recommended that a policy is introduced (see example in the Governance and Accountability for Smaller Authorities in England – Practitioners’ Guide – Section 5). The policy should set out how the Council assesses, controls, records and monitors risks, in doing so it should aid and support decision making particularly where there is competing demand for limited resources. However, the Council is risk aware, it operates processes that assesses, reviews and records its key risk activities and implements appropriate mitigating actions. The Councils assets are risk assessed with appropriate controls in place. Insurance arrangements mitigate the risk of asset loss and negligence. Effective internal control mitigate the risk of financial loss. The Risk Assessment and Management document (risk register) is periodically reviewed.

## **3 Budget**

The budget setting process has been reviewed and is appropriate. Precept setting stems from the budget requirement. Regular budget monitoring and reporting operates and this supports effective financial management. The Council holds appropriate earmarked and contingency reserves.

## **4 Book-Keeping**

The book-keeping arrangements have been reviewed. Receipts and payments are accurately recorded and all payments are listed and presented to Members and are approved. A review of both the minutes and the payment files have found no unusual financial activity. Statutory payments, VAT, Tax, and NI have been identified, recorded and processed. The financial records are well structured providing a full audit trail.

## **5 Expenditure / payments and procurement controls**

The Council has procurement rules that are followed. A sample number of payments were examined, the payments were for items in accordance with budget, were supported by invoices or appropriate records, and had been approved by Members. Payments were verified to the bank account which had been reconciled. The bank account signatory rules are followed.

## **6 Procurement, credit or debit cards (inc. internet procurement)**

The Council uses a preloaded payment card. Use and payments were reviewed and appropriate controls are present.

## **7 Payroll and Staffing – Parish Clerk and others**

Employment and payroll processes have been reviewed. The employment contract for the Clerk sets the terms for the role and that of the Responsible Financial Officer and salary is set in accordance with Nalc pay structure. For the sample selected, salary payment calculations are correct, pension is paid and statutory deductions made.

## **8 Income (receipt) Controls**

The Council has minimal activities that generate income, the main receipt being the precept. The payments received have been properly recorded in the accounting records and have been banked.

#### **9 Petty Cash & Change Floats**

The Council does not operate petty cash or change float systems.

#### **10 Asset Control**

The Council has a comprehensive asset register that is risk assessed. Assets are valued based on purchase price. The correlation between the value of the assets stated in the asset register and the insured values could be reviewed.

#### **11 Bank Reconciliation**

The bank reconciliation is a key financial control. The bank reconciliation process was reviewed and found to be effective and provides sound control. The bank reconciliation is periodically approved by Members.

A significant sum is held in an investment account, it is recommended that evidence, by way of Members verifying the bank statement, should occur at least half yearly and include the verification of the final year end statement at 31 March.

#### **12 Information Technology**

The Council's financial records are maintained on spreadsheet. The computer is password controlled with the access arrangements being in accordance with Financial Regulations. Back-up arrangements are in place using both Cloud and traditional hard drive systems.

#### **13 Information management, DP, FOI & Transparency**

The Council has arrangements in respect of data protection, freedom of information and records management. The Council is aware of the data protection changes in May 2018 and are monitoring and awaiting further advice.

#### **14 Year-End Procedures**

The key end of year records will be examined after 31 March 2018 to seek evidence that the accounting records agree to sums held at the bank. Any issues will be reported separately if required. The examination of these records will conclude the internal audit review enabling the completion of the annual internal audit statement that accompanies the accounting statement. The records requested being copies of the:

- Final cash book
- Final bank statements
- Final bank reconciliation signed off by Members
- Draft year end accounts

It would be helpful if these documents could be provided as soon as possible after 31 March.

#### **15 Miscellaneous / other control matters**

There are no comments from previous internal or external audit reports.

The internal auditor wishes to acknowledge the support and assistance provided by the Parish Clerk during the internal audit review.

# AGENDA ITEM 18/040 (v) Review of Asset Register

| Barnt Green Parish Council  |           |         |         |         |         |         |         |
|---|-----------|---------|---------|---------|---------|---------|---------|
| Fixed asset register to 31 March 2018                                     |           |         |         |         |         |         |         |
|   | Acquired  | 2015/16 |         | 2016/17 |         | 2017/18 |         |
| <b>Lighting</b>   |           |         |         |         |         |         |         |
| 13 x heritage style columns   | 2003/2009 | 20,000  |         | 20,000  |         | 20,000  |         |
| 55 x Steel columns  | Various   | 56,000  |         | 56,000  |         | 56,000  |         |
| Christmas lighting  | 2008/2009 | 5,470   |         | 4,970   |         | 4,970   |         |
| Christmas lighting  | 2010/2011 | 3,300   | 84,770  | 3,300   |         | 3,300   |         |
| Christmas lighting  | 2016      |         |         | 3,982   | 88,252  | 3,982   |         |
| Christmas lighting  | 2017      |         |         |         |         | 660     | 88,912  |
| <b>Millennium Park</b>  |           |         |         |         |         |         |         |
| Freehold land comprising the park fronting Hewell Rd & Sandhills Rd       | 1957      | 0       |         | 0       |         | 0       |         |
| Brick bus shelter   |           | 10,000  |         | 10,000  |         | 10,000  |         |
| Bus shelter light   | 2015      | 350     |         | 350     |         | 350     |         |
| Fencing/railings  | 2006/2008 | 4,000   |         | 4,000   |         | 4,000   |         |
| Notice board  | 2004      | 1,500   |         | 1,500   |         | 1,500   |         |
| Millennium Arch   | 1999      | 3,000   |         | 3,000   |         | 3,000   |         |
| Lighting column   | 2008      | 1,600   |         | 1,600   |         | 1,600   |         |
| Park gate   | 2008      | 1,000   |         | 1,000   |         | 1,000   |         |
| Entrance pillars  | 2008      | 1,600   |         | 1,600   |         | 1,600   |         |
| Benches   | 2008      | 2,700   |         | 2,700   |         | 2,700   |         |
| Litter/dogwaste bins  | 2009      | 4,000   |         | 4,000   |         | 4,000   |         |
| Slide and firemans pole and safety surface                                | 2004/2011 | 10,000  |         | 10,000  |         | 10,000  |         |
| Stilt slide and safety surface  | 2004      | 6,500   |         | 6,500   |         | 6,500   |         |
| Roundabout and safety surface   | 2006      | 2,500   |         | 2,500   |         | 2,500   |         |
| Set of 4 swings and safety surface  | 2008      | 10,600  |         | 10,600  |         | 10,600  |         |
| Climbing frame  | 2012      | 8,850   | 68,200  | 8,850   |         | 8,850   |         |
| Planters (relocated from Hewell Road)                                     | 2006?     |         |         | 1,500   | 69,700  | 1,500   | 69,700  |
| <b>Bittell Road Playing Field (Parker's Piece)</b>                        |           |         |         |         |         |         |         |
| Leasehold land comprising playing field to the north east of Bittell Road | 1994      | 0       |         | 0       |         | 0       |         |
| Vehicle gate  |           | 1,000   |         | 1,000   |         | 1,000   |         |
| Pedestrian gate   |           | 250     |         | 250     |         | 250     |         |
| Fencing   | 2006      | 6,000   |         | 6,000   |         | 6,000   |         |
| Goalposts and sockets   | 2006      | 1,000   |         | 1,000   |         | 1,000   |         |
| Basketball goal and surface   | 2006      | 1,000   |         | 1,000   |         | 1,000   |         |
| Litter/dogwaste bins  | 2007      | 3,000   |         | 3,000   |         | 3,000   |         |
| Wooden benches  | 2007      | 2,750   |         | 2,750   |         | 2,750   |         |
| Adventure trail equipment   | 2009      | 4,000   |         | 4,000   |         | 4,000   |         |
| Adventure trail equipment   | 2010      | 6,000   |         | 6,000   |         | 6,000   |         |
| Benches   | 2011      | 350     | 25,350  | 350     |         | 350     |         |
| Footpath, cotswold stone to north-west side                               | 2016      |         |         | 4,568   |         | 4,568   |         |
| Dog waste bag dispenser   | 2017      |         |         | 79      |         | 79      |         |
| Picnic Tables x 3   | 2017      |         |         | 1,230   |         | 1,230   |         |
| Notice board  | 2017      |         |         | 555     | 31,782  | 555     | 31,782  |
| <b>Highways</b>   |           |         |         |         |         |         |         |
| Gateway signs + fingerposts   | 2008/09   | 3,600   |         | 3,600   |         | 3,600   |         |
| Bench Bittell Rd/Bittell Farm Rd junction                                 | 2008      | 800     | 4,400   | 800     | 4,400   | 800     | 4,400   |
| <b>Highway Sundries</b>   |           |         |         |         |         |         |         |
| Signage   | 2009      | 100     |         | 100     |         | 100     |         |
| Hanging baskets   |           | 0       |         | 0       |         | 0       |         |
| Bench (Hewell Rd)   | 2008      | 800     |         | 800     |         | 800     |         |
| Noticeboard (Station Approach)  | 2009      | 2,000   |         | 2,000   |         | 2,000   |         |
| Benches (Hewell Rd)   | 2010      | 1,300   |         | 1,300   |         | 1,300   |         |
| Bench (Hewell Rd)   | 2012      | 710     |         | 710     |         | 710     |         |
| Bench (x2) Blackwell Rd, Bittell Rd                                       | 2013      | 1,280   |         | 1,280   |         | 1,280   |         |
| Planters, Hewell Road   | 2015      | 4,490   |         | 4,490   |         | 4,490   |         |
| Defibrillator, cabinet and pads   | 2015      | 767     | 11,447  | 767     |         | 767     |         |
| Cycle stands  | 2016      |         |         | 454     | 11,901  | 454     |         |
| Planters (Beehive), Hewell Road   | 2017      |         |         |         |         | 1,500   | 13,401  |
| <b>Office Equipment</b>   |           |         |         |         |         |         |         |
| Filing cabinets   | 2005      | 195     |         | 195     |         | 195     |         |
| Laser printer   | 2005      | 250     |         | 0       |         | 0       |         |
| 4 Laptops for EO and Councillors  | 2007      | 0       |         | 0       |         | 0       |         |
| Chairs, tables, benches, + workstation                                    | 2010      | 500     |         | 450     |         | 450     |         |
| Laptop  | 2012      | 410     |         | 410     |         | 410     |         |
| Laminator   | 2012      | 155     |         | 155     |         | 155     |         |
| Scanner   | 2013      | 320     | 1,830   | 320     |         | 320     |         |
| Folding tables and benches  | 2016      |         |         | 575     | 2,105   | 575     | 2,105   |
| <b>Total as per Annual Return</b>   |           |         | 195,997 |         | 208,140 |         | 210,300 |