

# BARNT GREEN PARISH COUNCIL

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## Notice of Meeting

The next parish council meeting will be held on **Monday 18<sup>th</sup> June 2018 at 7.00pm**  
**at Barnt Green Baptist Church hall, Bittell Road, B45 8LU**

The meeting is open to the press and members of the public who may take part during the adjournment of the meeting (agenda item 18/085a 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.

### Meeting Agenda

- 18/082 Apologies**  
To receive apologies from absent members and record the reason for absence.
- 18/083 Declarations of Interest:** Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -
- Keep their Register of Interests form up to date;
  - Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.
- 18/084 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
- 18/085 Adjournment of meeting to hear from:**
- Members of the Public**
  - Supporting organisations**, eg Safer Neighbourhood Team, Footpath Warden
  - Worcestershire County Councillor** – Peter McDonald (Beacon division)
  - Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)
- 18/086 Resumption of meeting to adopt previous minutes**  
To approve adoption of the minutes of the Annual Parish Council meeting held 21/05/2018 – **see pages 4 – 10**  
**Please note** the master-page numbering has become muddled. February 2018 should start at page number 166; March should start at page no. 173; April should start at page no. 178; May should start at page no. 185 through to page no. 191.
- 18/087 Chairman's Report**  
The Chairman will provide a report.
- 18/088 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 – **see pages 11 - 12**
- 18/089 Finance**
- To note the current financial position and bills for payment **(to follow)**
  - To approve the appointment of the District Valuation Officer to assess the value of the council's wayleave at Millennium Park  
The lessee has suggested basic Heads of Terms; however, there is no current value for the site and as it is better to negotiate from a position of knowledge the EO is to appoint someone to provide a valuation. The DVO has provided a quote for doing this work which amounts to half of the proposed income from the lease over the 30-year period.

As this is likely to be unacceptable to members, the EO is currently seeking alternative providers of the service. EO will provide an update to the meeting along with a revision of the costs involved.

- (iii) To be advised of any expenditure decisions taken by Executive Officer

#### **18/090 Committee, Working Party and Members' reports on meetings attended**

- a) Commuters' Car Park – meeting with site manager 30/05/2018
- b) Environment Committee – meeting held 11/06/2018 (draft minutes pp 13 – 16)
- c) Bromsgrove Area Committee of County Association of Local Councils – meeting held 13/06/2018 (report to follow)
- d) Village Team – meeting held 14/06/2018 (report to follow)

#### **18/091 Events**

- a) Barnt Green Annual Fun Run – Sunday 24<sup>th</sup> June
- b) Dates of other 2018 events: Community Walk 22/09/2018, Christmas Lights-On 01/12/2018, Wassail Walk 27/12/2018

#### **18/092 Environment & Community Wellbeing**

- a) To consider how to commemorate the centenary of WW1 11/11/2018. The Barnt Green War Memorial records the names of seven soldiers who gave their lives in the Great War, members are to consider how to remember them one hundred years after the war ended.

Cllr C Hotham notes that seven names are included on the Barnt Green war memorial, following which he had a brief look on the commonwealth war graves site.

Private Percy Stephens, Service number s/295086, Killed 23/03/1917, age 18. Army service corps 487th coy. Grave 10655 at Worcester Astwood Cemetery (this is in Worcester near race course). Only son of William and Mary Stephens of ! The Hollies, Hewell Rd, Barnt Green.

Private Albert Bradbury. Service No 18490. Killed 25/10/1916, age 23. Worcs Reg 10th Bn. Thiepval memorial. Son of Joseph and Ellen Bradbury 12 Court, 1 House Dymoke St. B'ham.

Private Samuel Gallimore. Service No 23249. Killed 08/11/1918, age 38. Kings own Yorkshire light Infantry 1st Bn. Grave 1.c.2 Doules Communal Cemetery Extension. Husband of Alice Gallimore Hewell Rd Barnt Green.

Lance Corporal Arthur Jeynes. Service No 203730. Killed 09/10/1917. Worcs Reg 1st/7th Bn. Tyre Cot memorial Belgium.

Rifleman Joseph Hy. Capener. Service No R/6254. Killed 08/08/1917. Kings Royal Rifle corps 11th Bn. Grave 11.F.9 Dozingham Military Cemetery Belgium.

The two others are John McCarthy and Horace C Merrick.

A copy of information from [www.rememberthefallen.co.uk](http://www.rememberthefallen.co.uk) on each of those named is circulated with this agenda as a separate pdf document.

Cllr C Hotham to speak to this item.

- b) To consider the proposals from WCC to extend double yellow lines on the north side of Sandhills Lane to mirror those currently in place on the south side (near to junction with Hewell Road).

This request has come from the local member, County Councillor Peter McDonald, due to concerns raised regarding obstructive parking making visibility difficult for vehicles accessing and egressing the public house. This applies particularly to delivery vehicles which need to be able to manoeuvre safely in and out of the access.

Extending the double yellow lines to mirror those on the south side will prevent obstructive parking and therefore aid visibility and safe manoeuvrability for vehicles using the public house access. It should be noted that the double yellow lines on the ground on the north side do not in fact extend as far as detailed on the Traffic Regulation Order and this will be addressed.

Copy of proposal is shown on page 17

WCC notification was received 13/06/2018 and the parish council's response is required by 11/07/2018 (hence late inclusion on this agenda).

In response to my question about wider consultation, WCC responded:

We will be advertising in the local newspaper, as we are required to do so as part of the statutory process, and also on the Council's website and actually physically on site (by attaching a copy of the Notice to lamp columns – there is no legal obligation for us to do this but we do so to try to make as many people aware as is practicably possible). At that stage if you also want to alert residents/businesses to the proposals then please feel free to do so.

We are some way off that stage however. To begin with the statutory consultees (ie police etc) have 28 days within which to respond and it may be that depending on their advice/comments there is some "tweaking" to the proposals. The local member is then sent a report of the proposals and has 21 days within which to agree or not as the case may be. The proposals are then sent to the Legal Team who draft the Notice, proposed Traffic Regulation Order etc and prepare it for advertising.

### **18/093 Planning**

The Planning Committee is to meet on 25<sup>th</sup> June to consider recent applications, the Lickey and Blackwell PC & Cofton Hackett PC Neighbourhood Plan consultation, and the next steps regarding Barnt Green's Neighbourhood Plan.

### **18/094 Administration, Governance and Consultations**

**a)** To agree the policy on pre-application meetings with property developers

The involvement of parish councils and communities in the planning system is reinforced in the National Planning Policy Framework, which states:

“Applicants will be expected to work closely with those directly affected by their proposals to evolve designs that take account of the views of the community. Proposals that can demonstrate this in developing the design of the new development should be looked on more favourably.” (para 66)

In addition, the Government introduced measures to encourage developers and parish councils to enter into early discussions on development proposals, via the Localism Act 2011, part 6, ch4. There is now a duty on developers to consult with local communities before submitting planning applications.

The Localism Act 2011 also provides guidance on ‘predetermination’. It is now clear that councillors can enter early discussions with a developer on a planning application without fear of being accused of bias or face a legal challenge, as long as such discussions were entered into with an open mind.

Thus, whilst there is encouragement for both the parish council and the developer to enter discussions, then in order to minimise public concern of private negotiations, or ‘shady deals’, it is recommended to adopt a protocol for such occasions.

**Suggested protocol is on page 18**

### **18/095 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.

### **18/096 Date, time and Venue of Next Meeting**

Next ordinary meeting will be Monday 16<sup>th</sup> July 2018, 7pm at Barnt Green Baptist Church



Gill Lungley  
Executive Officer  
12/06/2018

Report updated 14/06/2018

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

**Minutes of the Annual Parish Council meeting**  
**held at St Andrews C of E First School, Barnt Green**  
**on Monday 21<sup>st</sup> May 2018 at 7.00pm**

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

**Members present:** Cllrs R Cholmondeley, R Briggs, S Harris, J Jellie, J Jagger, P Perry, S Whitehand.

**Members absent:** Cllr C Hotham

**In attendance:** A representative of The Village magazine  
Executive Officer, Gill Lungley

**DRAFT**

**18/063 Election of Chairman**

**It was agreed** to elect Cllr R Cholmondeley to the position of Chairman.

**18/064 Members' Apologies**

Apologies received from Cllrs C Hotham (vice-Chairman).

**18/065 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. No declarations were made.

**18/066 Consideration of dispensation requests**

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

**18/067 Election of vice-Chairman**

**It was agreed** to elect Cllr C Hotham to the position of vice-Chairman.

**18/068 Adjournment of meeting to hear from:**

**a) Members of the public**

Not required.

**b) Supporting Organisations:**

Not required.

**c) Worcs County Councillor: Peter McDonald, Beacon division**

Peter McDonald had sent apologies that due to clash of meetings he was unable to attend this meeting. No report provided, however his response to the request to attend a site visit at Green Bank was discussed (see minute no. 18/072(a))

**d) Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward** had sent apologies for non-attendance; no report provided.

**18/069 Resumption of meeting to approve the minutes of the previous council meeting**

The minutes of the meeting held 16<sup>th</sup> April 2018 were agreed a true record and were signed by the Chairman.

**18/070 Chairman's Report: Cllr R Cholmondeley**

No specific report.

**18/071 Annual Business**

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

- a) Planning Committee:** to cover comment to consultations, furtherance of the Neighbourhood Plan and parish-based policy proposals.  
To meet as and when required.

**It was agreed** to appoint membership as follows:  
Cllrs S Whitehand (Chairman), R Briggs, R Cholmondeley, P Perry.

- b) **Finance and General Purposes Committee:** to cover governance issues, policy preparation and revision, risk management, budgeting.  
To meet 09/07/2018, 08/10/2018, 14/01/2019, 08/04/2019.

**It was agreed** to appoint membership as follows:  
Cllrs R Cholmondeley (Chairman), C Hotham, J Jagger, P Perry.

- c) **Environment Committee:** to cover issues relating to the playing field, Millennium Park, commuters' car park, the work of the Lengthsman and the Outdoor Parish Caretaker and volunteer litter picker.  
To meet 11/06/2018, 10/09/2018, 11/02/2019

**It was agreed** to appoint membership as follows:  
Cllrs R Briggs (Chairman), R Cholmondeley, J Jagger, J Jellie.

- d) **Staffing Committee:** to cover all issues relating to staffing.  
To meet 12/11/2018 and as needed.

**It was agreed** to appoint membership as follows:  
Cllrs J Jellie (Chairman), R Cholmondeley, P Perry.

ii. **Review of delegation arrangements**

**It was agreed** to adopt the revised schedule of delegation to committees (Terms of Reference) and to the Executive Officer.

iii. **The following representation arrangements were agreed:**

- a) **Worcestershire CALC**  
Cllrs J Jagger and S Whitehand
- b) **Campaign to Protect Rural England (CPRE)**  
Cllr S Whitehand
- c) **St Andrews C of E First School**  
Cllr J Jellie
- d) **Pensions Regulator**  
Cllr R Cholmondeley

iv. **Governance arrangements:**

- a) **Review of Standing Orders**  
**It was agreed** to adopt the amended Standing Orders.
- b) **Review of Financial Regulations**  
**It was agreed** the Finance and General Purposes Committee would review the Financial Regulations for the council.
- c) **Review of Members' Code of Conduct**  
**It was agreed** the Members' Code of Conduct, as adopted July 2012 would continue unchanged.
- d) **Review of Asset Register**  
The Asset Register was reviewed in April (item 18/040) and has since been revised in the light of subsequent comments.
- e) **Confirm insurance arrangements and adequacy of cover**  
**It was agreed** to confirm the insurance arrangements and adequacy of cover as reviewed by the Chairman and Executive Officer.
- f) **Review annual subscriptions**  
**The following annual subscriptions were agreed:**
- i) National Assn of Local Councils / Worcs County ALC (£843 for 2018/19)
- ii) Society of Local Council Clerks (no union fees) (£200 for 2018/19)
- iii) Campaign to Protect Rural England (£36 for 2017/18)
- g) **Date, time and place of all ordinary council meetings**

**It was agreed** to meet on the 3<sup>rd</sup> Monday of each month at 7pm, except for December and possibly August if there is little business of importance to discuss. The venue as discussed at minute no. 18/078(a)

**h) Calendar for review of all council policies**

**It was agreed** to accept the council's policies review calendar

**i) Appointment of Independent Internal Auditor for 2018/19**

**It was agreed** to appoint DKE Audit as the IIE for 2018/19

**18/072 Updates and Decisions taken by the Executive Officer (EO) since last meeting**

a) Greenbank parking and verge damage	Having been asked to attend on site to discuss what can be done to alleviate the problems County Councillor Peter McDonald's response was that he had received no representations on the subject from residents and that parking is a district council matter.
b) Worcestershire Pollinators	Cllr R Cholmondeley has met with Mrs Banner to produce a 5-year plan identifying areas for special attention, which is to be considered by the Environment Committee.
c) RoSPA inspection of play equipment	The Outdoor Parish Caretaker has carried out some of the minor remedial works; the Environment Committee is to review the report.
d) Millennium Park water supply	Pipework was installed 11/04/2018, Severn Trent Water are to provide the connection to the mains on 12/06/2018.
e) GDPR progress	It is likely that local councils will not be required to appoint a Data Protection Officer, although it will be considered good practice to do so. In the meantime: <ul style="list-style-type: none"> <li>- all the contacts in the parish council's "distribution" list have been contacted, provided with a copy of the email privacy notice and invited to opt-in to continue to receive ad hoc information emails from the parish council;</li> <li>- a data audit has been carried out to assess what documentation is kept, for what reason, for what period of time and location. Specific privacy notices are being prepared for the different categories, eg supplier, staff etc.</li> <li>- a revised Data Protection Policy has been prepared, see agenda item 18/078e</li> </ul>
f) Visitors to the parish council office and correspondence received.  Members are to identify any items for further discussion at future meeting.	<ul style="list-style-type: none"> <li>• Resident re progress with Virgin cable?</li> <li>• Resident re ownership of land at Greenbanks (thinks it's PC)</li> <li>• Resident re suggestion of parking restrictions on S/hills Lane and S/hills Road</li> <li>• Resident re Friends Meeting House and request for item in next newsletter re parental responsibility of children in car park (at all hours)</li> <li>• Resident re parking in village for village residents shouldn't be made more difficult</li> <li>• Resident re dangers of Hewell Lane as diversion route</li> </ul> <ul style="list-style-type: none"> <li>- Copy of residents' letter to MP re station lifts</li> <li>- Copy of response to BDC survey on school parking</li> <li>- Email complaint about the appearance of the village entrances</li> <li>- AgeUK, Veterans Wellcheck service</li> <li>- Round-up of dates of district Christmas lights events</li> <li>- Parish Online (mapping services)</li> <li>- Commonplace newsletter (Neighbourhood Planning)</li> <li>- Bromsgrove DC invitation to Annual Meeting 16/05/2018</li> <li>- Resident's email relating to concerns about the development at 47 Fiery Hill Rd</li> <li>- Resident's email with concerns about the footpath between Fiery Hill Road and Cherry Hill Rd across Foxhills development appears to be 'private access only'.</li> <li>- Resident's email with concerns about the appearance of Fiery Hill Road / Twatling Road triangle traffic island</li> <li>- Copy of resident's email with concerns about the appearance of 26 Sandhills Lane and 17 Sandhills Road.</li> </ul>
g) Police and Crime Commissioner Survey	One parish council member has provided a completed survey; other members are asked to complete by 30 <sup>th</sup> June for comments to be collated and submitted.

h) Reports to WCC	<ul style="list-style-type: none"> <li>• Broken manhole cover Kendal End Road grass verge</li> <li>• Missing chevrons, Bittell Farm Road</li> <li>- To County Councillor: forwarded concerns from residents of Butterwick Close regarding highways matters at junction with Fiery Hill Road</li> </ul> <p>NB Report submitted 19/03/2018 (loose manhole covers in Bittell Road and Kendal End Road) was responded to on 15/05/2018.</p>	
i) Items actioned and awaiting response	<ul style="list-style-type: none"> <li>- Installation of raised flower bed: siting agreed with WCC, costs to be ascertained.</li> <li>- Re-siting of beehive planters agreed with WCC, now waiting better weather.</li> <li>- Barnt Green cricket club to provide pictures of benefit of grant funding</li> </ul>	
l) Items carried forward (See also agenda item 18/078c)	<ul style="list-style-type: none"> <li>• Public toilets – retained for decision to take forward as capital project.</li> <li>• Outdoor gym equipment</li> <li>• Community bus</li> <li>• Blackwell Road litter bin</li> <li>• Community Speed Watch scheme</li> <li>• Barnt Green station lifts</li> <li>• Millennium Park wayleave</li> </ul>	
m) General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• WorcsCALC weekly updates</li> <li>• Neighbourhood Watch messages</li> <li>• Parish Church weekly newsletter</li> <li>• WCC weekly roadworks reports</li> <li>• BDC weekly planning lists</li> <li>• Clerks and Councils Direct</li> </ul>	<ul style="list-style-type: none"> <li>• PCC monthly update</li> <li>• Wellbeing in Partnership</li> <li>• Lickey Hills Society newsletter</li> <li>• BDC minutes for various committees</li> <li>• Various play equipment sales flyers</li> <li>• MP's monthly update</li> </ul>

A member's question relating to how such visits and calls to the office (at f above) are dealt with would be responded to at the next meeting of the council.

### 18/073 Finance Report

i) *Current financial position* – bank reconciliation to 30/04/2018 was noted:

Bank Reconciliation to 30/04/2018			
Cash book		Bank Statements	
Cash in hand at 01/04/2018	76,693.45	Current account	2,818.86
Add receipts to 30/04/2018	31,447.50	Deposit account	40,563.41
Less payments to 30/04/2018	-9,955.43	Building society	54,801.13
	0	Pockit card	200.00
	0	Less u/p payments	-197.88
	98,185.52		98,185.52

See page 178 for the record of receipts and payments between 01/04/18 – 15/05/2018.

ii) **Expenditure decisions taken by Executive Officer:**

In line with the RoSPA report, the EO had purchased repair kit for play surface tiles at a cost of £81.

iii) **Annual agreement of bank standing orders and direct debits**

**It was agreed** to pay the following by either direct debit (d/d) or standing order (s/o):

D/d	Data Protection	£35 annual payment
D/d	Street lighting & office power	Variable monthly / quarterly
D/d	broadband, office and mobile phones	Annual line rental; variable monthly
d/d	Staff pension	£157.03 pcm
s/o	Footpath lighting monthly check	£264.00 pcm
s/o	Playing field grounds maintenance	£278.89 pcm
s/o	Staff salaries	£1051.16 pcm
s/o	Office rent	£1237.50 quarterly

iv) **Approval of Section 1, Annual Governance and Accountability Return (AGAR)**  
Members reviewed S1 AGAR, the Annual Governance Statement which had been issued in advance of the meeting and responded 'YES' to each of the first eight assertions, 'N/A' to the ninth assertion.

**It was agreed** to approve Section 1 which was then signed by the Chairman and Executive Officer as clerk to the meeting.

- v) **Approval of Section 2, Annual Governance and Accountability Return (AGAR)**  
Members reviewed S2 AGAR, the Accounting Statements 2017/18 which had been circulated with the minutes of the council meeting held 16/04/2018.

**It was agreed** to approve Section 2 which was then signed by the Chairman having been signed by the Executive Officer in the role of Responsible Finance Officer.

**18/074 Committee, Working Party and Members' reports on meetings attended**

- e) Annual Parish Meeting held 26/04/2018; draft minutes were circulated and noted.
- f) Planning Committee met 01/05/2018; draft minutes were circulated and noted
- g) Car Park Working Party met 10/05/2018; draft notes were circulated and noted

**18/075 Events**

- c) Barnt Green Annual Fun Run – rearranged to Sunday 24<sup>th</sup> June
- d) Dates of other 2018 events: Community Walk 22/09/2018, Christmas Lights-On 01/12/2018, Wassail Walk 27/12/2018

No community event had been arranged for the first week of July this year since it was so close to the Annual Fun Run and also due to personnel changes at Bromsgrove DC; members considered two possibilities for next year's Community Event as either a food-related event or a musical event. This to be considered at the next meeting of the parish council with the aim of setting up a working party to review what is needed.

**18/076 Environment & Community Wellbeing**

- c) **New Rail Service** The Council is asked to support the request to Network Rail by Bromsgrove Rail Users Group (BRUG) that the additional electric train through Barnt Green following the Bromsgrove electrification should be replaced by a stop by the Birmingham-Hereford hourly service.

**It was agreed** to support BRUG in their efforts to improve the local rail service.

- d) **Commuters' Car Park** To approve the purchase of a grit bin (£170 + refills), litter bin (up to £450 + installation) and notice (cost to be advised) as recommended by the Working Party (agenda item 18/074c).

**It was agreed** to purchase a grit bin and future refills, a litter bin and notice board and to install them at the commuters' car park when the parish council assumes ownership of the site.

**18/077 Planning**

- a) To consider response to consultations received including:

18/00520 / log no 094	2 Hewell Lane, B45 8NZ
Proposed 2 storey side extension and rear single storey extension.	
Comment: The Parish Council would recommend this application is granted, conditional upon all new work being in keeping with existing.	

- b) To receive information from Bromsgrove DC regarding consultation on District Plan Review Issues and Options and agree response.

**It was agreed** to request an exhibition day and related focussed workshop.

**18/078 Administration, Governance and Consultations**

- b) **To review the venue for parish council meetings**

**It was agreed** to hold future parish council meetings at the Barnt Green Baptist Church meeting room, to take effect for the meeting on 16<sup>th</sup> July 2018.

- c) **To agree to invite Inspector Gareth Keyte to talk about Smart Water**

**It was agreed** to invite Insp Gareth Keyte to the next council meeting to talk about the Smart Water home protection scheme.

- d) **To agree to remove carried-forward items** 'Outdoor Gym Equipment', 'Community Speed Watch' and 'Public Toilets' from parish council agendas  
**It was agreed** to remove 'Outdoor Gym Equipment', 'Community Speed Watch' and 'Public Toilets' from parish council agendas' carried forward list, until such time as they might be re-considered.
- e) **To agree the use of member-only email addresses (Data Protection requirement)**  
**It was agreed** that members who share an email address would be provided with one for parish council business only; this would be optional for all other members.
- f) **To agree to adopt the revised Data Protection Policy and the new E-mail contact privacy notice**  
**It was agreed** to adopt the revised Data Protection Policy and the new E-mail contact privacy notice.

**18/079 To agree to close the meeting to the members of the public** in accordance with The Public Bodies (Admission to Meetings) Act 1960 to allow for discussion of the following confidential business:  
**To agree** the appropriate changes following 2018 – 2019 National Salary Award.  
 The meeting was closed to the public.  
**It was agreed** to adopt the recommendations of the 2018 – 2019 National Salary Award, backdated to 01/04/2018.

**18/080 Future Meetings and Items for future agendas**  
 Councillors were reminded of meetings to be attended and raised items for future agendas.

- a) WorcsCALC Bromsgrove Area Committee meeting 13/06/2018, 6.30pm
- b) Agents for Spitfire Bespoke Homes Ltd had requested to meet with the parish council; it was thought best to meet in public via an Extraordinary Meeting.
- c) Next meeting to include reference to the Village Team progress.

**18/081 Date and Venue of Next Meeting**  
 Next Parish Council Meeting, Monday 18<sup>th</sup> June 2018, 7pm at St Andrews First School.

This meeting ended at 20:50hrs

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Signed: Chairman, Barnt Green Parish Council

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Date

Minute no. 18/073 (1)  
 Extract from parish council spreadsheet, 01/04/2018 – 15/05/2018.

invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v001/R01	Precept - first half 2018/19	31,220.00			-
v002a	Litter picking & playground checks, MillPark		40.00	-	40.00
v002b	Litter picking & playground checks, BGPF		40.00	-	40.00
v003	Fun Run banners, posters, reg forms		228.00	38.00	190.00
v004	Office electricity		208.61	9.93	198.68
v005	BGPF maintenance, pitch spiking		278.89	46.48	232.41
v006	online mapping tool, annual subscription		36.00	6.00	30.00
v007/R02	Wayleave (Millennium Park)	57.50			-
v008	connection of stand-pipe, Millennium Park		3,166.84		3,166.84
v009a	footpath lighting energy, dusk2dawn		244.78	40.79	203.99
v009b	footpath lighting energy, continuous		12.88	0.61	12.27
v010	Christmas lighting hire		1,092.07	182.01	910.06
v011	Independent Internal Audit for 2017/18		242.40	-	242.40
v012a	Annual play equipment check Mill Park		79.80	13.30	66.50
v012b	Annual play equipment check Mill Park		79.80	13.30	66.50
v013	Office mobile phone		7.06	1.18	5.88
v014a	Park grass cutting		57.00	-	57.00
v014b	Highways verge cutting		28.00	-	28.00
v015	electricity for Christmas lighting 2017		47.86	2.28	45.58
v016	staff pension (March salary)		157.03	-	157.03
v017	staff salary, for April 2018 but at pre-April rate		1,051.16		1,051.16
v018	installation of stand-pipe, Millennium Park		798.00	133.00	665.00
v019	Office landline and broadband		33.98	5.66	28.32
v020	Outdoor Parish Caretaker, April 2018		416.66		416.66
v021	Temporary toilets for Fun Run, March 2018		156.00	26.00	130.00
v022	Footpath lighting monthly retainer, April		264.00	44.00	220.00
v023	Line rental for 12 months		197.88	32.98	164.90
v024/R3	Hire of BG Playing Field, first term	170.00			
v025	Annual CALC & NALC subscription, 2018/19		990.73	147.71	843.02
	sub total for year to date	31,447.50	9,955.43	743.23	9,212.20
invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments NET
v026	BGPC news in The Village, May 2018		180.00	30.00	150.00
v027	Grounds Maintenance at playing field		278.89	46.48	232.41
v028	Outdoor Parish Caretaker, May 2018		416.66		416.66
v029a	Grass cutting, Millennium Park		57.00		57.00
v029b	Grass cutting, Hewell Road verges		28.00		28.00
v030a	footpath lighting energy, dusk2dawn		208.92	34.82	174.10
v030b	footpath lighting energy, continuous		11.87	0.56	11.31
v031	Annual insurance cover		790.33	-	790.33
					-

## Agenda item 18/088 Executive Officer's Report

a) Greenbank parking and verge damage	Papers in the office files dated 2004 show that upon the dissolution of the management company this land reverted to the Crown. The Treasury Solicitor is required to ensure full open market value is obtained for any land it sells. The recommendation to the council at that time was to take no action and continue to maintain the land as if the parish council owned it.
b) Millennium Park water supply	Severn Trent Water started mains connection on 12/06/2018.
c) GDPR progress	This is ongoing. EO attended seminar at County Hall on 12/06/2018 arranged by WorcsCALC.
d) Millennium Park wayleave	See agenda item 18/089 (ii)
e) Annual Audit	The parish council's accounts are currently open to public inspection as required under the Audit and Accountability Act 2014; the opportunity closes on 13/07/2018.
f) Smart Water	Insp Gareth Keyte has arranged for a talk on this topic to be presented to the parish council's meeting 17/09/2018; part of the 'We Don't Buy Crime' scheme.
g) Members' email addresses	All parish council members now use single-person email addresses to which parish council e-correspondence is addressed. This matter will be reviewed at the 2019 Annual Council Meeting in the light of GDPR and the good practice guide that recommends council correspondence is kept separate from personal correspondence.
h) Meeting with land developer	<p>With regard to the request submitted on behalf of Spitfire Bespoke Homes Ltd to meet with the parish council in advance of submitting a planning application, mentioned at the end of the meeting on 21<sup>st</sup> May, the council is to consider the adoption of a policy on how to proceed in such instances at agenda item 18/094.</p> <p>Understandably the developer does not wish to be the subject of an extraordinary meeting, however they would be prepared to attend the next parish council meeting and speak during Open Forum. There would be no expectation of any interrogation or discussion with members and it must be made clear to all attending that this is an opportunity to hear about the plans <u>prior</u> to the public consultation process ie it is not instead of public consultation.</p>
<p>i) Visitors to the parish council office and correspondence received.</p> <p>Members are to identify any items for further discussion at future meeting(s).</p>	<p>A question raised during the meeting held 21/05/2018 related to how queries received into the office are dealt with.</p> <p>The process is that if a resident comes in to the office, or calls or emails, then that is recorded as part of the EO's report to the meeting, along with the subject matter. It is then up to members to take it further unless the matter is of such importance that it is included elsewhere on the agenda. If members do not ask for further investigation, or query the item, then it is not taken forward. However, all comments in to the office are recorded and can be referred to at a later date if necessary. It is not always possible to provide an answer as soon as the question is asked, hence on-going 'work in progress'.</p> <ul style="list-style-type: none"> <li>- Drainage and flooding issues to be forwarded to NWWM</li> <li>- Greenhill to be closed for 3 days from 25/06/2018</li> <li>- Delay to work in Sandhills Lane – no specific date provided but now expected to start in July 2018</li> <li>- Rumours of 3-month road closure, Hewell Road, quashed by Severn Trent Water</li> <li>- Car through hedge, corner Bittell Road / Bittell Farm Road; no-one injured, speed statistics not available.</li> <li>- Invitation to Transport Integration Forum on 27/06/2018 (to be attended by Cllr R Cholmondeley)</li> <li>- BG residents called in to ask if improvements could be made to the stile, fp500 (footbridge over M42). Alvechurch Footpath group have been asked to attend.</li> </ul>

j) Reports to WCC	No new reports since PC meeting 21/05/2018	
k) Items actioned and awaiting response	<ul style="list-style-type: none"> <li>- Installation of raised flower bed: siting agreed with WCC, costs to be ascertained. <b>This item has been altered and will be removed.</b></li> <li>- 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>• Community bus</li> <li>• Blackwell Road litter bin</li> <li>• Barnt Green station lifts</li> </ul>	
m) General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• WorcsCALC weekly updates</li> <li>• Neighbourhood Watch messages</li> <li>• Parish Church weekly newsletter</li> <li>• WCC weekly roadworks reports</li> <li>• BDC weekly planning lists</li> <li>• Clerks and Councils Direct</li> </ul>	<ul style="list-style-type: none"> <li>• PCC monthly update</li> <li>• Wellbeing in Partnership</li> <li>• Lickey Hills Society newsletter</li> <li>• BDC minutes - various committees</li> <li>• Various play equipment sales flyers</li> <li>• MP's monthly update</li> </ul>

# Environment Committee Meeting

Monday 11<sup>th</sup> June 2018 at 10.00am in  
the Parish Council office, 80 Hewell Road, Barnt Green, B45 8NF.

<b>DRAFT MINUTES</b>	
<b>Members Present In attendance</b>	Cllrs R Briggs (Chairman), R Cholmondeley, J Jellie Sarah Milburn for Keep Bromsgrove Beautiful Gill Lungley, Executive Officer
<b>E18-01</b>	<b>Apologies</b> Apologies were received from Cllr J Jagger
<b>E18-02</b>	<b>Declarations of Interest</b> None
<b>E18-03</b>	<b>The meeting was adjourned for:</b> <b>a) Presentation:</b> Sarah Milburn, who runs the Keep Bromsgrove Beautiful Facebook page, was invited to speak about potential In Bloom campaigns and environmental projects her volunteer network are involved in and would like to develop. Sarah was asked to provide information for the next newsletter to see if there would be local interest in setting up regular litter-picking events and she would pass on information relating to encouraging wildflower growth to the grass verges. <b>b) Public Question Time</b> Not required.
<b>E18-04</b>	<b>To note the Committee's Terms of Reference</b> Terms of Reference approved by the Council 21/05/2018 were noted along with government guidance on the duty to have regard to conserving bio-diversity. As a new committee, there were no previous minutes to approve.
<b>E18-05</b>	<b>To note the Committee's budget for 2018/19</b> The budget that was allocated as part of the council's overall budget agreed January 2018, was noted.
<b>E18-06</b>	<b>Members considered as follows:</b> <b>a) Change to Parish Lengthsman contract</b> Members noted the change is being imposed by the County Council's manager and requires the Lengthsman to cease clearing out drains. All blocked drains must now be reported to WCC for cleaning. It was suggested that as the county council currently appear to be able to attend to all the drains, this new ruling will cause severe delays in which case perhaps the parish council could hire a gully sucker and do the work independently. <b>b) Parish Lengthsman schedule of work.</b> Members referred to the previously accepted annual schedule of work which the Executive Officer would amend and forward to the Lengthsman. <b>c) Drainage issues</b> Both the Highways Liaison Officer and North Worcestershire Water Management (NWWM) team were aware of the need to improve the ditch on the east side of Cherry Hill Road. It had been suggested this work could be done with the aid of Community Service. NWWM are carrying out a review of flooding 'hot spots'. <b>d) Pollinator encouragement</b> Cllr Cholmondeley had met with Mrs R Banner, the council's representative at a recent county Pollinators' Conference, to discuss sites for encouraging wild flower growth to aid pollinators. This is a long-term project and the possible sites include:

	<ul style="list-style-type: none"> <li>- Part of Barnt Green playing field, corner next to pedestrian entrance</li> <li>- Fiery Hill Road / Kendal End Road junction, next to railway bridge</li> <li>- Entrance to Green Bank, north side.</li> <li>- Railway embankment off Blackwell Road, adjacent to last house (west).</li> </ul> <p>Advice on the suitability of the sites and the types of flower would be sought, including the viability of planting a Worcestershire black pear tree in the parish.</p> <p>e) <b>Review of specific areas of responsibility</b>, including Millennium Park and the Barnt Green Playing Field</p> <p>Cllr Cholmondeley reported on his visit to <b>Barnt Green Playing Field</b> –</p> <ul style="list-style-type: none"> <li>e1 - Entrance gate is covered in too many signs with redundant cable ties;</li> <li>e2 – Hedge/weeds overhanging car park entrance;</li> <li>e3 - Hedge untidy, needs cutting;</li> <li>e4 – Weeds against the fence opposite the car parking spaces need treating;</li> <li>e5 – Some plant growth creeping over the pathway;</li> <li>e6 – Litter bin at north end of field has a broken lid and door doesn't close;</li> <li>e7 – Nettles starting to encroach pedestrian gate at north-end;</li> <li>e8 – Tree is blocking/overhanging the circular path, adjacent to stream;</li> <li>e9 – Grass needs to be strimmed beneath the play equipment;</li> <li>e10 – Dog-waste bin at south-east has no catch / unlocked front.</li> </ul> <p><b>It was agreed</b> to replace the bins, if possible with re-claimed bins from BDC, otherwise new.</p> <p><b>Millennium Park</b> appeared well kept, no issues. Local resident had offered to plant a clematis to grow up one of the trees, and to produce a planting scheme.</p> <p>It was noted that the water supply is to be connected from 12/06/2018.</p> <p>f) <b>Report from Cllr J Jellie</b> (Village Team representative) on village centre parking. There had been a few responses to the survey, with the main suggestions arising:</p> <ul style="list-style-type: none"> <li>- Move the bus stop</li> <li>- Move bollards from Hewell Road pavement</li> <li>- Mark out parking bays and signpost to the rear of Tesco's row of shops;</li> <li>- Impose parking restrictions in Sandhills Lane and Sandhills Road;</li> <li>- Increase parking capacity at the railway station.</li> </ul> <p>Cllr Cholmondeley temporarily left the meeting at this point.</p> <p><b>It was agreed</b> to ask county councillor Peter McDonald if any funding would be available to improve car parking in the village.</p> <p>g) <b>Update on Commuters' Car Park</b> The EO and Cllr P Perry had met the site manager at 'Foxhills' development to review the state of the car park; a record of that meeting was shared with members and is attached.</p> <p>h) <b>Progress report on new Outdoor Parish Caretaker (OPC)</b> The OPC is working within the requirements of the job and provides a weekly report.</p> <p>i) <b>Approval of upkeep to bus shelter</b> (re-varnishing and re-painting) <b>It was agreed</b> to ask the OPC to attend to re-painting etc at the bus shelter.</p> <p>j) <b>Current provision of planters and hanging baskets</b> The hanging baskets have been delivered to those shops that have agreed to care for one this year (33 baskets provided). The planters have yet to be planted out with summer bedding. The northern 3-tier planter has been re-sited to junction of Fiery Hill Road / Kendal End Road, near to the railway bridge.</p> <p>k) <b>Condition of shops' canopy over 28-30 Hewell Road</b> The properties' agent has reiterated that improvements to the canopy over the pavement are to be undertaken later this year.</p> <p>l) <b>Review of footpath lighting</b> Analysis of the project costs are to be undertaken by the Finance Committee.</p>
<b>E18-07</b>	<p>To be aware of various environmental matters:</p> <ul style="list-style-type: none"> <li>a) Abandoned vehicle, Hewell Road, has been reported to Bromsgrove DC</li> </ul>

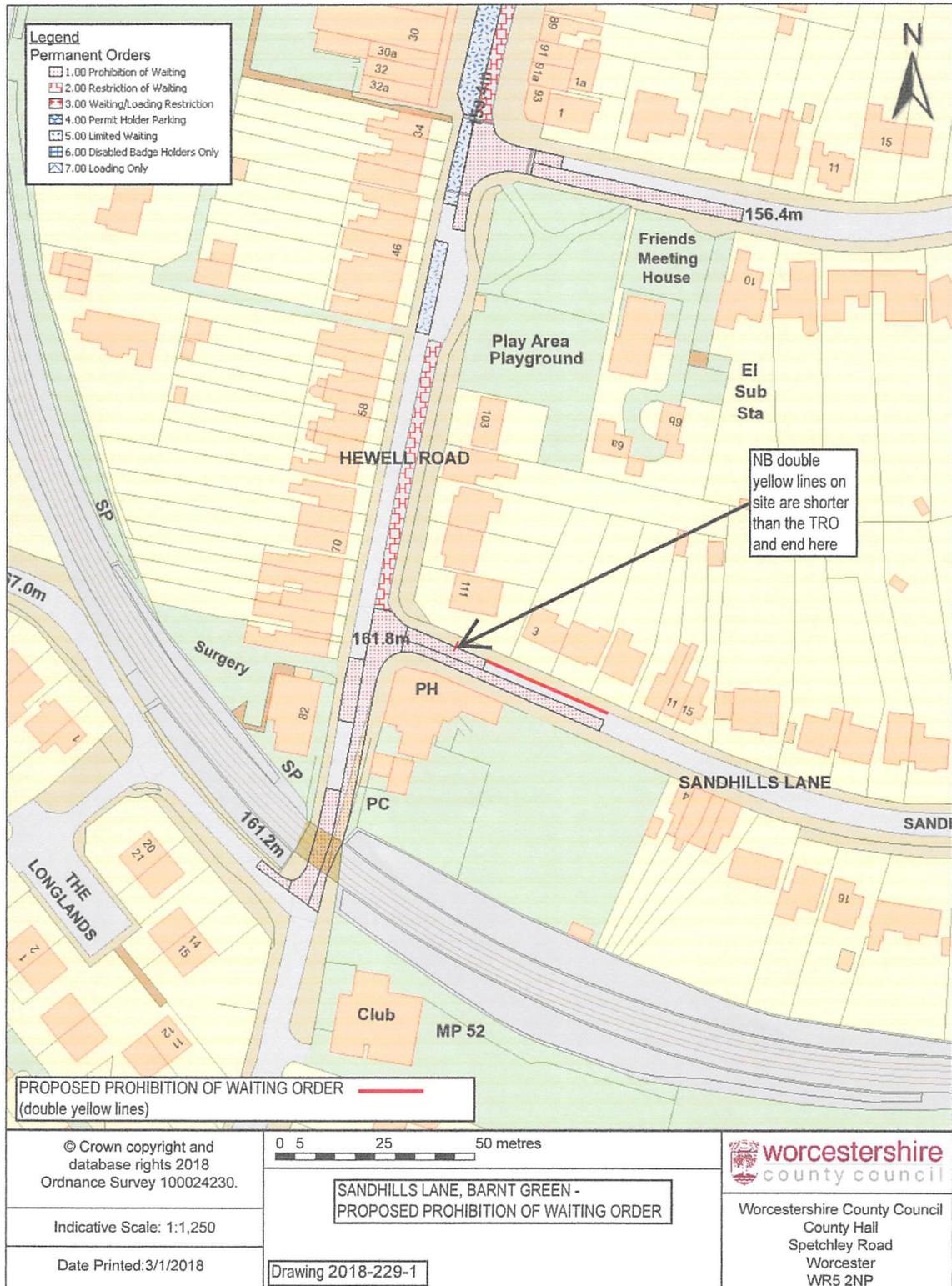
	<p>b) Access to stile at top of footpath no. 500 (leads to bridge over M42) request has been submitted to the Alvechurch volunteers to repair the step. It was suggested Barnt Green could establish a voluntary footpath group to take care of local footpaths similar to the Alvechurch group.</p> <p>c) Highways improvements to include resurfacing of Sandhills Lane</p> <p>d) Resident's wish for improvements to the entrances to the parish to be in keeping with expected standards including the Fiery Hill Road / Twatling Road traffic island triangle. It was suggested this could be included as a site for wildflower planting.</p>
<b>E18-08</b>	<p><b>Councillors' reports and items for future agendas</b> None provided.</p>
<b>E18-09</b>	<p><b>Date and venue of next meeting</b> Monday 10<sup>th</sup> September 2018, 80 Hewell Road.</p> <p><b>This meeting</b> ended at 12.05pm.</p> <p>..... Signed: Chairman</p> <p>..... Date</p>

<p><b>Notes of Meeting at Commuters' Car Park, Fiery Hill Road/Butterwick Close with: Cala Site Manager Phil Brady (PB) Attending: Cllr Phil Perry, Exec Gill Lungley</b></p>		
<b>30<sup>th</sup> May 2018, 12pm</b>		<b>Actions agreed</b>
Reason for Meeting:	The Parish Council expects to assume ownership / responsibility for the car park in August 2018 and is keen to ensure the site is ready. Actual date of handover is to be established by GL.	GL contacted CALA. Richard White is no longer available, contact now is Daniel Forrester, who is on annual leave (as is PA); date to be ascertained ASAP
Points raised:		
1	Hedging exists on 3 sides (south, west and north); it is double-hedging on south and west, but only single and incomplete on north side.	PB to check planting scheme and strengthen hedging on northern boundary if on scheme.
2	There are gaps in the hedging on all sides, where plants have failed / been damaged.	PB to arrange for the gaps to be filled.
3	Weeds are growing under the hedging plants	PB to arrange for weeding.

4	BGPC would like to know what will replace the current CALA hoarding that makes up the western boundary. PB explained it will be part walling up to 1.8m where the other side is car park, and either fencing along the boundary or none (where the house bay windows overlook)	
5	How will the balancing pond be treated? PB explained it is likely to be deep and therefore fenced, but the frontage to Kendal End Road (northern boundary) will not be closed in.	
6	The Housing Association block of flats (nearest to the BGPC car park and Kendal End Road) is likely to be handed over in October; not expected to be fenced in.	

7	BGPC is concerned that because the direction of the footpath between the car park and Fiery Hill Road runs south-west/north-east rather than north-west/south-east, it appears to favour use by residents of Butterwick Close rather than commuters. The car park is not intended to be used by residents, it is intended for use by commuters as agreed with CALA when planning permission was granted.	BGPC agree a footpath is required. PB agreed to retain the footpath and to arrange for it to be re-routed so that it lies between Fiery Hill Road and the car park only.
8	BGPC hopes to install a sign at the entrance stating 'Free Parking for Rail Users' with contact details and asked if there were any underground services to be aware of.	PB to check but advised installers to carry out CAT test prior to installation.
9	Boundary with Kendal End Road, end-part Fiery Hill Road. BGPC is keen to ensure the village entrance looks welcoming. The highways verge is a mess but unlikely to receive any attention from the county council. Would CALA be able to help with rotovating the verge at the same time as their own tract of open land immediately adjacent and sow grass seed there? BGPC also keen to see some sort of floral treatment here and wonders if CALA have any plans?	PB to look into what CALA plan for this site. Appreciates BGPC request for maintenance of environmental standards.
10	CALA are to pay a sum of £30,000 to the parish council for continued maintenance of the site. GL is to ask when this can be expected.	As per email to Daniel Forrester (as 'Reason for Meeting' above)
11	When is the handover date?	As 10 above.

**Agenda item 18/092(b)**  
**WCC proposal to extend double yellow lines, Sandhills Lane**



# BARNT GREEN PARISH COUNCIL

## Protocol on pre-application meetings for development Guidance for councillors and developers

### Preamble

Barnt Green Parish Council recognises that pre-application discussions play an important role in planning applications, and welcomes the desire of many developers to consult both the council and the public more widely. However the council is also aware of the importance of public perception in planning and the critical need to avoid any appearance that the council is conducting secretive negotiations or colluding with developers.

### Predetermination

In all meetings with developers members are reminded of the critical importance of not predetermining their position on any future application, as this could require them to take no part in the discussion. It is noted that expressing a predisposition, for example of either 'welcome in principle' or 'concerns' is permissible.

### Individual members' discussions

Individual members may be approached by developers for informal discussion of possible future applications. Whilst it is left to the individual judgement of members whether to take part in such discussion based on the nature and likely level of controversy of the application, they are advised:

- i. To carefully consider the public perception of such meetings.
- ii. To avoid any appearance of collusion in applications likely to cause controversy.
- iii. To avoid accepting hospitality in connection with such meetings.
- iv. To advise the Chairman, and where possible the council, of such meetings.
- v. Members must not purport to be representing the council at such meetings unless expressly authorised to do so by the council.

### Pre-application briefings

The council is, in general, willing to hold meetings with developers prior to public consultation on the following two conditions:

- i. Full public consultation is either already scheduled or firmly planned.
- ii. The meeting is open to the public to attend and has been reasonably advertised.
- iii. The policy of the council is to not hold private meetings with developers unless there is a necessary and compelling reason that could be justified to the public (for example a strong commercial sensitivity, where a developer wishes to receive an initial steer before deciding whether to progress).

### Pre-application public consultations

The council strongly encourages developers to carry out full public consultation before submitting plans for major developments, on the following basis:

- i. An accessible and convenient venue
- ii. Sufficient publicity to likely interested parties, in good time.
- iii. Appropriate timings to allow as wide a range of people as possible to attend.
- iv. A genuinely open mind and willingness to adapt plans in response to feedback.
- v. In general members are advised not to attend separate private briefings as part of public consultation, but instead to attend with the public.

Signed..... Chairman

This protocol agreed and adopted at the parish council meeting held

Review: June 2020