

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893
07410 906 282

exec@barntgreen.org.uk
www.barntgreen.org.uk



Minutes of the Parish Council meeting held Monday 16th July 2018 at 7.00pm
at Barnt Green Baptist Church hall, Bittell Road, B45 8LU

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

Members absent: Cllr S Whitehand

In attendance Jo Hughes, AgeUK Bromsgrove, Redditch and Wyre Forest
Kathryn Else, Claremont Planning Consultancy
PC Ginder and PCSO Taylor
Peter McDonald, County Councillor Beacon division
Three members of the public
One member of the press (The Village)
Gill Lungley, Executive Officer

18/097 Apologies

Cllr S Whitehand had submitted apologies for non-attendance (family commitment).

18/098 Declarations of Interest:

- All members of the council declared an interest in agenda item 18/108(a) as collectively being responsible for the lease of premises adjacent to the site relating to planning log no. 097 (BDC ref 18/00773) at 82 Hewell Road, in addition to also being a patient of the doctor's surgery at that address.
- Cllr Hotham declared a Disclosable Pecuniary Interest in agenda item 18/108(a), reference planning log no. 097, on the grounds that his spouse is a GP.
- Cllr C Hotham has a standing declaration relating to his role as a member of the District Council's planning committee such that any comment he may make during discussion on planning applications will be preliminary views taking into account the information presently available to the Parish Council. His final views on the applications are reserved until in full possession of all the relevant arguments.

18/099 To consider any dispensations

The Executive Officer had received dispensation requests from Cllrs R Cholmondeley, R Briggs, J Jagger, J Jellie and P Perry requesting they be allowed to stay in the meeting, speak and vote when addressing agenda item 18/108(a) planning log no. 097 (BDC ref 18/00773) at 82 Hewell Road, claiming:

- without the dispensation the number of members unable to participate in the transaction of business would be so great as to impede the transaction of the business,
- and that it would be in the interests of all those living in the authority's area.

It was agreed to grant the dispensations requested.

18/100 Adjournment of meeting to hear from:

a) Jo Hughes, AgeUK Bromsgrove, Redditch and Wyre Forest

As the Marketing Executive, Jo is keen to raise the profile of Age UK BRWF and look at ways in which to improve their engagement with the community to better understand the priorities of local people, and hence better shape the support and services that are provided. Jo asked if there are ways the parish council could help in this delivery. Age UK works closely with Citizens Advice; they are also seeking volunteers to take part in the befriending service.

- b) Katherine Else, Claremont Planning Consultancy on behalf of Spitfire Bespoke Homes Ltd**, spoke about the intention to develop land to the rear of 87 Bittell Road, Barnt Green for residential purposes; the developer would provide a mix of housing including family homes, affordable housing and bungalows. This would be subject to the district council's review of the green belt.
- c) Members of the Public**
No request to speak.
- d) Supporting organisations**, eg Safer Neighbourhood Team, Footpath Warden
As the new local officer for this area, PC Ginder is keen to action things and stamp out burglaries and drugs crime. He is aware of spikes in cases of fraud that are reported, usually regarding telephone calls to vulnerable people who comply with the caller's wishes, usually someone claiming to be from the police or the bank, to reveal their PIN numbers and passwords.
PCSO Stuart Taylor provided the crime statistics comparing Apr/May/June figures to the previous year; the crime rate is very low, but it is known that some crimes are not reported. Shops especially should be encouraged to report shoplifting.
Any suspicions of crime and fraud should be reported; PC Ginder is happy to be contacted via at the Hagley and Rubery Safer Neighbourhood Team - hr.snt@westmercia.pnn.police.uk
- e) Worcestershire County Councillor – Peter McDonald (Beacon division)**
Mr McDonald stated he had nothing to add from the last meeting he attended. He was asked about the Severn Trent test hole works that are ongoing in Hewell Road and whether a date had been fixed for resurfacing Sandhills Lane. He believes the latter will be attended to in September but that the situation with the contractors is not helpful.
- f) Bromsgrove District Councillor - Charles Hotham (Barnt Green & Hopwood)**
Coun Hotham also had very little to report, save that the issue of the appointment of one of the authors of the Hearn report to carry out Bromsgrove DC's green belt review was still undergoing scrutiny.

18/101 Resumption of meeting to adopt previous minutes

The minutes of the Parish Council meeting held 18/06/2018 were agreed and signed.

18/102 Chairman's Report

No report at this time.

18/103 Executive Officer's Report

The Executive Officer reported as follows:

a) Millennium Park wayleave	The land valuation is expected early next week and will be used in negotiating the best outcome via the solicitor.
b) Annual Audit	The audit period closed on 13/07/2018 after which, and before 30/09/2018, the external auditor's report will be published.
c) 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.
d) Upper Bittell Reservoir valve	The Canal and River Trust have finished this project the footpath has been re-opened and site left tidy. The EO will ask for more details on the work that was carried out, for the council's historical records.
e) Network Rail	The project sponsor 04/07/2018 provided information about the electrification project that is currently seeing improvements to allow platform 1 become fully serviceable. The overhead lines are now fully energised and driver training is going well; the start of Bromsgrove passenger services is scheduled for 29/07/2018 with 4 trains per hour serving Barnt Green. Access to All funding has been requested for the 3 lifts, supported by West Midlands Trains. Work is to start on the footbridge at Cofton in September, with likely opening date of December.

f) Commuters' car park	Further landscaping is to be carried out, including planting of trees and hedging in the estate's shared areas and around the car park.	
g) Visitors to the parish council office and correspondence received from which members are to identify any items for further discussion at future meeting(s).	<ul style="list-style-type: none"> - Sandhills Lane/Hewell Road proposed parking restriction, request from resident for justification of parish council's comment and basis for 'health & safety' need; - Resident asking about the car in the hedge on corner Bittell Road/ Bittell Farm Rd - Resident asking if anything can be done about the proliferation of cigarette butts outside The Victoria - Resident notification of broken manhole cover in grass verge, Kendal End Road. - 'Welcome to Blackwell' sign found in Sandhills Lane, referred to WCC to collect; - Informal advance notification of Severn Trent Water mains renewal work in Oakdene Drive area starting mid-2019 (approach made by Amey to find venues for holding public exhibition of work to be carried out). - Request from resident for the village centre planters to be well cared for. - Unity Trust Bank re eligibility for Financial Services Compensation Scheme; to be eligible the council's annual budget must be less than £442,649.77. Confirmed. - WorcsCALC minutes of Bromsgrove area meeting held 13/06/2018 - BDC - Energy Advice Clinics 21/06/2018 and 13/09/2018 - BG Sports club seeking information on funding support - Elgar archives petition - CPRE - support anti-fracking petition and Campaigns Update - Network Rail alert to neighbouring properties of ongoing work to platform 1 - Highways England notice of M42 works between j3a - j7 (night-time working) - CPRE Annual information and invite to AGM on 14/07/2018 - Notification of a recycling bin that is a nuisance in car park behind Tesco's - BDC seeking new members for the district's Independent Remuneration Panel (posters for distribution) - The Digital Local Council, newsletter 	
h) Reports to WCC	<p>Re-reported ref 521534 broken manhole cover in Kendal End Road verge between bus shelter and driveway to Barnt Green Inn, still broken; ref 554185. Ref. 542516 response: never been chevrons at Bittell Road corner location, only reflective bollards.</p> <p>Ref. 542518 response: missing reflective bollards Bittell Farm Road are to be replaced.</p> <p>Ref. 554017, missing bollard outside Acorns, Hewell Road.</p>	
i) Items actioned and awaiting response	<ul style="list-style-type: none"> - Barnt Green cricket club yet to provide pictures of benefit of grant funding 	
l) Items carried forward	<ul style="list-style-type: none"> • Community bus • Blackwell Road litter bin 	
m) General correspondence received and circulated to members	<ul style="list-style-type: none"> • WorcsCALC weekly updates • CALC request for representatives • Neighbourhood Watch messages • Parish Church weekly newsletter • WCC weekly roadworks reports • BDC weekly planning lists 	<ul style="list-style-type: none"> • PCC monthly update • Wellbeing in Partnership • BDC minutes - various committees • Various play equipment sales flyers • MP's monthly update • NALC newsletters
n) overgrown hedge	A letter had been sent to the proprietor of Sandhills Day Nursery asking them to cut back the hedge in Sandhills Lane which was impeding pedestrian passage.	
o) Severn Trent Water	STW were to carry out test holes in Hewell Road, w/c 16/07/2018 to ascertain the need for improvements to the main water supply. No date has yet been provided for that improvement work but STW have undertaken to keep everyone well informed and will hold an exhibition of their plans in due course.	
p) Calendar	An approach has been made to the Parish Council to make use of archive photographs in a 'Then and Now' style calendar to be sold from the village centre with proceeds to benefit local charity/ies.	

18/104 Finance

- (i) Members noted the current financial position and bills for payment, see below p203.
- (ii) To be advised of any expenditure decisions taken by the Executive Officer
 - Appointment of surveyor to provide valuation for wayleave negotiations at Millennium Park, £500.
- (iii) To appoint a member to carry out the quarterly book-keeping check for the first quarter of 2018/19 financial year
 - Cllr P Perry volunteered to undertake the quarterly book-keeping check.
 - Members noted the last quarter's check had been completed.

18/105 Committee, Working Party and Members' reports on meetings attended

a) Planning Committee – meeting held 25/06/2018

Members noted the draft minutes.

It was agreed to delegate to the Planning Committee the appointment of professional services to move forward with the Barnt Green Neighbourhood Plan and the budget to do so; costs to be supported via Locality funding and earmarked reserves of up to £7,500

b) Finance and General Purposes Committee – meeting held 09/07/2018

Members noted the draft minutes.

It was agreed, with regard to the committee's Terms of Reference, to reduce the upper limit of £20,000 to £5,000 for delegated spending authority in an emergency.

c) WW1 Working Party

Cllr J Jellie reported on a meeting she had with 3 residents who had an interest in the Armistice 100 commemoration. It was hoped to mount an exhibition of information relating to the 7 WW1 names on the Barnt Green war memorial on 8th / 9th November. Other suggestions from the Working Party included:

- although funding to support installation of the 'There But Not There' silhouettes had now ceased it was not yet known if St Andrews Church was keen to host any;
- purchase of a plaque to fix onto one of the brick pillars into Millennium Park;
- link with the first school to produce 'memory boards' and arrange a visit with representatives from Troop Aid;
- purchase and install a flagpole in Millennium Park (cost would be £1,100 for 6m pole and flag) with an explanation link to the Armistice centenary;
- plant a Worcester black pear tree in the park;
- make water available for drinking in the park via water fountain.

d) West Midlands Transport Integration Forum held 27/06/2018

Cllr Cholmondeley reported on the forum held with West Midlands Trains where he took the opportunity to promote Barnt Green station's needs. It was noted a sign is needed on the station directing alighted passengers to the village centre.

18/106 Events

a) Barnt Green Annual Fun Run – Sunday 24th June –

Cllr Hotham, who had marshalled at the event, reported on an enjoyable event and Cllr Cholmondeley was pleased with its success despite competing sports-related events such as the football world cup. The EO was asked for a report from the Barnt Green Chuggers.

b) Dates of other 2018 events: Community Walk 22/09/2018, Christmas Lights-On 01/12/2018, Wassail Walk 27/12/2018

c) Next Year – it was agreed plans would need to be started for next summer's event.

18/107 Environment & Community Wellbeing

- a) 'Christmas' tree on corner of Hewell Road/Sandhills Road

It was agreed to remove the evergreen tree on the corner of Hewell Road / Sandhills Road due to interference with overhead lines and obstruction of drivers' sight lines subject to appropriate costs to be agreed at the next meeting.

18/108 Planning

Cllr J Jellie left the meeting

- a) Members responded to the following consultations

Log no.	BDC ref	Site Address	Proposed development
096	18/00708	Windy Ridge, Aqueduct Lane B48 7BS	Annex to existing dwelling
PC comment: The Parish Council has concerns about the size of this proposal which may exceed the 40% increase over the original footprint of the property. Also concerned about the 'yes' tick on the CIL additional information form stating the application is for 'one or more new dwellings'. The proposal looks as if it is adding another dwelling, rather than a simple annex.			

Having declared a Disclosable Pecuniary Interest in the next item, Cllr C Hotham left the meeting.

All those members remaining in the meeting had been granted a dispensation to stay, speak, and vote.

097	18/00773	Barnt Green Surgery, 82 Hewell Road, B45 8NF	The installation of 2 Portakabin buildings to serve as consulting rooms, linked into existing surgery
PC comment: The Parish Council supports this application. Members are aware of the high demand for doctor's services and the lack of accommodation at this surgery. As a short-term solution this would be a good compromise. The Parish Council would point out that sufficient space must be retained in the car park to ensure vehicles can exit the premises in forward gear.			

Cllr C Hotham re-joined the meeting.

b) The Alvechurch Parish Neighbourhood Plan

The Alvechurch Parish Neighbourhood Plan had been submitted to the Planning Authority (Bromsgrove District Council) and was open to consultation until 10/08/18.

It was agreed to make no comment at this time.

18/109 Administration, Governance and Consultations

- a) The following policies were presented for ratification:

109a/1 **Document Retention:** is work-in-progress and not ready for ratification.

109a/2 **Freedom of Information:** this was not ratified due to

- i) a query about whether to include reference to redaction of information where provision of un-redacted information may conflict with data protection principles;
- ii) slight modification to wording to clarify the parish council office would endeavour to acknowledge receipt of FOI request within 5 working days;
- iii) slight modification to wording to clarify the parish council office would endeavour to advise the applicant within 5 working days that the request was sufficiently clear to enable the provision of a full response.

109a/3 **Press, Media and Social Media**

It was agreed to adopt this policy with the following amendments:

Part 1, s 16 would state "Councillors or staff cannot communicate their personal views whilst acting in their official capacity, thus councillors are not permitted to use their title 'Councillor' and staff are not permitted to use their job title when communicating in a private capacity.

Part 2, s4 third bullet point would state "Not contain content knowingly copied from elsewhere for which we do not own the copyright unless quoting the source"

109a/4 Balances and Reserves

It was agreed to adopt this policy.

b) Casual Vacancy

Members noted the current casual vacancy due to the resignation of Sam Harris. The official notification period ends on 20/07/2018.

c) Parish council meeting in August

The Chairman had requested to cancel the meeting scheduled for 20th August. **It was agreed** to continue with that date only if the business plan for the commemoration of the Armistice centenary was ready for discussion. Other options would be considered including to meet 3rd September, not 17th September, then 15th October.

d) Next issue of The Bulletin

Members noted the Bulletin was due to distribution w/c 27/08/2018

e) Consultation re Bromsgrove DC's Statement of Licensing Policy

Members noted this consultation but had no comment to forward.

18/110 Future Meetings and Items for future agendas

No input.

18/111 Date and Venue of Next Meeting

Next ordinary meeting will be as discussed at minute no. 18/109(c) above, starting at 7pm at Barnt Green Baptist Church

This meeting ended at 21:25hrs.

Signed..... Date.....

Bank reconciliation to 30/06/2018

Bank Reconciliation as at 30/06/2018			
Cash in hand at 1 April 2018			
Unity Bank current account	2,240.80		
Unity Bank deposit account	21,173.41		
Cambridge Building Society	54,801.13		
Opening bank balances		£78,215.34	
Add pocket	200.00		
Less unrepresented cheques	-1,721.89		
Opening Cash Book balance		£76,693.45	
Add receipts between 1 April - 30 June 2018	31,467.33		
Less payments between 1 April - 30 June 2018	-18,330.18		
Cashbook balance at 30 June 2018		£89,830.60	A
Cash in hand per bank statements at 30 June 2018			
Unity Bank current account	2,204.45		
Unity Bank deposit account	34,583.24		
Cambridge B/S	54,801.13		
Pocket	200.00		
Less unrepresented cheques, as list below	1,958.22		
Bank balances at 30 June 2018		£89,830.60	B

Minute no. 18/104(i)

Excerpt from parish council spreadsheet for
end June, part July 2018

v048	PAYE & NI, first quarter		661.81		661.81
v049	Footpath lighting monthly retainer, June 2018		264.00	44.00	220.00
v050	Office broadband and office phone, June 2018		15.99	2.66	13.33
v051	Office mobile phone, June 2018		5.00	0.83	4.17
					-
	subtotal for month, June 2018	-	4,871.10	175.96	4,695.14
	Total for year to date to 30/06/2018	31,447.50	18,312.18	1,081.24	17,230.94
invoice ref	Description	Receipts	Payments Gross	Payments VAT	Payments NET
v052	traffic cones for fun-run		114.00	19.00	95.00
v053	Outdoor Parish Caretaker, June 2018		416.66	-	416.66
v054	Grounds Maintenance at playing field		278.89	46.48	232.41
v055	printing posters and entry forms for fun run		108.00	18.00	90.00
v056	energy to office premises, quarter 2		128.48	6.11	122.37
v057a	footpath lighting energy, dusk2dawn		230.60	38.43	192.17
v057b	footpath lighting energy, continuous		12.50	0.59	11.91
v058	First aid support at Fun Run		146.88	24.48	122.40
v059a	Plants for planters and planting		519.00	86.50	432.50
v059b	hanging baskets		678.30	113.05	565.25
v060	legal fees re wayleave		100.00		100.00
v061	Millennium Park grass cutting, June		114.00	-	114.00
v061	Hewell Road grass verges		28.00		28.00
v062	Office mobile phone, June/July 2018		5.00	0.83	4.17
v063	Staff pension, June 2018		168.14		168.14
v064	Staff salaries, July 2018		1,098.53		1,098.53
					-
					-
	subtotal for month	-	4,146.98	353.47	3,793.51
	total for year to date	31,447.50	22,459.16	1,434.71	21,024.45

Barnt Green Parish Council, 80 Hewell Road, Barnt Green B45 8NF
Tel: 0121 447 9893 / 07410 906282 | exec@barntgreen.org.uk