

# BARNT GREEN PARISH COUNCIL

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## DRAFT

**Minutes of the Parish Council meeting  
held at Barnt Green Parish Council Office, B45 8NF**

**on Monday 20 January 2020 at 7.00pm**

**Members present:** Cllrs R Cholmondeley, C Hotham, P Perry, S Whitehand, J Nilsson, J Jagger and O Polton from 19:15

**In attendance:** A representative of The Village magazine  
Executive Officer, Tracy Bodley  
1 Member of the public

**19/145 Apologies**  
Cllr Rone-Clarke

**19/146 Declarations of Interest:** Councillors were 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.

- 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 would not amount to pre-determination.

No other declarations were received.

**19/147 To consider any dispensations**  
No dispensation requests had been received.

**19/148 Open Session - Participation to hear from:**

**a) Members of the Public –**

A member of the public made representation from the residents of Greenbank regarding the parking problems in the road. He reported that he had written several times to the local press and forwarded photographs of the damaged grass verge and accessibility issues. Predominantly related to school drop off/collection times, it was reported that there is also an issue with long stay parking from rail commuters. There were also reports of damage to vehicles.

Suggestions from residents include:

- Installation of retractable or permanent bollards
- Extension of the double yellow lines
- Issuing parking permits to residents
- Installation of 'no parking' signs

Cllr Hotham stated that it needs to be established if the land is adopted highway. If it is then as most residents benefit from off road parking then parking permits would not be approved.

Cllr Cholmondeley stated that all highways issued needed to be reported by the residents directly to Worcestershire County Councillor Peter McDonald.

RESOLVED: That an investigation to determine if the road was adopted highway would take place with the outcome reported to the resident.

- b) **Supporting organisations**, e.g. Safer Neighbourhood Team – None present
- c) **Worcestershire County Councillor** – Peter McDonald (Beacon division)  
Not Present
- d) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)  
Cllr Hotham reported that from April 2020, the policing areas would change. The Barnt Green policing area would be moved into the Alvechurch area whereas currently it was under the Rubery area for policing.  
Cllr Hotham stated that attendance at the Annual Parish Council Meeting may be accepted if an invitation was sent.  
Planning Review matters – It was reported that the annual cost amounted to £300,000.  
BDC Council Tax – The likely increase for Barnt Green residents on 20/21 council tax would be 2%.  
Barnt Green Waters Meeting – Following attendance at the recent meeting on water quality, it was reported that the reservoir is now at full capacity but there is still a phosphate problem and possible sewage leak. There is a current issue with the number of cormorants exhausting stocks of medium sized fish.

**19/149 To adopt previous minutes**

- a) To approve adoption of the minutes of the Parish Council meeting held 18/11/2019  
**AGREED**

The minutes of the Parish Council meeting held 18/11/2019 were approved as an accurate record of the meeting and signed by the Chairman.

**19/150 Chairman’s Report**

The Chairman asked for it to be noted that the stile leading up to the motorway footpath bridge had been replaced by a kissing gate.

The Chairman also reported that an email had been received from a resident concerning the brook and asked the EO to make enquiries with Thomas Curwell of North Worcestershire Water Management regarding the water source and making residents aware of their responsibilities on clearing the brook if it runs through their land.

**19/151 Policy and Documents Review**

- a) **Complaints Policy – January 2020.**

This has been updated requiring council approval and signature.

- b) **Community Engagement Strategy.**

This newly created document required adoption and signature by the Chairman. As part of the CiLCA qualification it is recognised that the main aim of any first-tier local council should be to provide quality services to improve the life of village residents. It is therefore imperative that the council adopt an appropriate strategy to engage with its community.

- c) **To review the Policy Review Calendar 2020/2022.**

<p>RESOLVED:</p> <ol style="list-style-type: none"> <li>1. That the Complaints Policy 2020 be approved and signed by the Chairman.</li> <li>2. That the Community Engagement Strategy be adopted and signed by the Chairman.</li> <li>3. That the Policy Review Calendar 2020/2022 be noted.</li> <li>4. That all the reviewed policies would be placed on the council’s website.</li> </ol>
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**19/152 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 previous council meeting.

<p>a) Station</p>	<p><b>Lifts</b> – An update was received regarding the funding process of the installation of station lifts. It was reported that following successful progress of investment papers through Network Rail's investment process, consisting of the DfT's investment process and the joint programme/portfolio boards, as of 14<sup>th</sup> January the officer at DfT was still awaiting the outcome between senior civil servants and Network Rail Directors regarding if any funding can be found within Network Rail for progressing the Barnt Green Lifts project.</p> <p>There is uncertainty that these funds exist, hence the application for funds through the DfT 'enhancements pipeline'. If the outcome of the discussions confirm that funding is available, Ministerial and Treasury approval will be sought.</p> <p>Meanwhile the project team await in readiness to lead the design and award the contract.</p> <p>Cllr Cholmondeley reported that he had requested a meeting with MP Sajid Javid but as yet had not received a response and was due to attend a meeting of the Bromsgrove Equalities Forum so would update them accordingly.</p> <p>Cllr Hotham asked for clarification on if the reported work from both Network Rail and DfT was in parallel or sequential.</p> <div data-bbox="619 1108 1437 1355" style="border: 1px solid black; padding: 5px;"><p>RESOLVED:</p><ul style="list-style-type: none"><li>i) That further clarification would be sought on the perspective of the multi-agency liaison.</li><li>ii) That a small group be formed to strategise a way forward.</li></ul></div> <p><b>Improvements</b> – The station Manager has reported that she has been liaising with Richard Brooks and WMT Property Team regarding the various improvements suggested at the parish council meeting in September 2019.</p> <p>It is reported that WMT are continuing to investigate matters raised, including moving the self-serve ticket machine on platform 3 over to the entrance area on platform 1 and installation of a lockable noticeboard.</p> <p>The installation request for a cycle rack on platform one was also investigated, however due to the limited width of the platform this will not be possible.</p> <p>It was further reported that some items may take time to come to fruition, however it is advised that WMT are working to try and address as many issues raised as possible.</p>
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	<p>Cllr Cholmondeley was disappointed that there was no mention of installation of PA announcements and a screen on platform 1.</p> <p>RESOLVED: That the EO would report back accordingly.</p>
b) Scribe Accounting Software	<p>It was reported that under consultation the Chairman and using delegated authority the parish council has subscribed to Scribe accounting software specifically designed for parish and town councils. The cloud-based software has complex security firewalls and is compliant with both external audit and HMRC legislation.</p> <p>RESOLVED: That the report was noted.</p>
c) Prohibition of Wating Order – Hewell Lane	<p>It was reported that notification had been received from WCC proposing to extend the existing ‘Prohibition of Waiting at Any Time’ restrictions on Hewell Lane from its junction with Fiery Hill Road.</p> <p>The implementation of double yellow lines will prevent parking, aiding visibility, preventing, congestion and ensure a safe free flow of traffic. The proposals have the support of the local member, County Councillor Peter Mcdonald with comments welcomed as part of the consultation process.</p> <p>RESOLVED: That BGPC would welcome the proposal to extend the existing ‘Prohibition of Waiting at Any Time’ restrictions on Hewell Lane from its junction with Fiery Hill Road.</p>
d) BDC Rapid Electric Vehicle Charger project update	<p>RESOLVED: That the report was noted.</p>
e) Internal Auditor visit – DKE Audit Services	<p>RESOLVED: That the report was noted.</p>
f) RoSPA Inspection – Playing Field and Millennium Park	<p>RESOLVED: That the report was noted.</p>
g) Public Path Order	<p>It was reported that a letter had been received from WCC regarding the consultation of the public footpath proposal via the constructed footbridge.</p> <p>Members were asked to submit comments to revert to the Mapping Officer.</p> <p>RESOLVED: That the public footpath proposal be approved.</p>

### 19/153 Finance

- (i) To note the current financial position and bills for payment

RESOLVED:

- a. That the current financial position was noted.
- b. That the list of payments was agreed.

- (ii) To be advised of any expenditure decisions taken by the Executive Officer.

The Monzo (Petty Cash) reconciliation requesting authorisation to top up the balance to the agreed sum of £200.00 was authorised in December. Top Up request £181.20

RESOLVED: That authorisation of top up of the Monzo card (Petty Cash Purchases) was noted.

- (iii) To receive budget recommendation from Finance and General Purposes Committee 06/01/2020

RESOLVED: That budget recommendations from the Finance and General Purposes Committee be approved.

- (iv) To approve the precept for 2020/21 of £64,000 (Band D impact of £62.47pa)

RESOLVED:

1. That the recommendation that the 20/21 precept be set at £64,000 (Band D impact of £62.47pa) be approved.
2. That the BDC Precept form be signed by the Chairman and countersigned by the EO.

#### 19/154 Committee, Working Party and Members' reports on meetings attended

- a) **Finance and General Purposes Committee** meeting held 06/01/2020 to receive minutes.

- i) Commuter Car Park - At the Finance and General Purposes Committee meeting the contract was signed by the Chairman and Vice-Chairman.
- ii) Wayleave – At the Finance and General Purposes Committee meeting the lease agreement between Cadent Gas and Barnt Green Parish Council was approved.

RESOLVED:

1. That the minutes of the Finance and General Purposes Committee be approved for adoption
2. That ratification of the previously signed Commuter Car Park contract was undertaken.
3. That Ratification of the Wayleave agreement was undertaken.

#### 19/155 Events

- a) Christmas Switch On – To receive feedback

The event was well received with only minor matters arising;

- i) It was considered that the location of the children's choir would be better suited in Millennium Park rather than in the archway facing out as this limits possible risk to onlookers spilling out onto Hewell Road.
- ii) The grassed area in Millennium Park was extremely muddy and it was thought that temporary flooring could be installed to eliminate this problem for future events. If purchased by the parish could then storage may be an issue.

RESOLVED: That options would be sourced for a secure vandal proof and aesthetically pleasing storage shed/unit.

- b) Christmas Best Shop Window Competition

It was reported that the competition winner was Bliss Estate Agents who were awarded a trophy and certificate.

It was thought that in future events all shops would be considered for judging without the necessity to sign up for entry to encourage wider participation

RESOLVED: That the report was noted.

- c) **Wassail Walk** - To receive feedback.  
The event was well received with over 120 participants.

RESOLVED: That it be approved that if donations at the event did not cover the costs then BGPC would meet these costs up to the sum of £100.00.

## 19/156 **Environment & Community Wellbeing**

- a) **Smart Water Project Update**  
176 registrations have been recorded in total.  
Door Knock registration – New dates would be considered for second/third week of March.  
These sessions would be carried out by councillors, the ‘We don’t Buy Crime’ Co-Ordinator and the local Community Support Officer.  
Further publicity would include an article in the spring edition of ‘The Bulletin’ and the installation of banners.

RESOLVED:

- i. That Cllrs would make themselves available for ‘door knock’ sessions.
- ii. That suggested dates would be between the second/third week of March
- iii. That the SmartWater article would be placed on the front cover of ‘The Bulletin’.

- b) **Butterwick Close – Gated access / public highway**  
Cllr Hotham reported that he met on site with BDC Planning Officers who since have wrote to Cala Homes expressing that they wish to arrange a meeting. A reminder has also been sent in the new year chasing up the lack of response from Cala.

RESOLVED: That the report was noted.

- c) **Tiered Planters**  
It was reported that a meeting was held between the contractor, Cllr Hotham and the EO. It was agreed to plant Surfinia Petunias in both tiered planters to enable a voluminous trailing display. The Outdoor Parish Caretaker has agreed to increase summer watering and although having an impact to the budget this has been accounted for in the 2020/2021 budget provision.

RESOLVED: That the report was noted.

- d) **Village Sign**  
A report was circulated detailing the proposal of the installation of a village sign. Cllr Nilsson wished to table the proposal as he thought that it was a nice focal point for the village centre that would promote community pride.  
Cllr Cholmondeley stated that as Barnt Green was a relatively new settlement he was unsure if it was fitting and appropriate to have traditional village sign.  
Cllr Perry stated that possible artwork could include the Barnt Green Inn or the railway bridge.

Cllr Polton remarked that she had contact details for a blacksmith specialising in bespoke metal ware.

Cllr Cholmondeley added that a taxpayer may ask the question why is the council spending money on such folly?

RESOLVED: That a decision would be carried over until the following parish council meeting on supply of rough artistic impressions from the associate of Cllr Polton.

**e) Parking problems at the end of Greenbank**

It was reported that the damaged verge has been rectified by another agency therefore eliminating the need for further debate on the subject, however it was remarked that similar damage to other verges within the village had been reported and photographs circulated demonstrating the condition of verges on Bittell Road. A request for pollinating trees to be planted was suggested by the complainant. It was considered that if BGPC were to carry out any repairs then a precedent would be set implying that the parish council would carry out verge repairs village wide.

RESOLVED: That a response would be given to residents to canvass Worcestershire County Councillor Peter McDonald in order that verge repairs were carried out by the appropriate agency.

**19/157 Planning Applications**

a) Members' response to the following consultations:

BDC ref	Site Address	Proposal
19/01566/FUL	Westmead, Aqueduct Lane	Proposed two storey extension and re-modelling works to Westmead
<p><b>BGPC Recommendation:</b></p> <p>Approval subject to comments made by the Conservation Officer</p>		
19/01501/FUL	67 Fiery Hill Road	Alterations and Extensions to Dwelling house and Replacement Carport
<p><b>BGPC Recommendation:</b></p> <p>Approval subject to submission of a satisfactory conservation area report.</p>		

**19/158 Future Meetings and items for future agendas**

- a) Councillors were reminded of meetings to be attended and asked to use the opportunity to raise items for future agendas.
- i) Storage Shed/unit
  - ii) Adoption of Butterwick Close - Update from WCC

**19/159 Date and Venue of Next Meeting**

Next Parish Council meeting will be Monday 17/02/2020, 7pm at the Parish Office

This meeting ended at 20:49hrs

Signed:..... Date.....  
 Chairman, Barnt Green Parish Council 17/02/2020

## Excerpt from the Financial Spreadsheet for January Payments

How Paid	Description	Payments Gross	Payments VAT	Payments Net
DD	Pension Contributions	239.55		239.55
DD	Office Landline, broadband and calls	45.42	7.57	37.85
DD	Continuous footpath lighting energy	13.90	0.66	13.24
DD	Dusk to dawn footpath lighting energy	280.80	46.80	234.00
DD	Office Energy 28 Sep - 07 Jan 20	168.01	8.00	160.01
SO	December Retainer, footpath lighting maintenance	264.00	44.00	220.00
SO	Grounds Maintenance at playing field	278.89	46.48	232.41
BACS	Outdoor Parish Caretaker Dec 2019	416.66	-	416.66
BACS	Replace Damaged Street Lamp - 81 Bittell Road	428.10	71.35	356.75
BACS	Replacements lamps - Sandhills Rd, Poplar Dr, Margesson Dr	412.44	68.74	343.70
BACS	January Salary	1,705.78	-	1,705.78

## Current financial position (bank reconciliation to 31 December 2019)

<b>Bank Reconciliation 31st December 2019</b>			
<b>Cash in hand at 1 April 2019</b>			
Unity Bank current account	1,066.56		
Unity Bank deposit account	22,465.64		
Cambridge Building Society	55,212.14		
<b>Opening bank balances</b>		£78,744.34	
Less unpresented cheques	360.00		
<b>Opening Cash Book balance</b>		£78,384.34	
<b>Add receipts between 1 April - 31 Dec 2019</b>	91,979.26		
<b>Less payments between 1 April - 31 Dec 2019</b>	75,300.55		
<b>Cashbook balance at 31 Dec 2019</b>		£95,063.05	<b>A</b>
<b>Cash in hand per bank statements at 31 Dec 2019</b>			
Unity Bank current account	309.39		
Unity Bank deposit account	39,541.52		
Cambridge B/S	55,212.14		
less unpresented payments, as list below			
<b>Bank balances at 31 Dec 2019</b>		£95,063.05	<b>B</b>

A - B = £0.00

## Petty Cash Monzo Bank Reconciliation (December 2019)

<b>Monzo Reconciliation as at 03/12/2019</b>			
Date		Expenditure	Deposit
	Opening Balance		£ 4.47
18/11/2019	BGPC Top Up		£ 195.53
			£ 200.00
03/12/2019	Vista Print - Wassail Walk Flyers	£ 31.20	
03/12/2019	Cash Withdrawal - Payment for Chairman's Buffet	£ 150.00	
	Total	£ 181.20	
	Balance		£ 18.80
	<b>Top up Authorisation Request</b>	<b>£ 181.20</b>	