

# BARNT GREEN PARISH COUNCIL

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## Minutes of the Parish Council Online meeting on Monday 22 June 2020 at 10.00am

**Members present:** Cllrs R Cholmondeley, C Hotham, P Perry, J Nilsson, and S Whitehand

**In attendance:** Executive Officer, Tracy Bodley

### 20/011 Welcome by the Chairman

Members were thanked for their attendance at the second online parish council meeting since the Covid-19 lockdown.

### 20/012 Apologies

Cllrs Polton, Jagger

### 20/013 Declarations of Interest: Councillors were 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) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

No declarations were received.

### 20/014 To consider any dispensations

No dispensation requests had been received.

### 20/015 To adopt previous minutes

To approve adoption of the minutes of the Parish Council meeting held 21/05/2020

#### **AGREED**

The minutes of the Parish Council meeting held 21/05/2020 were approved as an accurate record of the meeting and signed by the Chairman.

### 20/016 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

- a) **Volunteers Policy and Procedure** – To comply with insurance regulations and to recognise the Council's duty of care to its volunteers, a newly created policy to encompass protecting both the council and the volunteer was circulated for approval. A draft copy of the Pollinating Group Volunteer Risk Assessment was also provided for approval.
- b) **Guidelines for Staff, Volunteers and Councillors** - The guidelines being updated will accompany the Volunteers Policy and Procedure and will be issued to volunteers signing up to carry out voluntary work.
- c) **Protocol on Preapplication Meetings for Major Developments** – The policy having been updated to include statements from the National Planning Policy Framework and additional information relevant to the current National Guidelines required approval and signature by the Chairman.

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**d) Councillor Vacancies and Co-Option Procedure** - The policy and application form, requiring approval and signature by the Chairman, had revisions and additional information included to allow interested candidates to gain a better understanding of the procedure.

**e) Vexatious Requests and Complaints Policy** - The policy had been created to address an increased frequency in vexatious and repeated complaints made toward the council, its staff, and contractors. Demonstrating the procedure to follow should habitual requests be received the policy required adoption and signature by the Chairman.

**RESOLVED:**

- i) That the Volunteers Policy and Procedure be approved and signed by the Chairman.
- ii) That the Guidelines for Staff, Volunteers and Councillors be approved and circulated as part of the Volunteer Recruitment Pack.
- iii) That the Protocol on Preapplication Meetings for Major Development be approved and signed by the Chairman.
- iv) That the Councillor Vacancies and Co-Option Procedure be approved and signed by the Chairman.
- v) That the Vexatious Requests and Complaints Policy be adopted and signed by the Chairman.

**f) Death of a Senior National Figure – Operation London Bridge Protocol**

The protocol being circulated in draft format required approval of recommendations. Council members were asked to consider how the village would wish to pay respect on the death of a Senior National Figure.

An action grid circulated highlighted items that required consideration and approval prior to the adoption of the procedure.

**RESOLVED:**

- i) That the Mourning Protocol be approved.
- ii) That the Flag Flying volunteers would be Cllrs Perry and Hotham.
- iii) That the flag equipment be kept in the new shed when it arrives.
- iv) That Cllr Perry would draft a 'How to' Guide to raising the flag to be kept with the flag paraphernalia.
- v) That the Parish Council will give a Proclamation within the village but would consult local Church Seniors for its consideration.
- vi) That 1 x Book of Condolence will be located in the Parish Council Office with a sign stating opening hours.
- vii) That Condolences received via the Website would be printed and added to the pages of the hard copy Book of Condolence.
- viii) That the site for the laying of flowers underneath the large oak tree located in Millennium Park be approved.
- ix) The expenditure for black ribbons, armbands etc. be approved and stored in the Parish Council Office. The location of this would be detailed in the final protocol to be approved.
- x) That the content for the website be drafted by the EO for subsequent approval.
- xi) That the Letter of Condolence be drafted by the Chairman and a copy held on file along with the final protocol to be approved.
- xii) That a downgraded formal mourning protocol be drafted for Royalty not in direct succession to the throne and other senior figures in a tabular format.

## 20/017 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.

a) Station	<p>It was reported that an update had been received from Network Rail stating that a query had been highlighted from the Chief Secretary to the Treasury regarding cost effective delivery of the scheme. Network Rail has answered this and is awaiting the remit from DfT to commence design.</p> <p>The Chairman stated that further delay may result in the council seeking action from the Equalities Commission.</p> <p>RESOLVED: That the report was noted.</p>
b) SmartWater	<p>Having previously reported that Barnt Green has now reached 70% saturation enabling SmartWater signage to be installed in the village, the EO is awaiting responses from other agencies prior to forwarding the final site plan to West Mercia Police for installation. West Mercia has placed an order for the A1 'Barnt Green' named signs in readiness.</p> <p>RESOLVED: That the report was noted.</p>
c) Streetlamp Replacement LED Bulbs completion	<p>It was reported that due to the Covid-19 lockdown the replacement LED lighting contractor had notified the parish council that they had been closed since 24 March and their staff furloughed. The business re-opened on 1 June and steps have been taken to chase the delivery of bulbs from China for the remaining streetlamps.</p> <p>RESOLVED: That the report was noted.</p>
d) Yellow developer signs within the village	<p>It was reported that the EO asked the lighting contractor to remove 3 x yellow signs that were installed on streetlamps without permission.</p> <p>RESOLVED: That the report was noted.</p>
e) Shed base and replacement fencing – Millennium Park	<p>It was reported that the contractor had completed work on the shed base installation and that a shed had been placed on order with a lead time of approximately 8 weeks. The measurement and colour of metal shed had changed due to the difficulties in sourcing the previously approved item.</p> <p>RESOLVED: That the report was noted.</p>
f) Worcestershire County Council – Mineral Site Allocations Call for Sites Responses	<p>An email had been received stating that a Mineral Site Allocations Development Plan is being prepared. A 'Call for Sites' ran from Jan - Mar with the council publishing a summary of sites promoted for consideration. No decision has yet been made on which of these sites should be</p>

	<p>allocated.</p> <p>RESOLVED: That the report was noted.</p>
g) Rapid Electric Car Charging - Update	<p>It was reported that BDC had appointed and signed contracts for installation and management of rapid electric car charging points throughout the district. The successful contractor is currently drawing up contracts.</p> <p>RESOLVED: That the report was noted.</p>
h) Litter bin – Commuter Carpark	<p>BDC advised that a litter bin will be installed shortly with regular collections scheduled to coincide with collections on the playing field.</p> <p>RESOLVED: That the report was noted.</p>
i) Overhanging holly tree and large shrubs Hewell Road	<p>The EO advised that following reports that work was required to improve visibility to the streetlamp and road users and minimise health and safety implications, instruction had been given to carry out the work at a cost of £210.00. The string lights would also be removed as part of this work.</p> <p>RESOLVED: That the report was noted.</p>
j) Vehicle Activated Speed Sign, Fiery Hill Road – WCC installation request	<p>An email had been received from an Officer at WCC requesting installation of a VA sign for Fiery Hill Road. Once installed the cost to power, maintain and replace would be the responsibility of the parish council.</p> <p>RESOLVED: That the installation of the VAS Sign be approved.</p>

## 20/018 Finance

- (i) To note the current financial position and bills for payment. Authorised 18 June 2020.

RESOLVED:

- a) That the current financial position be noted.
- b) That the list of payments be noted.

- (ii) To be advised of Final Internal Audit Report and to note recommendations;

RESOLVED:

- a) That the recommendations from the Internal Auditor as circulated within the agenda be noted.
- b) That noting the comments made by the Internal Auditor regarding The Risk Management Policy being the 'best that he had seen', the EO be thanked for her work on drafting this document.

- (iii) To be advised that the Annual Governance and Accountability Return (AGAR) has been submitted to the External Auditor and the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return for year ended 31 March 2020 has been published.

RESOLVED: That the report was noted.

## 20/019 Environment & Community Wellbeing

### a) Pathway Improvements to Bittell Road Playing Field –

A discussion took place regarding the pedestrian gate now that raising the ground level to allow for run off rainwater only allowed the gate to be pulled open. Cllr Hotham stated that the contractors could be asked to remove the bottom section of the gate allowing it to open in both directions. The EO stated that contact would be made to see if the problem could be resolved.

A report on other matters relating to the playing field improvements was previously circulated requiring approval of various recommendations:

#### RESOLVED:

- i) That expenditure on the installation of the Outdoor Hand Sanitiser be approved, the location of such would be installed by the bank of gym equipment with installation postponed coinciding with the gym equipment installation.
- ii) That clearance tree work at the playing field be approved.
- iii) That a contractor would be asked to cut back vegetation by the entrance and around the pathway up to a budget of £300.
- iv) That a new consolidated information panel be approved.
- v) That the redundant signs be removed.
- vi) That installation of the Trim Trail Distance marker be approved with installation postponed coinciding with the gym equipment installation.

### b) Pollinator Patch – Volunteer Request – It was reported that various social media platforms had been employed to formulate a bank of volunteers. The Chairman requested members to lend their support, spread the word to build up the register and asked if any member wished to be added to the list.

RESOLVED: That the report was noted.

### c) Total Football Field Hire – It was advised due to Covid-19 there was a period where the football club was unable to operate. The club has since restarted on 2 June on a limited basis. The Chairman proposed issuing a credit note for term 2 (£170.00) in lieu on non-usage during the lockdown.

RESOLVED: That a credit note be issued against term 2.

### d) Bittell Road Playing Field – Night-time activity. It was reported that groups had been congregating in the playing field at night and neighbouring houses had expressed concerns regarding noise level calling the police. An increase in litter had also been reported. It was advised that the EO had responded to complaints stating that the situation will be monitored, hoping that relaxation of current restrictions will resolve the problem. The council was asked if it wished to pursue the matter formerly by introducing a PSPO.

RESOLVED: That the situation would be monitored in the first instance.

### e) Boundary of Children's Play Area in Millennium Park – It was reported that work had been completed on the boundary fence adjoining a neighbouring property on Hewell Road. The property owner is seeking permission to use the space between the old and new boundary to plant additional screening. Members were asked to consider granting permission with a stipulation that a signed agreement would be provided acknowledging that further maintenance of that area would fall to the property owner and any damage caused by said planting

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to the perimeter fence would also be their responsibility.

RESOLVED: That permission be granted with a suitable signed agreement in place.

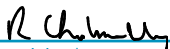
- f) Use of Carpark by Mercian Fitness and Nordic Walking Group – It was advised that an approach was made requesting use of the playing field carpark for up to 6 vehicles for the duration of up to 2 hours on an occasional basis providing a starting point for group walks. The EO supplied an alternative site as the commuter carpark.

RESOLVED: That permission be granted for the walking group to use the carpark on an occasional basis with preference given to the larger commuter carpark.

**20/020 Date of Next Meeting**

Members were requested to make themselves available for an online parish council meeting to take place in July which will be published on the council website and main noticeboard in advance.

This meeting ended at 11:48hrs

Signed:   
R Cholmondeley (Aug 12, 2020 10:06 GMT+1)  
Chairman, Barnt Green Parish Council

Date: Aug 12, 2020

## Current financial position (bank reconciliation to 31 May 2020)

**Barnt Green Parish Council**

Prepared by: Tracy Bodley Date: 08/06/2020  
Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

<b>Bank Reconciliation at 08/06/2020</b>			
	Cash in Hand 01/04/2020		91,946.60
	<b>ADD</b> Receipts 01/04/2020 - 08/06/2020		34,162.93
			126,109.53
	<b>SUBTRACT</b> Payments 01/04/2020 - 08/06/2020		11,699.41
<b>A</b>	<b>Cash in Hand 08/06/2020</b> (per Cash Book)		<b>114,410.12</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2020	0.00	
	Cambridge Building Society 31/05/2020	63,963.31	
	Unity Bank Deposit Account 31/05/2020	50,244.41	
	Unity Bank Current Account 31/05/2020	202.40	
			<b>114,410.12</b>
	Less unrepresented payments		0.00
			<b>114,410.12</b>
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>114,410.12</b>
	<b>A = B Checks out OK</b>		

## Excerpt from the Financial Spreadsheet for June Payments

Voucher	Payment Method	Description	Net	VAT	Total
34	BACS	Internal Audit	247.40	0.00	247.40
35	BACS	Outdoor Parish Caretaker	450.00	0.00	450.00
36	SO	Office Rent	1,237.50	0.00	1,237.50
37	SO	Grounds maintenance at playing field	232.41	46.48	278.89
38	BACS	Professional Fees - Lease on Millennium Park (Cadent Gas)	936.67	187.33	1,124.00
39	DD	Pension contributions	168.87	0.00	168.87
40	BACS	Salary	1,376.44	0.00	1,376.44
41	DD	Landline and Broadband	37.50	7.50	45.00
42	BACS	PAYE Qtr. 1	848.19	0.00	848.19
43	BACS	Summer planting - planters	466.67	93.33	560.00
44	BACS	Metal Apex Shed	526.62	105.33	631.95
45	DD	Continuous footpath lighting energy	13.24	0.66	13.90
46	DD	Dusk to dawn footpath lighting energy	233.47	46.70	280.17
47	BACS	Grounds maintenance at Millennium Park	118.00	0.00	118.00
48	BACS	Cutting Verges - Hewell Road	32.00	0.00	32.00
49	BACS	Removal of 3 x Yellow signs	60.00	12.00	72.00
50	BACS	Dog bags	137.25	27.45	164.70
51	BACS	Shed Base Installation	570.00	0.00	570.00
52	BACS	Supply and fit perimeter fence	600.00	0.00	600.00
			<b>8,292.23</b>	<b>526.78</b>	<b>8,819.01</b>








# Barnt Green Parish Council Minutes 22.06.20

Final Audit Report

2020-08-12

Created:	2020-08-11
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