

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

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



Summons and Notice of Meeting

Members are summoned to attend an **online Parish Council** meeting to be held on
4.15pm, Monday 26 October 2020

The meeting is open to the press and members of the public who may access the meeting by requesting a link to the email below

exec@barntgreen.org.uk

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item 20/047a below.

The public may ask 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

20/043 Apologies

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

Members are advised to forward apologies on receipt of this summons by email.

20/044 Declarations of Interest: Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date;
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

Members are requested to declare their interests at this point during the meeting or alternatively lodge an interest with the Executive Officer prior to the meeting by email.

20/045 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 by email.

20/046 To Consider Co-Option Applications

There is currently one vacancy on the council; with no call for a by-election. The council has received one application suitable for co-option to fill this vacancy. Copies of the application will be circulated to members in advance of the meeting. Members are required to vote to co-opt an applicant. Standing Orders state voting is by show of hands which in the instance of this online meeting will be by using the 'thumbs up' emoji.

20/047 Open Session – Participation to hear from:

A verbal report may be given during this agenda item.

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

20/048 To adopt previous minutes

To approve adoption of the minutes of the parish council meeting held 21 September 2020, previously circulated but also attached.

20/049 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

- a) **Grant Awarding Policy** – Having been fully updated and approved in 2019, this policy requires review, approval, and signature by the Chairman.

20/050 Chairman's Report - A verbal report may be given during this agenda item.

20/051 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;

a) Station Lift update received 14 October	<p>Although in-house design had been considered for the lifts and associated equipment, the 'Network Rail Design Delivery' team were given first refusal and declined. The work will be let to a design and build contractor, likely to be the buildings and civils framework contractor for NW&C South (Murphy). This is subject to tender approval and a commercial 'gateway' process to ensure good value.</p> <p>When Network Rail are in contract for the design it is anticipated the period will last for 10-months. The completion of this will result in a robust price and programme to return to DfT Programme Board for 'Commit to Deliver' funding for the scheme.</p>
b) Planning White Paper SLCC Webinar	<p>The EO attended a webinar giving a brief overview into how it may impact on Parish Councils. Slides from the presentation have previously been forwarded to councillors for their information.</p>
c) Christmas Illuminations	<p>It is reported that there has now been another change to the illuminations for the shop frontages due to a miscommunication from the lighting hire supplier and installation contractor. Instead of the approved green rope light that cannot be installed owing to fixing issues and building owner consent, the shops will be installed with 2 x strings of peas lights in green and red. This will have no bearing on the final hire cost.</p> <p>Owing to complaints received last year regarding the fullness of the live Christmas tree, which was a Norway Spruce, it has been decided to opt for a Nordman Fir. This has an increased cost implication but as it is an integral part of the Christmas display and within budget then it is recommended to approve this expenditure. The Nordman Fir will be fuller but the 20ft height restriction will ensure that there is no obstruction for road users turning out from Sandhills Road into Hewell Road.</p>
d) Memorial Bench	<p>As discussed at the parish council meeting 10 August, the request to install a bench on WCC was denied despite BGPC support. The resident has now asked for the memorial bench to be installed on Bittell Road Playing field with the EO meeting on site to approve a suitable location toward the rear of the field where other benches are sited. Specifications are attached as an appendix for information.</p>
e) Bittell Road Playing Field – Gym Equipment Update	<p>Since BDC approval of the Virement of funds, the BDC Officer is reviewing the existing responses received and determining if a new tender needs to go out.</p>

f) Millennium Park Shed - Update	Following long delays from the manufacturer an email was received from the supplier to report that although the shed was ready for delivery that the team could not install due to a lack of power on site. The EO has now found an alternative contractor to install the shed with delivery scheduled for mid-November. A refund for the cost of installation has now been received.
-------------------------------------	---

20/052 Finance

- (i) To note the current financial position and bills for payment authorised on 16 October. See attached page 6.
- (ii) To be advised of any expenditure decisions taken by Executive Officer. Work undertaken at the playing field to improve the stability of the rustic benches, along with repairs to the noticeboard and installation of the hand sanitisers by the OPC in addition to the normal contracted duties.
- (iii) Grant Application – Bromsgrove Citizens Advice Bureau. An application has been received requesting £500.00 for the purchase of new IT equipment and training due to the change in organisational operation resulting from Covid-19. In FY 19/20 Bromsgrove CAB requested a grant of £250.00 with £200.00 being granted. Please refer to grant application and associated information provided separately. Members are asked to consider the grant application.

20/053 Environment & Community Wellbeing

- a) Pollinator Patch – Given the current Covid restrictions on organised group activities it is proposed to postpone ground clearance work and planting until spring 2021. Members are asked to consider postponement.
In addition following advice on wildflower maintenance, a contractor has recently strimmed back all vegetation and leaving it on site for a suitable duration for seeds to embed into the ground before removing so as not to over enrich the soil.
- b) BDC Street Trading Licence – Blackwell Parish Field. BDC has received a Street Trading Licence application for a pizza van to trade on Blackwell Parish Field every Wednesday evening from 4pm – 8pm. It is policy that BDC consult with relevant authorities with all consultees having the right to make comments, representation, or object. This request was circulated to members on 5 October with a date for submission of comments to be sent by 30 October.
- c) Bromsgrove Electric Rapid Charging Point – Solicitors comments and amendments along with comments from the EO was circulated to members on 12 October. Members were asked to comment by 21 October in order that these can be forwarded to the legal team at Engie with a view for ratification at the next Parish Council Meeting.
- d) Wassail Walk – To confirm if still going ahead. Please see email attached as an appendix and EO comments on page 6.
- e) Best Dressed Christmas Shop Window Competition – Previously organised through BDC, the EO has made enquiries as to the likelihood that it would be continued in 2020. Following last year's entries, it was discussed whether instead of asking shops to enter themselves that the shops be automatically considered and judged. If flyers can be produced by BDC then a volunteer to deliver these to the shops is requested and volunteers for the judging panel.

20/054 Planning Matters –

- a) To consider response to consultations received including:

BDC ref	Site Address	Proposal
20/01271/FUL	Annexe At, 24 Fiery Hill Road	One storey extension to annexe.

20/055 Date of Next Meeting

The next online Parish Council Meeting will be published on the council website 3 working days prior to meeting. Members are requested to consider a convenient date for an online parish council meeting for November.



Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), J Jagger, J Nilsson, P Perry, S Whitehand, O Polton and 1 Vacancy

Tracy Bodley
Executive Officer
20/10/2020

Agenda Item 20/051 Executive Officer's Report d) Memorial Bench

The bench will be permanently positioned by installing two brackets into concrete to reduce the risk of the bench being moved or stolen with three slabs being laid at the front to eliminate wet weather creating a muddy footrest.

Bench Design



Agenda Item 20/052 (i) To note the current financial position and bills for payment.
Current financial Position – Bank Reconciliation up to 30 September 2020

7 October 2020 (2020-2021)

Barnet Green Parish Council

Prepared by: Tracy Bodley Date: 07/10/2020
Name and Role (Clerk/RFO etc)

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

Bank Reconciliation at 07/10/2020			
	Cash in Hand 01/04/2020		91,946.60
	ADD Receipts 01/04/2020 - 07/10/2020		45,163.91
			137,110.51
	SUBTRACT Payments 01/04/2020 - 07/10/2020		33,914.63
A	Cash in Hand 07/10/2020 (per Cash Book)		103,195.88
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2020	0.00	
	Cambridge Building Society 30/09/2020	63,963.31	
	Unity Bank Deposit Account 30/09/2020	38,294.35	
	Unity Bank Current Account 30/09/2020	938.22	
			103,195.88
	Less unrepresented payments		0.00
			103,195.88
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		103,195.88
	A = B Checks out OK		

October Payments Report – Authorised 16 October 2020

October Payments List				
Voucher	Description	Net	VAT	Total
97	Continuous footpath lighting energy	12.94	0.65	13.59
100	Office Energy	158.55	7.93	166.48
98	Dusk to dawn footpath lighting energy	226.12	45.22	271.34
99	Landline and Broadband	37.50	7.50	45.00
102	Grounds maintenance at playing field	232.41	46.48	278.89
103	Cut hedges and strim path	176.00	35.20	211.20
105	Annual Accounting Software	405.00	81.00	486.00
106	Online Training - Planning White Paper	30.00	6.00	36.00
101	Pension contributions	173.52	0.00	173.52
104	Printing of the Bulletin newsletter	260.00	0.00	260.00
107	Outdoor Parish Caretaker	495.00	0.00	495.00
108	Petty cash top up	167.50	0.00	167.50
110	Salary	1,381.89	0.00	1,381.89
111	Grass Cutting - Millennium Park	118.00	0.00	118.00
112	Cutting Verges - Hewell Road	64.00	0.00	64.00
113	Installation of hand sanitiser units	45.00	0.00	45.00
		3,983.43	229.98	4,213.41

Agenda Item 20/053 d) Wassail Walk Email from Footpath Warden

All

I spoke with Greg yesterday.

We can't see the Wassail walk take place in the form it took in previous years due to Covid. However we have come up with an idea which could work.

1 We mark a trail along the existing paths to the Orchard,

2 The event would start earlier to avoid people walking back after dark.

3 We could produce some sheets detailing the route.

4 Groups of less than 6 (or whatever the rules are) would set off separately.

5 Greg Would set up a trail round the Orchard.

6 to check no one gets stranded, I would follow the last group.

Obviously there are things to consider, like insurance. My view is that if possible we should try and put this on.

Regards

Simon

EO Comments:

Event organisation would need to be defined by the rules and current government guidance, the necessity for social distancing and possible wearing of masks. Details would be required to be taken from participants for track and trace (this is a legal requirement). It is imperative that the insurance provider of both the council and the Orchard would clear and cover the event with the Council's insurers directing any activity to the following link: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>

If the council decide to proceed with the event it is recommended to start earlier with the orchard only open for a set time in daylight hours ensuring staggered starts to minimise congestion.

A one-way system would also need to be in place.

There can be no ceremonial mass gathering i.e. wassail group chants or refreshments served unless single use disposable cups/bottles are provided.

A printed map of the route could be provided to those wishing to attend – this could be posted or emailed out following completion of a track and trace registration form. This could also be advertised on the Council's website and social media. There is a concern that people may not register their intent to attend and just turn up at the orchard meaning the council cannot fulfil the Track and Trace element, this could lead to the council being reported with a fine imposed.

The rules on group size and mixed parties may change from now until the event, at present it is up to 6 people in an outdoor environment. This relates to tier 1 and 2 only. Last-minute changes may be required depending on the change to an areas tier level. Please refer to alert levels for guidance;

<https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know#local-covid-alert-level-medium>

Other points for consideration:

- More volunteer stewards may be required to control and keep the distance between groups. These volunteers would need to be in place prior to confirmation of the event going ahead.
- A register of attendance will need to be created before that event to include the Covid tier that attendees live in. Should any area be moved into the Very High Tier 3 category, they should be asked not to attend.
- A Covid specific Risk Assessment will also be needed, approved by the Parish Council and made available to all in attendance.

- There should be no bonfire as this promotes groups gathering around the warm open fire.
- If the council endorses the event there will be a need for councillor representation if it wants it to go ahead under the Councils name.

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

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



DRAFT

Minutes of the Parish Council Online meeting on Monday 21 September 2020 at 5.30pm

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

In attendance: Executive Officer, Tracy Bodley
A representative of The Village Magazine

20/032 Apologies
Cllr Jagger

Other Apologies were received from: Worcestershire County Councillor Peter McDonald

20/033 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.

20/034 To consider any dispensations
No dispensation requests had been received.

20/035 Open Session - Participation to hear from:
a) Worcestershire County Councillor – Peter McDonald (Beacon division) – Not present

- b) Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)
Cllr Hotham reported that;
- i) He had met with representatives from West Midlands Trains regarding repairs on land and buildings at Station Approach including, blocked gullies and loose and uneven block paving. Station signs were also discussed with WMT stating that the requests would be added to the maintenance schedule.
 - ii) Cllr Hotham was due to meet with Planning Officers at BDC regarding the gated access on the Cala Homes Development, however this was cancelled as the department head is seeking legal opinion on the subject with the meeting being rescheduled when they have further information to give.
 - At the end of the meeting Cllr Nilsson stated that he had growing concerns over more 'land grabs' on the site that should be public open space. Signs had recently been installed by the flats claiming the area to be 'Private'.
 - The Chairman stated that as BGPC were not the Planning Authority that little could be done by the parish council, it was agreed that BGPC would write to the head of planning at BDC with

concerns over the areas relating to breach of planning in support of the residents.

- iii) Cllr Hotham reported that as stated in agenda item 20/040 c) that the BDC Meeting covering discussion of the virement of funds for the Playing Field gym equipment had been approved.
- iv) Changes to the routing of the 145 bus service had led to commuter confusion. It was reported that BDC may approve a subsidised local bus service with a report to be produced on its feasibility. If approved the local bus service would enhance and not replace the 145 service.

20/036 To adopt previous minutes

To approve adoption of the minutes of the Parish Council meeting held 10/08/2020
AGREED

The minutes of the Parish Council meeting held 10/08/2020 were approved as an accurate record of the meeting and signed by the Chairman.

20/037 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

- a) Risk Assessment & Management Policy**
- b) Risk Register**
- d) Operational Risk Assessment**
- e) Communications Risk Assessment**

RESOLVED:	
a)	That the Risk Assessment and Management Policy be approved and signed by the Chairman.
b)	That the Risk Register be approved and signed by the Chairman.
c)	That the Operational Risk Assessment be approved and signed by the Chairman.
d)	That the Communications Risk Assessment be approved and signed by the Chairman.
e)	That the EO would check to feasibility of the creation of a fire exit window and flexible ladder at the parish council office in the event of an emergency given that it has no escape exit at the rear.

20/038 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>An update stated that the project team has been assembled, including Project Manager, Commercial Manager, Planner, and Project Engineering Manager, who are working through the project set-up including remits, requirements, consents and contracting strategy. The design and associated equipment will be contracted out and it is expected that the programme and milestones for the overall project, including the time it will take to fund the delivery of the lift themselves will be updated periodically.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>RESOLVED: That the report was noted.</p> </div>
------------	---

b) SmartWater	<p>It was reported that a stock check indicated that there were 168 kits remaining from 641 originally purchased, a current total of 74% saturation.</p> <p>All signs have now been installed village wide with reports tweeted on the 'We Don't Buy Crime' App and through the Bulletin.</p> <p style="text-align: center;">RESOLVED: That the report was noted.</p>
c) Commuter Car Park – Easement for sewage pipes.	<p>A report had been received from BGPC solicitors outlining the Deed of Grant of Easement, circulated to members and also sent to the BDC Rapid Electric Charging Point Team for their information with reports that they did not consider this a problem with the installation. If approved the Deed of Easement would require 2 signatures in the presence of the Clerk.</p> <p>Members voiced concerns with approving the document and questioned the lack of advice given from the solicitor on the matter.</p> <p style="text-align: center;">RESOLVED:</p> <ul style="list-style-type: none"> i) That members who have concerns over the document should email the EO stating those concerns in order that these can be addressed by the solicitor. ii) That a 2nd legal opinion is sought to clarify the Council's position regarding if it legally has to approve and sign the Easement.
d) Bromsgrove Electric Rapid Charging Point	<p>It was reported that confirmation had been received that the Commuter Car Park had been selected as a Rapid Electric Charging Point location, spanning 3 spaces, 2 wide charging spaces and the remaining half space to house the charging unit. The agreement would span a 10-year lease and £1,000 to be paid annually to BGPC. It was stated that the EO had arranged for independent legal advice through BDC to minimise cost with BDC paying a proportion of this.</p> <p style="text-align: center;">RESOLVED: That the report was noted.</p>
e) Sports Club Improvement update	<p>It was reported that the Sports Club options for development is currently in the early stages and remain ongoing. A report is near completion which will be forwarded to board members to implement a strategy for any improvements that the board decide upon within funding opportunities and financial constraints.</p> <p style="text-align: center;">RESOLVED: That the report was noted.</p>

20/039 Finance

- (i) To note the current financial position and bills for payment. Authorised 17 September.

RESOLVED:

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

- (ii) To be advised of any expenditure decisions taken by Executive Officer. It was reported there was none.

20/040 Environment & Community Wellbeing

- a) Christmas Lights 3 Year Hire Lighting Scheme – It was reported that following recommendations from the previous parish council meeting a scheme is now agreed with the council's preferred lighting contractor. A live Christmas tree will display new multi-coloured LED lights in green, red, blue and white with the shop frontages having green rope lighting. Streetlamps on all but five having the children's lighting motifs, will have the preferred white snowflake design. It was reported that the preferred installation contractor has also been notified.

RESOLVED: That the report be noted.

- b) Pollinator Patch – NHB Grants Scheme – It was reported that following submission of an application and attendance at the Grants Review Panel, notification was received that the Cabinet has approved an award of £3,000 towards the project subject to conditions and quotation for the work. Following formal acceptance instruction will be given to a contractor to clear the embankment of bramble and a small working party of volunteers will be organised for planting in autumn and spring. Members will be asked to join the party once a date has been established.

RESOLVED: That Worcestershire Wildlife are consulted to gain advice on how to manage the site for minimum maintenance and maximum impact.

- c) Bittell Road Playing Field – Gym Equipment Update. It was reported that tenders have gone out via BDC and that following review of the S106 it was established that a large proportion of the remaining budget had been earmarked for public toilets in Hewell Road. This has delayed the process as the change in spend required reporting at committee level which has now been approved.

RESOLVED: That the report be noted.

- d) Adopt a Station – A resident had made a request to gauge parish council interest in spearheading a community group to join WM Railway Friends to adopt Barnt Green Station. A report was circulated demonstrating levels of adoption with members asked if they wished to consider setting up a group.

RESOLVED:

- i) That the parish council would support any individuals wishing to set up a scheme.
- ii) That should a community group be set up that financial support by way of a parish council grant be made available.

20/041 Planning Matters

- a) It was reported that following a request to BDC Planning Department for further clarification on how the White Paper may impact NDP's, a response was received stating that it was unclear of implications that the final legislation may have. BDC also stated that it could not advise the Parish Council on how it should currently act on its own Neighbourhood Plan but would suggest not to do anything at this stage, in order to avoid expense on time and resource. Once the White Paper has been implemented, BDC

stated that they would provide an update on the situation.

RESOLVED: That the report be noted.

b) To consider response to consultations received:

BDC ref	Site Address	Proposal
20/00902/FUL	89 Bittell Road	Single storey rear extension
BGPC Recommendation: No objection		
20/01094/FUL	16 Margesson Drive	Retrospective planning application - Two storey front and rear extensions including increase to width of the house (Resubmission of planning approval 19/00424/FUL to regularise this reduction in width so not built onto the boundary)
BGPC Recommendation: No objection		
20/00945/FUL	20 Orchard Croft	Proposed two storey side extension, front porch extension, pitched roof to existing garage and internal alterations
BGPC Recommendation: No objection		

20/042 Date of Next Meeting

Members were requested to make themselves available for an online parish council meeting with preferred dates in October. This will be published on the council website in advance.

Councillor Perry requested it be published on the website why the parish council were not actively working on a Neighbourhood Plan in respect to agenda item 20/041 a). It was agreed that a brief statement be published on the Neighbourhood Plan page of its website.

Councillor Hotham reported that the refuse bin issue had been resolved for the residents on Station Approach.

This meeting ended at 19:14hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council

Current financial position (bank reconciliation to 31 August 2020)

	Bank Reconciliation at 08/09/2020			
	Cash in Hand 01/04/2020			91,946.60
	ADD Receipts 01/04/2020 - 08/09/2020			45,163.91
				137,110.51
	SUBTRACT Payments 01/04/2020 - 08/09/2020			28,663.77
A	Cash in Hand 08/09/2020 (per Cash Book)			108,446.74
	Cash in hand per Bank Statements			
	Petty Cash	31/08/2020	0.00	
	Cambridge Building Society	31/08/2020	63,963.31	
	Unity Bank Deposit Account	31/08/2020	43,294.35	
	Unity Bank Current Account	31/08/2020	1,264.29	
				108,521.95
	Less unrepresented payments			75.21
				108,446.74
	Plus unrepresented receipts			0.00
B	Adjusted Bank Balance			108,446.74
	A = B Checks out OK			

Excerpt from the Financial Spreadsheet for September Payments – Authorised 17 September 2020

September 2020 Payments List					
Voucher	Payment Method	Description	Net	VAT	Total
83	DD	Christmas lighting electricity supply	71.63	3.58	75.21
88	DD	Office landline, broadband & calls	37.50	7.50	45.00
90	SO	Grounds maintenance at playing field	232.41	46.48	278.89
84	BACS	Grass Cutting - Millennium Park	118.00	0.00	118.00
85	BACS	Grounds maintenance Verges High Street & Orchard Croft	32.00	0.00	32.00
86	BACS	Outdoor Parish Caretaker	450.00	0.00	450.00
87	BACS	Outdoor Parish Caretaker	450.00	0.00	450.00
89	DD	Office Rent	1,237.50	0.00	1,237.50
91	BACS	PAYE Qtr 2	605.54	0.00	605.54
92	BACS	Salary	1,543.40	0.00	1,543.40
93	DD	Pension contributions	196.73	0.00	196.73
			4,974.71	57.56	5,032.27