

BARNT GREEN PARISH COUNCIL

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Minutes of the Parish Council Online meeting on Monday 18 January 2021 at 5.00pm

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

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

20/067 Apologies

Cllrs Jagger and Polton

20/068 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.

20/069 To consider any dispensations

No dispensation requests had been received.

20/070 Open Session - Participation to hear from:

- a) **Members of the Public** – None present.
- b) **Supporting Organisations** - None present.
- c) **Worcestershire County Councillor** – Peter McDonald (Beacon division) – Not present
- d) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood)
Cllr Hotham reported on the following;
 - i) Worcestershire County Council will increase council tax by 2.5% requiring approval at the next WCC meeting. It was further reported that there was a shortfall of £26 million and there are proposals to fund this by using 3 million of reserves, 7 million of savings to be found, 9 million of surplus from a covid grant and it is hoped there will be an approximate saving of 5 million from children's services.
 - ii) Other Worcestershire County Council news, a successful motion was approved to make it easier to introduce 20mph zones.
 - iii) District Councillors are working to redistribute old ipad's that were replaced in November to school children.
 - iv) There were no updates to give on the Cala gated access, but it was confirmed that BDC were looking into it, however due to possible legal ramifications Cllr Hotham was unable to update in a public arena.
 - v) BDC Council had made no decision on setting its council tax and no budget has been produced as yet but there was suspicion that there would be a slight increase of over 2% on a band D property.

20/071 To adopt previous minutes

To approve adoption of the minutes of the Parish Council meeting held 30/11/2020
AGREED

The minutes of the Parish Council meeting held 30/11/2020 be approved as an accurate record of the meeting and signed by the Chairman.

20/072 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

a) Community Engagement Strategy

b) Interim Review of Three Year Forward Plan 2020-2023

c) Action Plan for the year ahead – 2021

RESOLVED:

- a) That the Community Engagement Strategy be approved and signed by the Chairman.
- b) That with the inclusion of recently acquired assets the Interim Review of the Three Year Forward Plan be approved and signed by the Chairman.
- c) That the Action Plan for the year ahead 2021 be approved and signed by the Chairman.

20/073 Chairman's Report

Cllr Cholmondeley said that he had nothing to report that was not already detailed on the agenda.

20/074 Executive Officer's Report

The council was advised of decisions taken under delegated powers, updated on ongoing matters and a reported upon relevant office communications.

a) Station Lifts	An update stated that the proposal to let a named contractor tender for design was approved at an assurance panel held on 14 th January. Tender documents will be assembled with a view to awarding the design contract in spring. The requirements specification and other documents are in production which will be supplied to the designer with the staged approach to develop-design-deliver reaching a first stage milestone at the end of January. It is hoped that Network Rail will be in a position to communicate how the designer will deliver its programme in the next update with a representative attending a future Parish Council meeting to share progress and answer questions. <div data-bbox="738 1664 1430 1733" style="border: 1px solid black; padding: 5px; text-align: center;">RESOLVED: That the report was noted.</div>
b) Best Dressed Christmas Shop Window Competition 2020	It was reported that following judging the winner was announced as Village Financial Solutions. <div data-bbox="738 1839 1430 1908" style="border: 1px solid black; padding: 5px; text-align: center;">RESOLVED: That the report was noted.</div>
c) Bittell Road Playing Field	It was reported that the bench had been delivered and a meeting had occurred with the EO, Vice-Chairman and OPC to determine a suitable location for installation on the circular route. It was stated by Cllr Nilsson that this may need to be placed on hold until a decision had been reached

	<p>regarding the siting of the new gym equipment.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>RESOLVED: That the OPC be notified to delay the installation until further notice.</p> </div>
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20/075 Finance

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

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. To note the Monzo (petty cash) reconciliation and authorised top up of £153.35 on 18 December. It was further reported that the Monzo debit card had been cloned and placed on stop with a new card issued. The fraudulent expenditure had been refunded to the account.

RESOLVED: That the report was noted.

- (iii) To receive budget recommendations for 2021/2022.

RESOLVED: That the budget recommendations for 2021/2022 be approved.

- (iv) To approve the precept for 2021/2022 of £65,000 (Band D impact of £63.10).

RESOLVED:

1. That the recommendation that the 21/22 precept be set at £65,000 (Band D impact of £63.10 pa) be approved.
2. That the BDC Precept form be signed by the Chairman and countersigned by the EO.

- (v) To approve the Millennium Park/Hewell Road Verges Estimate 2021

RESOLVED: That the estimate be approved.

20/076 Environment & Community Wellbeing

- a) To Consider the Bittell Road Outdoor Gym Equipment Tenders.
Discussion over the two schemes favoured installing gym equipment in a singular area opposed to having pieces spread at intervals around the circular path. It was considered that having in a single area best utilised the remainder of the field for future activities/events with the parish council seeking recommendations from the preferred contractor to determine the most suitable location with regard to siting in a spot that was less prone to waterlog with some free drainage.

RESOLVED: That the preferred scheme from Freshair Fitness be approved and reported to BDC accordingly.

- b) To consider installation of a second verge master bollard on Greenbank Grass Verge – following debate over the necessity of installing an additional bollard, members considered possible installation of other natural materials but due to

the risk of visual hazard and ongoing maintenance implications it was decided that this was not a suitable option.

Following from a decision made at a previous parish council meeting in January 2020, it was confirmed that the parish council would not wish to set a precedent by siting bollards upon request village wide.

RESOLVED:

1. That the request to install a second bollard on the grass verge be denied.
2. That the parish Lengthsman be asked to reinstate soil and reseed the grass verge.

- c) To consider a request for two mobile food units to be sited in Barnt Green. Considerable debate over the positive and negative impact for traders and residents alike took place. It was thought by allowing mobile food trade it may encourage other mobile traders i.e. fish and chips, butchers etc. to come forward in detriment to those businesses currently located in Barnt Green village. There was a strong feeling that the council needed to protect local established trade and therefore a vote was taken to establish approval for each business on separate merit.

RESOLVED:

1. That the request for Village Urban Pizza to trade on council land be denied.
2. That the request for Artisan Street Kitchen to trade on council land be approved subject to conditions of the covenant on the land.
3. That permission be granted to use either the Bittell Road Playing Field carpark or the Commuter carpark subject to covenant conditions.
4. That a request be made to the vendor to establish operating days and times.
5. That a contract be drawn up for a period of 12 months commensurate with pitch rent charges of other parishes and Bromsgrove District Council.
6. That Cllr Hotham investigate pitch charges through BDC.
7. That the contract include conditions regarding the clearance of litter and food waste with all waste to be removed from site after trading activity and no food to be consumed on site.

20/077 Planning Matters

- a) There was none to be considered.

20/078 Date of Next Meeting

Members were requested to make themselves available for an online parish council meeting to be scheduled on 15 February at 5pm.

This meeting ended at 18:26hrs

Signed: 
Robert Cholmondeley (Feb 17, 2021 10:47 GMT)

Date: **Feb 17, 2021**
Chairman, Barnt Green Parish Council

Current financial position (bank reconciliation to 31 December 2020)

	Bank Reconciliation at 04/01/2021		
	Cash in Hand 01/04/2020		91,946.60
	ADD Receipts 01/04/2020 - 04/01/2021		81,713.91
			173,660.51
	SUBTRACT Payments 01/04/2020 - 04/01/2021		57,871.63
A	Cash in Hand 04/01/2021 (per Cash Book)		115,788.88
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2020	0.00	
	Cambridge Building Society 31/12/2020	63,963.31	
	Unity Bank Deposit Account 31/12/2020	51,159.35	
	Unity Bank Current Account 31/12/2020	839.74	
			115,962.40
	Less unrepresented payments		173.52
			115,788.88
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		115,788.88
	A = B Checks out OK		

December Payments List				
Voucher	Description	Net	VAT	Total
129	Continuous footpath lighting energy	12.73	0.64	13.37
130	Dusk to dawn footpath lighting energy	221.50	44.30	265.80
131	Best Dresses Window Trophy	14.95	2.99	17.94
137	Grounds maintenance at playing field	232.41	46.48	278.89
139	Christmas Tree, supply, install and remove	560.00	112.00	672.00
140	Feel and Clear trees in wooded area of park	330.00	66.00	396.00
141	Completion of LED Lighting Contract	2,090.00	418.00	2,508.00
142	Installation of Christmas Lights	2,540.00	508.00	3,048.00
143	Christmas Message	30.00	6.00	36.00
145	Landline and Broadband	37.50	7.50	45.00
148	Bench with Arms	207.50	41.50	249.00
132	Cutting of play area & side verges	376.00	0.00	376.00
133	Installation of Shed	240.00	0.00	240.00
134	Outdoor Parish Caretaker	450.00	0.00	450.00
135	Shelving for shed	24.00	0.00	24.00
136	Office Rent	1,237.50	0.00	1,237.50
138	Pension contributions	173.52	0.00	173.52
144	Salary	1,381.69	0.00	1,381.69
146	PAYE	565.75	0.00	565.75
147	Lengthsman Work	225.00	0.00	225.00
149	Petty cash top up	153.35	0.00	153.35
		11,103.40	1,253.41	12,356.81

Minute Item 20/075 (ii)

Expenditure Decisions taken by Executive Officer – Monzo (Petty Cash) Reconciliation

Monzo Reconciliation up to 18/12/2020				
Date	Description	Supplier	Expenditure	Deposit
	Balance			32.50
13/10/2020	A4 Envelopes	Amazon	4.49	
16/10/2020	BGPC Topup			167.50
				195.51
21/10/2020	Monthly Subscription	Adobe	15.17	
30/10/2020	Online Communication Subscription	Zoom	14.39	
04/11/2020	Collins 2021 Diary	Amazon	6.76	
04/11/2020	Desktop Calendar	Amazon	4.25	
04/11/2020	Wall Calendar	Amazon	12.78	
11/11/2020	Printing of Shop Window Competition Postcards	Vista Print	39.20	
21/11/2020	Monthly Subscription	Adobe	15.17	
30/11/2020	Online Communication Subscription	Zoom	14.39	
01/12/2020	Webcam	Amazon	19.97	
01/12/2020	Noticeboard Magnets	Amazon	5.99	
07/12/2020	Photo Editor	Microsoft	0.79	
		Sub-Total Spend	148.86	
		Balance		46.65
		Top Up Request		153.35

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Final Audit Report

2021-02-17

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