

# Barnt Green Parish Council

80 Hewell Road, Barnt Green, Birmingham, B45 8NF / tel: 0121 447 9893

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## Notice of Meeting

Members of Barnt Green Parish Council are hereby summoned to attend the parish council meeting to be held on **Wednesday 2<sup>nd</sup> November 2016 at 7.00pm**

**at 80 Hewell Road, Barnt Green, B45 8NF**

The meeting is open to the press and members of the public. Residents of Barnt Green parish are especially welcome to attend and may take part during the adjournment of the meeting (agenda item 157 below) to put forward any questions or concerns regarding matters on this agenda or for future consideration.

## Agenda

### 154 Apologies

To receive apologies and to approve the reason for absence.

### 155 Declarations of Interest: Councillors are reminded-

- a) Of the need to keep their Register of Interests form up to date.
- b) To declare any Disclosable Pecuniary Interests (DPI) in agenda items and their nature.
- c) To declare any Other Disclosable Interests (ODI) in items on the agenda and their nature.
- d) Written requests for the council to grant a dispensation (as required via Localism Act 2011, s33) are to be handed to the Executive Officer in advance of the start of the meeting.

Councillors who have declared a DPI, or an ODI which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, must leave the room for the relevant items unless granted a dispensation.

### 156 To consider any dispensations received in writing from parish council members.

### 157 Adjournment of meeting to hear from:

- a) **Members of the Public**
- b) **Worcestershire County Councillor** – Peter McDonald (Beacon division)
- c) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood ward)

### 158 Adoption of previous minutes

To approve adoption of the minutes of the parish council meeting held 05/10/2016

### 159 Chairman's Report

The Chairman will provide a report.

### 160 Executive Officer's Report

To be advised of any decisions taken under delegated powers since the last meeting and receive updates to ongoing matters; report attached.

### 161 Finance

- (i) To note the current financial position and bills for payment
- (ii) To appraise draft budget for 2017/18, as attached and look at expenditure initiatives for next year
- (iii) Confirmation the review has been undertaken of last quarter's book-keeping

### 162 Committee and Working Party reports

- a) **Village Improvements:** meeting with District Centres Manager held 12/10/2016
- b) **Emergency Planning:** Cllr J Jellie to report

### 163 Events

- a) Christmas Lights switch-on event is Friday 02/12/2016
- b) Mulled Wine Walk, Tuesday 27/12/2016 organised by Paths Warden
- c) Ongoing: Hosting of future Shindig events in 2017; support of Barnt Green fun run

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, J Jagger, J Jellie, P Perry, S Whitehand

- 164 Environment & Community Wellbeing** Detail provided in attached report
- a) To consider additional requirements for new car park in Fiery Hill Road such as installation of 'Commuter Use Only' signage
  - b) To consider the WCC's proposal to extend the existing Prohibition of Waiting Order on Oakdene Drive in Barnt Green.
  - c) To approve cost and style of proposed notice board and picnic benches for Parker's Piece, within budget constraints
  - d) To approve request to be included in SpeedWatch scheme

**165 Planning**

- a) To receive report from Planning Committee chairman following meeting with district parish councils at Hagley regarding identification of future sites for development
- b) To consider response to BDC Consultation on Statement of Community Involvement
- c) To note the revised SHLAA (Strategic Housing Land Availability Assessment) and associated documents in respect of impact on Barnt Green
- d) The following application is to be considered in this meeting:

PC Log no. / BDC App. No	Address	Proposal
Log no. 048 / App ref: 16/0982	11 Blackwell Road	Proposed extensions and improvements to an existing dwelling.

**166 Governance**

- a) To review Grant Awarding Policy
- b) To review and consolidate Risk Management Policies
- c) For LCAS (Foundation) to confirm the Parish Council has up-to-date insurance policies that mitigate risks to public money
- d) To note the Executive Officer's response to the government consultation on 'referendum principles'

**167 Future Meetings and Items for future agendas**

Councillors will be reminded of meetings to be attended and may use this opportunity to raise items for future agendas

**168 Date and Venue of Next Meeting** Wednesday 7<sup>th</sup> December at 80 Hewell Road



Gill Lungley  
Executive Officer  
27/10/2016

More detailed notes on the above agenda items are provided online via:  
[www.barntgreen.org.uk/parish-council](http://www.barntgreen.org.uk/parish-council)

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## Supporting notes to agenda for meeting 2<sup>nd</sup> November 2016 From Gill Lungley, Executive Officer, BGPC

**Agenda item 154** - Apologies: members are asked to let the Executive Officer (EO) know if they are unable to attend this meeting.

### **Item 155: Declarations of interest**

All members will be expected to know what is on the agenda. If any item relates to the information they have provided for the Register of Members' Interests then they will have a Disclosable Pecuniary Interest and will be expected to declare it at this point in the meeting then withdraw from the meeting when that subject is discussed.

If a member is related to, or has a close relation with, any other agenda item but which is not included on the Register of Members' Interests, then they may have an Other Disclosable Interest. They are expected to state if this is so at this point in the meeting; the definition of Other Disclosable Interests from the members' Code of Conduct is as follows:

"You will have a Disclosable Interest in any matter if you are aware that you or a member of your family or person or organization with whom you are associated have:-

- a) a pecuniary interest in the matter under discussion which is not de minimus; or
- b) a close connection with the matter under discussion.

"If you are a member of another local authority, or public body, or you have been appointed as the Council's representative on an outside body, you do not have a Disclosable Interest unless a member of the public knowing the circumstances would reasonably regard membership of the body concerned as being likely to prejudice your judgment of what is in the public interest."

**The Members' Code of Conduct** explains what to do in the event of having an ODI:-

"If you are present at a meeting of the Council and you have an Other Disclosable Interest then you must:

- a) Disclose the nature and existence of the interest; and
- b) If the interest -
  - i affects your pecuniary interests or relates to the determination of a planning or regulatory matter; and
  - ii is one which a member of the public knowing the circumstances would reasonably regard as being likely to prejudice your judgment of what is in the public interest,then you must leave the meeting (including the meeting room and public gallery) and take no part in the discussion.

**However,** having declared a DPI or ODI, it is possible to remain in the meeting, to speak and to vote by requesting, and being granted, a dispensation to do so. Dispensation request forms are available from the Executive Officer; the request must be submitted in writing before the start of the meeting.

The request for a dispensation will be specific and will ask to be allowed to:

- a) stay in the meeting, or
- b) stay in the meeting and speak, or
- c) stay in the meeting, speak and vote.

### **Item 156: To consider any dispensations received**

From time to time parish council members may need to declare an interest in a specific item on the agenda, either one that relates to information included in their entry on the Members' Register of Interests (a Disclosable Pecuniary Interest) or one due to the subject matter to which the member is particularly close and which a member of the

public in full possession of the facts, would consider prejudicial to fair and open government if allowed to stay and participate in the meeting (Other Disclosable Interest).

Where this happens the member would be expected to declare the interest and, if required, to withdraw from the meeting when the topic is discussed. However, there may be an instance when it would be in the public interest for that member to stay and speak, possibly vote – eg having specialist knowledge, or if too many of the members have the same interest and no business could be transacted, or grant of dispensation would be in the interest of all those living in the parish, or if otherwise appropriate.

In this case the member can submit, in writing before the start of the meeting, a request for dispensation to stay/ speak / vote which the council is expected to vote on at this point in the meeting. The vote must be mindful of the impact of the dispensation on the probity of the council as and when viewed from outside the council.

**Item 157: The adjournment** provides an opportunity for members of the public to speak to the meeting which helps to foster good relations with residents who would otherwise be unable to voice any concerns at any other point in the meeting. It is expected that parish councillors will take this opportunity to listen to parishioners concerns at this time since this is not a time for discussion on the various issues raised. Council members may ask the member of the public for clarification of the issues raised but are not expected to enter into in-depth talks or make any decisions at this point in the meeting.

a) **Members of the public.**

b) **County Councillor Peter McDonald** is invited to provide a report on his work at County Hall on behalf of Beacon division constituents.

c) **District Councillor Charles Hotham** is invited to provide a report on his work at Parkside on behalf of Barnt Green and Hopwood ward constituents.

**Item 158: Previous minutes** (pages 7 - 11)

To approve the minutes of the parish council meeting held 05/10/2016. It would be helpful if you have a query about any aspect of the draft minutes to let the EO know in advance to help clarify the issue in the meeting.

**Item 159: Chairman's report**

Cllr R Cholmondeley will report.

**Item 160 Executive Officer's report** (pages 12 – 13)

**Agenda item 161: Finance**

- i) Current financial position – interim information on page 13. The spreadsheet showing all receipts and payments for October and end of month bank reconciliation will be distributed at the meeting along with up-to-date comparison of budget to actual receipts and payments.
- ii) Draft budget for 2017/18, v1.1, is as attached at page 14 (will also be forwarded as an excel spreadsheet to aid reading if required). Members are asked to consider what use to make, if any, of reserves.

The amount in the building society deposit account is £54,000 and there is £43,986 in the bank accounts, of which the council expects to spend £27,522 to the end of the financial year, thus leaving a yet unallocated amount of £70,464. The parish council has no specific policy on balances and reserves, but it has been implied that a contingency amount of one year's precept is kept in reserve. This year's precept amounted to £57,650; thus, if this amount is kept as contingency reserve ie to be used only in an emergency, then there is an anticipated capital surplus at the end of this financial year of £12,814, of which £4,568 has already been spent (new footpath at the playing field) and depending on your wishes another c£2,500 relating to picnic benches, notice board and bins at the playing field could be spent this year or earmarked for next.

Members are asked to consider:

- a) whether the implied reserve of one year's precept is best practice
  - b) whether to establish a policy on reserves and balances
  - c) what capital projects if any, to be undertaken for the future, eg completion of playing field footpath, outdoor gym equipment, public toilets, improved footpath lighting, new goal posts etc
  - d) whether to vire funds from capital reserve to be used in this financial year to purchase picnic tables, notice board and new bins at the playing field.
  - e) The likely day-to-day increases that will be incurred eg whether to increase the precept to cover the costs of maintaining on a day-to-day basis the new car park (likely to be handed over late 2017 or 2018); NB the support funding that is to be provided is to be retained as a separate fund for future capital expenditure on the car park such as re-surfacing.
  - f) Undertaking to seek alternative sources of income via funding streams notified by BARN (Bromsgrove and Redditch Network, ie 3<sup>rd</sup> sector supporters), CALC (County Association of Local Councils) and others.
- iii) Confirmation of quarterly review of book-keeping. Cllr Cholmondeley reviewed the accounts on 27/10/2016, for the quarter July 2016-September 2016.

### **Agenda item 162: Committee and Working Party reports**

- a) **Village Improvements:** the report on the meeting held Wed 12<sup>th</sup> October with all village retailers/businesses and Cheryl Welsh, Centres Manager is attached, pages 15 - 16.
- b) **Emergency Planning:** Cllr J Jellie to report

### **Agenda item 163: Events**

- a) Christmas Lights switch-on: Friday 2<sup>nd</sup> December 2016; plans in hand, event to start at 4.30pm in Millennium Park with carol singing. Wider advertising via Cheryl Welsh and all shops to be aware / participate.
- b) Community Walk – “Mulled Wine Walk” on Tuesday 27<sup>th</sup> December starting at 1pm (see draft poster attached, page 17). Walk hosted by Parish Paths Warden Simon Richards.
- c) Ongoing events items: Hosting of future Shindig events; Barnt Green fun run.

### **Agenda item 164: Environment & Community Wellbeing**

- a) With regard to the new car park in Fiery Hill Road to agree to consider signage required and put to Cala Homes, eg : Car Parking for Commuter Use Only.
- b) To consider the proposal by Worcestershire County Council to extend the existing Prohibition of Waiting Order on Oakdene Drive; consultation attached, page 18.
- c) To approve cost and style of proposed notice board and picnic benches for Parker's Piece playing field, within budget constraints established at agenda item 161(ii) above. Examples of picnic benches (one with board games incorporated) and noticeboards to be circulated as separate document.
- d) To approve request to be included in the SpeedWatch scheme, pages 19 - 20, and identify the likely participants from the parish.

### **Agenda item 165 Planning**

- a) Cllr S Whitehand will report on the meeting arranged at Hagley PC to consider a district-wide parish council concord towards identification of future sites for development; a spreadsheet showing the sites identified in the SHLAA (Strategic Housing Land Availability Assessment) has been circulated to members.
- b) Bromsgrove DC is consulting on the draft Statement of Community Involvement with responses required by Monday 5<sup>th</sup> December: Draft SCIs for both Bromsgrove and Redditch are available to view and download from: [www.bromsgrove.gov.uk/sci](http://www.bromsgrove.gov.uk/sci) and [www.redditchbc.gov.uk/sci](http://www.redditchbc.gov.uk/sci)
- c) To note and be aware of SHLAA revisions and the impact this could have on the parish. <http://www.bromsgrove.gov.uk/media/2025049/SHLAA-low-res-07-06-16.pdf>

- d) To consider and comment on the applications notified as below (associated plans are online via <http://appuview.bromsgrove.gov.uk/online-applications/> and have been forwarded to members); to be notified of any others received since this agenda was published.

PC Log no. / BDC App. No	Address	Proposal
Log no. 048 / App ref: 16/0982	11 Blackwell Road	Proposed extensions and improvements to an existing dwelling.

#### **Agenda item 166 Governance**

- a) To review Grant Awarding Policy, as attached, page 21 - 23. Changes have been made relating to amount of funding allocated and timing for submitting the request.
- b) To review and consolidate Risk Management Policies. All the risk management documents are to be collated into one overarching policy; the documents attached have a variety of review dates however it is advisable to review at this time of year to ensure compliance with the Annual Governance Statement and so that you can pick up any issues in plenty of time before the end of the financial year. Pages 24 - 30
- c) For LCAS (Foundation) to confirm the Parish Council has up-to-date insurance policies that mitigate risks to public money. Summary of current insurance cover is attached, page 31.
- d) To note the Executive Officer's response to the government consultation on 'referendum principles', as attached, pages 32 – 33.

#### **Agenda item 167 Future meetings and items for future agendas**

Councillors may use this opportunity to:

- (i) agree the attendance of councillors at forthcoming meetings:  
Bromsgrove Area CALC meeting Wednesday 14<sup>th</sup> December 2016
- (ii) report minor matters of information not included elsewhere on the agenda;
- (iii) raise items for future agendas

#### **Agenda item 168 Date and Venue of Next Meeting**

The next parish council meeting will be on Wednesday 7<sup>th</sup> December at 80 Hewell Road

End of report.  
Gill Lungley  
Executive Officer  
27/10/2016

## Barnt Green Parish Council

**Minutes of the Parish Council meeting  
held at 80 Hewell Road, Barnt Green  
on Wednesday 5<sup>th</sup> October 2016 at 7.00pm**

**Members present:** Cllrs R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, J Jellie

**In attendance:** Two potential co-optees  
Two members of the public  
One member of the press (The Village)  
Gill Lungley (Executive Officer)

The Chairman welcomed all to the meeting.

### 16/138 Apologies

Cllr S Whitehand (apology accepted)

### 16/139 Co-option

Two candidates had submitted valid applications for co-option.

**It was agreed** to co-opt Judith Jagger and Philip Perry as members of the parish council. They signed the Members' Declaration of Acceptance of Office and were invited to take part in the ensuing council meeting.

### 16/140 Declarations of Interest

Cllr C Hotham has a standing declaration relating to his role as a member of the District Council's planning committee, such that any participation in both the debate and subsequent vote is on the basis that the views expressed were preliminary views taking into account the information presently made available to the Parish Council. Cllr CH would reserve his final views on the application(s) until in full possession of all the relevant arguments for and against.

There were no other declarations of interest.

### 16/141 Consideration of dispensation requests

No dispensation requests had been submitted in advance of this meeting.

### 16/142 Adjournment of meeting to hear from:

#### a) **Members of the Public:**

Two members of Barnt Green Cricket Club were present to speak in support of their application for funding support of £500 towards the refurbishment of the club's all-weather practice areas. The bulk of the monies needed had been raised via the New Homes Bonus funding scheme and further amounts had been raised through fund-raising; Lickey and Blackwell PC had indicated they would grant £500.

**With the agreement** of the meeting, the Chairman moved to suspend the adjournment to allow agenda item 149e to be brought forward for discussion at this point: To consider the request for funding of £500 from Barnt Green Cricket Club.

**It was agreed** to grant funding of £500 to Barnt Green Cricket Club in order to facilitate the refurbishment of the club's all-weather practice areas.

**The meeting was re-adjourned** to hear from:

b) **Worcs County Councillor: Peter McDonald** had sent apologies for non-attendance.

c) **Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward** commented as follows:

1. Planning officers: there is to be a review of the powers delegated to planning officers.
2. Review of county council position: BDC will be taking a more in-depth look at the opinions put forward by WCC in relation to highways matters.

3. Parkside offices: stamp duty has been paid with WCC covering the excess costs.
4. BDC efficiency plan: if agreed with central government the efficiency plan will provide financial certainty for the next four years, but it will require major savings.
5. New Homes Bonus: the NHB scheme is due for review by central government.

### 16/143 Minutes of the last meeting

The minutes of the Parish Council meeting held 07/09/2016 were agreed a true record and signed by the Chairman.

### 16/144 Chairman's Report: Cllr R Cholmondeley

Items for report are covered in this meeting.

### 16/145 Updates and Decisions taken by the Executive Officer (EO) since last meeting

Cala Homes Fiery Hill Road development	A copy of the bond and s278 agreement had been received (it was noted page 6 was missing from the latter and a further copy has been requested). BDC decision regarding CALA's request to allow a further 15 houses to be occupied prior to the road re-alignment is awaited. It would appear Cala have given an undertaking to not close Kendal End Rd/Bittell Rd to through traffic during December.	
Use of Social Media	The offer of free training in this topic is being pursued.	
Hanging baskets, winter planting	Where Next will replant the planters in Hewell Road and Millennium Park with winter bedding plants and remove the hanging baskets that are no longer attractive. It was noted that this year's floral display in the village had suffered due to lack of care/watering and thought would have to be given if intending to do similar next year.	
Street light not working	The faulty light in Green Bank has been repaired. A light in Margesson Drive has not been attended to due to wasps' nest in the column – contractor will attend when colder.	
Verge on Hewell Road	BDC Place Team have attended on site to good effect.	
Millennium Park trees	The tree surgeon had attended on 04/10/2016 to remove the dead wood from the Nuttall Oak in Millennium Park.	
Litter bin, Cherry Hill Drive path	Lickey Hills Society, who requested BGPC support for the bin are awaiting response to New Homes Bonus grant application	
Footway lighting improvements	The lighting contractor has been asked to install the wall lights outside the PC office following approval from the landlord. No progress to date regarding new lighting scheme, Hewell Road (EO to chase). Concern had been expressed about poor lighting in Sandhills Lane but agreement regarding an improvement scheme has yet to be made.	
Christmas Lights competition	The 5 winning children's designs, judged by CALA (sponsors), St Andrews Church (Sheri Gidney) and PC/school (Charlie Hotham) have been forwarded to Blachere to be made up following street lighting contractor's approval in relation to size, siting and suitability. The finished products will be installed as feature lights on existing columns near the school, Hewell Road. The 5 winners (all pupils at St Andrews First School) will be presented with a certificate. Arrangements for the switching-on event are to be agreed with the school's PTA.	
Matters carried forward	<ul style="list-style-type: none"> <li>- SmartWater campaign (awaiting response from PACT meeting)</li> <li>- Barnt Green station (funding for lifts has been confirmed). It was noted via a resident's recent email that London Midland will provide support for passengers who have difficulty with access, this information would be included in the next parish council newsletter.</li> <li>- Railway footpath crossing to Cofton (footbridge funding confirmed)</li> <li>- On-street car parking. It was noted residents of Oakdene Drive continue to seek a solution to remove commuter parking from this cul-de-sac, and that the commuters' car park on the corner of Fiery Hill Rd/Butterwick Drive has not yet been opened for use.</li> <li>- Network Rail had notified residents of possible disruption (noise and rail closures) during improvement works in October and November.</li> <li>- Cllr EG reported on the overgrown hedge, 11 Fiery Hill Road which he hoped would be attended to with the help/advice of the Lengthsman.</li> </ul>	
General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• LGRC Expo, 09/09/16, variety of exhibitors' flyers</li> <li>• Community First</li> <li>• Parish Housing Needs Surveys</li> <li>• Internet Access survey,</li> <li>• WCC County Councillor update, Woodvale</li> <li>• Pollinator Conference 14/10/2016, @ The Hive</li> </ul>	Regular correspondence: <ul style="list-style-type: none"> <li>• WorcsCALC update newsletters</li> <li>• BDC Weekly planning lists</li> <li>• Police &amp; Crime Commissioner</li> <li>• BARN updates</li> <li>• Sajd Javid MP</li> </ul>

	<ul style="list-style-type: none"> <li>• Shindig Showcase invitation</li> <li>• Community Speed Watch invite for volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Councillor training dates</li> </ul>
Visits / calls by residents & public	<ul style="list-style-type: none"> <li>• Temporary tent on parish fields 08/09/16</li> <li>• Effect of new parking restrictions, Fiery Hill Road</li> </ul>	

## 16/146 Finance

- i. **Receipts and payments** for September are as listed on page 84; the bank reconciliation to 30/09/2016 was noted along with the quarterly comparison of budget to actual receipts and payments.
- ii. **Preparation of budget for 2017/18**  
In accordance with the Scheme of Delegation, members agreed to meet informally with the Executive Officer to discuss building on the budget outline circulated for this meeting; at the same time members would review existing contracts.

## 16/147 Committee and Working Party reports

- **Bus Shelter, Park and Playing Field site visit 15/09/2016**  
**It was agreed** to carry out all the recommended actions as put forward at the site visit, following receipt of costings, to include:
  - Bus shelter refurbishment
  - Millennium Park play area minor matters
  - Millennium Park to seek improvement plan from M Dickenson
  - Christmas tree, corner Hewell Rd / Sandhills Rd – to be removed
  - To consider installation of outdoor adult gym equipment at various sites
  - Purchase and install new notice board for entrance to Parker's Piece
  - Install new litter bin at entrance to Parker's Piece and arrange for regular emptying
  - Remove dog waste bins
  - Purchase 3 free-standing picnic tables for Parker's Piece
  - Contractor to strim all weeds, cut hedges, check culvert for obstructions, remove concrete blockages from stream and use to create footpath 'bridge' over muddy area and remove informal rope swing.
  - Consider installation of outdoor gym equipment and table tennis at Parker's Piece.
- b) **BARN (Bromsgrove and Redditch Network)** meeting with Susan Roberts, deputy Chief Executive on 03/10/2016. The notes from that meeting would be circulated in due course. It was suggested that a regular meeting with Susan Roberts and with Cheryl Welsh would be of benefit.
- c) **Village Improvements** a meeting with Cheryl Welsh, the Centres Manager, has been arranged for Wednesday 12<sup>th</sup> October with all village retailers invited to attend; the cost of refreshments to be supported by the parish council.

## 16/148 Events

- a) **Community Walk, 24<sup>th</sup> September**  
At least 197 people took part in the event organised by Parish Paths Warden Simon Richards with help from WCC Environmental Services, parish council members and fellow PPW from Cofton Hackett. The participants were able to purchase hot food and a drink at the end of the walk, accompanied by live music and the event was deemed a success; plans will be put in place for a similar event next year.
- b) **Christmas lights switch-on.**  
The PTA will be leading on this event on 2<sup>nd</sup> December. The school choir has been asked to lead the carol singing in Millennium Park prior to Father Christmas' arrival, lights switch-on and procession along Hewell Road to school.
- c) **Thank you event to community volunteers**  
Plans were in hand for arranging the annual thank-you event for volunteers, 15/12/2016.
- d) **Items carried forward:**  
Barnt Green fun-run; Shindig theatre.  
It was hoped to arrange a post-Christmas community walk on 27/12/2016.

## 16/149 Environment and Community well-being

a) **New Car Park**

The 28-space car park being built next to the housing development off Fiery Hill Road (Butterwick Close etc) will be the parish council's responsibility after its first year of use. Members were asked:

i) To consider the non-provision of disabled parking spaces.

**It was agreed** to not make especial car parking provision space for the disabled.

ii) To consider the installation of an electric re-fuelling point.

**It was agreed** to not install an electric re-fuelling point.

b) **To delegate arrangements for the installation of cycle stands, Hewell Road**

**It was agreed** to delegate the arrangements for the installation of cycle stands in Hewell Road to the Executive Officer, working with the Chairman and vice-Chairman; funding for which had been granted via New Homes Bonus.

c) **To be aware of drain review and agree site visit to view village vegetation.**

Cllr EG had carried out a review of all the drains in the parish and submitted photographs of those needing attention to the EO for action by County Council.

Members would meet to tour the village to review sites which need attention.

The EO was to arrange a meeting with the Lengthsman to consider how best to deal with a hedge in Fiery Hill Road.

d) **To agree to facilitate the setting-up of a local Rail Users Group.**

**It was agreed** to facilitate the setting-up of a local Rail Users Group; Cllr RC would be appointed representative of Barnt Green parish council.

e) **To consider request from Barnt Green Cricket Club for funding of £500**

Decision to grant £500 funding was made earlier in the meeting, at minute no.142a above.

**16/150 Planning**

a) To note the draft minutes of the meeting held 20/09/2016

Members noted the draft minutes of the meeting held 20/09/2016

b) To note the suggestion from Hagley Parish Council for all the district's parish councils to jointly consider the siting of future housing across the district.

Members noted the suggestion from Hagley Parish Council for all the district's parish councils to jointly consider the siting of future housing across the district. Cllr SW would attend a meeting at Hagley PC on 20/10/2016 to represent Barnt Green PC.

c) To consider and comment on current notified applications as follows:

PC Log no. / BDC App. No	Address	Proposal
Log no. 047 / App ref: 16/0810	Sandhills Green House, B48 7BT	Demolition of existing buildings and erection of replacement 1no dwelling.
<p>PC Comment: No major objections to the demolition of the existing building although the Parish Council recommends it is initially reviewed by Mary Worsfold, Conservation Officer. The current building may not pose any particular architectural merit however, it is understood locally that the house began as a much smaller building at the south east end where there are old cellars (as can be seen in the 'Protected Species Assessment') and then had a series of additions over a number of years. It may be that there is a much older structure embedded within the existing house. The Parish Council would also like to ascertain what is happening in relation to the swimming pool complex that was approved recently. It would seem, given the proposed slightly different location of the new house, that this will need to be relocated somewhat - if indeed it is to go ahead at all.</p>		

**16/151 Governance**

a) To agree calendar of policy reviews

**Members agreed** to the calendar of policy reviews.

b) To consider establishing a working party to discuss ideas and projects for the future

**Members agreed** to meet informally to discuss ideas and projects for the future. The EO would arrange a meeting.

- c) To note the Boundary Commission consultation on the current parliamentary constituency boundary review and consider provision of comment  
**Members noted** the Boundary Commission consultation on the current parliamentary constituency boundary review, that it was likely the parish would be taken out of the Bromsgrove constituency and included instead in the Redditch constituency, and agreed to make no comment.

### 16/152 Future Meetings and Items for future agendas

Councillors were reminded of meetings to be attended including:

- Meeting with village businesses and retailers 12/10/2016
- Meeting on Emergency and Disaster management 12/10/2016 (Cllr J Jellie to attend)
- Meeting with Hagley PC and district parish councils 20/10/2016 (Cllr SW to attend)
- Meeting on 26/10/2016 at County Hall, WorcsCALC AGM and Parish Conference

No further matters were reported.

### 16/153 Date and Venue of Next Meeting

Wednesday 2<sup>nd</sup> November 2016 at 80 Hewell Road

This meeting ended at 9.24pm.

.....  
 Chairman

2<sup>nd</sup> November 2016

Extract from Barnt Green Parish Council Receipts and Payments spreadsheet from 01/09/2016 to 30/09/2016					
voucher no.	Receipts	Description	Payments Gross	Payments VAT	Payments Net
v101		grass cutting at pfield and village	273.43	45.57	227.86
v102		Repairs to Millennium Park equipments	98.40	16.40	82.00
v103		Removal of dead trees from Millennium Park	250.00	-	250.00
v104a		St lighting energy, dusk to dawn	216.19	36.03	180.16
v104b		St lighting energy, continuous	11.98	0.57	11.41
v105		Printing of quarterly parish council newsletter	245.00	-	245.00
v106a		Garden contractors, Millennium Park grass	112.00	-	112.00
v106b		Garden contractors, village verges	56.00	-	56.00
v107/R19	6.00	Return of £135.61 re Alto card closure	-	-	-
v108		St lighting monthly maintenance	264.00	44.00	220.00
v109		Office rent, quarterly payment	1,237.50	-	1,237.50
v110		St lighting repairs, August/Sept	190.74	31.79	158.95
v111		Monthly web site management	58.00	-	58.00
v112		Stationery (paper trimmer, paper)	44.12	7.35	36.77
v113		office telephone and broadband	9.50	1.58	7.92
v114		Pension contribution, August	150.73	-	150.73
v115		Administration salary, August	1,027.32	-	1,027.32
v116		2nd quarterly payment for PAYE/NI	520.70	-	520.70
v117		Quarterly service charge	18.00	-	18.00
v118/R19	6.59	bank credit interest	-	-	-
	12.59	sub total for month	4,783.61	183.29	4,600.32
	35,523.10	total for year to date	33,084.79	2,836.67	30,248.12

Minute ref. 16/146i

## Agenda item 160: Executive Officer's report

CALA/Fiery Hill Rd development	Complete copy of s278 agreement had been received. Kendal End Road/Bittell Road under railway bridge is to be closed for 10 weeks starting 09/01/2017 (end date 22/03/2017)	
Social Media	The offer of free training in this topic is being pursued; other councils invited.	
Hanging baskets, winter planting	Winter planting has been done and all tired h/b's removed.	
Litter bin, Cherry Hill Drive path	Lickey Hills Society, who requested BGPC support for the bin are awaiting response to New Homes Bonus grant application. Item to be carried forward until re-contacted by LHS.	
Footway lighting improvements	Wall lights outside the PC office have been installed. No progress to date regarding new lighting scheme, Hewell Road (EO to chase).	
Christmas Lights competition	Winners are to be presented with certificates in advance of the actual event, to allow for celebration in school and photo opportunity.	
Wheelie bin sticker	2 stickers sold to applicant from outside the parish; still have some stickers remaining in the office: advertised on website and on the notice board.	
Railway station	<ol style="list-style-type: none"> <li>1. Rail Users Group (RUG) to be established; EO taking forward</li> <li>2. Station ticket machine is unreliable (to be progressed by RUG when set up)</li> <li>3. BARN have advised the PC that the Engagement and Equalities forum have written to London Midland about the lack of access from one side of the station to the other; - resident called in to the PC office to ask if any progress with installation of lift.</li> </ol>	
Cycle stands	Three cycle stands have been ordered for installation adjacent Hewell Road (funded via New Homes Bonus). Shops to be notified of imminent installation. WCC Highways to install.	
Playing Field trees	The BDC Tree Officer has agreed to assess the health and condition of these trees.	
Condition of drains	Following Cllr EG's review of drains in the parish, pictures were sent to County Councillor P McDonald who advised best action. Majority need to be cleared by Lengthsman, those that are fully blocked are to be reported to WCC Highways via online reporting. BDC are responsible for road cleaning, WCC responsible for drains management.	
Blackwell Road	Information received from Highways Liaison Officer is that following petition by a resident, Peter McDonald has authorised the installation of a vehicle activated speed sign (VAS) in Blackwell Road.	
Visits / calls / emails by residents & members of public	<ul style="list-style-type: none"> <li>• Conservation area restrictions on trees (EO gave out Conservation Area leaflet)</li> <li>• Parking issues in Oakdene Drive (Chairman responded via EO)</li> <li>• Duke of Edinburgh scheme potential for volunteer work (EO responded)</li> <li>• Offer of Christmas tree for Orchard Croft (commercial rates, EO responded)</li> <li>• Overgrown hedge concerns, 11 Fiery Hill Road (Cllr EG worked with Lengthsman via EO)</li> <li>• Report of dog fouling nuisance at playing field with plea for all dogs to be on leads (EO cc'd into email sent to parish councillors): it would appear this is first such contact since dog fouling notices were installed July 2015; no proof this was dog fouling (possibly fox or badger?); if dog, it could have been on lead when fouling. Do members wish to discuss this subject in more detail at another meeting?</li> <li>• Playforce Parks have provided examples of consultations to ascertain residents' wishes for play sites.</li> </ul>	
General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• Age UK – Reconnections programme</li> <li>• WCC County Councillor update, Woodvale</li> <li>• CALC AGM and Worcs Parish Conference</li> <li>• Training opportunities</li> <li>• BDC November &amp; December events</li> </ul>	Regular correspondence: <ul style="list-style-type: none"> <li>• WorcsCALC update newsletters</li> <li>• BDC Weekly planning lists</li> <li>• Police &amp; Crime Commissioner</li> <li>• WCC Highways updates</li> </ul>
SLCC Conference	Two days spent at Society of Local Council Clerks conference; attended talks by Ken Livingstone (who "loved being in local government because you get to do things"), Andy Cope (The Art of Being Brilliant), Jonathan Owen (NALC CEO), John Connell (Head of	

	Communities at DCLG) re Referendum Principles, seminars on time management, Freedom of Information, Changing Communities, and SLCC future structure (separating from union activities which are to be taken over as ALCC)
Matters carried forward	SmartWater campaign (awaiting response from PACT meeting) Barnt Green station (funding for lifts has been confirmed) Railway footpath crossing to Cofton (footbridge funding confirmed) On-street car parking.

#### Agenda item 161 Finance

- (i) Current financial position and receipts and payments for the month; interim information here, month-end update to be provided at meeting.

Extract from Barnt Green Parish Council Receipts and Payments spreadsheet from 01/10/2016 to 25/10/2016					
voucher no.	Receipts	Description	Payments Gross	Payments VAT	Payments Net
v119/R20	28,825.00	Half-year precept			
V120		Replacement of bollards, supply and ins	1,440.00	240.00	1,200.00
v121		Public toilets for Community Walk even	216.00	36.00	180.00
v122		Banners x 2, music for community walk +	202.00	13.33	188.67
v123		Legal fees	183.00	-	183.00
v124		Grounds maintenance etc	273.43	45.57	227.86
v125		Weed treatment at playing field	106.80	17.80	89.00
v126		Annual business waste removal charge	81.00	-	81.00
v127/R21	5.00	Provision of 30mph speed sticker			-
v128a		unmetered supply, lighting dusk2dawn	222.94	37.15	185.79
v128b		unmetered supply, lighting continuous	12.09	0.57	11.52
v129		office energy	62.68	2.98	59.70
v130		Street lighting maintenance contract	264.00	44.00	220.00
v131		Hosting training event for 2xBG councill	40.00	-	40.00
v132		Tree surgery at Millennium Park (deadw	460.00	-	460.00
v133		Training at County Hall for 1xBG councill	30.00	5.00	25.00
v134		Annual subscription	36.00	-	36.00
v135a		Millennium Park grass cutting	112.00	-	112.00
v135b		Village highways grass verge cutting	28.00	-	28.00
v136		Lengthsman	500.00	-	500.00
v137		Reference books (C.A-B 10th ed)	93.55	-	93.55
v138		Web design and hosting	58.00	-	58.00
v139		Pension contribution, September	150.73	-	150.73
v140		Salary, October	1,027.32	-	1,027.32
v141		Office phone and broadband	9.50	1.58	7.92
v142		Replacement lamps to footway lighting	45.90	7.65	38.25
v143		Cycle stands for village centre	545.04	90.84	454.20
				-	-
	28,830.00	Total for month	6,199.98	542.47	5,657.51
	64,353.10	Total for year to date	39,284.77	3,379.14	35,905.63

**BUDGET PROPOSALS FOR 2017/18 V1**

Pasted VALUES only AS At 24 Oct 2016 RECEIPTS	2015/16 actual at year end	Proposed budget 2016-17	Budget summary	Actual	Variance	likely outcome for 2016/17	Narrative for 2016/17	2017/18	Narrative for 2017/18
Precept	57,200	57,650	57,650	57,650	-	57,650	Precept of £57,650 saw average Band D council tax payer contribute £62.58		Unlikely to be capped for 2017/18 but 2% is £1153
Council Tax Support Grant		634	634	634	-	634	CTSG received via BDC discretion	-	Unlikely to receive any Council Tax support grant after 2016/17
Interest	494	450	450	22	428	200	Amount of building soc. Interest not yet known	100	Low rate of interest & less funds on deposit
VAT Refund	5,260	3,500	3,500	2,954	546	4,100	May receive higher amount if spend more on capital projects during the year	4,500	VAT refund will depend on expenditure
Lengthsman reimbursement	1,382	2,000	2,000	1,500	500	2,000	Lengthsman income via WCC scheme	2,000	likely to continue into 2017/18 but not yet confirmed
Miscellaneous inc NHB	3,530	1,000	1,000	1,594	- 594	2,000		1,000	Possible grant income source and amount as yet unknown eg Neighbourhood Plan support
Total receipts	67,867	65,234	65,234	64,353	881	66,584			P
<b>PAYMENTS</b>									
Staff Costs	16,150	16,000		9,138	6,862	16,000	2016/17 Staff costs ie gross pay + employer NI and pension contribution @ £1351.75 pcm	16,400	2017/18 Staff costs ie gross pay + employer NI and pension contribution @ £1365.25 pcm
Chairman's expenses	343	425		-	425	350	Reduce cost of annual thank-you to volunteers	400	Possible extra costs if busier in year
Office Running costs	7,099	6,000		3,167	2,833	5,810	Office rent £4950, heat & light £500, telephone & Broadband £360	6,000	Similar to last year
Training and Publications	168	250		233	17	300		300	Clerk required to fulfil at least 12 CPD points; new members will require induction training; existing members may need refresher
Meeting Rooms and Refresh	27	60		28	32	60		250	Hire of rooms depends on business to be discussed; annual meeting always in larger venue which may be needed for NDP meeting
Subscriptions	848	900		749	151	900		1,000	CALC sub is likely to increase to cover their loss of grant
Insurance	1,027	1,000		1,036	- 36	1,036		1,050	Insurance provider to be reviewed
Auditor Fees	415	445		420	25	420		450	New audit arrangements may see increased costs
Legal/Professional Fees	200	500		183	317	500		500	Nothing expected; contingency
Loan repayments	-	-		-	-	-	No loans this year	-	No loans expected
Election costs	90	1,000		-	1,000	-	No election during year	500	The actual cost of an election is IRO £2,000; prudent to build up fund for 4 yearly event
Donations	-	1,000		-	1,000	1,000	Parish Council is able to grant-fund community groups and has policy to support this. NB £500 is promised 2016/17 to BG Cricket Club.	1,000	Council to advertise availability of grant funding to community groups
Bank charges	-	-		18	- 18	36		72	Bank charges introduced during 2016; applies all banks.
General admin cost	772	350		210	140	350		400	
<b>Administration</b>	<b>32,055</b>		<b>27,930</b>	<b>15,181</b>	<b>12,749</b>	<b>26,762</b>		<b>28,322</b>	
Newsletters	980	1,000		490	510	980	4 newsletters published each year; cost of printing is currently £245 per 1000 copies	1,000	Paper costs likely to increase for next year
Website	736	500		406	94	696	Website hosting is currently £58 pcm;	1,500	website needs revamp so increased budget
<b>Communications</b>	<b>1,716</b>		<b>1,500</b>	<b>896</b>	<b>604</b>	<b>1,676</b>		<b>2,500</b>	
Park Mowing	756	800		784	16	896	park mowing costs this year £56 per cut	915	allow for 2% increase
Park Maintenance	1,050	2,000		1,340	660	1,500	hedge cutting, leaf raking, play equipment maintenance and tree maintenance	1,500	contingency built in to cater for emergency tree work or similar
Park Safety Inspections	140	200		208	- 8	380	For both Park and playing field weekly site/equipment checks are £10; annual RoSPA check this year was £210 but will be less nxt yr	350	last year's RoSPA inspection included extra cost for timed visit to meet with EO and WT
<b>Millennium Park</b>	<b>1,946</b>		<b>3,000</b>	<b>2,331</b>	<b>669</b>	<b>2,776</b>		<b>2,765</b>	
Field Mowing	1,823	2,800		1,412	1,388	1,640	incorrect recording of mowing costs to be rectified 2017/18	1,700	
Field Maintenance	1,339	1,500		602	898	950	roll and spike pitch x 4; monthly litter bin emptying + play equipment repair	1,000	unknown costs re equipment repair; contingency included
Field Safety Inspections	140	200		208	- 8	380	For both Park and playing field weekly site/equipment checks are £10; annual RoSPA check this year was £210 but will be less nxt yr	350	last year's RoSPA inspection included extra cost for timed visit to meet with EO and WT
Playing Field	3,302		4,500	2,222	2,278	2,970		3,050	
Hanging baskets	416	500		617	- 117	617	Costs included h/b's for ALL shops	550	Fewer hanging baskets this year
Planters	787	900		381	519	800	6 planters in Hewell Road and 3 in MillPark includes Hewell Road grass verge 10 cuts @ £28; FHRd, Hewell Lane and Hewell Road embankments £900. + bus shelter repair	900	If purchase new village entrance planters then costs of planting will increase
Other environmental	785	900		271	629	1,500		1,500	as for previous year + 2% to ongoing costs + contingency
Village Environs	1,988		2,300	1,268	1,032	2,917		2,950	
Lights Maintenance/repairs	3,197	4,000		1,853	2,147	2,953	monthly retainer £220; guess re maintenance/repair/replacement costs	4,000	as light bulbs age they will need to be replaced
Lights Electricity	2,256	3,000		1,335	1,665	3,000	will energy costs increase next year?	3,500	Expect energy costs to increase
Christmas Lights/Tree	5,641	7,000		1,375	5,625	7,000	delivery of lights, installation, energy, repairs	7,000	To review costs for 2017/18 (3-year contract)
<b>Street Lighting</b>	<b>11,094</b>		<b>14,000</b>	<b>4,563</b>	<b>9,437</b>	<b>12,953</b>		<b>14,500</b>	
Lengthsman charges	2,000	2,000		1,500	500	2,000	lengthsman charges are £500 per quarter; costs are recovered from WCC	2,000	as for previous year, 5-year agreement
Highways	210	250		1,228	- 978	1,228	unexpected cost of bollard replacement 2016	500	unknown costs; contingency included
<b>Highways</b>	<b>2,210</b>		<b>2,250</b>	<b>2,728</b>	<b>- 478</b>	<b>3,228</b>		<b>2,500</b>	
Community Walks / Events	904	900	900	1,668	- 768	2,000	Under-anticipated costs of events this year; Grant likely to be available but will incur consultation and printing costs	3,000	May be more active during 2017/18
Neighbourhood Plan	-	2,000	2,000	-	2,000	2,000		3,000	Hope to move to complete in 2017/18?
Fixed Assets	5,607			-	-	-			
	6,512		2,900	1,668	1,232	4,000		6,000	
<b>Sub-total payments (revenue budget)</b>	<b>60,822</b>	<b>58,380</b>	<b>58,380</b>	<b>30,857</b>	<b>27,523</b>	<b>57,282</b>		<b>62,587</b>	This is the expected payments total for the year. PC must set a balanced budget, therefore the income must match or exceed this figure; not advisable to use reserves to do so.
Capital Projects FUNDED VIA RESERVES				4,568	- 4,568	7,368	2016 cost of £4568 for playing field footpath; could also included for new capital costs for 2016/17 eg 3 x picnic benches £1300, cycle stands £450 (nil net cost), notice board £800, 3 new bins £250		Suggestions currently include new village entrance planters (can purchase outright or hire); may need to purchase new Xmas lighting to replace existing; ground works for new path at playing field and improvement Millennium Park
VAT paid	4,916	3,500	3,500	3,288	212	4,100		4,500	VAT can be reclaimed from HMRC
Total payments	60,822	61,880	61,880	38,714	23,166	68,750			

Notes taken at the meeting held on Wednesday 12 <sup>th</sup> October 2016, 5.30pm at Barnt Green Social Club.		
Present: Parish Council (PC)	Cllrs Robert Cholmondeley (chairman), Charlie Hotham (CH) (vice-Chairman and District Councillor), Edwin Gumbley, Judith Jagger, Philip Perry, Rosemary Briggs + executive officer, Gill Lungley (note-taker)	
BG Shops	Andy (Post Office), Becky and (Beauty Box), Donna (Savoir Faire), Jan and Tina (Oasis), Lesley (Meadow Farm), Wendy (It's a Gift)	
Bromsgrove DC	Cheryl Welsh (CW), Bromsgrove Centres Manager North Worcestershire Economic Development and Regeneration	
Welcome	Everyone welcomed to the informal meeting	<u><a href="#">Actions</a></u>
Background	CW has been newly appointed to role and keen to help the district's centres. CH explained that currently funding for the parish council is mainly via residents who pay council tax, ie business rates are not shared out to parish councils.	
Village Parking	Plans were noted of the new 28-space commuter car park at the housing development off Fiery Hill Road which may help to relieve parking in the village, however problems regarding easy access to village centre parking and parking for shops will continue and this is a topic for future discussion.	Future meeting solely on parking issues
Promotion	It was generally believed that village shops' 'footfall' was less now than 5 years ago for a variety of reasons. CW suggested: - carrying out a survey to establish actual footfall rather than perceived and to set a baseline comparator; - a USP could be the number of high-end shops in the village; - presence of the railway station is an opportunity that should be used; - people may be expected to spend day here - walks, shopping/leisure; - opportunity to link with 'Better Bromsgrove', use of social media.	CW & CH to devise survey to be held in each shop, issue results & agree way forward
CW site visit summary	CW had visited village late August and noted: 1. Signage is poor	CW to meet with County Councillor P McDonald (Highways)
	2. Social club car park could be made more use of, especially to commuters	?
	3. Parking bays to be repainted	This has been done
	4. Review length of time allowed for parking outside Tesco	
	5. Environs / appearance at station is shabby, not attractive	Establish a rail-users group; install better signage and a notice board, remove overgrowth
	6. Public realm needs attention, eg low level weeds, signs need re-painting, no welcome signs, no public toilets	PC to ask for weed spraying, and post repainting (PC will attend to bus shelter & will lobby for public toilets)
	7. Events already held and users of sports club & cricket club probably	

	<p>don't make use of village centre enough.</p> <p>8. For future could hold a Village Art Trail – each shop would feature a work of art on hire from (WCC?), or hold a busking festival or something similar to this year's flower festival / Open Gardens</p>	
<p>Way forward; Maximising Christmas trading</p>	<p><u>Christmas Lights switch-on</u> will be on Friday 2<sup>nd</sup> December, 4.30pm with school choir prior to start of school's Xmas Fayre at 5.30pm. Cala sponsorship has meant 5 new lights, designed by 5 children will be added to the display, which will encourage greater attendance. Shops were to consider late-night opening on that day; Saturday 3<sup>rd</sup> December is Small Business Saturday.</p> <p><u>Village centre competition</u> All shops could hold a 'find something' competition, eg in Bromsgrove it's Santa and his reindeer, in Hagley it's Santa and his elves; all shops to hold entry forms; + best-dressed window competition.</p> <p><u>Other suggestions:</u></p> <ul style="list-style-type: none"> <li>- Brass band for lights switch-on</li> <li>- Have not just the one (light switch-on) event</li> <li>- Have a brass band every Saturday</li> <li>- Ask BG Choir to sing carols, or ask the Betel choir to visit</li> <li>- Invite some sort of music every Saturday</li> <li>- Tina is in an orchestra – could they perform?</li> </ul> <p><u>Proposal:</u></p> <ul style="list-style-type: none"> <li>- Shops open on Small Business Saturday (3<sup>rd</sup> December) and offer mulled wine/mince pies – with brass band in open air.</li> <li>- Competition to be run over 2 weeks, end Nov/start Dec.</li> </ul>	<p>Draw together via CW to meet with PC rep and village shops rep</p>
<p>Traders' committee</p>	<p>The parish council has no 'one voice' to refer to with regard to all the village centre traders, hence requirement to establish a Town Team to share ideas and communicate, eg early-warning system if under threat, (ShopWatch). It was hoped the parish council could act as a catalyst to set things going and that more of the village traders would take part as the Town Team evolves.</p>	<p>CW to meet with CH</p>
<p>Next meeting to review and move forward</p>	<p>To meet again on Wednesday 9<sup>th</sup> November at 5.30pm. Venue to be confirmed.</p>	<p>All to be notified when venue confirmed.</p>



## **Barnt Green Christmas Mulled Wine Walk**

**Tuesday 27th December 1.00PM  
Meet at Millennium Arch  
B45 8NF**

***We would like to invite you to join us on our Christmas walk***

- ❄ *The walk is about 5 miles*
- ❄ *Enjoy Walking off your Christmas pudding*
- ❄ *Enjoy views of the Arrow Valley*
- ❄ *Enjoy the fresh air*
- ❄ *Enjoy the company*
- ❄ *Enjoy the post walk refreshments*



***We head out of Barnt Green to Withybed Green., then along the canal and back over Cobley Hill. We then visit Cafe Morso for a well deserved mulled wine or hot chocolate.***

***The walk is organised by Barnt Green Parish Council and led by Simon Richards Barnt Green's Parish Paths Warden. Accompanied children and dogs are always welcome.***

***The walk is free, however refreshments are chargeable.***

***We look forward to meeting you all on the 27th.***

Agenda item 164b  
 Proposals to extend prohibition of waiting, Oakdene Drive



<p>© Crown copyright and database rights 2015                  Ordnance Survey 100024230.</p>	<p>Oakdene Drive, Barnt Green -                  Proposed Prohibition of Waiting Order</p>	 <p><b>worcestershire</b>                  county council</p>
<p>Scale: 1:800      At A4</p>		<p>Worcestershire County Council                  County Hall                  Spetchley Road                  Worcester                  WR5 2NP</p>
<p>Date Printed: 15/12/2015</p>	<p>Drawing 2015-246-1</p>	

**(From WorcsCALC update 29/09/2016) Community Speed Watch**

If your council is interested in setting up a community speed watch scheme, please contact  
Adnan Ali  
Community Speed Watch Co-ordinator  
PS Operations  
Warwickshire and West Mercia Police  
Safer Roads Partnership  
Malvern Gate, Worcester

01905 331252 [a\\_ali002@westmercia.pnn.police.uk](mailto:ali002@westmercia.pnn.police.uk)



The poster is divided into several sections. At the top left, a blue curved banner contains the title 'Community Speed Watch: Information for Volunteers'. Below this, a photograph shows a group of seven people, including three police officers in uniform and four volunteers in high-visibility jackets, standing behind a large yellow sign that reads 'COMMUNITY SPEED MONITORING'. To the right of the photo are the logos for Warwickshire Police and West Mercia Police. The bottom left section, titled 'Safety Matters', lists rules for volunteers. The bottom right section, titled 'Want to get involved?', provides contact information and details about the scheme. The background of the bottom section features a photograph of a car on a road with volunteers in the foreground.

### Safety Matters

The safety of all road users is paramount in any initiative. The following rules must be adhered to at all times:

- Volunteers must not stand in the road at any time or obstruct the footpath.
- Volunteers must always work in groups of three, with one operating as a 'safety lookout'.
- Checks should only take place during daylight hours at locations which have been agreed and approved.
- High visibility jackets must always be worn.
- At least one volunteer must be in possession of a mobile phone.

Volunteers will be covered by the relevant force's public liability and personal accident insurance policies.

### Want to get involved?

For more information on Community Speed Watch and how to become a volunteer, please contact your local safer neighbourhood team.

Details of your safer neighbourhood team and local PACT or Community Forum events can be found at:

[www.westmercia.police.uk](http://www.westmercia.police.uk)  
[www.warwickshire.police.uk](http://www.warwickshire.police.uk)

Or by calling 101

**Safer Roads Partnership**  
IN WARWICKSHIRE AND WEST MERCIA

**Warwickshire POLICE**  
**West Mercia POLICE**

## Introduction from your Safer Neighbourhood Team

Excessive or inappropriate speeding is dangerous and is responsible for many unnecessary injuries and collisions. It is a serious traffic offence which affects the quality of life of many communities throughout Warwickshire and West Mercia.

Reducing excessive and inappropriate speed is a priority for Warwickshire Police and West Mercia Police. Both forces use a wide range of education, enforcement and publicity programmes to address the issue. Our Community Speed Watch

(CSW) initiative is one of these. Similar schemes are operated throughout the UK.

These local schemes are established where communities raise speeding as a concern through their local safer neighbourhood team, parish council or at a local PACT (Partners and Communities Together) event or Community Forum. They enable local people to play an active role in improving their community and provide a valuable deterrent to people driving irresponsibly.

## What is

## Community Speed Watch?

Community Speed Watch (CSW) schemes are coordinated by the police but managed and run by volunteers in the community.

The scheme enables local people to take an active role in road safety and make their community safer.

The aim of CSW is NOT to catch as many speeding drivers as possible. It aims to encourage motorists to drive at a safe and appropriate speed, reduce speed in areas of concern, re-educate drivers about the dangers of speeding and address concerns from local residents about cars speeding through their neighbourhood.

## How does CSW work?

At specified safe locations, volunteers monitor the speed of passing vehicles with a hand-held speed detection device. Offending vehicles' details are recorded on a log sheet, including the names and signatures of the volunteers witnessing the offence, the make / model and registration number of the vehicle and the speed recorded by the hand-held device.

Log sheets should be submitted to safer neighbourhood teams within seven days, who will arrange for warning letters to be sent to the registered keepers with advice on safer driving.

Schemes will be evaluated to ensure they are having a positive impact on vehicle speed, driver behaviour and community reassurance.

## Which communities can have scheme?

There are a number of criteria which must be met before a scheme will be established:

- Speeding must have been identified as a PACT or Community Forum priority.
- Active speed enforcement operations must not already be underway in the area by Warwickshire Police, West Mercia Police or the Safer Roads Partnership.
- There must be at least six volunteers in each CSW scheme.
- Speed checks must be conducted by at least three volunteers.
- The area must have a 30 or 40 mph speed restriction.

## Can anyone become a volunteer?

Schemes are open to anyone aged 18 or over.

Volunteers will only be accepted onto a scheme once appropriate checks have been carried out. Volunteers must be able to make a regular commitment to carry out activity and must adhere to the scheme's safety rules at all times. Although reasonable adjustments can be made, volunteers should be mindful of the physical nature of the role.

Training will be provided covering areas such as health and safety, legislation and how to use the speed detection equipment.

Warwickshire Police and West Mercia Police reserve the right to withdraw permission for an individual to participate in a local scheme.





Barnt Green Parish Council will consider applications for grants from voluntary groups or charitable organisations meeting within the parish boundary or within two miles of the parish boundary and having a significant number of parish residents in membership.

**1. Grant applications will be considered to fund:**

- (a) the purchase of equipment either in part or in full;
- (b) unusual transport costs;
- (c) necessary training;
- (d) activities that raise the profile of the parish;
- (e) a viable group or society experiencing a period of financial hardship;
- (f) a special event or celebration.

**2. Grant applications will not be considered to:**

- (a) support individual activities;
- (b) support a general fundraising appeal.

**3. Guidance for the Parish Council when considering grant applications**

- (a) Grant applications will be considered at the first scheduled Parish Council meeting following the tenth day after receipt of the application unless extra time is required to pre-assess the request or seek further supporting information.
- (b) The applicant will be invited to address the Parish Council at that meeting.
- (c) Grant support must fall within the current budget set aside by the Parish Council.
- (d) The applicant must be able to demonstrate that any grant given by the Parish Council will benefit the residents of the parish.
- (e) The amount of grant will depend on the proposed activity but in usual circumstances will not exceed £500.

**4. Guidance for voluntary groups or organisations seeking grant support**

- (a) Applications shall be sent to the Executive Officer, Barnt Green Parish Council, 80 Hewell Road, Barnt Green, Birmingham, B45 8NF;
- (b) Applications to the Parish Council shall be made by the group's appointed member using the application form provided at pages 2 and 3 of this document;
- (c) Applications shall only be for qualifying activities described in section 1 above;
- (d) Applicants shall enclose a copy of the statement of receipts and payments and, where it exists, a balance sheet approved at the group's most recent AGM together with copies of bank statements covering the past six months;
- (e) Within six months of receipt of grant funding applicants shall provide to the Parish Council proof of how the funding has been spent.



**Barnt Green Parish  
Council**  
**Grant awarding policy and  
Application Form** (November 2016)



## Application Form

Please read the guidelines above before completing this form.  
Please complete in print or if in writing complete legibly using black ink.

1.1	Name of organisation	
1.2	What does the organisation do?	
1.3	How long has the organisation existed?	
1.4	Where does the organisation meet?	
1.5	How many members belong to the organisation?	
1.6	How many members live within Barnt Green parish?	

2.1	Describe the activity or project requiring grant support (Refer to qualifying activities a - f in paragraph 1 of attached policy)	
2.2	What will be the total cost of the activity or project?	
2.3	How much will you provide out of your own funds?	
2.4	How much are you seeking from the Council?	
2.5	How will the activity or project benefit the residents of Barnt Green?	

2.6	Please provide any further supporting information relevant to this application
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3.1	Applicant's name	
3.2	Applicant's position <i>Eg secretary / treasurer etc.</i>	
3.3	Applicant's address	
3.4	Applicant's telephone no.	
3.5	Applicant's email address	

**Declaration to be made by the Applicant**

- (a) I am authorised by the organisation named at 1.1 above to make this application for grant support;
- (b) The organisation agrees to abide by the Parish Council's policy paragraph 4(e) above in connection with any award it makes;
- (c) I enclose a copy of the statement of receipts and payments and, where it exists, a balance sheet approved at the group's most recent AGM together with copies of bank statements covering the past six months;
- (d) The information I have provided in this application form and in supporting documentation is true and accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## BARNT GREEN PARISH COUNCIL POLICY ON RISK ASSESSMENT AND MANAGEMENT

Risk management is increasingly important and there is now an expectation on parish and town councils to be explicit in their approach to it. The failure to manage risks effectively can be expensive in financial terms and in terms of service delivery; it would threaten a council's ability to achieve its objectives and cause the electorate to lose trust in the council.

The Parish Council has in place a system to help it manage risk which is flexible to cater for any developments over time.

The council's policy is therefore to:

- ❖ **Identify** key risks facing the council
- ❖ **Evaluate** the potential to the council of one of these risks taking place; and
- ❖ **Agree** measures to avoid, reduce or control the risk or its consequence.

Areas of risk to the Parish Council will include the following:

- **Physical assets** – eg play equipment, park land, IT hardware, benches, shelters etc.
- **Finance** – eg banking procedures, loss of income, petty cash etc
- **Injury to the public** – eg in Parker's Piece, Millennium Park, parish council office
- **Legal compliance** – eg agendas and minutes, Transparency Code, statutory codes
- **Councillor propriety** – eg non-declarations of interests, disregarding Code of Conduct etc

The Council will consider each of the possible risks under each of the identified schemes. For example physical assets could be lost as a result of fire or flood, damage by vandals, theft or simply deterioration through lack of maintenance. All these risks can be minimised or transferred by various means, such as taking out insurance, securing alarms or by regular inspection and maintenance.

The review of risk and risk management will be undertaken annually by the council meeting as a whole body or by a committee appointed to carry out this function by way of delegation. Any such committee will report back to the full council at the earliest opportunity.

In addition to identifying risk the council will make a judgment about the likelihood of the risk occurring and its potential impact.

There are three main ways of managing risk:

- Take out insurance
- Work with another party to reduce the risk; or
- Manage the risk yourself

The following table outlines the:

- ✓ Areas of risk to the Parish Council
- ✓ Type of risk that may occur
- ✓ Likelihood of the risk occurring, graded Low (1), Medium (2,3,4), High (5)
- ✓ Potential impact of the risk occurring
- ✓ Actions taken to reduce the risk occurring
- ✓ Evidence of actions taken to reduce risk
- ✓ Further actions for improvement

RISK AREA	POTENTIAL RISK IDENTIFIED	HOW LIKELY TO OCCUR	POTENTIAL IMPACT	STEPS TO MITIGATE RISK (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)
Assets	<u>Damage</u> to physical assets as identified on the Asset Register (office equipment, street furniture)	As list	Cost of replacing damaged, destroyed or missing assets. Loss of facilities.	Maintain Asset Register; Resolve ownership; Regular maintenance of assets; Adequate level of insurance	Current insurance policy. Maintenance contract See Risk-Assessed Fixed Asset list	Regular review of insurance policy.  Regular review of maintenance contract.
Finance	<u>Banking</u> procedures	Medium 3	Cash flow problems. Increased potential for fraud	Follow clear procedure via Financial Regulations. Regular banking and reconciliation of statements. Termly internal audit by parish councillors Mandate kept up to date.	Banking procedure agreed by Council. Monthly reconciled bank statements. Signed confirmation of quarterly internal audit; independent internal audit Current bank mandate.	Ensure all council members have copy of banking procedure. Review bank mandate to ensure bank signatories are up to date.
Finance	<u>Loss</u> of income as a consequence of damage or theft	Low 1	Inability to provide expected service. Loss of key data.	Adequate level of insurance cover. Any important documents backed up to off-site hard drive and original paper copies kept in lockable filing cabinet.	Current insurance policy schedule. Data back-up.	Review the need for consequential loss insurance cover. Storage of key documents to be in a fireproof lockable cabinet where possible.
Finance	<u>Loss of cash</u> through theft or dishonesty	Medium 3	Adverse publicity for the council and risk to reputation. Financial loss.	Adequate level of fidelity insurance cover, with a minimum of £10,000.	Insurance policy document	Review level of fidelity insurance relevant to size/activity of council.
Finance	<u>Non-compliance</u> with HMRC regulations	Medium 2	Penalties and/or fines for late returns, errors on submissions etc. Reputational risk and adverse publicity.	Use external advice when necessary. Submit VAT return every 6 months and at least annually. Submit Real-Time payroll monthly and end of year returns online and on time. Internal and external audit review.	VAT returns and workings. Monthly payroll submission confirmations.	Maintain VAT accounting monthly to keep track of when to submit VAT return. Maintain monthly and quarterly salary returns
RISK AREA	POTENTIAL RISK IDENTIFIED	HOW LIKELY TO OCCUR	POTENTIAL IMPACT	STEPS TO MITIGATE RISK (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)
Finance	<u>Inadequate</u> financial controls and records	Medium 2	Lack of control over the Council's assets. Higher likelihood of fraud or misappropriation of assets. Ineffective reporting.	Qualified clerk/executive officer Adherence to Finance Regulations and parish council policies. Accounts and asset register prepared on appropriate	Minimum of 2-year review of relevant policies. Quarterly (minimum) accounts statements to Parish Council. Bank reconciliation statements.	Review Finance Regulations annually. Maintain asset register and reconcile to agreed insurance values. Update asset register for all future assets purchased.

Likelihood of occurrence ratings: High 5; Medium 4,3,2; Low 1

			Qualified internal and external audit reports.	computerised accounting system. Bank reconciliations undertaken monthly. Quarterly inspection of accounts day-book by appointed members. Expenditure payments approved by council. Minimum 2 council signatories on payment authorisations. Annual independent internal audit.	Check-sheets signed by appointed members. Signed expenditure payments reports. Signed authorisation reports / cheque stubs. Approved signatories on bank mandate. Auditor's statement 'un-qualified'.	Training for members and EO CPD in financial administration
Finance	<u>Inadequate budgeting</u>	Medium 2	Council receives less funding than is required to meet its obligations and objectives.	Council prepares detailed balanced budget in late Autumn. Precept determined directly from this budget. Actual expenditure versus budget reported to Council at least twice a year.	Budget versus actual statements with minuted approval, signed by 2 parish councillors.	To include statement of approval in the minutes.
Finance	<u>Non-Compliance with borrowing restrictions</u>	Low 1	Council acting outside its powers	Justification for any additional borrowing fully reviewed and approved by Council. Borrowing approval via NALC.	Internal and external audit reviews.	Not currently required.
Liability	<u>Third party property or individuals</u>	Medium 3	Funding cost of a successful action or claim against the Council. Reputational risk.	Public liability insurance cover (£10M)	Current insurance policy.	
Liability	<u>Legal liability as a consequence of asset ownership (e.g. street furniture, etc)</u>	Medium 3	Funding cost of a successful action or claim against the Council. Reputational risk.	Adequate Insurance; clarify land ownership responsibility	Current insurance policy.	Proof of ownership
Employer Liability	<u>Non-compliance with employment law</u>	Medium 3	Employee dissatisfaction and disputes, potentially leading to industrial tribunal.	Employer Liability Insurance cover. Relevant staff training and experience. Advice from relevant professional advisers and membership bodies e.g. CALC and SLCC Training for members	Staff qualifications and training records. Membership confirmation. Contractual arrangements with professional advisers.	Review line management responsibilities

RISK AREA	POTENTIAL RISK IDENTIFIED	HOW LIKELY TO OCCUR	POTENTIAL IMPACT	STEPS TO MITIGATE RISK (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)
Employer Liability	<u>Non-compliance</u> with HMRC requirements	Medium 3	Fines and penalties for late returns, errors etc. HMRC investigations	Relevant staff training and experience. To take note of advice from HMRC as required. Internal and external audit reviews.	Records of HMRC returns and submissions.	To appoint a member to note receipt of HMRC notifications
Employer Liability	<u>Safety</u> of staff and visitors	Low 1	Funding cost of a successful action or claim against the Council. Reputational risk.	Adequate insurance. Relevant staff training. Adherence to Council policy on lone working and health and safety.	Current insurance policy. Signed confirmation of acceptance of policy. Training certificates	Revisit employee safe-working policies.
Contractual Liability	<u>Failure to fulfil contract</u>	Medium 2	Cost of legal support in event of claim. Reputation at risk.	Adequate insurance. Both sides to agree terms of contract. Contractors to provide proof of insurance cover	Copy of agreed written contract signed & retained. Copy of contractors' insurance retained	
Legal liability	<u>Non-compliance</u> with legal powers (acting <i>ultra vires</i> )	Low 1	Potential reputational and financial risk.	Executive Officer clarifies the legal position. Legal advice to be taken as necessary. Regular WorcsCALC updates circulated. Access to CALC /NALC	Council minutes. General Power of Competence achieved and implemented July 2015.	
Legal liability	<u>Inaccurate</u> and/or non-timely reporting via the minutes	Medium 3	Inappropriate or no actions undertaken. Reputational risk. Non compliance with the Freedom of Information Act	Full council meets regularly and receives and approves minutes of meetings. Minutes made available to public via the Council website. Staff training.	Council minutes consecutively numbered, signed and dated. Hard copy available as well as via the website.	
Legal Liability	<u>Inaccurate</u> and/or non-timely disclosure via public media eg newsletter / website	Medium 3	Misleading information provided. Legal claim against the Council Risk to reputation.	All media double-checked for accuracy. Newsletter proof-read. Permissions obtained. Libel/slander insurance cover	Regular reporting to council, recorded in minutes. Signed copies of permissions retained.	
Legal Liability	<u>Misconduct of staff</u>	Low 1	Risk to reputation 3 <sup>rd</sup> -party claim against the Council Cost of legal advice	Regular liaison with Executive Officer Membership of relevant professional body (SLCC/ILCM) CPD training	Diarised meetings Chairman and Executive Officer Support of membership to SLCC. Annual appraisal and review of training needs	

RISK AREA	POTENTIAL RISK IDENTIFIED	HOW LIKELY TO OCCUR	POTENTIAL IMPACT	STEPS TO MITIGATE RISK (CONTROL)	EVIDENCE	ACTION (AGREED IMPROVEMENTS)
Health & Safety	<u>Failure to comply with legislation</u>	Medium 3	Action or claim against the council. Reputational risk	Policies on health and safety adopted and reviewed every two years. Checklists and risk assessments of relevant activities are undertaken. Training of staff. Lead Health and Safety Officer identified.	Review of policy minuted. Health and Safety policy available. Accident record book retained in office. First-Aid kit available in office	Check suitability of First-Aid kit and purchase replacement items if required.
Legal Liability	<u>Document control</u>	Medium 2	Loss of key data. Confidential data compromised ICO investigation. Council unable to function effectively	Any key legal documents kept in locked office cabinet or archived at County Records Office. Computer backed up regularly using stand-alone hard drive.	Schedule of which documents are contained in locked cabinet and those at County Archive.	Identify and list statutory documents (eg employers liability, minutes) and where stored.
Councillor or Propriety	<u>Non-Declaration of Interests</u>	Medium 3	Councillors' conflict of interest Corruption Reputational risk	Register of Interest completed and reviewed annually. Agenda item to prompt all to declare any DPI's/ODI's. Update forms available at meetings Training of councillors	Register available online via link to District Council website. All declared interests recorded in Parish Council minutes Councillors' training record maintained	
Councillor or Propriety	<u>Non-compliance with Code of Conduct</u>	Medium 3	Bringing the Council into disrepute	Signed acceptance of Code; copy provided to all members. Training of councillors	Parish Council minutes Councillors' training record maintained	Ensure new members receive appropriate training

## **BARNT GREEN PARISH COUNCIL**

### **Financial Controls**

**(To be read in conjunction with Financial Regulations, Risk Management & Controls and Risk Review, below)**

- There are two bank accounts with Unity Trust Bank, one 'tailored current account' and one deposit account (both interest-bearing) operated by post, telephone and internet by the Executive Officer (EO) as administrator authorised to set up internet payments and internal transfers.
- Three members of the parish council are authorised signatories to the account, reviewed annually; the EO is not a signatory. The bank holds a mandate for each signatory.
- All items relating to the running of the accounts of the Parish Council are available for inspection by prior arrangement with the EO.
- A Budget Forecast for the 12-month period of 1 April to 31 March is agreed annually by the Parish Council prior to the financial year end and is used to set the parish precept.
- The EO produces a summary of the Parish Council's annual accounts for presentation to the Parish Council as soon as practicable after the end of the financial year and in any case before the end of June.
- The EO will prepare the Annual Statement of Accounts by the end of June at the latest (but will endeavour to provide as soon as possible after financial year end), to support the period of public inspection during external audit.
- The EO will prepare and collate all records, documents, papers etc. as directed by the External Auditor, for the period of public inspection.
- The financial position of accounts held by the Parish Council is advised to each Parish Council meeting and comparison of actual receipts and payments to date against the budget at least quarterly.
- All requests for payment shall be accompanied by the appropriate paperwork.
- All cheques and internet payment approvals are signed by at least two of the three members of the Parish Council whose names appear on the bank mandate.
- Each internet payment will be supported by an invoice or voucher copied as a pdf to the three authorised signatories in advance by email, who will then confirm authorisation to the EO.
- Cheques and internet approvals are signed at each Parish Council meeting when the clerk and chairman are present.
- No authorised signatory will be asked to sign a blank cheque or action a non-authorised internet payment.
- The Parish Council appoints at least one member to check its finances quarterly; all members take it in turns to undertake this function.
- The Parish Council annually appoints a competent independent internal auditor to check the Parish Council's accounts and to ensure that its activities are properly carried out and recorded. Terms of appointment will be confirmed in writing.
- The External Auditor continues as appointed by the Audit Commission until 2017. In 2015 the appointing body changed and external audit arrangements will be slightly different in 2016; principally the EO will call the date of the 30 working-day audit period, to include the first ten working days of July.

March 2016

## Risk review of Parish Council financial arrangements

### 1. Financial arrangements

Item	Reviews required	Minute
1.	Parish Council's banking arrangements	
2.	Quarterly book-keeping checks carried out in accordance with schedule of agreed checks	
3.	Bi-annual VAT returns have been submitted and refunded	
4.	Quarterly payments have been made to HMRC	
5.	Lengthsman claims have been submitted and refunded at least annually	
6.	Year-to-date reviews of income and expenditure at have been reviewed against budget, at least bi-annually	
7.	Specific allocations to reserves have been agreed for the financial year	
8.	The parish council has tendered for its electricity, telephone and broadband supplies	
9.	The Parish Council has reviewed the contracts for: <ul style="list-style-type: none"> <li>• grass cutting at Millennium Park and Hewell Road</li> <li>• Street light maintenance</li> </ul>	
10.	The Parish Council asset register has been reviewed	
11.	The financial budget for the forthcoming year has been agreed	
12.	The precept has been agreed and the District Council notified	
13.	The annual allowance for the Chairman has been agreed	
14.	Staff appraisals have been undertaken and brief summary of outcome reported to council	
15.	Staff salaries have been reviewed and agreed	
16.	The Internal Auditor for the year has been appointed	

### 2. Insurance

The following cover is to be confirmed.

Public Liability	£10m any one event
Employers' Liability	£10m any one event inclusive of costs
Money & fidelity guarantee	£5,000
Fidelity Guarantee	£100,000
Personal accident	Members and employees covered - £500,00 any one person, £2,000,000 any one incident
Libel and slander	£250,000 - excess lower of 10% claim or £1,000
Legal Expenses	£100,000
Parish Council assets as per asset register	£190,390



## To Whom It May Concern

### Name of Insured: Barnt Green Parish Council

This is to confirm that Barnt Green Parish Council have in force with this Company until the policy expiry on 31st May 2017 Insurance incorporating the following essential features:

Policy Number:	YLL-122030-5623
Renewal Date:	1st June 2017
Limits of Indemnity Public Liability:	£15 million any one event
Products Liability & Pollution:	£15 million for all claims in the aggregate during and one period of insurance
Employers' Liability:	£10 million any one event inclusive of costs
Official's Indemnity:	As below

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

#### Excess

Public Liability/Products Liability/Pollution:	£100 each and every claim in respect of Third Party Property Damage
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Employers' Liability:	Nil any one claim
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#### Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

#### Full Policy

The policy documents should be referred to for details of full cover.

Communications will be monitored regularly to improve our service and for security and regulatory purposes

Zurich Insurance plc, a public limited company incorporated in Ireland.  
Registration No. 13460.  
Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.  
UK Branch registered in England and Wales  
Registration No. BR7985.  
UK Branch Head Office:  
The Zurich Centre,  
3000 Parkway,  
Whiteley, Fareham, Hampshire  
PO15 7JZ.

Authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request

From Gill Lungley, MILCM  
On behalf of Barnt Green Parish Council and Bournheath Parish Council  
Submitted via email.

28<sup>th</sup> October 2016

[LGFConsultation@communities.gsi.gov.uk](mailto:LGFConsultation@communities.gsi.gov.uk)

Copied also to Sajid Javid, (my) MP for Bromsgrove and Secretary of State, DCLG

Dear Sirs

**Re: Local Government Finance Settlement Technical Consultation**

I write as the clerk to two parish councils in Worcestershire neither of which currently issues a precept of more than £60,000.

I therefore do not feel qualified to respond to most of the questions asked, but will respond to questions 6 and 7 as follows:

*Question 6: Do you have any comments on the suggestion that referendum principles may be extended to all local precepting authorities as set out in paragraph 3.3.6? If so what level of principle should be set?*

*Your paragraph 3.3.6 states: A large proportion of parishes are modest in size – for example, around 4,000 parishes have precepts of £25 or less. However, the Government is aware that increases in these precepts continue to concern local tax payers and is therefore prepared to consider extending referendums to all parishes.*

*Question 7: Do you have views on the practical implications of a possible extension of referendum principles to all local precepting authorities as set out in paragraph 3.3.7?*

*Your paragraph 3.3.7 states We recognise that issues of proportionality, practicality and cost could be raised by such a step, and would welcome views on this.*

My response:

1. Having worked as a parish council clerk since 1993 and despite having office premises open on most days to the public as well as being available by phone and latterly by email, I have been approached directly by members of the public only ever twice in relation to their council tax demand. One comment in the late 1990's was a grumble about the council tax in general, whilst the second comment, when I worked at Catshill and North Marlbrook Parish Council, was in 2013 in relation to a perceived increase of the precept.
2. This was at a time when the precept set by the parish council, the lowest in the district, had risen by 8%. The figures involved were £23,473 for 2012/13 and £25,351 for 2013/14.
3. However, due to circumstances beyond their control that saw a reduction in the tax-base due to government changes regarding Council Tax Discount, the actual increase to the Band D precept payer was 20.56%; ie £9.58 for 2012/13 to £11.55 for 2013/14.
4. This raises several issues:

- a) Whilst the parish council had requested an increase of less than £2,000 this translated to an increase of 8%. The reason for the council increasing its income by this amount was to act responsibly and fulfil its statutory functions, having previously been reluctant to do so. The Band D contribution to the precept for 2013/14, at £11.55 for the year, continued to be the lowest in the district.

**Seeking to now place a 2% cap on parish councils will harm those councils wishing to increase capacity for the benefit of their residents.**

- b) Whilst setting an 8% increase to its precept, the actual Band D contribution increased by 20.56% due to factors entirely outside the parish council's control.

**It is possible such circumstances may arise again in the future thereby rendering any capping meaningless.**

- c) Only one resident affected by the 20.56% increase contacted the parish council to comment on it.

**There appears to be a disconnect between your assertion “*that increases in these precepts continue to concern local tax payers*” and real-life.**

5. I now work for a different council which has an electorate of 1,422. This year it set a precept of £57,650, which, with a tax base of 921.3 produced a Band D council tax contribution of £62.58. If this council had been minded to set a precept of £550,000, perhaps to part-fund over one year a new community centre, then the Band D council tax contribution over the year would have been £596.98.
6. The council would like a new community centre, so what stopped it from setting that amount as its precept?
- Common sense
  - Public opprobrium. The members of the council are embedded within the very fabric of this community; they live, work, play and breathe alongside the residents who would be expected to pay varying ratios of the Band D amount of £596.98, not all of whom would ever set foot in the new facility they paid towards.
  - Availability of funding from other sources
  - Other sources of parish council income that can be built up over time
  - Availability of loans (thus ensuring those who use the community centre in the future will be the ones who pay for it over time).
7. It is appreciated that such unchecked, indiscriminate increasing of the precept is the scenario you are most concerned about. However, the use of threats such as referenda and capping is heavy-handed and alienates you from the goodwill of town and parish councils. You might consider instead that a more likely way to make positive progress and ensure you gain the support of parish and town councils to keep residents' burden to a minimum would be to concentrate more on items 6iii) to 6v) above.

### **Summary**

Don't impose a 'one-size-fits-all' policy because, as noted above, it is inappropriate. Instead please consider how to help parish and town councils make the most of their assets, help them to identify and access alternative sources of income and help in the provision of loan funding.

Yours faithfully, Gill Lungley