**Minutes of the Parish Council meeting**

**held at 80 Hewell Road, Barnt Green on Wednesday 26 November 2014 at 7.00pm**

**Present**: Councillors (Cllrs) Alun Davies, Rosemary Briggs, Robert Cholmondeley, Kaye Elderton, Edwin Gumbley, Charles Hotham (Chair) and Susan Whitehand.

**In attendance**: Paul MacLachlan (Executive Officer)

The following documents will be appended to the signed minutes:

* the Agenda;
* the following enclosures:

A: report of planning applications received and decisions taken under delegated powers;

B: Evidence submitted to the Inspector examining the Bromsgrove District Plan;

C: report of the Responsible Finance Officer;

D: Parish Council risk assessment.

**68/14 Apologies**

The apologies of Cllr Jagger were received and accepted.

The apologies of County Councillor Peter McDonald were received.

**69/14 Declarations of Interest**

The requirement to keep the Register of Interests was noted.

Parish Council dispensations dated 26 November 2012 apply.

Cllr Hotham declared an interest in item 74/14(iii) as he knew one of the persons submitting a tender. No other interests were declared.

No dispensations were sought.

**70/14 Minutes of the last meeting**

The minutes of the Parish Council meetings dated 27 October 2014 were agreed a true record and signed by the Chair.

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| No members of the public attended the meeting |

**71/14 Chairman’s Report**

Cllr Hotham thanked Cllrs Briggs, Cholmondeley and Gumbley for their work planting bulbs in the wooded area of Parker’s Piece.

Cllrs were advised that there were currently only 16 acceptances for the Chairman’s Christmas lunch and that the minimum number was 20. Cllrs were invited to consider nominating Neighbourhood Plan working group members.

Cllrs were reminded about the carol service on 28 November.

Cllrs noted that Cambridge Building Society required the address of a councillor for correspondence rather than the parish council office address.

**72/14 District Councillors’ and County Councillor’s Question and Answer Session**

No District or County Councillors attended the meeting.

**73/14 Decisions taken since last meeting**

No Officer decisions had been made under either specific or general authorizations.

**74/14 Neighbourhood, Planning and Environment**

1. Cllrs considered the report (Enclosure A) on planning applications received and decisions taken by the District Council. It was agreed to recommend refusal of application 14/086, 6a Cherry Hill Road.
2. Cllrs approved the evidence (Enclosure B) submitted to the Inspector examining the Bromsgrove District Plan and agreed that Cllr Whitehand should represent the Parish Council at the Examination meeting. Cllrs thanked Cllrs Hotham and Whitehand for their work on the Parish Council’s submission.
3. Cllrs considered four quotations for the thinning out of trees in Parker’s Piece. Cllr Gumbley became aware that he knew one of the persons tendering for the business. Because of declared interests, Cllrs Hotham and Gumbley took no part in the discussion. It was proposed by Cllr Briggs, seconded by Cllr Whitehand and agreed that the quotation submitted by EPC in the sum of £745 + VAT be accepted.

**75/14 Community**

1. Cllrs considered three quotations for the repair of the play surface under the slide at Parker’s Piece. It was proposed by Cllr Hotham, seconded by Cllr Briggs and agreed that the Resources Committee be asked to include the cost of the work within the 2015/16 budget.
2. The Executive Officer was asked to arrange a meeting with Shindig in order to explore becoming a promoter of professional live performances within Barnt Green.
3. Cllrs considered how the Council might improve its interaction with residents. It was proposed by Cllr Hotham, seconded by Cllr Gumbley and agreed that, with effect from January 2015, two councillors would be available in the parish council office between 10.30 and 11.30 on the third Saturday each month to meet parish residents and stakeholders.
4. Cllrs considered what advertising should be permitted on the parish council railings at Millennium Park. It was proposed by Cllr Whitehand, seconded by Cllr Briggs that advertising be restricted to events organised by, or associated with, the Parish Council.

**76/14 Finance**

1. It was agreed that the report of the Responsible Finance Officer for November 2014 (Enclosure B) be received and that any outstanding payments be made. Cllrs noted and approved a further payment of £750 to Rubric Lois King for the preparation of the office lease.
2. It was proposed by Cllr Hotham, seconded by Cllr Btriggs and agreed that the two Public Works Loan Board loans be repaid at an approximate cost of £347.
3. Cllrs recommended that the Resources Committee consider the following items of expenditure when preparing the 2015/16 budget:
* community walk and buskers event;
* community entertainment event possibly in conjunction with Shindig;
* replacement of safety surface under slide at Millennium Park;
* Neighbourhood Plan costs of £1,000;
* further play equipment for Millennium Park;
* an ongoing annual provision of £500 for the erection of a parish flagpole;
* planters for Hewell Road and for strategic entrance points to the parish;
* drainage for Parker’s Piece;
* election costs;
* foldaway tables and a lockable fireproof cupboard for the office;
* provision of a cycle rack for the village centre.
1. Cllrs noted that the current parish office cleaner had given notice with effect from the end of December 2014.
2. Cllrs discussed the draft parish risk assessment document (Enclosure D).

It was agreed that it be referred to the Resources Committee for further consideration. It was further agreed that the focus for discussion at the January meeting of the Resources Committee would be to draft the parish council emergency plan.

**77/14 Councillors’ reports and items for future agendas**

(i) There were no reports of meetings;

(ii) The following meetings were noted and attendances agreed:

1 December: New Homes Bonus Forum Cllr Hotham

2 December: District Plan Examination Cllr Whitehand

10 December: Bromsgrove CALC Cllrs Jagger and Whitehand

11 December: Neighbourhood Planning and Environment Committee

7 January: Resources Committee

14 January: Parish Council meeting

(iii) Cllr Davies reported on concerns expressed about the speed of traffic on Bittell Road and Hewell Road and asked that this be a future agenda item.

(iv) The following future agenda items were noted:

* proposed national and local heritage listings
* speed of traffic on Hewell Road and Bittell Road.

**78/14 Date and Venue of Next Meeting**

7.00pm on Wednesday 14 January 2014 at the Parish Office was agreed.

**79/14 To close the meeting to the public and press**

The Chair closed the public meeting at 9.15pm

**80/14 Staffing matters**

The Executive Officer withdrew from the meeting.

Cllr Hotham reported on satisfactory annual review undertaken with the Executive Officer. It was proposed by Cllr Hotham, seconded and agreed that the Executive Officer be awarded the annual increment due and that he move from point 31 to point 32 of the pay scale with effect from 1 December 2014.

The meeting ended at 9.20pm.

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 Chairman 14 January 2014