

Barnt Green Parish Council

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

Notice of Meeting

Members of the Council are hereby summoned to attend the meeting of Barnt Green Parish Council to be held on **Wednesday 2nd December at 7.00pm**
80 Hewell Road, Barnt Green, B45 8NF

Members of the public are welcome to attend and invited to participate during the adjournment of the meeting (agenda item 105 below) should they have any questions or comments to raise regarding matters on the agenda.

Agenda

The running order of the Agenda may be subject to change on direction of the Chairman and with the agreement of the parish councillors in attendance.

102 Apologies

To receive apologies and to approve the reason for absence.

103 Declarations of Interest

Council members are reminded of the requirement to:

- a) update their register of interests where necessary;
- b) declare any Disclosable Pecuniary Interests (DPI) in agenda items and their nature;
- c) declare any Other Disclosable Interests (ODI) in agenda items and their nature;
- d) provide to the Executive Officer as soon as possible before the meeting, or failing that, at the start of the meeting any written requests seeking a dispensation to be allowed to stay in the meeting to discuss and/or vote on a matter having declared a DPI or ODI.

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

104 To consider any dispensations received from parish council members.

105 Adjournment of meeting to hear from:

- a) **Members of the Public**
- b) **County Councillor** – Peter McDonald (Beacon division, Worcs CC)
- c) **District Councillor** - Charles Hotham (Barnt Green & Hopwood, BDC)

106 Minutes

To consider adoption of the minutes of the Parish Council meeting held 04/11/2015

107 Chairman's Report

To receive a report from the Chairman

108 Decisions taken by the Executive Officer since last meeting and updates

To be advised of any decisions taken under delegated powers since the last meeting and update report as attached.

109 To consider any new information relating to closure of footpath no. 500

110 To consider parking issues, informal survey Fiery Hill Road and station car park Cllr E Gumbley to report

111 To consider the co-option of suitable candidates to the parish council. There are two vacant seats on the council that must be filled by co-option. The recently published newsletter carries a request for volunteers; supporting information and an application form is available on the parish council website.

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

Barnt Green Parish Council

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

112 Neighbourhood, Planning and Environment

- a) To report on the meeting of the Neighbourhood, Planning and Environment Committee meeting held 11/11/2015 (draft minutes circulated) including an update on the volunteers enrolled to help with litter-picking.
- b) To consider the Suggested Action Plan for Tidying Barnt Green (Cllr Cholmondeley)
- c) To consider the parish council's response to planning consultations received since last meeting, if any.
- d) To receive report from Cllrs C Hotham and R Cholmondeley on the meeting with CALA Homes held on 30/11/2015
- e) To approve the installation of lighting to the bus shelter, Hewell Road at a cost of £350.
- f) To be aware of a resident's concerns about the water course in the parish and to approve the invitation to North Worcestershire Water Management officer to attend next meeting.
- g) To note communication from County Councillor P McDonald to Cllr E Gumbley regarding missing bollards in village centre which can be replaced at the parish council's expense.
- h) To be aware of the 'Clean for the Queen' initiative to take place during 2016 and consider how to implement it across the parish.

113 Events

- a) To note arrangements for official Christmas lights switch-on 04/12/2015
- b) To note arrangements for the Sport Relief Mile on 20/03/2016.
- c) To note other events:
 - i) Shindig Theatre 'The Origin of Species' 16/04/2016
 - ii) Barnt Green Open Gardens 2nd/3rd July 2016

114 Communications

To note BDC Consultation on CCTV Code of Practice and provide comment if required.

115 Governance

- a) To review the parish council's Operational Risk Assessment
- b) To approve the General Risk Assessment document

116 Finance

- (i) An update on current finances will be provided for the meeting
- (ii) To approve, as far as possible, the budget for 2016/17

117 Councillors' reports and items for future agendas

Councillors may use this opportunity to:

- (i) report on meetings attended;
- (ii) agree the attendance of councillors at forthcoming meetings –
- Bromsgrove Area CALC meeting 09/12/2015 (Neighbourhood Watch Special)
- (iii) report minor matters of information not included elsewhere on the agenda;
- (iv) raise items for future agendas

118 Date and Venue of Next Meeting

The next meeting will be held on Wednesday 6 January 2016 at 80 Hewell Road.

.....
Gill Lungley MILCM, Executive Officer
Barnt Green Parish Council, 25/11/2015
exec@barntgreen.org.uk / tel: 0121 447 9893

Barnt Green Parish Council

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

Supporting notes to agenda for meeting 2nd December 2015 From Gill Lungley, Executive Officer, BGPC

Agenda items 102 – 107 are standard items.

Agenda item 108: EO Updates for parish council meeting, 2nd December 2015 includes all works delegated and undertaken as part of EO remit since last meeting
Actions arising from previous meetings as per minute number shown in left-hand column, those to be considered further / at next meeting are shown in right-hand column:

| Min no. | | Position |
|------------------|--|--|
| 4/11/15 Mn.93 | Network Rail are expected to seek further consultation on railway pedestrian crossing, footpath no. 500. No update from NR to date and no response to emailed correspondence from Parish Council. | Ongoing Agenda item 109 02/12/2015 |
| Mn. 94 | Parking issues No actions arising from previous minutes, and it has been a quiet month regarding village parking issues, possibly due to the article in the November issue of The Village. | Agenda item 110 02/12/2015 |
| 79a | Casual Vacancy: The Parish Council currently has 2 vacant seats. The situation has been highlighted in the current Bulletin, on the website and posters issued on notice boards. Members are also asked to identify suitable candidates who may like to consider taking on the role. | Agenda item 111 02/12/2015 |
| 79b | Defibrillator training on Friday 6 th November was well-attended; certificates expected for all attendees. There will be follow-up training in November 2016. | Item closed |
| 79c | Continue to maintain dialogue with Lengthsman who continues to attend to highways matters within the parish. | ongoing |
| 79d | Hewell Lane/Blackwell Road Longlands embankment has been cleared by Neil Hosking. Is this an annual or twice-annual undertaking? | Review timings |
| 79f | To keep note of blocked drains , when and where. | ongoing |
| 80a | Planning consultations: all current and past consultations for BG parish can be viewed here: http://appuview.bromsgrove.gov.uk/online-applications and click the advanced tab, then search under Application Details: Parish (search for Barnt Green via drop-down list). At the time of writing there are no applications awaiting PC comment. With reference to Log 005, 15/0652, CALA Homes application for FHRoad re-alignment was put to the BDC Planning Committee meeting held 02/11/2015: the minutes state:- <i>“The Committee noted the additional information on relevant planning history contained in the update report. In addition the update report contained the comments of the Landscape and Tree Officer together with an additional condition and notes requested by Network Rail. At the invitation of the Chairman Ms I. Curtis, Chairman of the Barnt Green Residents’ Association addressed the Committee objecting to the application. Mr R. Bellamy, on behalf of the applicants also addressed the Committee. Mrs S. Whitehand from Barnt Green Parish Council also addressed the Committee. Councillor C. A. Hotham, in whose ward the application was located, also addressed the Committee.</i> | Ongoing Agenda item 112d 2/12/2015 |

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

Barnt Green Parish Council

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

| | | |
|-------------------|---|---|
| | <p><i>Information was provided to the Committee by the speakers in relation to the traffic survey which had been undertaken in respect of the application. In particular there was concern regarding the timing of the survey and the average traffic speed recorded. The Highways Engineer was unable to comment in detail on the data at the Meeting.</i></p> <p><i>RESOLVED that this matter be deferred to enable further discussions to take place with the Highway Authority and the Applicant with regard to the traffic survey undertaken.”</i></p> <p>Cllrs RC and CH will be meeting with Mrs Curtis and representatives from CALA on 30/11/2015 to discuss the new junction proposals and the updated traffic data, the supporting documents for which have been circulated in advance. CH and RC will report to BGPC meeting.</p> | |
| 80b And 80c | <p>Hanging baskets – mostly taken down and stored for next year. EO will add to agenda in new year the suggestion that all shops are asked to take a HB which will be maintained by the parish council during the year – rather than the onus for maintenance being placed on each shop-keeper. This may mean no HB competition but it will mean that all shops are treated equally and there will be a more corporate image for the whole village to support the Open Gardens weekend and Queen’s 90th birthday celebrations. There will be a cost implication to bear in mind when setting the budget.</p> | To be on agenda Jan 2016 |
| 80e | <p>As mentioned at last meeting, Green Bank off Hewell Road is cut annually by Neil Hosking; the information on file regarding ownership of this site would suggest that half of the site (the side nearest Bittell Road) belongs to Network Rail See also agenda item 112b..</p> | Agenda item 112b 2/12/2015 |
| 80f | <p>Wheelie-bin stickers available from PC office (advert in the Bulletin)</p> | Ongoing |
| 80g | <p>Hedge by Deedar Restaurant: not yet followed up.</p> | |
| 81c 81d | <p>Christmas Lights: order placed for Xmas tree (cost £120) to be installed in Orchard Croft; to be dressed by lighting contractor. Christmas lights official switch on, Friday 4th December with carols in Millennium Park.</p> | Agenda item 108 2/12/2015 |
| 81f | <p>Order progressing for child-sized defib pads; expected cost £115.</p> | A.I. 108 |
| 81g | <p>Sport Relief Mile – BG Chuggers to facilitate with support from BGPC including provision of BGPC Child Protection Policy and portable toilets. Included in the Bulletin for Winter 2015/16</p> | Agenda item 113b 2/12/2015 |
| 81h | <p>Computer literacy: bdht (Bromsgrove District Housing Trust) survey is being circulated with the Bulletin, responses have been requested by 8th January 2016 (returned to bdht who will relay responses to BGPC). To also note: WCC Libraries and Learning department have an ‘Enterprise and Learning Bus’ for hire (leaflet attached).</p> | ongoing |
| 97b | <p>Website: invitation for applications of interest included in Winter Bulletin. Current provider notified.</p> | ongoing |
| 82c | <p>Local Council award scheme. All information should be in place for consideration at the next PC meeting, ready for PC resolution confirming you meet the requirements for Foundation level award.</p> | January 2016 |
| 82c | <p>Training Policy the completed training audit will be completed by EO to establish a training programme for next year. Cost implication to be included in budget.</p> | ongoing |

Barnt Green Parish Council

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

| | | |
|---|---|-------------------|
| 82e | Weekly road works updates re inclusion of Twatling Road as within parish of Barnt Green, the WCC officer refers to BDC Naming and Numbering database and has asked BDC for comment and response. | No further action |
| 83iv | Quarterly financial book-keeping check. The 2 nd quarter financial check has been carried out by Cllr R Briggs, with no concerns raised. | No further action |
| 83v | <p>Pension arrangements – BGPC staging date is November 2016. Depending on the age and amount earned by employees, all employers are expected to automatically enrol employees into a pension scheme, with a minimum employer contribution of 1% at the moment (via NEST), rising over the next few years. Even if the employee decides to opt out of the scheme, the employer must set one up and automatically enrol the employee/s. This will have a cost implication and is to be considered when setting the budget. Details of the NEST scheme are attached with this report and information about the Local Government Pension Scheme has previously been forwarded to members. Advice from an independent financial advisor will cost from £750; with no guarantee that the current EO will be here for longer than one year (although not planning on going anywhere else!!) that cost could be duplicated next year when reviewing pension scheme for next incumbent.</p> <p>From the NEST booklet – Employers’ Guide to Auto-Enrolment...</p> <p>Contributions</p> <p>The new duties mean you’ll need to make a minimum level of contributions on behalf of many of your workers. The legal minimum contribution for all jobholders is currently 2 per cent of their qualifying earnings. Of this, you need to pay at least 1 per cent. You can pay more if you want to. Qualifying earnings is a band of gross annual earnings on which you can calculate contributions for auto enrolment. This is between £5,824 and £42,385 a year for the 2014/15 tax year. The figures will be reviewed every year by the government. Qualifying earnings include a worker’s salary, wages, overtime, bonuses and commission, as well as statutory sick pay, maternity, paternity and adoption pay. Minimum contributions will increase gradually over the next few years. The combined minimum contribution rate for qualifying earnings rises to 8 per cent from October 2018 onwards, of which you must pay 3 per cent.</p> | Ongoing |
| 84ii 100 | Community Emergency Plan Cllr J Jellie is to progress this. | Ongoing |
| Other items | | |
| Correspondence: | | |
| Weekly CALC updates provided via email to all members | | |
| Weekly WCC roadworks updates provided via email to all members | | |
| Weekly Police and Crime Commissioner updates provided to all members | | |
| WorcsCALC agenda for December meeting provided via email to all members | | |
| <p>Newsletter from Lickey Hills Society, and following information:-</p> <p>Christmas tree recycling Once again real Christmas trees can be recycled in the Lickey Hills Country Park. Just bring the trees to the Visitor Centre in Warren Lane where a section of car park is fenced off for the purpose. The trees are shredded and used within the Country Park. The scheme runs throughout January.</p> <p>Tree felling in the Country Park</p> | | |

Barnt Green Parish Council

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

As part of the work required for the Higher Level Stewardship of Natural England's Heathland Management scheme, there will need to be tree-felling within the Lickey Hills Country Park.

The work will be done over the winter months on Bilberry, Cofton and Rednal Hills to help ensure the survival of this rare bilberry rich lowland heath.

(Posted to BGPC notice board as too late for inclusion in the Bulletin).

County Parish Conference, Weds 24th February 2016, 6.30pm County Hall (market place from 5.30pm)

Hartlebury Common Walk, Saturday 12th December, meet at car park 10am.

Exceptional deal for SmartWater property markers

Bromsgrove Association Neighbourhood Watch AGM 26/11/2015

Bromsgrove & Redditch Network – update newsletter for volunteers

During November in addition to daily attendance in office answering emails and phone, greeting residents and maintaining admin & finance requirements, EO has

- Met with Lengthsman x 2
- Reported 3 x faulty street lights (Greenbank, Sandhills Lane, Sandhills Green)
- Attended training in use of defibrillator
- Clerked Neighbourhood, Planning and Environment committee meeting
- Responded to online petition regarding 3rd party right of appeal on planning applications
- Purchased PPE for volunteer litter pickers and met them to progress their role (SBHS students on DofE scheme)
- Spoken to Total Football manager to establish current situation and issued financial statement and invoice for rest of financial year.
- Spoken with Independent Financial Advisor, informally.
- Progressed newsletter to publication stage; revised distribution list; prepared for distribution stage to include bdht survey
- Attended WorcsCALC AGM.

Agenda item 109

Footpath 500 closure – response from Network Rail awaited;

P McDonald, County Councillor, met representatives at County Hall on 06/11/2015 and has reported 12/11/2015:

1. "Network Rail would not be given an order permanently closing the footpath.
2. They have been given a six month extension to give them time to consider and design options that would keep the path open and make the crossing safer.
3. Network Rail have agreed to this and we will be expecting the matter to be resolved within the next six months."

Agenda item 110

Parking Issues – informal survey

Cllr E Gumbley has carried out an informal parking survey of Upper Fiery Hill Road and Oakdene Drive compared to parking at the station car park. The survey has been circulated separately and e-mailed to CC'llr PMcD. Cllr EG will report on this survey at the meeting.

Agenda item 111

Co-option to fill vacant seats – as noted on the agenda.

Agenda item 112

- a) **Report of Neighbourhood Planning and Environment Committee** Draft minutes circulated to members and available at the meeting. Action points arising from that meeting include:

- 1) Meetings are to be arranged with owners/occupiers of sites of specific interest;

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

Barnt Green Parish Council

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

- 2) To contact BT regarding their currently under-used site off Hewell Road;
 - 3) Agreed to progress a Village-Centre policy;
 - 4) To review all existing policies;
 - 5) To accept the offer of volunteer litter picking;
 - 6) Establish 'ball-park' figure for installing public toilets in Millennium Park
- b) **Suggested Action Plan for Tidying Barnt Green** Cllr R Cholmondeley's report is attached for consideration.
- c) **Planning Consultations** No notifications received since last PC meeting.
- d) **CALA Homes** Cllrs R Cholmondeley and C Hotham are to meet with CALA representatives 30/11/2015 on the subject of the revised junction proposals and updated traffic data, and will report thereon to this meeting.
- e) **Bus shelter lighting** The street lighting contractor has quoted £350 to install a light in the bus shelter – the quote includes for “We will need to feed it from the existing information sign light about 10m away. We would need to dig a trench in the grass to install a cable and then clip it up the outside of the shelter to an LED bulkhead light inside.”
- f) **Barnt Green water course** A resident raised concerns about the state of the water course that flows through Barnt Green from Blackwell Road (M42) to BG reservoir via Sandhills Lane, back of Hewell Road and Bittell Lane. These concerns have been forwarded to North Worcestershire Water Management team, whose officer has offered to contact the resident and attend a site visit – members of the parish council are welcome to attend and will be invited when date is agreed. The NWWM officer has also been invited to attend the next meeting of the parish council (6th January 2016) to show/discuss flood maps in more detail (this arising from the recent attendance of members and EO at the Emergency Planning seminar).
- g) **Village centre bollards** Recent correspondence to Cllr E Gumbley from County Councillor PMcD indicates that WCC will not replace any missing bollards and that as it appears that the parish council originally paid for them then it is up to the parish council to replace them. Cllr EG will suggest that the parish council pays for new bollards and will ask members to consider this a suitable course of action.
- h) **Clean for the Queen 2016** All Worcestershire parish councils have received an email from WCC which includes this email from the directors of Keep Britain Tidy and the 'Clean for the Queen 2016' campaign who wrote to County Councillor Lucy Hodgson as follows:

“We'd love to have the support of your Local Authority and your communities in the biggest ever clean-up of the country, which will be taking place in March 2016.

In the run up to The Queen's 90th birthday on 21 April 2016, we aim to inspire a million people to take action and enjoy a few hours together litter-picking to make the places where we live more beautiful. For Her and for us all, we want to attack the blight of litter and reclaim our beautiful countryside, our fabulous cities, our world class parks, our wonderful beaches and waterways.

All of the litter charities across the country have come together in support of this campaign together with a growing range of companies, land managers and associations.

There will be 'Clean for The Queen' litter blitzes throughout the UK in January, February and March, and the most monumental of all litter clear-ups from Friday 4 to Sunday 6 March 2016.

We'd love to have your support in making this event truly spectacular. We will shortly be sending through a downloadable resource pack for your Authority to use. It'd be great if you could encourage as many local

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

Barnt Green Parish Council

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

community groups as possible across your wards to sign up to organise a clean-up through the 'Clean for The Queen' website. Furthermore, it would be fantastic if your Authority could stage its own local clean-up to allow individuals to come together and clean up a local grot spot.

Lots more will be announced over the coming weeks and months, as we build up a head of steam.

But it'd be great if you could respond to adrian@cleanforthequeen.co.uk indicating your willingness to engage in the campaign – and we'll be back in touch shortly with more details.

Join us! Let's Clean for The Queen."

Included here for information and to carry forward as required...

Agenda item 113

Events – to note ongoing events.

Agenda item 114

Communications Cllr C Hotham, in capacity as district ward member, has been notified of the BDC consultation on their Code of Practice in relation to CCTV. There are two district council controlled CCTV cameras in Barnt Green and Cllr CH has put forward notification of the consultation should members be keen to comment. A copy of the Code of Practice is attached.

Agenda item 115

Governance

- a) Operational Risk Assessment review: this is an annual review, last carried out November 2014, as attached.
- b) General Risk Assessment. This is to follow and covers the areas of risk not covered by the above. The parish council is expected to undertake risk management and review throughout the year so that it can answer the Annual Governance Statement (included as part of the annual audit statement) with confidence.

Agenda item 116

Finance

- a) Update on current finance – a copy of the bank reconciliation to the end of October is attached. A list of payments for November will be circulated at the meeting.
- b) The budget information shows the actual current financial situation compared to the budget for this financial year and the actual receipts and payments for the financial year ending 31/03/2015. Further information is on the supporting sheet. It may be the council's wish to establish the 2016/17 budget at this meeting but it will not be possible to be sure of the impact on the parish's council tax payers until after BDC have met in January.

Agenda item 117

Councillors' reports and items for future agendas.

Agenda item 118

Date and venue of next meeting – Wednesday 6th January 2016 at 80 Hewell Road.