

# 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 **Thursday 28<sup>th</sup> July 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 109 below) to put forward any questions or concerns regarding matters on this agenda or for future consideration.

## Agenda

### 106 Apologies

To receive apologies and to approve the reason for absence.

### 107 Declarations of Interest

- a) Councillors are reminded 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 (Localism Act 2011, s33) are to be lodged with the clerk 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.

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

### 109 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)

### 110 Adoption of previous minutes

To approve adoption of the minutes of the parish council meeting held 15/06/2016

### 111 Chairman's Report

To receive a report from the Chairman

### 112 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.

### 113 Co-option to fill the current vacancies

There are 2 vacancies; co-option information available via website and Executive Officer.

### 114 Finance

- (i) To note the current financial position and bills for payment
- (ii) To be advised of the withdrawal of the Alto card (pre-payment card) facility

### 115 Committee and Working Party reports

- a) **Planning committee**: meeting 28/06/2016 draft minutes from meeting appended
- b) **Neighbourhood Plan** – update
- c) **Recreation and Environment** – to arrange date of site visit to Parker's Piece and site visit to tour the parish noting blocked drains and other sites needing attention
- d) **Finance and Staffing** – to arrange councillor visit to check accounts
- e) **SmartWater** – decision ongoing

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, J Jellie, S Whitehand + 2 vacancies

# Barnt Green Parish Council

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## 116 Events

- a) Feedback on the Open Gardens held 2<sup>nd</sup> and 3<sup>rd</sup> July and Best-Dressed window display
- b) Community Walk to take place 24<sup>th</sup> September
- c) To consider the offer by Cala Homes to sponsor this year's Christmas Lights
- d) Ongoing: Hosting of future Shindig events in 2017; support of Barnt Green fun run

## 117 Environment & Community Wellbeing Detail provided in attached report

- a) Request for litter bin: on the footpath alongside Cherry Hill Drive between Fiery Hill Road and Cherry Hill Road – Cllr E Gumbley to speak to this item
- b) Barnt Green station: Feedback on the site meeting of 28/06/2016
- c) Closed footpath: Feedback from Network Rail
- d) Litter pickers: To note the volunteer litter pickers have completed their 6-month stint
- e) Flood concerns: To note stream at rear of houses in Bittell Road is to be checked by Tom Curwell, North Worcestershire Water Management team.
- f) Millennium Park: To approve the removal of 3 trees (dead)
- g) Street lighting: Request for better/improved footpath lighting, Hewell Road
- h) On-street Car Parking: Report on meeting 11/07/2016
- i) Commuter car park: Feedback on meeting held with solicitor
- j) Footpath clearance: The parish path warden has cleared the footpath by the scout hut
- k) Community Rail Information Day: Feedback on the event held 26/07/2016
- l) New Homes Bonus grants: Deadline for submitting grant requests is 29/07/2016 – consider application for cycle racks by shops
- m) Lengthsman issues

## 118 Planning

- a) Due to holidays and deadline date for comment, the following applications are to be considered in this meeting:

Log no. 035 / App ref: 16-0319	10 Cherry Hill Drive
Demolition of attached self-contained apartment and construction of three detached dwellings, two detached garages, associated drive and new vehicle access to existing dwelling	
Log no. 036 / App ref: 16-0638	1 Fiery Hill Road
Conversion of existing ground floor flat to 2 x one bedroom flats and construction of 2 storey extension incorporating two flats – Renewal of previous planning permission granted 16/07/13	
Log no. 037 / App ref. 16/0723	47 Fiery Hill Road
Redevelopment of site to create 4 apartments	

- b) To note the comments submitted via delegation to the Executive Officer regarding log 034, Application ref. 16/0383 – application for dropped kerb at 64 Hewell Road.
- c) To respond to Hagley Parish Council request to meet regarding Neighbourhood Plans

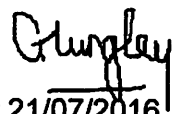
## 119 Governance

- a) To approve the council's Freedom of Information and Press and Media Policies
- b) To consider the council's policy for Community Engagement
- c) To consider a response to the Bromsgrove DC consultation Scrap Metal Policy
- d) To propose items for the newsletter to be issued during last week August

## 120 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

## 121 Date and Venue of Next Meeting Wednesday 7<sup>th</sup> September at 80 Hewell Road



Executive Officer 21/07/2016

**Supporting notes to agenda for meeting 28<sup>th</sup> July 2016**  
**From Gill Lungley, Executive Officer, BGPC**

Agenda items 106-108 are standard items.

**Item 109: 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 however 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 110: Previous minutes (pages) 9 – 13**

To approve the minutes of the parish council meeting held 15/06/2016. 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 111: Chairman's report**

Cllr R Cholmondeley will report.

**Item 112 Executive Officer's report, as follows:**

CALA/Foxhills development	Agreement proceeding well following meeting with solicitor. Separately PC was asked by Cala to clarify that it did not intend to adopt the attenuation pond, following email responses from members the reply was returned stating there was no intention to do so. Severn Trent Water intend to adopt the pond.
RoSPA inspection	PC has yet to address the gate stop into the play area at Millennium Park.
Hewell Road bollards	The new (replacement) bollards have been installed.
Flagpole	EO has no progress to report: item to be removed.
Meeting with village retailers	The date of the meeting to be held with the Town Centres Manager, Cheryl Welsh is 09/08/2016, 5pm in PC office.
Repairs to play equipment	EO has arranged for repairs in Millennium Park to the over-head hand rail on the climb equipment and to a small hole that has appeared in the rubber safety surfacing. Total cost £310
Office keys	One full sets of spare keys to the doors (£15) and spare keys to the filing cabinets have been purchased £23.33 (this to ensure security of documents when the office is hired out). The Chairman has been given an ICE envelope to use (to be opened only In Case of Emergency) with required access codes to laptop etc.
Youth Transformed	The youth volunteers have been given the task of cleaning the street furniture along Hewell Road; they will be provided with hi-viz jackets and gloves which the EO has purchased (£16.64) and buckets, cloths, brushes etc. Visit will be on Tues 26/07/2016
Shadow clerk	A fellow clerk, newish, has asked to shadow the EO in August.

<p>General correspondence received and circulated to members</p>	<ul style="list-style-type: none"> <li>• West Mercia PCC</li> <li>• Community First e-bulletin</li> <li>• Network Rail FOI request</li> <li>• Highways sign clearance programme</li> <li>• Woodvale division update</li> <li>• M5 j4a - j6 improvements schedule</li> <li>• Wellbeing in partnership</li> <li>• Local Councils EXPO at Chateau Impney 09/09/2016</li> <li>• Commercial ads including stone cycle stands</li> <li>• Healthy Minds Service</li> <li>• SNT report for June</li> <li>• Scrap Metal Dealers policy for BDC</li> <li>• Superfast Broadband update</li> </ul>
<p>Visits / calls to the office by residents and members of the public</p>	<ul style="list-style-type: none"> <li>• Newish resident request for (dated) map showing house name</li> <li>• Rev Sheri Gidney, new curate for St Andrews</li> <li>• Concerns about the condition of steps to rear of Chinese takeaway</li> <li>• Cherry Hill Drive resident asked to know who owns the copse</li> <li>• Blackwell Road resident email asking for Children Crossing sign</li> <li>• Lady called in re Sandhills Lane water splash and leak (18/07/16)</li> </ul>

### Agenda item 113: Co-option to fill two vacant seats

There has been no application to fill these vacancies; notices have been posted to the entrance to Parker's Piece and the parish council noticeboards (see attached).

### Agenda item 114: Finance

- i) Current financial position – see spreadsheets showing receipts and payments for June and part-July, budget performance and bank reconciliation for 1<sup>st</sup> quarter, pp 14, 15
- ii) Alto card withdrawal: the Executive Officer has the use of a pre-paid debit card to pay for incidental items however Unity Trust Bank have notified everyone this is being withdrawn from 31/08/2016. The only alternative being offered is a similar card that will cost £3 per month.
- iii) To note External Audit return of Annual Return expected shortly.

### Agenda item 115: Committee and Working Party reports

- a) **Planning committee:** draft minutes of meeting held 28/06/2016 are attached. pp 16, 17
- b) **Neighbourhood Plan** – update, Cllr S Whitehand. Documents attached separately.
- c) **Recreation and Environment** – to arrange dates for site visits to assess 1) maintenance needs and future works programme at Parker's Piece and 2) blocked drains/environmental issues around the parish.
- d) **Finance and Staffing:** to arrange for a councillor to visit the parish council office to review the accounts for the last 6 months.
- e) **SmartWater** – decision ongoing. Item carried forward

### Agenda item 116: Events

- a) Feedback on Open Gardens weekend held 2<sup>nd</sup> and 3<sup>rd</sup> July and to note the winners of the Best Dressed window display were 1<sup>st</sup>: Oasis, 2<sup>nd</sup>: Allan Morris, 3<sup>rd</sup>: Acorns. In recognition of the amount of work involved organising the event a tea-shop voucher was presented to Rachel Banner and Maureen Frowley.

- b) The annual Community Walk will take place on 24<sup>th</sup> September; footpath officer Simon Richards will be leading on this event and Cllr R Cholmondeley will be liaising.
- c) Cala Homes have offered to provide sponsorship for this year's Christmas lights switch-on and would like to know how to progress this offer. With regard to the Christmas lights, new lights are required for the Tesco 'stretch' and there is an opportunity to design your own lights.
- d) Ongoing events items: Hosting of future Shindig events; Barnt Green fun run.

## Agenda item 117: Environment & Community Wellbeing

- a) Request for litter bin: on the footpath alongside Cherry Hill Drive between Fiery Hill Road and Cherry Hill Road – Cllr E Gumbley writes:  
The Park Rangers for the Lickey Hills would like to have new tamper (to stop squirrels and others emptying them!) proof litter bins, seven I think. It has been suggested to me Barnt Green Parish Council would provide money to purchase of one for the bit of the Hills in our Parish on the land leading up from Fiery Hill Road; the elephant in the "Woods" so to speak is Birmingham Council who don't have any money in a Budget to pay for them.  
As it is too late for it to be added to our Parish meeting next week can it, therefore, be added as an Agenda item for the July meeting?



The cost of this 85ltr capacity bin is £240.80 + VAT and has been approved by the Lickey Hills Rangers as both animal and fire-proof.

- b) Barnt Green station: Feedback on the site meeting of 28/06/2016. This meeting was held with Rob Hornsey, Head of Cross City Services, his assistant Mick Smith from the Property Management team and attended by Cllrs R Cholmondeley, R Briggs, E Gumbley, C Hotham and the EO. Rob made the following points:
  - Explore whether a lift for Barnt green overbridge is viable, Rob Hornsey to speak to R Dugdale.
  - Explore whether a walkway to platform Hewell Rd is a viable option
  - Investigate whether an additional TVM at Barnt Green is viable ahead of the electrification?
  - More seating on platform 4 if possible?
  - More seating on platform 2 if possible?
  - Explore if a Summary of Departure board on platform 1 is viable
  - Parish council board?
  - A Bike rack on platform 1
- c) Closed footpath: Feedback from Richard Dugdale, Network Rail sponsor, regarding the parish council's request to Network Rail for an update:  
Thanks for sight of the note. Although Natalie has moved on promotion to a post in the Banbury area, we will still be able to respond positively to the letter.  
As mentioned at the Parish Council AGM, the funding for these two items has been subject to re-authority: we are about to emerge with the news that both are funded and will be developed and delivered along with the full implementation of the electrification project over the next 18 months.

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, J Jellie, S Whitehand + 2 vacancies

- d) **Litter pickers**: To note the 2 volunteer litter pickers have completed their 6-month stint. Members are asked to consider whether to continue to support this scheme (volunteers supporting environmental improvements that is then credited towards achievement of the Duke of Edinburgh scheme)
- e) **Flood concerns**: To note stream at rear of houses in Bittell Road is to be checked by Tom Curwell, North Worcestershire Water Management team. At this point the stream is towards the end of its journey through the parish which starts to the east of Blackwell Road behind the Scout Hut and ends in Bittell Reservoirs. Residents of houses to the east of Bittell Road had raised concerns that the water course needs attention.
- f) **Millennium Park**: To approve the removal of 3 trees (dead). Members are asked to approve the complete removal of the three dead trees ie to include stump grinding and to obtain quotes, with approval for the work to be delegated to EO and Chairman where the cost is likely to be less than £500.
- g) **Street lighting**: Request for better/improved footpath lighting, Hewell Road. Members will recall that a resident had complained about the poor lighting for pedestrians walking between the doctor's surgery and the village centre when dark. The street lighting contractor will provide a quote for the installation of a new lighting column between the existing lights and also for 2 LED light fittings into the wall outside 80 Hewell Road (subject to landlord's permission).
- h) **On-street Car Parking**: Report on meeting 11/07/2016. The Chairman met with County Councillor Peter McDonald and resident of Oakdene Drive to discuss the resident's request for restrictions to on-street car parking in the village and more locally. The resident fears that if double yellow lines are installed (on safety grounds) on the blind bend where cars are parked currently, then the cars will be parked further into the Drive, which would be an unwelcome intrusion to residents of the Drive. The situation relating to car parking generally in the parish was discussed to explain the measures being taken by the parish council to solve residents' concerns.
- i) **Commuter car park**: Feedback on meeting held with solicitor on 01/07/2016 attended by Cllrs R Cholmondeley and C Hotham to sign the agreement and clarify points referred to in the document
- j) **Footpath clearance**: The parish path warden has cleared the footpath by the scout hut; Simon Richards has cut back the hedging with assistance from Cofton Hackett PC footpath warden, Steve Bach.
- k) **Community Rail Information Day**: Feedback on the event held 26/07/2016. Cllr Cholmondeley will be attending this event being held at Network Rail offices, Birmingham.
- l) **New Homes Bonus (NHB) grants**: Deadline for submitting grant requests is 29/07/2016 – it has been suggested that members may like to consider submitting an application for cycle racks by the village shops. The amount of NHB available for the ward (the district ward of Barnt Green and Hopwood) is £886 for this year (from a total of £101,004 for the whole district arising from the completion of 228 properties in the district during 2014/15) and there is an additional amount left over from last year of £23,840 available to any communities that can evidence they have been affected by growth. There are two types of grant: 1) under £3,500 and 2) between £3,500 - £28,000.

With an increase in new residents and the requirement to encourage sustainable lifestyles the installation of cycle racks in the village centre where there are none currently is now a necessity.



Cost of this style (5 hoops will accommodate 10 cycles), powder-coated black would be £255 + VAT.  
Installation would be an extra cost.  
Permission will be needed from the land owner if on private land; permission is unlikely to be granted if on Highways land.  
No specific site has yet been identified.

- m) Lengthsman issues As well as the regular tasks during the month the Lengthsman has been asked to cut back vegetation overhanging road warning signs in Sandhills Green, Aqueduct Lane and clear debris in Kendal End Road washed down Cherry Hill Road.

## Agenda item 118 Planning

- a) To consider and comment on the applications notified as per Agenda page 2 and any others received since the agenda was published.

b) Comments submitted via delegated authority by the EO relating to log no. 034: Reference 16/0383, 64 Hewell Road B45 8NF, Proposal: "Dropped kerb to provide off road parking to an already block paved area at the front of the property".

Parish Council Comment: A major concern within Barnt Green village is parking, in that demand for parking space exceeds supply. The proposal seeks a dropped kerb to allow off-road parking for one car, which might, at first glance, be thought a good thing as then there will be free space for one car to park on the road. However, if the proposal is granted there will actually be a reduction in the number of on-road car parking spaces since there will be no parking in front of the dropped kerb.

It is noted that the neighbouring property already benefits from a dropped kerb, which the applicant currently partially uses, so it is possible that the extra width required for the dropped kerb will only reduce the on-road parking by half a car's length, but such is the demand for parking on Hewell Road that even this will be seen to be detrimental to the village well-being. It is also noted that the vehicles which have been parked on the house frontage, via the dropped kerb, tend to overhang the pavement due to the cramped space, causing pedestrians to step into the road to pass by. This is therefore an unsatisfactory situation unless a condition can be imposed restricting the size and length of vehicle that can be used in this situation, but it is not known whether such a condition could be enforced.

The Council would therefore suggest this application be refused.

- c) To also note the request from Cllr S Colella, Chairman, Hagley Parish Council to meet to discuss common issues regarding the future spread of housing across Bromsgrove district.

## Agenda item 119 Governance

# Barnt Green Parish Council

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- a) Approval of policies relating to the parish council's duties under the Freedom of Information Act and related statutes, and to the way in which the parish council will interact with the Press and Media (copies attached). pp 18-19 & 20-21
- b) To consider adopting a policy for Community Engagement. It is useful for residents and stakeholders to know what they can expect from the parish council, the medium in which we operate, the extent of our powers and services, and how we intend to deliver them. Two draft versions are attached for critical analysis and discussion. pp 22-25 & 26-30
- c) Bromsgrove DC are consulting on their draft Scrap Metal Policy, separate copy provided.
- d) To consider providing items for the next parish council newsletter. This is to be distributed by the end of August.

## Agenda item 120 Councillors' reports and items for future agendas

Councillors may use this opportunity to:

- (i) report on meetings attended, if not already done so;
- (ii) agree the attendance of councillors at forthcoming meetings:
  - Bromsgrove Area CALC committee meeting Wednesday 14<sup>th</sup> September
  - Bromsgrove District community emergency planning forum Weds 12<sup>th</sup> October
- (iii) report minor matters of information not included elsewhere on the agenda;
- (iv) raise items for future agendas

## Agenda item 121 Date and Venue of Next Meeting

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

End of report.  
Gill Lungley  
Executive Officer  
22/07/2016



**Minutes of the Parish Council meeting  
held at 80 Hewell Road, Barnt Green  
on Wednesday 15<sup>th</sup> June 2016 at 7.00pm**

**Members present:** Cllrs R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, J Jellie, S Whitehand (2 vacant seats)

**In attendance:** Peter McDonald, Worcs County Councillor for Beacon Division  
Three members of the public  
One member of the press (The Village)  
Gill Lungley (Executive Officer)

The Chairman welcomed all to the meeting.

**16/91 Apologies**

No apologies for absence received (all members present)

**16/92 Declarations of Interest**

**It was noted that:-**

- a) Members are required to keep the Register of Interests updated.
- b), c) Members need to declare both Disclosable Pecuniary and Other Disclosable Interests.
- d) Dispensation requests are to be submitted in advance of the meeting in writing.

**16/93 Consideration of dispensation requests**

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

**16/94 Adjournment of meeting to hear from:**

**a) Members of the Public:**

1. Mrs Rachel Banner: spoke about the Open Gardens event on weekend of 2<sup>nd</sup> / 3<sup>rd</sup> July and the logistics involved. A cup is to be presented on 3<sup>rd</sup> July to the winner of the best-decorated shop window and bunting has been purchased for decorating Millennium Park which parish councillors will install.
2. Oakdene Drive residents: were present to talk about parking concerns, having seen the growth in the use of the railway station and increased on-road parking in Fiery Hill Road and side roads. Aware of similar issues in other parts of the country that have been dealt with favourably and would like to see this happen here but have been met with little support from county council officers.

It was suggested that the residents meet with the County Councillor and parish councillors to discuss possible ways forward. The Chairman added that he would be interested in seeing evidence of proven solutions and the caveat that the current rate of parking might decrease when Bromsgrove station is working to the new electrified timetable in 2017.

**b) Worcs County Councillor: Peter McDonald spoke on 6 matters before leaving:**

1. Combined Authorities: The County Council must vote on any decision by one of its district councils to join another authority; Bromsgrove DC was close to joining with the West Midlands/Birmingham combined authority but have now decided to withdraw. Had BDC gone ahead then there were fears that the county would become split.
2. Asbestos in schools: Peter McDonald is behind the campaign to remove asbestos from all school buildings.
3. Sure Starts: The county council is to get rid of the Sure Starts centres (delivering early help and support to families in the county) and it is likely these will be taken over by private enterprise.
4. Libraries: The funding for libraries has been reduced and there have been cuts to the opening hours across the county.
5. Academies: There are concerns that academies across the county are employing unqualified teachers.
6. Parking in Barnt Green: any action taken by WCC will be for reasons of safety.

- c) Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward.**
1. Bromsgrove District Plan: the Planning Inspector is to deliver his recommendations on 17/06/2016 and fairly soon after that the Green Belt review will begin.
  2. Dolphin Centre replacement: the plans for the new sports and leisure centre, which do not include a sports hall, have incurred further costs of £700,000 to deliver.
  3. Combined Authority: as mentioned by Peter McDonald above, Bromsgrove DC were very close to becoming an associate member of the Birmingham Combined Authority. CH has not found any advantage or reason to join, just a huge long-term risk.

**16/95 Minutes of the last meeting**

The minutes of the Parish Council meeting held 12/05/2016 were agreed a true record and signed by the Chairman.

**16/96 Chairman's Report**

Cllr Cholmondeley reported upon his attendance at the Bromsgrove Area CALC committee meeting on 08/06/2016 where the district council's head of planning had mentioned the Green Belt review and its impact on Neighbourhood Plans.

**16/97 Updates and Decisions taken by the Executive Officer (EO) since last meeting**

Due to limited time a detailed report had been circulated with the agenda for this meeting:

CALA/Foxhills development	Re: agreement for the sale of freehold property known as Car Park at Fiery Hill Road, the developer's solicitors are expected to provide the grossment documents for signature.
RoSPA inspection	PC has yet to address the gate-stop into the play area at Millennium Park.
Hewell Road bollards	No progress to report.
Flagpole	EO has no progress to report.
Meeting with village retailers	No further progress to date.
Bulletin, issue 47	This has been distributed throughout the parish. Next issue is due to be ready for distribution end of August; a copy of the 2016/17 production schedule has been circulated.
Lengthsman scheme	Lengthsman, via BDC's Place Team, continues to provide a good service and provides reports on work done. Has been asked to remove the dead tree on the corner of Hewell Lane / Blackwell Rd (Longlands bank); BDC's tree officer has no objection. Resident has been informed.
General correspondence received and circulated to members	<ul style="list-style-type: none"> <li>• Shindig calendar/acts for 2016/17</li> <li>• Launch of Worcs Wellbeing - HUB</li> <li>• Healthwatch</li> <li>• Elmley Grants</li> <li>• Dementia Friendly training</li> <li>• NALC's star council awards</li> <li>• Traffic Regulation Order, various roads in BG area</li> <li>• Auditor confirmation received annual return</li> <li>• Hewell Lane temp closure, 28/06</li> <li>• Planning Aid newsletter</li> <li>• New police and crime commissioner, John Campion</li> <li>• BDC press release re. joined authority proposals</li> <li>• NPMS - thanks to volunteers</li> <li>• Worcester CC celebrations, queen's birthday 11/06/2016</li> <li>• WCC Walks/June Events at Worcester</li> <li>• Countryside services newsletter</li> <li>• Wellbeing in partnership</li> <li>• SNT crime stats for May</li> <li>• Police and Crime Commissioner survey, closes 17/06/2016</li> </ul>

	<ul style="list-style-type: none"> <li>• Lickey Hills Society newsletter</li> <li>• Locality Convention (York)</li> </ul>
Concerns raised by residents for report only (not otherwise included on this agenda, but could be put forward for future reference if requested)	<ol style="list-style-type: none"> <li>1. Two emails from resident in response to receipt of recent parish council newsletter, expounding personal views</li> <li>2. Notification re residents concerned about the noise of partying after the school PTA's May Ball held at the BG Sports Club on 14/05/2016; it would appear to have been due to a ball after-party that continued in a nearby house after the main event. Similar concerns about planned Beer &amp; Fizz Festival on 10/11 June.</li> <li>3. Letter from resident requesting a push-button crossing in Hewell Road (shopping centre) and suggesting PC meetings should end by 9pm.</li> <li>4. Resident of Sandhills Lane called in to ask if anything could be done to reduce the amount of water splashed against side of house after rain; photos show the water puddles uphill of drain channel, hence belief problem is caused by road 'sinkage'. Referred resident to Peter McDonald and also reported online via WCC's 'report-it' function.</li> </ol>
Concern raised by resident to be considered in future	Barnt Green resident visited the PC office to raise concerns about the lack of footpath lighting between GP's surgery at 82 Hewell Road and village centre. During winter evening he was unable to see the footpath.
Letters dealt with by EO	TV Licensing: "Your business address is unlicensed. Don't risk breaking the law."
Hanging baskets	40 have been supplied by Where Next Association. EO is to visit each shop to ensure each basket is being cared for. The cost of contracting out the work to water each time would be IRO £2.25 per basket.
Railway Station	A site meeting has been arranged with a representative of London Midland for 28/06/2016 to discuss station improvements
Laptop recycling	3 old office laptops disposed of via UK I.T. Recycling Ltd; Waste Transfer Note received.
Annual Return	The External Auditor has confirmed receipt of the Annual Return; the audit period runs from 3rd June to 15th July after which the Annual Return will be returned to the parish council with the external auditor's comments and report (if any). Independent Internal Audit report for consideration at agenda item 99(ii)
Emergency Planning	Meeting arranged for 12/10/2016 at Bromsgrove DC.
Volunteer litter pickers	The six-month period had ended for the two Duke of Edinburgh award volunteer litter pickers. This matter would be considered at the next parish council meeting for appraisal and to consider whether to continue.
Parker's Piece	The EO had arranged for grass around benches and play equipment to be cut, following report from the weekly equipment inspector.

**16/89 Co-option update**

There was a potential volunteer to fill one of the 2 current vacancies on the council. Members would continue to seek candidates to fill the vacant seats.

**16/99 Finance**

- i. Current financial position to 31/05/2016 and bills for payment  
The council noted the receipts and payments for the month of May, as listed on page 67, along with the comparison of actual receipts and payments to budget for the year so far, and bank reconciliation to 31/05/2016. The bills for payment were noted (all as budgeted).
- ii. Independent Internal Auditor's report for financial year ending 31/03/2016.  
Diane Malley's report was noted.

## 16/100 Committee and Working Party reports

- a) **Planning Committee** The committee meeting held on 02/06/2016 had been inquorate but notes had been taken based on which, and acting under delegated authority, the Executive Officer had submitted comments to the local planning authority.  
**It was agreed** to ratify the report from the Planning Committee meeting held 02/06/16. Ratification of the recommendations from that meeting included writing to the Local Planning Authority with concerns about the non-consultation of an application, two enforcement issues, and the committee's proposed Terms of Reference.
- b) **Neighbourhood Plan** Cllr S Whitehand is to forward the first draft documents to members in due course.
- c) **Recreation and Environment** No particular matter of concern to report at this time.
- d) **Finance and Staffing** No particular matter of concern to report at this time. It was noted that policies would be brought directly to the full council meetings for discussion.
- e) **SmartWater** Cllr Gumbley had received one response to the article in the Summer 2016 issue of the Barnt Green Bulletin. Members agreed they would have preferred a larger response to help decide how to progress this issue.

## 16/101 Events

- a) **Shindig 2016/17**  
**It was agreed** to not continue hosting Shindig/Live and Local entertainment events for the remainder of 2016 but to review in 2017. Members agreed it had been hard to involve people to support the two events last year but they would be keen to support requests from home-grown talent and entertainment.
- b) **Open Gardens 2<sup>nd</sup> & 3<sup>rd</sup> July**  
An update had been provided at the start of the meeting.
- c) **Community Walk, September**  
**It was agreed** to host another community walk on 24/09/2016; the parish footpath officer would host (as before) with support from the parish council.
- d) **Annual Barnt Green fun-run**  
The Sport Relief mile is held every two years and it had been suggested that a similar event is held every other year so that some sort of running/sports event is held annually in Barnt Green. Members agreed to consider this and the costs involved and would discuss with the Barnt Green Chuggers.

## 16/102 Community

- a) **Use of Parker's Piece as home ground for u-12's football**  
Members were advised that the request had been withdrawn.
- b) **Residents' concerns about car parking in the parish**  
As detailed above a meeting is to be arranged to discuss this issue with residents and the county council member for Beacon division.
- c) **Network Rail plans for Cofton Crossing**  
**It was agreed** to write to Network Rail for an update on the crossing that was closed in July 2015 and for plans for the installation of lifts at Barnt Green station.
- d) **Dementia Action Alliance**  
Members were unsure how they could participate in the alliance. **It was agreed** to review this after the Open Gardens event and possibly when meeting with the Town Centres manager.
- e) **Meet with representative from Bromsgrove and Redditch Network (BARN)**  
Members agreed they would like to hear from, and work with, BARN.

**f) Monthly farmers' market**

It was suggested that Barnt Green could host a monthly Farmers' Market or an annual food fayre. It was agreed to request a meeting with the newly appointed Town Centres' manager for North Worcestershire Development and Regeneration to discuss this further.

**16/103 Councillors' reports and items for future agendas**

**i. Reports on meetings attended:**

The Chairman had met with the Chairman of Alvechurch Parish Council to discuss common issues.

Cllr E Gumbley had met with residents of Margesson Drive who had expressed concerns about the issuing of Temporary Events Notices for the Sports Club which allowed music to be played late at night.

Cllr C Hotham had, in his role as school governor, spent a morning in school touring the classrooms and reported upon an excellent visit, reinforcing how good the school is.

**ii. Minor matters not elsewhere included:**

Cllr E Gumbley commented on reports he had received relating to the newsletter which appears to have improved recently.

**16/104 Confidential Item**

Following the appropriate resolution via the Public Bodies (Admissions to Meetings) Act 1960 the meeting was closed to members of the public to allow for discussion of matters relating to staff. **It was agreed** to accept the recent NALC/SLCC pay-scale award for 2016 and 2017, back-dated to 1<sup>st</sup> April 2016.

**16/105 Date and Time of Next Meeting**

The next parish council meeting will be on Thursday 28<sup>th</sup> July 2016 at 80 Hewell Road, starting at 7.00pm.

This meeting ended at 8.55pm.

.....  
Chairman 28<sup>th</sup> July 2016

May 2016 receipts and payments					
invoice ref V/R	Receipts	Description	Payments Gross	Payments VAT	Payments Net
v035		Grass cutting and grounds maintnce	273.43	45.57	227.86
v036		Independent internal audit	120.00		120.00
v037a		Street lighting power supply	222.94	37.15	185.79
v037b		Street lighting power supply	12.09	0.57	11.52
v038/R8	170.00	hire of playing field, Sept-Dec 2015			-
v039/R9	5.00	Room hire (cash receipt)			-
v040/R10	1.60	refund following closure of account			-
v041a		Millennium Park grass cut, April	112.00	-	112.00
v041b		Village verges cut, April	56.00		56.00
v042		Street lighting maintenance, May	264.00	44.00	220.00
v043		Administration / salary	1,019.77		1,019.77
v044		Office phone and broadband	9.93		9.93
v045		Website support	58.00		58.00
	176.60	total for month, as at 31/05/2016	2,148.16	127.29	2,020.87
	30,719.70	total for year to date	16,027.26	1,843.00	14,184.26

Jun-16						
pay method	v. no.	RECEIPTS	reason for receipt/payment	Gross	VAT	Net
BACS	v046		newsletter printing	245.00		245.00
s/o	v047		grass cutting at pfield and village	273.43	45.57	227.86
BACS	v048a		play equipment check & litter pick, MP	60.00		60.00
BACS	v048b		play equipment check & litter pick, PP	60.00		60.00
d/d	v049a		unmetered supply, lighting	202.66	33.77	168.89
d/d	v049b		unmetered supply, lighting	11.51	0.54	10.97
BACS	v050a		Millennium Park mowing	168.00		168.00
BACS	v050b		Village verges mowing	28.00		28.00
s/o	v051		office rent, 3 months to end Sept 2016	1,237.50		1,237.50
d/d	v052		staff pension (May)	153.70		153.70
Rcash	v053/R10	50.00	cash-back, deal for new business			-
cash	v053		tape for repair to play equipment	4.99		4.99
cash	v053		spare key to office;	6.00		6.00
cash	v053		car parking for attendance at seminar	5.00		5.00
BACS	v054		office stationery	41.15	6.86	34.29
Rchq	v055/R11	600.00	contribution towards bollard replacement			-
s/o	v056		Street lighting maintenance, June	264.00	44.00	220.00
BACS	v057		Administration / salary plus backpay	1,042.45		1,042.45
BACS	v058		PAYE and NI for first quarter	521.07		521.07
s/o	v059		Website support	58.00		58.00
BACS	v060/R12	0.64	credit interest			-
BACS	v061/R13	2,953.83	VAT reimbursement			-
d/d	v062		Office phone and broadband, June	9.30	1.55	7.75
	v063	14.34	credit interest			-
						-
						-
		3,618.81	total for month as at 30/06/2016	4,391.76	132.29	4,259.47
		34,338.51	total for year to 30/06/2016	20,419.02	1,975.29	18,443.73
Jul-16						
BACS	v064		strim to Parkers Piece benches etc	45.00	9.00	36.00
s/o	v065		grass cutting at pfield and village	273.43	45.57	227.86
ALTO	v066	-	card load fee	0.50		0.50
ALTO	v066	-	greetings cards	4.68		4.68
ALTO	v066	-	postage stamps	17.16		17.16
ALTO	v066	-	anti-virus software	37.49	6.25	31.24
ALTO	v066	-	flower display for Open Gardens	30.00		30.00
d/d	v067	-	Office electricity, 2nd quarter	107.71	5.12	102.59
d/d	v068a	-	Street lighting energy, continuous	11.74	0.55	11.19
d/d	v068b	-	Street lighting energy, dusk-to-dawn	209.42	34.90	174.52
BACS	v069a	-	Millennium Park grass cut	112.00	-	112.00
BACS	v069b	-	Hewell Road verges cut	56.00	-	56.00
BACS	v070a	-	Hanging baskets	740.00	123.32	616.68
BACS	v070b	-	Planters re-fill, plant and plants	456.80	76.13	380.67
BACS	v071	-	Contribution to Open Gardens	297.78	27.35	270.43
BACS	v072	-	Repairs and maintenance, st lighting	139.26	23.21	116.05
BACS	v073/R15	500.00	Lengthsman repayment	-	-	-
BACS	v074	-	Administration / salary plus owed April	1,044.30	-	1,044.30
d/d	v075	-	staff pension (June)	149.23	-	149.23
s/o	v076	-	Street lighting maintenance Monthly retaine	264.00	44.00	220.00
d/d	v077	-	office telephone and broadband	9.00	1.50	7.50
						-
		500.00	total for part-month 21/07/2016	4,005.50	396.90	3,608.60
		34,838.51	total for year to 21/07/2016	24,424.52	2,372.19	22,052.33

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to 30/06/16	RECEIPTS	Budget summary	Actual Received	Variance
	Precept	57,650.00	28,825.00	28,825.00
	Council Tax Support Grant	634.00	634.00	-
	Interest	450.00	14.98	435.02
	Lengthsman reimbursement	2,000.00	500.00	1,500.00
	VAT Refund	3,500.00	2,953.83	546.17
	Miscellaneous	1,000.00	1,410.70	- 410.70
	<b>Total receipts</b>	<b>65,234.00</b>	<b>34,338.51</b>	<b>30,895.49</b>
	PAYMENTS	Budget summary	Actual spend	Variance
	Administration	27,930.00	7,510.98	20,414.34
	Communications	1,500.00	419.00	1,081.00
	Playing Field	3,000.00	1,183.29	1,816.71
	Millennium Park	4,500.00	562.04	3,937.96
	Village Environs	2,300.00	84.00	2,216.00
	Street Lighting	14,000.00	2,603.67	11,396.33
	Highways	2,250.00	528.00	1,722.00
	Events	900.00	984.75	- 84.75
	Neighbourhood Plan	2,000.00	-	2,000.00
	Fixed Assets	-	-	-
	<b>Sub-total payments</b>	<b>58,380.00</b>	<b>13,875.73</b>	<b>44,504.27</b>
				-
	<b>Capital Projects</b>	-	4,568.00	- 4,568.00
	VAT paid	3,500.00	1,975.29	1,524.71
	<b>Total Payments</b>	<b>61,880.00</b>	<b>20,419.02</b>	<b>41,460.98</b>

**BARNT GREEN  
PARISH COUNCIL**  
**Budget comparison  
for first quarter**

**Barnt Green Parish Council: Bank reconciliation for first quarter 2016/17**

Bank Reconciliation as at 30/06/2016

**Cash in hand at 1 April 2016**

Unity Bank current account	3,483.66
Unity Bank deposit account	13,937.61
Cambridge	54,155.20
Alto	300.00

£71,876.47

<b>Add receipts between 1 April - 30 June 2016</b>	34,338.51
<b>Less payments between 1 April - 30 June 2016</b>	-20,419.02

**Cashbook balance at 30 June 2016**

£85,795.96

A

**Cash in hand per bank statements at 30 June 2016**

Unity Bank current account	2,141.67
Unity Bank deposit account	29,709.15
Cambridge B/S	54,155.20
Alto and petty cash	311.01
<b>Less unrepresented cheques, as list below</b>	521.07

**Bank balances at 30 June 2016**

£85,795.96

B

# Barnt Green Parish Council

**Minutes of the Planning Committee meeting held on  
Tuesday 28<sup>th</sup> June 2016, at 7pm at 80 Hewell Road, Barnt Green**

**CLLrs Present:** Rosemary Briggs, Robert Cholmondeley, Charles Hotham, Susan Whitehand

**In attendance:** Executive Officer, Gill Lungley

<b>P16/08</b>	<p><b>Election of Committee Chairman</b></p> <p>It was agreed to elect Cllr S Whitehand to chair this committee.</p>								
<b>P16/09</b>	<p><b>Apologies</b></p> <p>All members present.</p>								
<b>P16/10</b>	<p><b>Declarations of Interest</b></p> <p>a) The requirement to keep the Register of Interests updated was noted.</p> <p>b) There were no new declarations of interest. The standing declaration relating to Cllr C Hotham continues, in that as he is also a member of the Bromsgrove District Council then his participation in both the debate and subsequent vote was on the basis that the views expressed were preliminary views taking into account the information presently made available to the Parish Council. The District Councillor reserves his final views on the applications until in full possession of all the relevant arguments for and against.</p> <p>c) No Other Disclosable Interests were declared</p> <p>d) No dispensation requests had been received</p>								
<b>P16/11</b>	<p><b>Dispensation requests</b></p> <p>There were no dispensation requests to consider.</p>								
<p><b>Public Question Time</b></p> <p>This was not required.</p>									
<b>P16/12</b>	<p><b>Planning Consultations</b></p> <p>a) The parish council had been re-consulted on the plans below:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 15%;">BDC ref</th> <th style="width: 10%;">P Log</th> <th style="width: 35%;">Address</th> <th style="width: 40%;">Proposal</th> </tr> </thead> <tbody> <tr> <td>15/0960</td> <td>019</td> <td>14a Cherry Hill Road</td> <td>Proposed room over garage</td> </tr> </tbody> </table> <p>PC Comment from meeting held 28/06/2016: The re-consultation was due to the submission of a Design and Access Statement and Statement of Significance, which members felt did not add any new information to that already provided; the quality of the plans being poor.</p> <p>The proximity of the proposal site to the edge of the Barnt Green Conservation Area boundary and the Green Belt boundary would require especial consideration with regard to this application which seeks not only 'a proposed room over garage' but in doing so the plans show the roof will be rotated through 90 degrees thereby adding to the appearance of the built environment when viewed from the road. At the moment it is an outbuilding, subservient to its 'parent' house, whereas if the proposal is approved it will look like a new dwelling, separate from the house it currently serves and contrary to the character of the Conservation Area.</p> <p>The parish council's original comment from 03/02/2016 would also stand: 2015/0960 Copper Beech, 14A Cherry Hill Road, Barnt Green B45 8LJ</p> <p>This planning application is a repeat of part of an application put forward by the owner and his architect, Neil Radford, in 2008 (B/2008/0078 'two storey front</p>	BDC ref	P Log	Address	Proposal	15/0960	019	14a Cherry Hill Road	Proposed room over garage
BDC ref	P Log	Address	Proposal						
15/0960	019	14a Cherry Hill Road	Proposed room over garage						



# Barnt Green Parish Council

extension and addition of first floor to detached garage). The earlier plan was approved without the proposed addition of a first floor to the garage. There has been no material change in the last 8 years which would make the construction of a room over the garage acceptable.

We repeat the concerns we had at that time:

1. The property lies within the Barnt Green Conservation Area which provides protection to the beech trees and substantial beech hedge along this boundary.
2. The planning application refers to a garage located some distance from the house, and close to the boundary (approximately 2 metres) with the neighbouring properties 12 and 12A Cherry Hill Road to the south west. The construction of the proposed external steps is likely to bring the new building within the 2m curtilage of the dwelling house.
3. The increase in the height of the roof that would be necessary to create the proposed room over the garage would result in a building height that exceeded the 4 metres allowed under building regulations.\*
4. Should the garage lie within 2 metres of the boundary then the maximum height of an outbuilding or garage within the curtilage of a dwelling house permitted under building regulations is 2.5 metres to the eaves.\*
5. The proposed personal access to the garage via a staircase on the south-west side of the existing garage would lead to overlooking of the gardens and rear windows of 12 and 12A Cherry Hill Road.

This application should be refused.

\* Outbuildings and garages to be single storey with maximum eaves height of 2.5 metres and maximum overall height of four metres with a dual pitched roof of three metres for any other roof.

\* Maximum height of 2.5 metres in the case of a building, enclosure or container within two metres of a boundary of the curtilage of the dwelling house.

### b) Planning decisions:

BDC ref	P Log	Address	Proposals granted
16/0341	031	76 Bittell Road	Change of use of garage to separate dwelling
16/0200	025	BG Sports Club	Raised external deck area.

### c) Other planning matters.

C1) The following enforcement queries, discussed at the meeting held 2/06/2016 had been lodged with the planning authority: (1) 17 Sandhills Rd. (2) Café Morso windbreak.

C2) With regard to the non-notification of planning application 16/0264 re 34 Sandhills Road, the Director of Planning Services at Bromsgrove DC had contacted the EO to apologise for the non-notification which pointed to the need for officer training.

**P16/13**

### Date of next meeting

The date of the next meeting to be decided.

The meeting closed at 19:50hrs.

Signed: \_\_\_\_\_  
Chairman

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

# BARNT GREEN PARISH COUNCIL

## FREEDOM OF INFORMATION POLICY

This Freedom of Information Policy sets out the arrangements under which information will be provided to applicants who request information in writing from Barnt Green Parish Council ('the Council') under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

The Parish Council's Publication Scheme is available to view either on the Council's website, [www.barntgreen.org.uk](http://www.barntgreen.org.uk) or as a hard copy which is available from the Executive Officer, 80 Hewell Road, Barnt Green / 0121 447 9893 / email [exec@barntgreen.org.uk](mailto:exec@barntgreen.org.uk)

The Publication Scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the council or parish meeting and falls within the classes set out in bold type below
- To specify the information which is held by the council or parish meeting and falls within the classes below
- To proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information the council or parish meeting makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make the publication scheme available to the public

### Classes of Information

1. **Who we are and what we do**
2. **What we spend and how we spend it**
3. **What our priorities are and how we are doing**
4. **How we make decisions**
5. **Our policies and procedures**
6. **Lists and Registers**
7. **The Services we offer**

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act
- Information in draft form, unless this contradicts legislation
- Information that is no longer readily available as it is contained in files which have been placed in archive storage or is difficult to access for similar reasons

### Charges which may be made for information published under the scheme

The publication scheme also contains standard paragraphs stating whether any information contained within the classes is subject to a charge.

### Information falling outside the scope of the publication scheme

This will continue to be dealt separately under the charging regime set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

**Procedure for applicants requesting information listed under Barnt Green Parish Council's Publication Scheme**

1. Applications requesting information in the first instance should be in written form, signed by the applicant and sent to the Executive Officer. Requests should include the applicant's name and address for a response.
2. Requests should include a clear statement of the information required (if the request is unclear the Council may ask the applicant to be more specific which may cause delay to the Council's response).
3. As soon as it is received by the Executive Officer a written signed request for information will be marked with the date of receipt.
4. Where the information is reasonably accessible to the applicant via information within the Council's Publication Scheme, the applicant will be directed to the Scheme.
5. The Executive Officer will advise the applicant within five working days whether the application is sufficiently clear to enable the provision of a full response or whether additional information is required.
6. The Council will aim to respond to a request for information from an applicant under the above act and regulations within 20 working days.
7. An application for Personal Information will not be dealt with under this procedure but will be responded to in accordance with the terms of the Data Protection Act. Personal Information does not include information about a deceased person.
8. The Council is not obliged to comply with repeated or vexatious requests.
9. If payment is required under the scale of charges the 20-day period restarts on receipt of the payment.
10. Certain information held by the Council will be classified as exempt under the Freedom of Information Act. The Act provides for both absolute and qualified exemptions and where information is absolutely exempt there is no obligation under the Act to provide the requested information.
11. The Council will review its Publication Scheme on an annual basis.

This policy was approved at the Barnt Green Parish Council meeting held..... 2016

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

Date of Review:.....2018

# **BARNT GREEN PARISH COUNCIL**

## **PRESS AND MEDIA POLICY**

### **Introduction**

1. Barnt Green Parish Council ("the Council") is committed to the provision of accurate information in respect of its functions, decisions and actions.
2. The Council may communicate with those whose work involves gathering material for editorial publication in print, broadcast and electronic form (e.g. researchers, journalists, reporters, photographers, editors of newspapers and magazines, camera or sound operators and crew of TV and radio programmes) ("the media") to publicise its business, decisions and actions. When attending a council meeting the Council may require the media to produce proof of their authority.
3. Where information sought by the Press and Media is not available via the Council's Publication Scheme the Council shall endeavour to assist the media with enquiries about the Council's functions, decisions and actions.
4. This policy explains how the Council, its councillors and staff will work with the media to meet the above.

### **Legal restrictions**

5. This policy is subject to the Council's various statutory obligations such as those set out in the Public Bodies (Admission to Meetings) Act 1960 (admission to local authority meetings), the Local Government Act 1972 (the holding of parish council meetings), the Local Government Act 1986 (rules on local authority publicity), the Freedom of Information Act 2000, the Data Protection Act 1998 and the Council's standing orders. Relevant standing orders referenced to or explained in this policy can be accessed via the Council's website.
6. The Council, its councillors and staff cannot disclose information which is confidential or where disclosure of information is prohibited by law. Some but not all of the relevant obligations that councillors are subject to are contained in the Members' Code of Conduct, a copy of which can be accessed via the Council's website.

### **Meetings**

7. The majority of Council meetings, its committees and sub-committees are open to the public. Occasionally the Council may resolve that the presence of the public at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution and non-council members will be required to leave the meeting. In the event of any person deemed to be disruptive or displaying disorderly behaviour that obstructs the business of the meeting at any meeting of the Council, its committees, sub-committees and joint committees that person will be required to leave the meeting.
8. Where meetings include time for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.
9. With regard to Standing Order No 3L (the provision of reasonable facilities to the press when attending parish council meetings) – In addition to providing reasonable facilities to the press for the taking of reports at all meetings, the recording of Council meetings is permitted under the Openness of Local Government Bodies Regulations 2014. The Council asks to be advised of any intention to record the meeting prior to commencement of recording by electronic means so that the activity can be effectively and lawfully managed. Recording of a meeting that continues following the exclusion of the public to allow for the discussion of confidential matters is not allowed.

**Interviews, statements and articles**

- 10. The media shall contact the Council’s Executive Officer if they want to (i) interview councillors or staff about its business decisions and actions and/or (ii) obtain a verbal or written statement from the Council about its business decisions and actions.
- 11. Any verbal or written statement given by the Council’s Executive Officer to the media represents the corporate position and views of the Council, not the individual views of its councillors or staff held in their official capacity.
- 12. The intention by the media to interview councillors or staff in their official capacity about the Council’s business, decisions and actions must be circulated to all members of the Council prior to any such interview. Questions by the media about the personal views of the councillors or staff in their private capacity will not be acceptable. Councillors and staff cannot communicate their personal views about the Council’s business, decisions and actions, other than the views they hold in their official capacity. Councillors and staff are not permitted to misrepresent the corporate position and views of the Council, or to damage the reputation of others in the Council or the Council itself.
- 13. The Council’s Executive Officer may contact the media if the Council wants to give an interview, provide a verbal or written statement to the media or publish an article using the media about its business, decisions and actions.
- 14. Councillors and staff, other than the Executive Officer in accordance with paragraph 11 above, cannot in their official capacity, provide verbal or written statements to the media, or write articles for publication using the media about the Council’s business decisions and actions without the Council’s prior knowledge.
- 15. If councillors or staff, in their private capacity, provide verbal or written statements or interviews to the media or write articles for publication using the media about the Council’s business decisions and actions, any personal views must be expressed in their private capacity. Personal views held in their official capacity cannot be communicated, thus councillors are not permitted to use their title “Councillor” and staff are not permitted to use their job title.
- 16. Prior to any press or media interview the interviewer will be given a copy of this policy.

This policy was approved at the Barnt Green Parish Council meeting held .....2016

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

Date of Review:.....2018

# **BARNT GREEN PARISH COUNCIL COMMUNITY ENGAGEMENT STRATEGY, V1**

## **INTRODUCTION**

Barnt Green Parish Council provides local leadership and a number of services relevant to the community with the aim of improving the quality of life for residents. This aim can be achieved effectively if the Council engages with the Barnt Green community through providing information and encouraging and seeking the views of residents and other interested parties.

## **AIMS OF COMMUNITY ENGAGEMENT**

The Council strives to undertake the following -

1. To enable an involved, empowered and active citizenship through:
  - consultation with residents on local issues
  - reaching out to hard to reach groups
  - seeking the views of young and older residents
  - engagement with all sectors of the community
  - offering a financial assistance scheme to provide grants to local groups and organisations thereby providing an opportunity to empower themselves to fulfil their aspirations to be of benefit for the whole community.
  
2. To communicate information to our community clearly, factually and appropriately through:
  - the management of a website detailing all council services and activities
  - the publication of a quarterly newsletter distributed to every household
  - the use of plain English and no local government jargon.
  
3. To improve the way we communicate with our partners and stakeholders and co-ordinate our community engagement efforts through
  - supporting the role and function of the Council's Working Party/s
  - actively being involved in various networking organisations including the Bromsgrove District Council, Worcestershire County Council, the Worcestershire Association of Local Councils and the Society of Local Council Clerks
  - support for the role of West Mercia Police by asking for their regular attendance at full council meetings and hosting the Police and Community (PACT) Group meetings in the Council Offices
  - applying for the Foundation Level of the Local Council Award Scheme and to seek to achieve the Quality and Quality Gold Awards in due course thus giving reassurance to the community that the Parish Council is operating to standards of excellence
  
4. To raise the image and reputation of the Council through:
  - inviting residents to be actively involved in our meetings via the public question time
  - widely publicising the Annual Parish Meeting
  - encouraging use of the Council website
  - supporting the Village Magazine as a disseminator of information about local issues and incorporating the views of local people about local issues
  - encouraging the press to attend Council meetings and report on them and, when appropriate, issuing press releases covering activities of the Council
  - supporting parish councillors in representing the community in so far as the law permits
  - organising civic events to promote civic pride
  - organising or supporting community events e.g. Christmas Lighting, Sports Relief Mile
  
5. To enable every Councillor to maximise their role as elected representatives and community leaders through:
  - each new member to be provided with a comprehensive induction pack

- uploading of agendas and minutes on the Council website
- to encourage training for all members through the Council's Training Policy
- encouraging Councillors to attend meetings of community organisations
- encouraging Councillors to take up places on community groups and organisations

6. To ensure every member of staff understands the council's priorities through:

- having regular staff appraisals and individual staff training plans
- encouraging staff to provide input into the decision making process
- encouraging staff to actively represent the interest of the Council at community events

## **ENGAGEMENT METHODS**

The Council uses the following methods of engagement:

- Contact details for the Council, individual councillors and the Council Offices are available in the Council's quarterly newsletter and on the Council's website. The noticeboard in Hewell Road at Millennium Park also contains contact information and opening hours for the parish council office.
- Notices of meetings are posted on the Council's notice board and on its website. The notices remind members of the community of their entitlement to attend meetings and address the Council in public question time.
- Copies of planning applications are available for inspection in the Council Offices and online via the District Council's Public Access website.
- The Council welcomes members of the local press and actively engages with the Village magazine to attend its council meetings and will submit articles to the local press and the community magazine when required.
- The Parish Councillors will actively engage with all sectors of the Barnt Green community and will support the work of local groups and organisations by attending their events when invited.
- The Council publishes an Annual Report which is available on the Council web site and copies are available at the Annual Parish Meeting and the Council Offices. The Annual Report contains detailed information on the way in which the Parish Council spends public money.
- The Annual Parish Meeting is advertised on the Council's website, its Notice Board and in the Newsletter which is delivered to every household. Local Groups and organisations are invited to attend the Annual Parish Meeting to give their reports or submit a written report which is circulated at the meeting.
- The Council consults with its community on its website, through its newsletter and from time to time via questionnaires and surveys.
- The Council provides online information on the council budget and on its precept ie the amount collected on its behalf via Council Tax by the District Council, which is also available from the Council office.
- The Council manages its website which provides details of council services and functions and gives access to a range of documents and local information.
- The Council appoints representatives to local community groups and organisations and some councillors are members of local voluntary organisations in their own right.
- The Council liaises with neighbouring parish councils in the spirit of co-operation and to share good practice.

- The Council informs the District and County Council representatives of its activities and when relevant, asks them for advice, information and support and Councillors participate in liaison meetings with both Officers and Councillors from Bromsgrove District Council and Worcestershire County Council to address local issues.
- The Council encourages local representatives and residents to work alongside its members by attending Working Party meetings e.g. Neighbourhood Plan Group and the Emergency Plan Working Party so that a joined up approach can be formulated.
- The Council is keen to promote civic pride in the town and will work in partnership with local groups and organisations to promote effective good citizenship and social responsibility.
- The Council will actively promote the village as a destination shopping centre, since successful businesses provide benefit to residents.
- The Council supports the St Andrews Church of England First School by nominating an associate governor to its Governing Body.
- The Council promotes democracy and encourages members of the community to stand for election
- The Council promotes equality for all sectors of its community.

### **Recording and Filming of Council Meetings**

New Openness and Transparency Regulations allow for members of the public to record and film at all council meetings. It is likely that the Parish Council will shortly be recording and filming its own meetings and these recordings will be published on the Council's web site for greater public awareness of the work of the Parish Council.

The Council has decided to formulate a strategy of engagement which will build on and extend the methods of engagement listed above and to make clear its commitment to working with and through the Barnt Green community. The Council will review the strategy from time to time to gauge whether residents have been encouraged to:

- participate in decision making to secure better services;
- help the Council to better serve the community;
- create a more active and informed community.

### **ENGAGEMENT**

Below are the individuals and organisations with which the Council wishes to actively engage:

- |                                   |   |
|-----------------------------------|---|
| • residents of Barnt Green parish | • hard to reach groups                        |
| • services users                  | • young people                                |
| • non-users and potential users   | • older people                                |
| • local businesses                | • disabled people                             |
| • local community groups          | • public and private sector stakeholders      |
| • interest and pressure groups    | • all sectors outlined in its Equality Policy |
| • voluntary groups                |   |
| • communities and neighbourhoods  |   |



<b>ACTION PLAN PRIORITIES</b>	<b>COMMUNITY ENGAGEMENT AND ACTIVITY</b>	<b>RESPONSIBILITY</b>	<b>TIMESCALE</b>
Council Chairman.	Encourage the Chairman to fulfil their civic role and encourage community organisations to invite the Chairman to local events.	Staff, Chairman	Ongoing
Minutes	Ensure copies of draft minutes are available within 4 weeks in both hard copy and on the parish council website for residents and community groups. Large print copies for the visually impaired to be available on request.	Staff	Ongoing
Recording and Filming of Meetings	Upload recording and filming of Full Council Meetings to the Council's website as soon as possible after the meeting has taken place.	Staff	With effect from *date*
Council Office – Opening Hours	Publicise opening hours in council newsletter and on website and council noticeboards	Staff	Ongoing
Public Question Time in meetings	Encourage residents to raise any matters of interest or concern at council meetings	Chairman, Members and staff	Ongoing
Council Website	Review and refresh the council website with up to date information on council services and community events and activities; remove out-of-date information and assess ease of navigation.	Staff	Ongoing
Council Newsletter	Produce and distribute a quarterly newsletter	Staff and input from members	Quarterly
Council Notice Board and Office notice board	Regularly manage and update the council notice boards with notices of council meetings and related information.	Staff	Ongoing
Council Community Notice Board, Station Approach	Promote both council and community activities by offering a service to the local community to display their event posters	Members and Staff	Ongoing
Photocopying, laminating	To provide a service for photocopying and laminating to support the community	Staff	Ongoing
Room Hire	To offer office meeting room for hire to local groups.	Staff	Ongoing
Press	Liaise regularly with the press sending details of council meetings and articles for insertion in the local press and the Village Magazine	Members and staff	Ongoing.

his policy was approved at the Barnt Green Parish Council meeting held..... 2016

Signed:.....

Chairman, Barnt Green Parish Council

Review date: .....2018



Barnt Green Parish Council is a semi-rural village consisting of some 800+ houses. The area is in the Green Belt to the south of Birmingham, within Bromsgrove district, Worcestershire.

The Parish Council's primary aim is to improve the quality of life for residents through the provision of appropriate services. In July 2015 the Parish Council adopted the General Power of Competence, as defined in the Localism Act 2011, meaning it has the power to do anything an individual may do unless specifically prohibited.

Funding for the parish council is obtained in the main via the precept, a 'tax' upon all residents within the parish and collected on behalf of the parish council by Bromsgrove District Council as part of the annual Council Tax payment.

The Parish Council, in line with national policy, is not entitled to any portion of the business rates collected from the parish. It is therefore important to the Parish Council to ensure all interaction with parish residents, the precept payers, is open, direct and trustworthy, hence this Policy.

### ***Involvement***

The Parish Council will identify and involve the people and organisations with an interest in the parish, including but not exclusively:

- All residents of all ages
- Schools & Youth Groups: St Andrews Church of England First School  
Barnt Green Scouts (Cubs) & Guides (Brownies)  
Pre-school groups including nurseries
- Churches: St Andrews Church of England  
Barnt Green Baptist Church  
Barnt Green Quakers
- Social & Sports Groups: Barnt Green Social Club  
Barnt Green Sports Club  
Barnt Green Cricket Club  
Barnt Green Sailing Club
- Social Recreational Groups: Bridge Club  
Choral Society  
Yoga Classes  
Barnt Green Artists
- Barnt Green businesses: All retail outlets (based in & around Hewell Road)  
All parish-based office businesses  
Public Houses
- Professional services: Doctor's surgery

Dental surgeries

Other supportive health-care services

- Police and law enforcement: Safer Neighbourhoods Team

### ***Support***

The Parish Council will identify any barriers to involvement and will attempt wherever possible to overcome them. Barriers to involvement will take a variety of forms depending on the activity planned: for instance, the parish council is aware of low turn-out to parish council elections and will therefore try to encourage greater turn-out.

In order to encourage greater participation, the parish council will ensure access to information about its services is freely available and promoted via the quarterly newsletter, parish council office (open 14 hours per week), notice boards and website that are available 24/7.

Council members will be expected to promote the Parish Council when and where appropriate to encourage understanding of the council's aims.

### ***Planning Standard***

For any parish council consultation, project or event, the Parish Council will identify through the gathering of evidence, the needs and available resources to agree the purposes, scope and timescale of the engagement and the actions to be taken.

Evidence may be gathered by direct contact with the likely participants by face-to-face contact, telephone, letter or e-mail; by newsletter article seeking feedback; by observational, non-interactive survey.

### ***Methods Standard***

The Parish Council will use methods of engagement that stand up to scrutiny. As all people respond differently to the various media methods, then the Parish Council will attempt where possible to convey the same message in different ways to ensure the best coverage and will not seek to unfairly discriminate against any one person or group.

- All parish council meetings are open to the public.
- Parish Council meetings are advertised on the website and the locked noticeboard.
- The parish council office is open to the public 4 mornings and one afternoon each week; open days and times are shown on the noticeboard, website and newsletter.
- The quarterly newsletter the 'Barnt Green Bulletin' is delivered to all households with spare copies left in the post office, dental surgery and doctor's surgery.
- The parish council's website is kept up-to-date and is available 24/7.
- The parish council's noticeboard is kept up-to-date with relevant information.
- The parish council's shared notice board is available to all to post information inside.
- Information will be provided in plain English and jargon-free.
- The Parish Council appoints representatives to other public bodies.

- Parish Council members are trained in their role, happy to talk about the council and positively promote its aims.
- Parish Council employee(s) are trained in their role, will uphold the council's principles at all times and positively promote its aims.

### ***Working Together***

The Parish Council will agree and use clear procedures to encourage efficient and effective co-operative working practices.

- All verbal agreements will be supported in writing to ensure no misunderstandings.
- Methods of communication will depend on the situation and the individual's preferences and will be either in writing (e-mail, letters, reports), telephone and face-to-face.
- Language will be in plain English, jargon-free.
- Collaboration with residents, other public bodies and all stakeholders working to improve, enhance and benefit the parish, will be welcomed and encouraged.
- Meetings, other than scheduled council meetings, may be held at times to suit the attendees and in a place that will accommodate the number attending.
- Contact details of the parish council and each member, where appropriate, are available on the website and from the parish council office.

### ***Sharing Information***

The Parish Council will ensure necessary information is communicated to those who need to know.

- The Parish Council is registered with the Information Commission and must comply with the twin principles of Freedom of Information and Data Protection. The Parish Council's Publication Scheme, detailing the council information that is available to the public, is available on the website and from the council office.
- General information is published on the website and in the quarterly newsletter.
- Agendas and draft minutes are published on the website and locked notice board.
- Draft minutes of all parish council and committee meetings will be published within one month of the meeting; agendas will be published at least three clear days in advance of the day of the meeting.
- The Parish Council will maintain a database of residents e-mail addresses, used to circulate items of interest.
- The Executive Officer is available to the public for 14 hours per week to answer queries and record matters of concern.
- The parish council's website has a facility for residents to record street light faults which will be dealt with promptly and appropriately.
- Notwithstanding the statutory requirement to comply with Freedom of Information requests, the Parish Council will aim to respond to all requests for information, advice and support within five working days.

## ***Working with Others***

The Parish Council will identify and work effectively with others who may be interested in the engagement or may be able to provide a supportive benefit to the outcome.

- The Parish Council values and will continue to invite the participation and input from the County and District ward representatives.
- The Parish Council will retain links with the parish tier and wider local government network to draw in support and guidance when required.
- The Parish Council will work with other tiers of local government to provide maximum benefit to residents; this may include taking on more services in the face of cuts to County Council and District Council budgets.
- The Parish Council will encourage regular communication with the police via the Safer Neighbourhoods Team and Community Support Officers.
- Using local knowledge, the Parish Council will seek out and encourage specific individuals known for their particular capabilities to contribute support and advice as relevant.
- Wherever possible the Parish Council will seek to establish and maintain links to all members of society within the parish irrespective of age, disability, race, religion, sexuality, gender and gender identification, and will strive to overcome any barriers to equality.

## ***Improvement***

The Parish Council will encourage the development of the skills, knowledge and confidence of all participants engaging with the Parish Council.

- The Parish Council will treat all approaches by residents with respect and in cases of concern and hardship will endeavour to seek a beneficial outcome at all times.
- All members of staff will be required to understand the council's priorities and recognise the importance of all communications from residents.
- Training for parish council members and staff will be ongoing and tailored to the individual; a training audit to identify individual needs will be completed annually.
- Non-council members of committees and working groups will be provided with an induction pack to support and build on their knowledge base.

## ***Feedback***

The Parish Council will feedback the results of any engagement exercise to the wider community and agencies affected.

- Feedback will be communicated either verbally to individuals or at meetings, or in writing such as emails, website, letters, cards and newsletters.
- The Parish Council, via the Executive Officer, may also contact local media to share any feedback more widely.
- The Parish Council will consider the use of social media.

**Monitoring and Evaluation**

The Parish Council will monitor and evaluate whether the engagement meets its purpose and any national standards that would apply.

- The Parish Council will set targets for each community engagement project it undertakes and upon completion of the project will review these targets.
- Evaluation of each engagement project will be honest and open to allow for clear understanding as to the effectiveness and benefit of engagement.
- Appreciation of the benefit of each community engagement project will not depend solely on value for money.
- Any consultations carried out by the Parish Council will be standardised in order to more easily carry out comparison with previous and future projects.

This policy was approved at the Barnt Green Parish Council meeting held..... 2016

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

Review date:..... 2018