

Barnt Green Parish Council

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

Notice of Meeting

Members of Barnt Green Parish Council are hereby summoned to attend the parish council meeting to be held on **Wednesday 5th October 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 142 below) to put forward any questions or concerns regarding matters on this agenda or for future consideration.

Agenda

138 Apologies

To receive apologies and to approve the reason for absence.

139 Co-option to two vacant seats

Two candidates have submitted an application for co-option; members are to be updated on the current situation and will be required to vote

140 Declarations of Interest: Councillors are reminded-

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

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

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

142 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)

143 Adoption of previous minutes

To approve adoption of the minutes of the parish council meeting held 07/09/2016

144 Chairman's Report

The Chairman will provide a report.

145 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.

146 Finance

- (i) To note the current financial position and bills for payment
- (ii) To prepare the budget for 2017/18 and consider precept requirement
- (iii) To review existing contracts and agreements to ensure best value for money
- (iv) To appoint a member to review the last quarter's book-keeping

147 Committee and Working Party reports

- a) **Playing Fields, Park:** report on site visit held 15th September
- b) **BARN:** report on meeting with Susan Roberts, deputy Chief Executive, 03/10/2016
- c) **Village Improvements:** update on meeting with District Centres Manager

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

Barnt Green Parish Council

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

148 Events

- a) Community Walk – feedback on event held 24/09/2016
- b) Note date for the Christmas Lights switch-on event is Friday 02/12/2016
- c) To agree to host a 'Thank-you' Christmas event to the council's volunteers, 15/12/2016
- d) To support post-Christmas day walk, Tuesday 27/12/2016 organised by Paths Warden
- e) Ongoing: Hosting of future Shindig events in 2017; support of Barnt Green fun run

149 Environment & Community Wellbeing Detail provided in attached report

- a) With regard to the new car park in Fiery Hill Road to agree to:
 - i. the non-provision of parking for disabled and
 - ii. the installation of one unit for re-fuelling electric cars
- b) To agree delegation of arrangements for installation of cycle stands, Hewell Road
- c) To be aware of drain review and agree date of site visit to review village vegetation
- d) To agree to facilitate the setting-up of a local Rail Users Group
- e) To consider request for funding of £500 from Barnt Green Cricket Club

150 Planning

- a) To note the draft minutes of the meeting held 20/09/2016
- b) To note the suggestion from Hagley PC to consider a district-wide parish council concord towards identification of future sites for development
- c) The following application is to be considered in this meeting:

PC Log no. / BDC App. No	Address	Proposal
Log no. 047 / App ref: 16/0810	Sandhills Green House, B48 7BT	Demolition of existing buildings and erection of replacement 1no dwelling.

151 Governance

- a) To agree calendar of policy reviews
- b) To consider establishing a working party to discuss ideas and projects for the future
- c) To note the Boundary Commission consultation on the current parliamentary constituency boundary review and consider provision of comment

152 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

153 Date and Venue of Next Meeting Wednesday 2nd November at 80 Hewell Road



Executive Officer 29/09/2016

More detailed notes on the above agenda items are provided online via:

www.barntgreen.org.uk/parish-council

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

Barnt Green Parish Council

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

Supporting notes to agenda for meeting 5th October 2016 From Gill Lungley, Executive Officer, BGPC

Agenda item 138 - Apologies: members are asked to let the Executive Officer (EO) know if they are unable to attend this meeting.

Item 139: Co-option

There are currently two vacant seats on the parish council. Two application forms have been received and are attached for members to review (appendix 1).

One application is from Judith Jagger, a previous member of the parish council who meets all requirements for taking office; the other is from Philip Perry, a new resident who meets two out of three of the requirements for taking office. The third requirement relates to 4 statements concerning ties to the parish none of which are currently applicable, however the application will be valid as soon as the electoral register is updated to include the applicant's name. The updated register is expected imminently and the EO will advise accordingly.

Members will be asked to vote on the appointments; voting is by show of hands (Standing Orders do not allow for a 'secret ballot'). There are 2 applicants and 2 vacant seats, so there is no competition. It should be pointed out that there is no obligation upon members to accept any of the applicants.

Depending on the outcome of the vote and circumstances relating to the electoral register, any newly co-opted members will be invited to take their seat at the council table following their signing of the Declaration of Acceptance of Office in which they declare that they "take that office [of parish councillor] upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability".

Item 140: Declarations of interest

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

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

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

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

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

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

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

- a) Disclose the nature and existence of the interest; and

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

EO report p 1

Barnt Green Parish Council

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

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

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

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

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

Item 141: To consider any dispensations received

From time to time parish council members may need to declare an interest in a specific item on the agenda, either one that relates to information included in their entry on the Members' Register of Interests (a Disclosable Pecuniary Interest) or one due to the subject matter to which the member is particularly close and which a member of the public, in full possession of the facts, would consider prejudicial to fair and open government if allowed to stay and participate in the meeting (Other Disclosable Interest).

Where this happens the member would be expected to declare the interest and, if required, to withdraw from the meeting when the topic is discussed. However, there may be an instance when it would be in the public interest for that member to stay and speak, possibly vote – eg having specialist knowledge, or to hear the council's argument on a particular topic. In this case the member can submit a request for dispensation to stay/speak / vote which the council is expected to vote on at this point in the meeting. The vote must be mindful of the impact of the dispensation on the probity of the council as and when viewed from outside the council.

Item 142: The adjournment provides an opportunity for members of the public to speak to the meeting which helps to foster good relations with residents who would otherwise be unable to voice any concerns at any other point in the meeting. It is expected that parish councillors will take this opportunity to listen to parishioners concerns at this time since this is not a time for discussion on the various issues raised. Council members may ask the member of the public for clarification of the issues raised but are not expected to enter into in-depth talks or make any decisions at this point in the meeting.

- a) **Members of the public;** it is expected that Stewart Johnstone will attend this meeting to speak in support of the Barnt Green Cricket Club's request for grant funding – included at agenda item 149e at pages 15 – 18.
- 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 143: Previous minutes (pages 3 - 8)

To approve the minutes of the parish council meeting held 07/09/2016. 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 144: Chairman's report

Cllr R Cholmondeley will report.

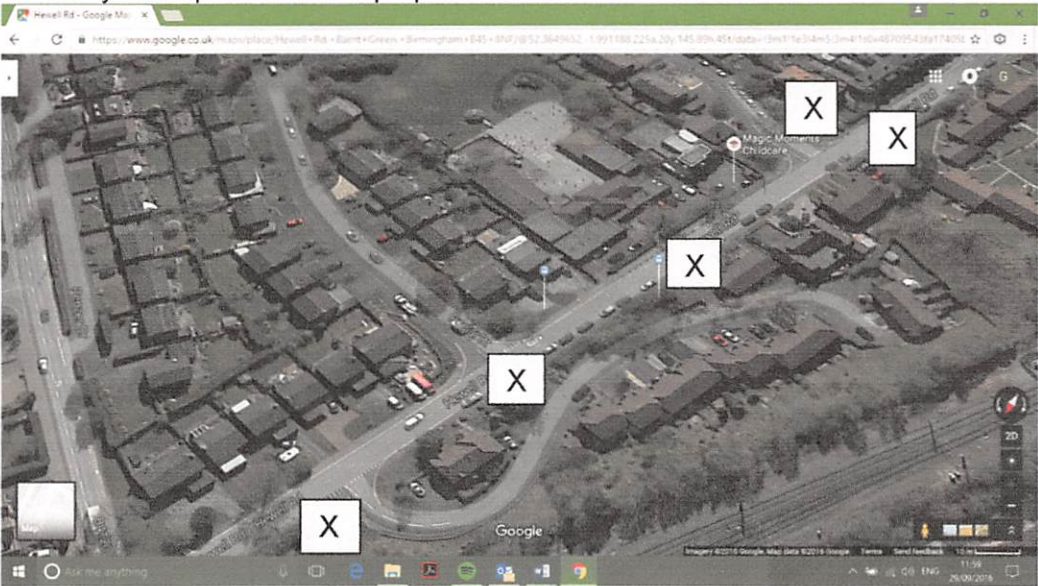
Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, J Jellie, S Whitehand + 2 vacancies

EO report p 2

Barnt Green Parish Council

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

Item 145 Executive Officer's report, as follows:

CALA/Fiery Hill Road development	A copy of the bond and s278 agreement had been received (it was noted page 6 was missing from the latter and a further copy has been requested). BDC decision regarding CALA's request to allow a further 15 houses to be occupied prior to the road re-alignment is awaited. BGPC has asked for due thought and consideration to be given to the timing of any road closures (Kendal End Road/Bittell Road) over the Christmas period.
Use of Social Media	The offer of free training in this topic is being pursued.
Hanging baskets, winter planting	On-going.
Street light not working	The faulty light in Green Bank was due to internal corrosion. A light in Margesson Drive has not been attended to due to wasps' nest in the column – contractor will attend when colder.
Verge on Hewell Road	BDC Place Team have attended on site to good effect.
Dead trees, Millennium Park	A contractor has been asked to remove the dead wood from the Nuttall Oak in Millennium Park (to be done 04/10/16).
Litter bin, Cherry Hill Drive path	Lickey Hills Society, who requested BGPC support for the bin are awaiting response to New Homes Bonus grant application
Footway lighting improvements	The lighting contractor has been asked to install the wall lights outside the PC office following approval from the landlord. No progress to date regarding new lighting scheme, Hewell Road (EO to chase).
Christmas Lights competition	The 5 winning designs, judged by CALA (sponsors), St Andrews Church (Sheri Gidney) and PC/school (Charlie Hotham) have been forwarded to Blachere to be made up following street lighting contractor's approval in relation to size, siting and suitability. See plan below for proposed sites.
Plan shows Hewell Road bottom left to top right; 1 st X is on corner with Green Bank, 2 nd X is opposite junction with Poplar Drive, 3 rd X is opposite school, 4 th X is outside Hewell Place, 5 th X is on corner with Orchard Croft next to Christmas tree.	
Matters carried forward	SmartWater campaign (awaiting response from PACT meeting) Barnt Green station (funding for lifts has been confirmed) Railway footpath crossing to Cofton (footbridge funding confirmed) On-street car parking.

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

EO report p3

Barnt Green Parish Council

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

General correspondence received and circulated to members	<ul style="list-style-type: none">• LGRC Expo, 09/09/16• Mailings arising from Expo visit include public toilets, finance software, streetscape, fitness equipment• Community First• Parish Housing Needs Surveys• Internet Access survey,• WCC County Councillor update, Woodvale• Pollinator Conference 14/10/2016, @ The Hive• Shindig Showcase invitation	Regular correspondence: <ul style="list-style-type: none">• WorcsCALC update newsletters• BDC Weekly planning lists• Police & Crime Commissioner• BARN updates• Sajid Javid MP
Visits / calls to the office by residents & members of public	<ul style="list-style-type: none">• Temporary tent on parish fields 08/09/16• Effect of new parking restrictions, Fiery Hill Road	

Agenda item 146: Finance

- i) Current financial position – the spreadsheet showing receipts and payments for September and end of month bank reconciliation will be distributed at the meeting.
- ii) Preparation of budget for 2017/18. Whilst the day-to-day running costs will be similar to the current year, plans for next year that may involve capital expenditure, have yet to be agreed (agenda item 151b looks at this in more detail). For this reason, budget details will be discussed next month.
The amount that is to be collected on the parish council's behalf by the district council when they collect the Council Tax paid by each property, ie the 'precept', will be determined following agreement of the budget (and in any case before the end of January 2017). The impact of the precept upon each council tax payer will be known upon receipt of the Council Tax Base figure provided by Bromsgrove DC. It is unlikely that this parish council will be subject to the government's referendum principles this year, but not guaranteed.
- iii) Review of existing contracts. It is suggested that the finance working party may wish to review existing contracts with a view to ensuring best value for money.

Agenda item 147: Committee and Working Party reports

- a) **Playing Field, Park site visit:** members visited the bus shelter, Millennium Park and Parker's Piece on 15/09/2016. The report is attached below, pages 9 – 14.
Matters arising from the site visit:
 - Re bus shelter re-paint, new litter bin, down pipe repair: members to delegate authority to proceed to the EO working with the Chairman and vice-Chairman;
 - to investigate how to connect to live travel information at the bus stop;
 - Re Millennium Park to delegate arrangements for re-siting of gate stop, removal of dead wood to the EO, as above.
 - Re other sites along Hewell Road, to agree delegation to the EO, as above, of arrangements to cut back pyracantha in Orchard Croft, apply Christmas lights to the park archway, apply weed killer along pavement.
 - Members are to consider improvements to the park (as per M Dickenson plan), future of Christmas tree on corner of Hewell Rd / Sandhills Rd, sites for outdoor gym equipment.
 - Re Parker's Piece to agree -
 - purchase of new notice board at entrance (and removal of all signs on gates and posts);
 - purchase of new litter bin at entrance (and regular emptying of same)
 - removal of all dog-waste bins (any bin will take dog waste)

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

ED report p4

Barnt Green Parish Council

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

- purchase of three new picnic tables with integral seating
 - all work allocated to Neil Hosking, including strimming of car park surrounds, cutting of playing field hedge, treating of footpath with weedkiller, regular check on culvert, resiting of concrete blocks from the stream to the footpath to act as a walk-way, removal of informal rope swing.
 - Purchase of new play equipment eg table-tennis table to be referred to working party (item 151b below)
 - Other ongoing items to be dealt with by EO.
- b) **BARN meeting:** meeting with deputy Chief Executive of the Bromsgrove and Redditch Network is to take place on 03/10/16; the Chairman will report.
- c) **Village Improvements:** a meeting has been arranged for Wed 12th October with all village retailers/businesses and Cheryl Welsh, Centres Manager to discuss co-operative approach to Christmas Lights switch-on etc.

Agenda item 148: Events

- a) **Community Walk 24/09/2016 Feedback:** a total of 197 walkers signed in to take part in the 3 walks organised by the Parish Paths Warden, Simon Richards, with support from WCC Environmental Services. More people joined in for the post-walk activities that included hot burgers, soft and alcoholic drinks and live music. The weather was windy but fine. The walk leaders and 'back-stops' have been thanked for their work and observations of the occasion will be recorded as feedback to support next year's event.
- b) **Christmas Lights switch-on:** plans for this event will be in accordance with the plans of the school's PTA, awaited.
- c) **Event for the parish council's volunteer support during the year:** instead of an annual sit-down luncheon the Chairman is proposing to host a late afternoon/early evening light buffet in a local venue, date yet to be confirmed.
- d) **Ongoing events items:** Hosting of future Shindig events; Barnt Green fun run.

Agenda item 149: Environment & Community Wellbeing

- a) With regard to the new car park in Fiery Hill Road to agree to: -
- i) the non-provision of parking for disabled (*see note below) and
 - ii) the installation of one unit for re-fuelling electric cars (** see note below)

* Development Control Advice Note 11 (via Planning Portal) provides guidance on access for people with disabilities and with regard to the provision of car parking in car parks with more than 50 spaces then 4% must be reserved for disabled use. In smaller car parks there should be at least one reserved space. However, this particular car park is intended for use by commuters using the railway station; it is expected that any disabled rail passenger who requires a wider parking space, will use those at the station car park which, unlike the new car park, is within manageable access distance to the platforms. CALA Homes do not intend to install a disabled parking bay in the new car park and members are asked to agree this situation which may require signage stating disabled parking is available only at the station car park.

** As people switch to more sustainable transport it is likely that the number of electrically powered vehicles will increase; it is therefore proposed to install a facility for re-charging such cars in the new car park. Members are asked to agree in principle to provide this facility, subject to more information on costs and maintenance.

- b) To agree delegation of arrangements for installation of cycle stands in Hewell Road. Bromsgrove DC have awarded grant funding of £455 to the parish council to support the installation of bicycle stands in Hewell Road. WCC Highways appear to be in favour of the scheme and will install subject to satisfaction regarding specification and

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

EO report p5

Barnt Green Parish Council

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

siting. Members are asked to delegate arrangements to the EO working with the Chairman and vice-Chairman.

- c) To be aware of drain review and agree date of site visit to review village vegetation
Cllr E Gumbley has been taking a photographic record of the drains in the parish that require attention, which the EO will forward to WCC Highways for attention. The maps and photos will be reviewed in 6 months' time. Members are asked to consider whether they would like to take part in a site visit of village centre to review areas that need attention/improvement.
- d) To agree to facilitate the setting-up of a local Rail Users Group
When members met with Rob Hornsey, the head of Cross City Services for London Midland, it was suggested that the best way to promote ideas for improvement was via a Rail Users Group. Alvechurch PC have been asked if they would be keen to take part and help to set one up.
- e) To consider request for funding of £500 from Barnt Green Cricket Club
The application for grant funding is attached at pages 15 – 18. To clarify the quotation, the amounts are £1,550 x4, £650 x2, £300 x2 giving a total of £8,100 which will be reduced to £7,150 through the provision of own members doing some of the work. VAT will be reclaimed. Bromsgrove DC will provide funding via NHB of £5,100 and the club has raised other funds of £1,050 leaving a shortfall of £1,000. The club is asking both Barnt Green PC and Lickey and Blackwell PC to contribute towards that shortfall.

Agenda item 150 Planning

- a) To note the draft minutes of the meeting held 20/09/2016
- b) To note the suggestion from Hagley PC to consider a district-wide parish council concord towards identification of future sites for development
- c) To consider and comment on the applications notified as per Agenda page 2 (see page 19 for copy of notification letter; associated plans can be seen online via <http://appuview.bromsgrove.gov.uk/online-applications/>. Reference no. 16/0810) and to be notified of any others received since this agenda was published.

Agenda item 151 Governance

- a) To agree calendar of policy reviews – see proposed at pages 20 - 21
- b) To consider establishing a working party to discuss ideas and projects for the future
It has been suggested that a working party is established for members to consider ways in which to move the parish council forward, suggest improvements and discuss possible future events in more detail than is currently allowed for in a full council meeting. The group would have no budget or delegated powers and any recommendations arising from the informal working party meetings would be brought to the parish council for further discussion and ratification.
The terms of reference relating to number of participants, quorum, place of meeting, frequency of meeting etc, if required, have yet to be considered.
- c) To note the Boundary Commission consultation on the current parliamentary constituency boundary review and consider provision of comment.

Please see information on website: www.bce2018.org.uk

In summary: The number of parliamentary constituencies in England is being reduced from 533 to 501 to take effect in 2018; in the West Midlands it is proposed to reduce from 59 to 53, only seven of which will be unchanged following this review. The Commission takes into account the number of residents/voters with the aim of achieving a near equal amount in each constituency; their aim is to establish an electorate in each constituency that is no smaller than 71,031 and no larger than 78,507.

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

EO report p 6

Barnt Green Parish Council

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

The proposals affect Bromsgrove constituency as per following extract from the proposals:

"We noted that the existing Bromsgrove constituency has an electorate within 5% of the electoral quota. We also noted that the neighbouring Redditch constituency has an electorate below 5% of the electoral quota and needed to be extended. We propose to include eight Bromsgrove district wards, including the towns of Alvechurch and Wythall, in a Redditch constituency with the whole of Redditch borough. We also propose that the remaining 22 Bromsgrove district wards be included in a constituency with seven Wychavon district wards, including the town of Droitwich, in a constituency called Bromsgrove and Droitwich."

The district ward of Barnt Green and Hopwood, which includes Barnt Green parish, is one of the wards that is proposed for moving into the new Redditch constituency, along with Tardebigge, Alvechurch and Wythall wards.

Lickey Hills, Marlbrook and Cofton wards would remain with "Bromsgrove and Droitwich".

The consultation is open until 05/12/2016 and the Boundary Commission "encourage (s) everyone to use this opportunity to help us shape the new constituencies – the more views we hear, the more informed our decisions will be when considering whether to revise our proposals."


Agenda item 152 Future meetings and items for future agendas

Councillors may use this opportunity to:

- (i) agree the attendance of councillors at forthcoming meetings:
Bromsgrove District community emergency planning forum Weds 12th October
Hagley PC for parish councils' Green Belt review / housing sites Thurs 20/10/16
- (ii) report minor matters of information not included elsewhere on the agenda;
- (iii) raise items for future agendas

Agenda item 153 Date and Venue of Next Meeting

The next parish council meeting will be on Wednesday 2nd November at 80 Hewell Road


End of report.
Gill Lungley
Executive Officer
29/09/2016

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

EO report p7

Barnt Green Parish Council

Minutes of the Parish Council meeting held at 80 Hewell Road, Barnt Green on Wednesday 7th September 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: Two members of the public
One member of the press (The Village)
Gill Lungley (Executive Officer)

The Chairman welcomed all to the meeting.

16/122 Apologies
Not required

16/123 Declarations of Interest

Cllr R Cholmondeley declared an Other Disclosable Interest in agenda/minute no.134 (log no.41) for the reason that his sister is the school's head teacher.

Cllr C Hotham declared an Other Disclosable Interest in agenda/minute no.134 (log no.41) for the reason that he is a school governor and responsible for the proposed plans.

Since the above declared interests relate to a planning matter both members had to leave the room during discussion of it and did not take part in the meeting at that point. Cllr E Gumbley took the chair for discussion of that item.

16/124 Consideration of dispensation requests

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

16/125 Adjournment of meeting to hear from:

a) **Members of the Public:**

- 1) Blocked drains concerns. Referred to County Councillor
- 2) Fiery Hill Road realignment concerns. Cllr C Hotham explained background.
- 3) Bittell Road speeding concerns. Members noted recent speed survey.

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

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

1. New Homes Bonus applications have been considered by BDC Cabinet with that for Barnt Green Parish Council approved and forwarded to full council for ratification. Further discussion at BDC suggested any remaining NHB funds should be available for re-application by those who had been less successful.
2. Bromsgrove Town Centres manager, Cheryl Welsh has visited Barnt Green.
3. Rail Squeal – the noise continues despite attention by rail maintenance teams.

16/126 Minutes of the last meeting

The minutes of the Parish Council meeting held 28/07/2016 were agreed a true record and signed by the Chairman.

It was noted that the reference to "40⁰" in minute no. 16/118a, log035 should be "45⁰".

16/127 Chairman's Report

The District Plan is nearer to adoption; the Chairman is to attend a meeting at Hagley PC for parish councils to discuss future development in Bromsgrove district.

16/128 Updates and Decisions taken by the Executive Officer (EO) since last meeting

CALA/Fiery Hill Road development	Concerns noted that the sales team on site are promoting the car park for residential parking (rather than making clear it is intended
----------------------------------	--

Barnet Green Parish Council

	for use by commuters); concerned this may mislead potential residents and cause problems in the future.
RoSPA inspection	The gate stop into the play area at Millennium Park has been re-sited. This item is now closed.
Meeting with village retailers	See report at item 131(a).
Repairs to play equipment, Millennium Park	Repairs to the over-head hand rail on the climb equipment and the hole in the rubber safety surfacing have been completed.
Use of Social Media	Discussed at the previous meeting, more consideration needs to be given to the subject to ensure the chosen route is acceptable.
Hanging baskets	Hot summer has meant the plants have declined early. Council must consider what to do for next year. EO is to place order for winter planting in the Hewell Road & park planters.
Street light not working	The light is in Green Bank and is due to corroded parts which will be replaced by the maintenance contractor.
Verge on Hewell Road	WCC confirm the hedge and verge between Rose Terrace and Green Bank is looked after by BDC
Barnet Green Bulletin	Newsletter for Autumn 2016 has been printed; delivery complete.
Dead trees, Millennium Park	The three dead trees have been removed.
Litter bin, Cherry Hill Drive path	Lickey Hills Society, who requested BGPC support for the bin are awaiting response to New Homes Bonus grant application
Severn Trent Water	No plans for further works after sewer investigation works in Fiery Hill Road in July 2014. (Follow up to enquiry by SW)
New phone service: "105"	From 6 th September anyone suffering a power cut will be able to call '105' to both report the fault and receive information about it.
World Scout Moot Fundraising	Reported for information: The 19-year old scout leader of a Redditch-based cub group wrote to BGPC asking for funding to support her attendance at the 15 th World Scout Moot, in Iceland. EO advised Parish Councils are unlikely to sponsor individuals and those with no connection to the parish.
Dates for site visits	Members are to attend two site visits: 1) Millennium Park and Parker's Piece on 15/09/2016 & 2) Whole village tba.
Matters carried forward	<ul style="list-style-type: none"> - SmartWater campaign (awaiting response from PACT meeting) - Barnet Green station (funding for lifts has been confirmed) - Railway crossing Cofton path (footbridge funding confirmed) - On-street car parking.
<p>General correspondence received and circulated to members</p> <p>Regular correspondence:</p> <ul style="list-style-type: none"> • WorcsCALC update newsletters • BDC Weekly planning lists • Police & Crime Commissioner 	<ul style="list-style-type: none"> • Invite to BDC Chairman's annual civic service • Wellbeing in Partnership newsletter • Community First E-Bulletin • Police SNP Crime and incident reports • Invite to BDC Chairman's Charity Caribbean Night • Notification of various road closures re Twatling Rd, Cherry Hill Road, Fiery Hill Road • Notification of consolidation of speed limits • Safer West Mercia Plan consultation • Bark in the Park event in Worcester 10/09/2016 • Tesco Bags of Help funding
Visits / calls to the office by residents and members of the public	<ul style="list-style-type: none"> • Concerns re speeding in Cherry Hill Road and lack of barrier between Cherry Hill Drive footpath and Pinfield Wood access

Barnt Green Parish Council

16/129 Co-option update

Two potential candidates had applied for an application form.

16/130 Finance

- i. Receipts and payments for July/August are as listed on page 79; the bank reconciliation to 31/08/2016 was noted.
- ii. Following withdrawal of the pre-paid debit card facility at Unity Trust it was agreed to pursue the possibility of the Executive Officer applying for a credit card that would be used solely for parish council purchases of less than £300.
- iii. The external auditor's report (Grant Thornton) had been received; two comments were noted, ie 1) to ensure the year end figure was re-stated by £300 in the next Annual Return (to rectify the incorrect inclusion of an internal transfer) & 2) the parish council must allow for the correct number of days' notice for public inspection (31 days had been given instead of 30 days).
- iv. Insurance Premium Tax was to rise by 0.5%.

16/131 Committee and Working Party reports

- a) **Village Centre improvements** Cheryl Welsh (CW), Bromsgrove district's Town Centres manager, had met with councillors and invited retailers on 09/08/2016 to discuss current issues and explore routes for progress and on 31/08/2016 she had toured the village with Cllr CH and the executive officer. Notes to both visits had been provided.
It was agreed to arrange a meeting with all village businesses in October to discuss plans for the Christmas lights and establish a working group to move forward.
- b) **Cala Homes meeting** held 24/08/2016 between Cala Homes representatives and Cllrs RC and SW (notes provided by Cllr RC). The meeting had been requested by Cala further to their intended planning application to vary condition no. 27 to planning consent ref 15/1057. A copy of the bond and s278 agreement would be forwarded to the parish council.
Members noted that alterations to Kendal End Road to change the pavement from the north side to the south side were likely to take place over the Christmas period and **AGREED** to request no road closures during that time due to the deleterious impact such measures would have on local businesses.
With regard to the commuter car park Cala Homes are including in their development, members agreed to promote the use of the car park via newsletter, flyers, local press and face-to-face handouts.

16/132 Events

- a) **Community Walk, 24th September**
The plans are proceeding well for this event.
- b) **Christmas lights switch-on.**
Date yet to be confirmed with PTA, expected to be 2nd December; village retailers/business will be invited to meet to plan for the event.
- c) **Items carried forward:**
Barnt Green fun-run; Shindig theatre.

16/133 Environment and Community well-being

- a) **New Homes Bonus**
Bromsgrove DC Cabinet have approved funding of £455 for cycle racks in village centre; yet to be ratified by BDC full council meeting.
- b) **Footway lighting improvements**
A quote for a new footway light along Hewell Road and lights for the wall outside the parish council office had been received. It was suggested funding may be available in the future to support lighting improvements.
It was agreed, with regard to Hewell Road footway light improvement to collate more information on funding, style of light and contractor and with regard to immediate action to install two lights on the wall outside the parish council office, to illuminate the footpath and 2 lights nearer to the office doorway.

Barnt Green Parish Council

c) **Christmas Lights competition.**

It was agreed to accept the offer of sponsorship from Cala Homes to support the Christmas Lights competition whereby the winning design will be made up into a feature Christmas light by Blachere UK and integrated into the annual decoration of the village centre.

The competition would be judged by a representative of Cala Homes, St Andrews Church and a parish councillor/school governor.

d) **Churchyard maintenance.**

St Andrews and St Michaels church had requested funding to support the maintenance of the churchyard at St Michaels, Cofton which, as there is no churchyard to St Andrews, is where residents of Barnt Green are entitled to be buried.

On the question of whether a regular annual maintenance grant of £250 should be made, the members' vote was one in favour, four against with one abstention.

On the question of whether a one-time only payment of £250 should be made, the vote was three in favour with three against. In keeping with custom, the Chairman's casting vote was to defeat the motion.

It was agreed to not provide any financial support towards the maintenance of St Michaels churchyard.

e) **Replacement bin, Parker's Piece**

The bin had been destroyed by fire; members would review during the planned site visit.

f) **Oak Tree, Millennium Park**

The deadwood needs to be removed and a tree surgeon has been asked to quote for the work.

g) **Car park publicity campaign**

This has been covered in minute no.16/131b above.

16/134 Planning

a) Current applications:

PC Log no. / BDC App. No	Address	Proposal
Log no. 038 / App ref: 16/0796	33 Fiery Hill Road	New garage, drive and crossover
<p>There appears to be confusion regarding which trees are to be removed – the plan is different to the arboricultural report. There is no objection to a new garage but the Parish Council would ask for clarity on which trees are to stay and which are to be removed.</p> <p>There is no objection to a new drive on the site, however with regard to the proposed crossover, due to the nearby railway station Fiery Hill Road is popularly used for commuter car parking. The installation of a dropped kerb and pavement crossover here will reduce the number of car parking spaces available thereby moving car parking to a different site further away from the station. The parish council would recommend refusal for the reason that the proposal will reduce the sustainability of the railway station (if people can't park nearby then they will not use the station). With regard to the removal of the hedge, this site is in the Barnt Green conservation area and the removal of the hedge would be detrimental to the area's character.</p> <p>There are concerns about the visibility splay – there will be cars parked on either side of the proposed access (commuter parking). It will be difficult to manoeuvre on entrance and egress due to the narrowness of the road at this point and it will be dangerous due to (1) the proposed new access being closer to the Hewell Lane junction than the existing access and (2) the downhill speeds of motorists using this road.</p>		
Log no. 039 / App ref: 16/0818	32 Sandhills Road	First floor extension over existing garage to side of dwelling
<p>The Parish Council does not object to this but notes the potential for the proposal to introduce a terracing effect and would ask for the retention of at least one metre's distance between the proposal site and neighbouring property.</p>		
Log no. 040 / App ref: 16/0793	33a Fiery Hill Road	Change of use from a flat linked to 33 Fiery Hill Road to a separate dwelling
No comment		
The Chairman and vice-Chairman left the meeting room at this point, having declared their interests; Cllr E Gumbley chaired the meeting for the following item.		

Site visit to Millennium Park Barnt Green Thursday 15/09/2016 from 14:30hrs.

Councillors present: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, S Whitehand

In attendance: Gill Lungley, Executive Officer

Weather conditions: hot, sunny, fine, dry.

Site ① bus shelter

- Recommend:**
- a) small litter bin for attaching to wall (bracket exists)
 - b) painting of all metal work – poles, window bars and fascia boards
 - c) replace brackets to gutter/downpipe at rear on south side of shelter
 - d) consider link for a live travel-information board.
 - e) 'no smoking' sign is required.

Site ② Children's play area

- Recommend:**
- a) Having re-sited the gate stop, the gate now swings too far the other way and does not self-close; NH to be asked to re-site at mid-point.
 - b) Cherry tree by roundabout has no cherries this year but in the past the cherries drop onto the play surface and cause a slip hazard. This is to be monitored.
 - c) EG will remove an overhanging dead branch.

Site ③ Park area

- Recommend:**
- a) Ask Mike Dickenson for a copy of his plans for improving this area, including suggestions for planting against the fence alongside Friends' Meeting House and a circular seat around the base of the Nuttall Oak.
 - b) Three dead trees have been removed and site left tidy.
 - c) Susan Harper (J S Bishop) will fill in the pit created at time of Sport Relief mile.
 - d) To arrange for removal of dead wood in Nuttall Oak by tree surgeon.

Members noted the thriving blooms in the planters, thought to have fared better than those in Hewell Road due to their sheltered position.

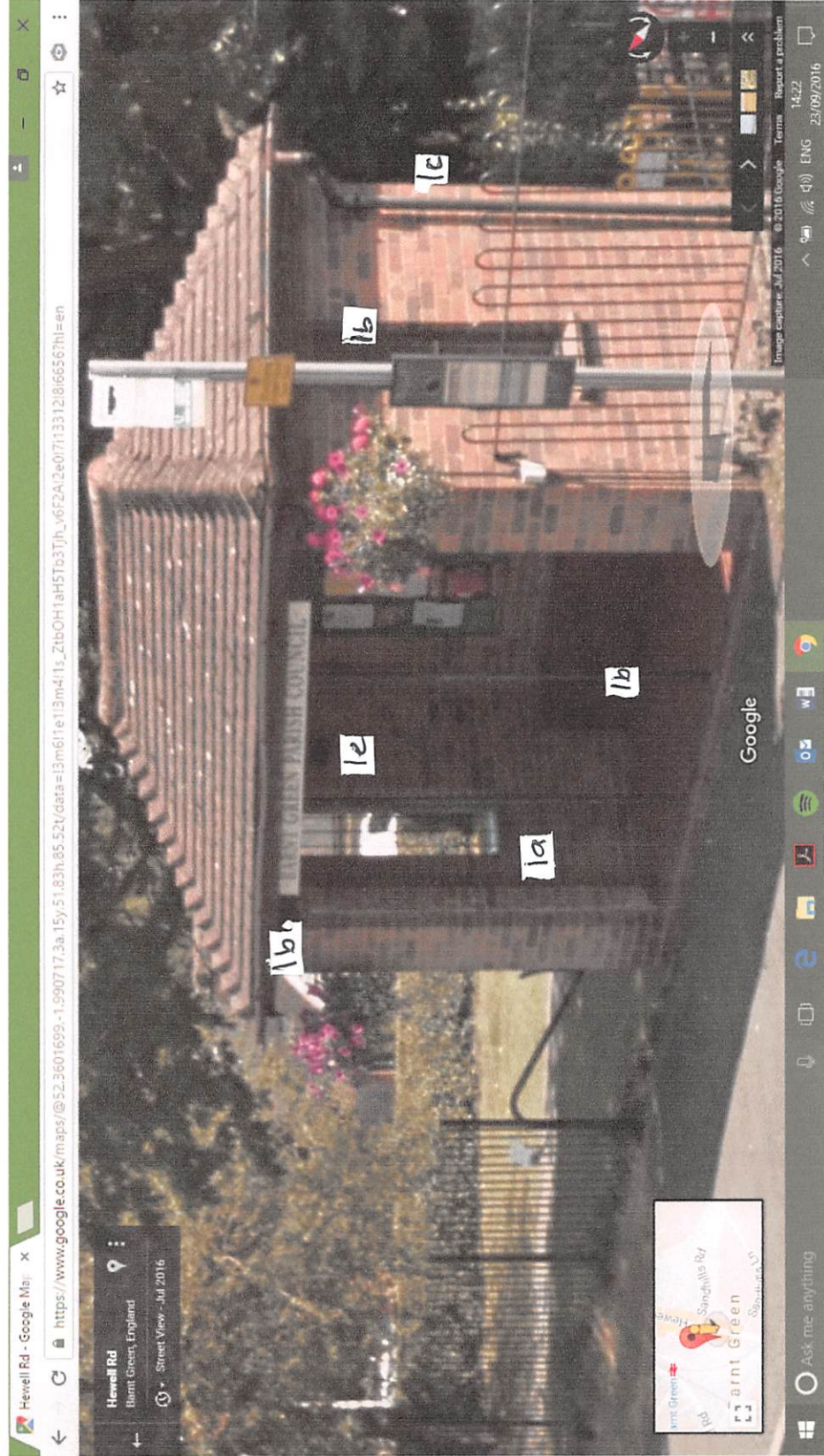
4. En route to Barnt Green playing field, members walked along Hewell Road and noted:

- a) Possible sites for outdoor gym equipment
- b) The Christmas tree on the corner of Sandhills Road / Hewell Road needs to be dealt with because if left to grow unchecked it will interfere with the overhead cables and hinder the sight line of drivers accessing Hewell Road from Sandhills Road.
- c) It was suggested Christmas lights could be wrapped around the archway into Millennium Park.
- d) Weed killer is needed along Hewell Road pavement.
- e) The pyracantha next to pavement in Orchard Croft needs to be cut back.

This report will be presented to the Parish Council meeting on 05/10/2016 for consideration.

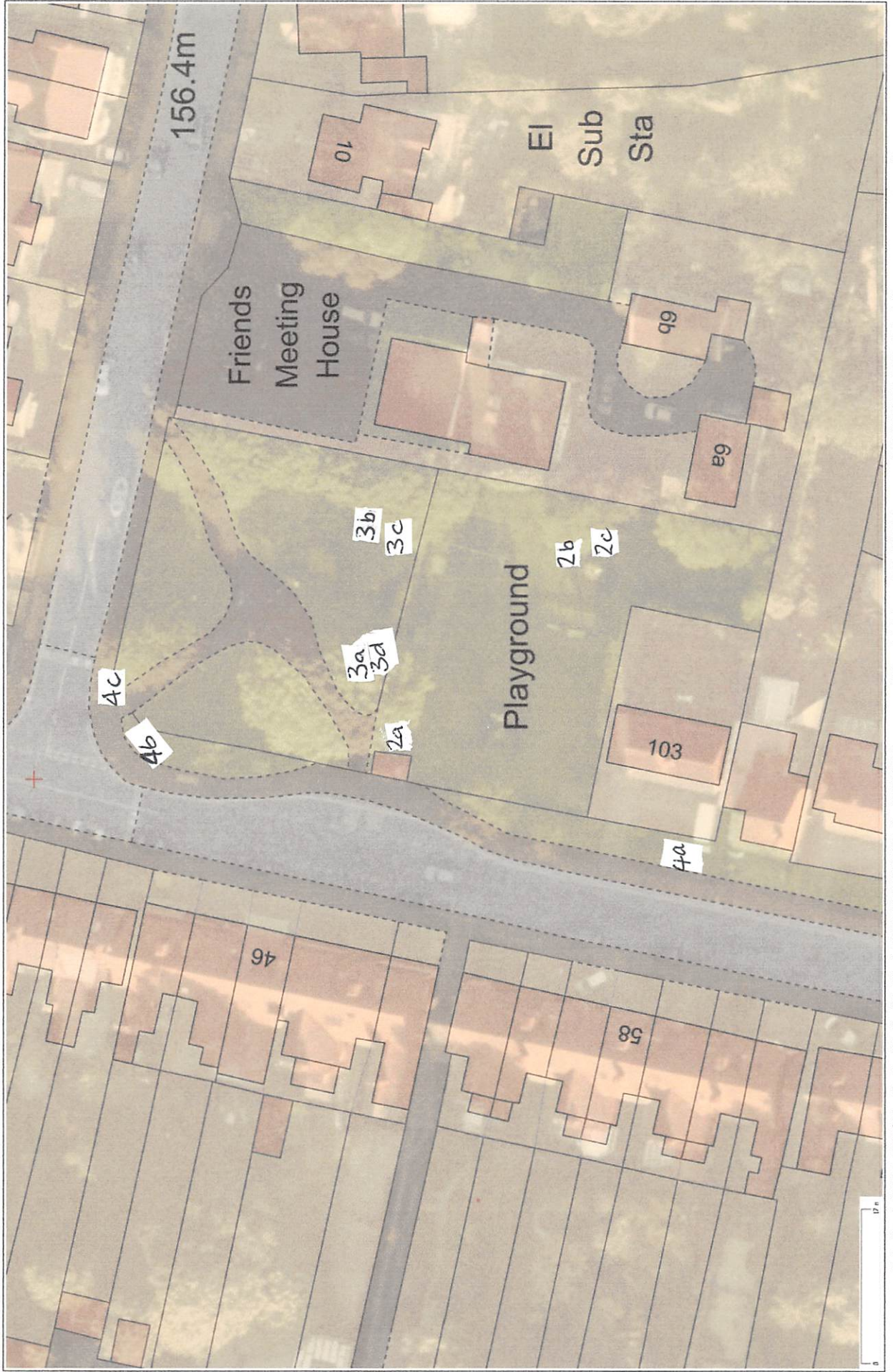
Signed.....
Chairman, Barnt Green Parish Council

Image of bus shelter via google maps July 2016.
Hewell Road Bant Green



Site visit 15/09/2016
Bant Green Parish Council

pl0



111

**Site visit to Barnt Green playing field (Parker's Piece) Thursday 15/09/2016
between 14:30hrs and 16:30hrs.**

Councillors present: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, S Whitehand

In attendance: Neil Hosking (NH), maintenance contractor;
Wendy Tricklebank (for end of visit), playing field caretaker
Gill Lungley, Executive Officer

Weather conditions: hot, sunny, fine, dry.

Site ① car park ok, no litter, hedge tidy but undergrowth needs strimming, gate entrance to field is 'busy' with notices; gate bolt stiff.

Recommend: a) new notice board to tidy up gate-way and provide notices of interest to the many users / dog-walkers of the field
b) reduce stiffness of gate bolt with WD40 or other substance (EG)
c) Neil Hosking to strim around car park area
d) PC consider new litter bin next to proposed notice board as car park is well used.

Site ② hedge along north-west boundary needs to be cut. The Tennis club would usually cut it but unable to access field as the EO has no access key (to be sorted)

Recommend: a) Neil Hosking will cut the hedge.

Site ③ newly installed footpath is being overgrown by grass.

Recommend: a) Neil Hosking will treat edges of footpath with weed killer.

Site ④ bench has been painted with white paint; it is thought that was carried out by unknown in response to possible graffiti on the bench, or as a landmark / bearing point for the visually impaired.

Recommend: a) Leave as is for present.

Site ⑤ football post; upper bar has been bent out of shape, members attempted to straighten.

Recommend: a) Leave as is for present

Site ⑥ site of burned out litter bin.

Recommend: a) Review of all litter and dog-waste bins and anticipate removal of dog-waste bins which are now past their best and all dog-waste can be deposited in any litter bin.

Site ⑦ benches with considerable undergrowth. NH explained that new tractor mower does not cut under the benches, will revisit with strimmer.

Recommend: a) Purchase 2 picnic benches for this area (and a third for elsewhere on the field). NH pointed out they will either need to be moveable to enable strimming, or fixed to a concrete base. If moveable they will need to be heavy to prevent theft.

Site ⑧ bridge to public footpath over fields. Area has some Himalayan Balsam growth which NH will treat with weed killer. The culvert under the bridge is to be checked regularly for any blockages and cleared as necessary.

Recommend: a) Inclusion of the requirement to regularly check on weed growth and the culvert for any blockages in the annual maintenance contract.

Site ⑨ stream and fencing topped by barbed wire between playing field and stream. It was noted the concrete blocks that had been installed to create a weir had become dislodged. The path at this point is very muddy.

- Recommend:**
- a) Remove the concrete blocks and place on path as a board-walk over the muddy area, with a facing of chicken wire or similar to prevent slips.
 - b) Consider removal of fencing and barbed wire (check with insurers first that this will not create a problem in the future).
 - c) Check and reinforce sides of stream if necessary.
 - d) Advise Birmingham City Council of the presence of Himalayan Balsam on their land.

Site ⑩ also at this point is a split tree that hangs low over the path.

- Recommend:**
- a) NH to remove this tree.

Site ⑪ poplar tree from neighbouring property has fallen onto the playing field at this point.

- Recommend:**
- a) Leave the dead tree as it is to encourage bio-diversity, and review annually.
 - b) Ask for advice on condition of surrounding trees from BDC Tree Officer.

Site 11 blue rope swing has been fixed into large oak tree.

- Recommend:**
- a) The insurance advice is to remove the rope; NH was asked to do this.

Sites T1 and T2 the oak trees that had been planted for Queen's Jubilee had not thrived, but both had produced smaller growths which members were keen to encourage. These would be monitored. Additionally, two thriving young oak trees were noticed on the eastern boundary, T3, and it was suggested these could be designated, with a plaque, the Jubilee Oaks instead of those at points T1, T2.

Additional matters:

- a) The access to the playing field from Bittell Road is poorly signed. It was suggested a highways sign stating 'playing field' could be installed but this would be close to the highways sign for the Sports Club.
- b) Play equipment: current equipment is considered adequate but could be augmented with provision of a table-tennis table and outdoor keep-fit equipment for adults; alternative installation could include a dog keep-fit / agility course.
- c) Key to the playing field entrance gate; the EO will obtain a copy in due course. There are currently only 2 copies – NH holds one and the other is held by the Bittell Road resident who has vehicular access to his property via the playing field. He is concerned that no spare keys are made available following the visit by travellers 2 or so years ago.

This report will be presented to the Parish Council meeting on 05/10/2016 for consideration.

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



replied 23/9 i holding email
" 27/9 i funding applicat form.

Executive Officer

From: [REDACTED]
Sent: 22 September 2016 23:43
To: exec@barntgreen.org.uk; eo@lickeyandblackwellpc.org.uk
Subject: Barnt Green CC
Attachments: App 6O Barnt Green CC Accept Let.doc; Barnt Green CC (3) durant netting quote.pdf

Flag Status: Flagged

Good evening,

Firstly may I introduce myself myself , I am Stewart Johnstone and I am the membership secretary at Barnt Green Cricket Club. I understand that our two grounds fall within the two parish councils that you represent.

As a club we need to refurbish our all weather practice areas which are in desperate need of professional refurbishment. We have recently applied for a grant from Bromsgrove District Council under the NHB grant scheme. We were delighted to have had that approved but unfortunately the grant was not for the full amount the work will cost. We have been able to raise £1050 to put towards the project but we are not in a position to fund the additional cost to complete what is a vital requirement for the club. The total project cost ex VAT is £7150 and the grant is £5100 with the club raising £1050 we are in need of £1000. Contrary to belief we are not a wealthy club and in recent years our maintenance costs have risen dramatically. We have a ground that is the envy of the wider cricketing community but the up keep is a financial struggle and membership fees and bar revenue do not meet this cost.

Around four years ago it was decided that more effort was required to grow our junior section and ensure we have a steady flow of juniors progressing through into our senior teams thus increasing our future membership. This has been a huge success and this year our U15 boys were crowned National Champions in a competition entered by 1600 other clubs UK wide, we are the first team in Worcestershire to achieve this. Our training sessions on a Friday evening during the season attract over 120 juniors ranging from 8 to 16 and the children receive coaching from a specialist coaching company. We also have a number of parents who help.

The all weather nets consist of four lanes and are used every Friday by the juniors , in addition many juniors use the nets at other times during the week as we encourage them to practice. As you will understand this level of use takes its toll over time and we are at that time where they need replacing. We would also be happy to allow local schools use of the nets without making a charge.

We would ask if the parish councils would consider assisting us with the cost of the work and would ask if each council would be able to grant us £500 each so as to allow us to commence with the work and complete the project.

I have emailed you both as we want to be transparent and let you perhaps discuss the request between the councils . I have attached a copy of the quotation and also the letter of acceptance from the council. If you need any further information please do not hesitate to contact me and I will do my best to answer any queries

Regards

ff. Stewart Johnstone .

p15



Faint, illegible text at the top of the page, possibly a header or title.

Second block of faint, illegible text in the upper section.

Third block of faint, illegible text in the middle section.

Fourth block of faint, illegible text in the lower middle section.

Fifth block of faint, illegible text in the lower section.

Sixth block of faint, illegible text at the bottom of the page.



Grant awarding policy and Application Form (May 2013)



Application Form

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

1.1	Name of organisation	Barnt Green C.C
1.2	What does the organisation do?	The club provides access to cricket for both junior and senior players
1.3	How long has the organisation existed?	Since 1889
1.4	Where does the organisation meet?	Cherney Hill Rd, Barnt Green
1.5	How many members belong to the organisation?	420
1.6	How many members live within the parish?	About 120

2.1	Describe the activity or project requiring grant support (Refer to qualifying activities)	Rehabilitation of the all weather practice nets
2.2	What will be the total cost of the activity or project?	£7150 + VAT
2.3	How much will you provide out of your own funds?	£1050
2.4	How much are you seeking from the Council?	We would hope the Parish Councils in which our grounds lie can grant £500 each
2.5	How will the activity or project benefit the residents of Barnt Green?	We are a club that has a thriving junior section which allows access to many local children and families

p16



Barnt Green Parish Council
Grant awarding policy and
Application Form (May 2013)



2.6 Please provide any further supporting information relevant to this application

We applied for funding from the NHB and were granted £5100 and not the full amount to complete the project. We have a number of pressing maintenance issues which do not allow us to contribute any more to the project over the £1050 we have already committed. We have been able to reduce the original cost from £8100 + VAT to £7150 + VAT by carrying out some of the work ourselves.

3.1	Secretary's name	STEWART JOHNSTONE
3.2	Secretary's address (MEMBERSHIP SECRETARY)	3 Ingera Drive Barnt Green Birmingham B45 8FD
3.3	Secretary's telephone no.	01909 255355
3.4	Secretary's email address	sdjohnstone@clara.co.uk

Declaration to be made by the Secretary

- (a) I am authorised by the organisation named at 1.1 above to make this application for grant support;
- (b) The organisation agrees to abide by paragraph 4(b) in connection with any award given by the Council;
- (c) I enclose a copy of the statement of income and expenditure approved at the last AGM together with copies of bank statements covering the past six months;
- (d) The information I have provided in the application form and in supporting documentation is true and accurate.

Signature: _____

Date: _____

27/9/16



Barnt Green CC


27/12/15

Dear Calvin,

Thank you for your enquiry for cricket ground equipment on behalf of Barnt Green Cricket Club. I am pleased to submit the following quotation for your consideration: -

- Uplift existing 11m batting end surface and shock pad
- Re-compact and re-level base top industry standards
 - Install GeoPad shock pad 11m x 2.5m
 - Install GeoWeave wilton woven 11m x 2.74m

£1,550.00 + vat per end

- Supply only of 18.3m long x 7.32m wide x 3.66m high net
 - With sewn in roof sides and back

£650.00 + vat

- Installation of new netting to include all fixing and tensioned wire to hold down net

£300.00 + vat

[REDACTED]

Contact Details:
Mr David Kelly

Tel: 01527 881345
Email: d.kelly@bromsgroveandredditch.gov.uk

Date: 26th September 2016



Bromsgrove
District Council
www.bromsgrove.gov.uk

Please reply to; Redditch Town Hall,
Walter Stranz Square, Redditch. B98 8AH

Log 047 : site history from BDC website

Planning Applications (6)

- [4No. Retirement apartments with parking and improved vehicular access drive/entrance.](#)
Ref. No: 09/0111 Status: Refused
- [Conversion and extension to the existing dwelling house and garage to form 9 No. new retirement apartments with parking and improved vehicular access drive/entrance](#)
Ref. No: 09/0112 Status: Refused
- [Conversion of and extensions to the existing dwelling house and garage to form 8 No. new retirement apartments with parking improved vehicular access drive/entrance. \(As amended by plan received 23.12.2009\)](#)
Ref. No: 09/0926 Status: Refused
- [2 No retirement bungalows with parking and improved vehicular access drive/entrance \(As amended by plans received 23rd December 2009\)](#)
Ref. No: 09/0927 Status: Refused
- [Conversion to form two warden controlled dwellings for the elderly.](#)
Ref. No: B/17955/1989 Status: Granted
- [Demolition of existing buildings and erection of replacement 1no dwelling](#)
Ref. No: 16/0810 Status: Pending Consideration

Planning Appeals (1)

- [2 No retirement bungalows with parking and improved vehicular access drive/entrance \(As amended by plans received 23rd December 2009\)](#)
Ref. No: 10/00046/REF Status: Dismissed

Planning Enforcements (0)

Building Control Applications (2)

- [New Septic Tank.](#)
Ref. No: BN/2005/1294/ Status: Building Work Complete
- [Alterations & two storey extension AM 05/07/93](#)
Ref. No: FP/1993/0411/ Status: Building Work Complete

To Barnt Green Parish Council

Consultation Notification

Application type:	Full Planning Application
Planning Reference:	16/0810
Proposal:	Demolition of existing buildings and erection of replacement 1no dwelling
Location:	Sandhills Green House , Sandhills Green, Barnt Green, B48 7BT,

You are invited to comment on the above application received by Bromsgrove District Council. You should now be able to view this application in your consultee access in tray <http://appuview.bromsgrove.gov.uk/online-applications/>.

Responses can be made using the 'submit comments' option in Consultee Access and should be submitted by **17th October 2016**.

Should you experience difficulties viewing documents online or if you are unable to respond in the allotted timeframe please contact the case officer on 01527 881345 or d.kelly@bromsgroveandredditch.gov.uk.

Yours faithfully

Mr David Kelly

Case Officer

page 19

Barnt Green Parish Council

Annual administration update – October 2016 Policy Review Calendar and Record Management

Item	Status	Minute reference	Review date
Required Documents			
Asset Register	Published with annual return		03/2017
Code of Conduct	County-wide code adopted 07/2012; to be reviewed only if change of status		tba
Complaints Procedure	Approved May 2016	2016/85	05/2017
Financial Regulations	Reviewed annually at annual meeting		05/2017
Publication Scheme	Reviewed annually at annual meeting		05/2017
Risk Management Policies	Reviewed annually, November		11/2016
Standing Orders	Reviewed annually at annual meeting		05/2017
General Policies			
Balances and Reserves	Approved May 2016	2016/85	05/2017
Child Protection Policy	Required for Sport Relief Mile	2016/29	02/2018
Scheme of Delegation	Reviewed annually at annual meeting		05/2017
Freedom of Information	Approved July 2016	2016/119	07/2018
Grant Awarding Policy	First approved May 2013		11/2016
Press & Media Policy	Approved July 2016	2016/119	07/2018
Training (Members & Staff)	Approved November 2015	2015/98	11/2017
Staffing Policies			
Disciplinary Procedure	May 2015		02/2017
Equal Opportunities	May 2015		02/2017
Grievance Procedure	May 2015		02/2017
Sickness Absence Policy	May 2015		02/2017
Staff Appraisal Policy	Jan 2016		01/2018
Other miscellaneous			
Annual Report/action plan	In progress 2016		
Appointments	Pensions Regulator: Cllr R Cholmondeley		ongoing
Asset mapping	In progress		
CALC area committee reps	Cllrs R Cholmondeley, S Whitehand	2016/84	05/2017
Calendar of meeting dates	2016/17 dates agreed	2016/85	05/2017
Committee (planning)	Terms of reference agreed May 2016	2016/100	05/2017
Contact details	Available on line and on notice board		
Contracts	Executive Officer		
	Litter picker		
	Lengthsman contract to 09/2019		
	Grass cutting at playing field, park, verges		
	Park and playing field maintenance		
	Street lighting		
Councillor details/contacts	Phone and email contacts available on line		
Gen. Power of Competence	Adopted June 2015	2015/23i	
Members' Interests Register	Published on website via BDC		
Newsletter	Published quarterly		
Quality Status	Updated submitted June 2016 via LCAS		Jun 2020
Representation on other bodies	CPRE: Cllr S Whitehand St Andrew's school: Cllr C Hotham / J Jellie	05/2016	05/2017

Item	Status	Minute reference	Review date
Finance-related			
Annual Governance Statement	Approved 29/04/2015	2016/67	Apr 2017
Annual Return	Approved 12/05/2016	2016/87	May 2017
Appointment of Independent Internal Audit	Annual appointment tba		Jan 2017
Asset Register	Annual review for Annual Return		Apr 2017
Bank authorisation levels	Current, as per Financial Regulations		
Budget	Agreed annually December/January		ongoing
Insurance Schedule	Policy renewed annually, June		Apr 2017
Precept	Agreed annually by end January		
Risk Management	Quarterly review of book-keeping; Annual review January		Jan 2017
Subscriptions	CPRE : Campaign for the Protection of Rural England		May 2017
	SLCC: Society of Local Council Clerks		May 2017
	WorcsCALC/NALC: Worcestershire County Association of Local Councils / National Association of Local Councils		May 2017