

Barnt Green Parish Council

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

www.barntgreen.org.uk / exec@barntgreen.org.uk

Notice of Meeting

Members of Barnt Green Parish Council are hereby summoned to attend the parish council meeting to be held on **Wednesday 7th December 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 may take part during the adjournment of the meeting (agenda item 172 below) to put questions or raise concerns regarding matters on this agenda or for future consideration.

Agenda

169 Apologies

To receive apologies and to approve the reason for absence.

170 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.

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

172 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)

173 Adoption of previous minutes

To approve adoption of the minutes of the parish council meeting held 02/11/2016

174 Chairman's Report

The Chairman will provide a report.

175 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.

176 Finance

- (i) To note the current financial position and bills for payment
- (ii) To review comments/suggestions from informal meeting held 07/11/2016, to inform 2017/18 budget and eventual precept confirmation in January or February 2017. To include consideration of the budget for Events during 2017/18, the informal street lighting survey, the suggestion of installing outdoor gym equipment at nil cost via funding award, and purchase of tables for office meetings and ad hoc events.
- (iii) Confirmation by member responsible for staff pension arrangements that statutory requirements have been met.

177 Committee and Working Party reports

- a) **Emergency Planning:** Cllr J Jellie to report on meeting held 09/11/2016
- b) **Planning Committee:** meeting held 15/11/2016, draft minutes attached.

178 Events

- a) Feedback on Christmas Lights switch-on event Friday 02/12/2016
- b) Feedback on Small Business Saturday in Barnt Green on 03/12/2016 and best-dressed window competition

- c) Chairman's Thank-You to Volunteers, 15/12/2016
- d) Mulled Wine Walk, Tuesday 27/12/2016 organised by Paths Warden

- 179 Environment & Community Wellbeing** Detail provided in attached report
- a) To consider request that all dogs should be on a lead when on the playing field.
 - b) To approve plan for improvements to Parker's Piece.
 - c) To consider whether to allow a mobile crane to be parked on the car park to Parker's Piece to deliver a structure to the rear garden of nearby property that has no front access. Request received via Allelys (haulage contractor)
 - d) To consider undertaking parking survey, Fiery Hill Road / station car park.

180 Planning

- a) To comment on the following notifications:

PC Log no. / BDC App. No	Address	Proposal
Log no. 052 / App ref: 16/0996	11 Sandhills Lane	Attic conversion with new front and rear dormer windows
Log no. 053 / App ref: 16/1071	9 Bittell Road	Demolition of garage and erection of a single storey side extension with a two-storey rear extension to form additional bedroom space and enlarged kitchen.
Log no. 054 / App ref: 16/1093	5 Brookwood Drive	Kitchen extension

181 Governance

- a) To appoint member/members to the Planning Committee now that the parish council has the full complement of members

182 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

- WorcsCALC Bromsgrove Area Committee: Weds 14th December 6.30pm, Parkside

183 Date and Venue of Next Meeting Wednesday 4th January 2017 at 80 Hewell Road



Gill Lungley
Executive Officer
30/11/2016

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 Jagger, J Jellie, P Perry, S Whitehand

Barnt Green Parish Council

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

www.barntgreen.org.uk / exec@barntgreen.org.uk

Supporting notes to agenda for meeting 7th December 2016 From Gill Lungley, Executive Officer, BGPC

Agenda items 169 – 172 are standard items.

Item 173: Previous minutes – as per following pages...

To approve the minutes of the parish council meeting held 02/11/2016. 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.

Barnt Green Parish Council

Minutes of the Parish Council meeting held at 80 Hewell Road, Barnt Green on Wednesday 2nd November 2016 at 7.00pm

Members present: Cllrs R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, J Jellie, P Perry, S Whitehand

In attendance: One member of the public
One member of the press (The Village)
Gill Lungley (Executive Officer)

The Chairman welcomed all to the meeting.

16/154 Apologies
Cllr E Gumbley (apology accepted)

16/155 Declarations of Interest

Cllr C Hotham has a standing declaration relating to his role as a member of the District Council's planning committee, such that when the parish council considers planning application, his participation in both the debate and subsequent vote is on the basis that the views expressed are preliminary views taking into account the information available at the time to the Parish Council. Cllr CH would reserve his final views on the application(s) until in full possession of all the relevant arguments for and against.
There were no other declarations of interest.

16/156 Consideration of dispensation requests
No dispensation requests had been submitted in advance of this meeting.

16/157 Adjournment of meeting to hear from:

a) **Member of the Public:**

Asked the parish council to consider protecting children from dog faeces on the playing field/recreation ground by ensuring all dogs are kept on a lead when on the site.

b) **Worcs County Councillor: Peter McDonald** had sent apologies for non-attendance along with the following comment:

Children's Centres are to be cut back by fifty per cent and at present no one knows what particular services are to be withdrawn from particular Centres. We are being told that some services will be centralised at one centre. This will mean mothers and toddlers will have to travel many miles for a particular service that at the moment is delivered at their Centre. With the transportation problems this will lead to a Post Code Lottery.

Health Visitors are to be cut by twenty-five per cent; on top of the cuts to Children's Centres this will mean that the policy of Early Intervention is dead.

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

1. Efficiency Plan: Bromsgrove DC had met to approve the Efficiency Plan which means that, if passed by Government, the Bromsgrove DC will have level funding for the next four years but at the moment the amount of funding is not known.
2. New Deputy Leader: Coun Karen May has taken the place of Coun Kit Taylor.
3. Rail Squeal: the Network Rail contact on this issue is currently non-contactable.
4. Purchase of Parkside (BDC HQ): Coun Hotham expects to close his file on this issue.

16/158 Minutes of the last meeting

Following clarification of minute no. 16/147 – that the tree used for Christmas lighting on the corner of Hewell Road / Sandhills Road is to be trimmed, not removed - the minutes of the Parish Council meeting held 05/10/2016 were agreed a true record and will be signed by the Chairman.

Barnet Green Parish Council

16/159 Chairman's Report: Cllr R Cholmondeley

Members are yet to meet on an informal basis to discuss requirements for next year.

16/160 Updates and Decisions taken by the Executive Officer (EO) since last meeting

CALA/Fiery Hill Rd development	Complete copy of s278 agreement had been received. Kendal End Road/Bittell Road under railway bridge is to be closed for 10 weeks starting 09/01/2017 (end date 22/03/2017)	
Social Media	The offer of free training in this topic is being pursued; other councils invited.	
Hanging baskets	Tired hanging baskets removed; village planters have been re-planted for winter.	
Litter bin, Cherry Hill Drive path	Lickey Hills Society, who requested BGPC support for the bin are awaiting response to New Homes Bonus application. Item to be carried forward until re-contacted by LHS.	
Footway lighting improvements	Wall lights outside the PC office have been installed. No progress to date regarding new lighting scheme, Hewell Road (EO to chase). A resident is concerned about lack of/obscured lighting in Sandhills Lane which the lighting contractor will visit to assess.	
Christmas Lights competition	Winners are to be presented with certificates in advance of the actual event, to allow for celebration in school and photo opportunity.	
Wheellie bin sticker	2 stickers sold to applicant from outside the parish; still have some stickers remaining in the office: advertised on website and on the notice board.	
Railway station	<ol style="list-style-type: none"> 1. Rail Users Group (RUG) to be established; EO taking forward 2. Station ticket machine is unreliable (to be progressed by RUG when set up) 3. BARN have advised the PC that the Engagement and Equalities forum have written to London Midland about the lack of access from one side of the station to the other; - resident called in to the PC office to ask if any progress with installation of lift. 	
Cycle stands	Three cycle stands have been ordered for installation adjacent Hewell Road (funded via New Homes Bonus). Shops to be notified. WCC Highways to install.	
Playing Field trees	The BDC Tree Officer has agreed to assess the health and condition of these trees.	
Condition of drains	Following Cllr EG's review of drains in the parish, pictures were sent to County Councillor P McDonald who advised best action. Majority need to be cleared by Lengthsman, those that are fully blocked are to be reported to WCC Highways via online reporting. BDC are responsible for road cleaning, WCC responsible for drains management.	
Blackwell Road	Information received from Highways Liaison Officer is that following petition by a resident, County Councillor Peter McDonald has authorised the installation of a vehicle activated speed sign (VAS) in Blackwell Road.	
Visits / calls / emails by residents & members of public	<ul style="list-style-type: none"> • Conservation area restrictions on trees (EO gave out Conservation Area leaflet) • Parking issues in Oakdene Drive (Chairman responded via EO) • Duke of Edinburgh scheme potential for volunteer work (EO responded) • Offer of Christmas tree for Orchard Croft (commercial rates, EO responded) • Overgrown hedge concerns, 11 Fiery Hill Road (Cllr EG, Lengthsman via EO) • Report of dog fouling nuisance at playing field with plea for all dogs to be on leads (EO cc'd into email sent to parish councillors): it would appear this is first such contact since dog fouling notices were installed July 2015; no proof this was dog fouling (possibly fox or badger?); if dog, it could have been on lead when fouling. • Playforce Parks have provided examples of consultations to ascertain residents' wishes for play sites. 	
General correspondence received and circulated to members	<ul style="list-style-type: none"> • Age UK – Reconnections programme • WCC County Councillor update, Woodvale • CALC AGM and Worcs Parish Conference • Training opportunities • BDC November & December events 	Regular correspondence: <ul style="list-style-type: none"> • WorcsCALC update newsletters • BDC Weekly planning lists • Police & Crime Commissioner • WCC Highways updates
Conference	EO had attended SLCC national conference 13 th and 14 th October.	
Matters carried forward	SmartWater campaign Barnet Green station lifts	Railway footpath crossing to Cofton On-street car parking.

Barnt Green Parish Council

16/161 Finance

- i. **Receipts and payments** for October are as listed on page 89, the bank reconciliation to 31/10/2016 and the updated comparison of budget to actual receipts & payments were noted.
- ii. **Preparation of budget for 2017/18**
Members preference is to
 - maintain a contingency reserve of 100% of precept;
 - increase the suggested budget 2017/18 for events and for grants.
 - Vire funds from capital reserve into this year's budget for agreed items at Parker's Piece (three picnic tables, a notice board and litter bins).Members agreed to meet informally (date agreed for 07/11/2016) to 'brain-storm' possible events and capital expenditures for the future from which the most favoured would be put forward for consideration at the next parish council meeting.
A viable capital reserve figure would be produced for the next meeting, taking into account funds being held in reserves for the Neighbourhood Plan and the accumulating fund to pay for an election every four years.
- iii. **Book-keeping review** Cllr Cholmondeley confirmed he had carried out the quarterly review (July – September) of the parish council's accounts.

16/162 Committee and Working Party reports

- a) **Village Improvements** Members had met with the Town Centres manager and village businesses on 12/10/2016, with a follow-up meeting to take place on 09/11/2016 to review initiatives for boosting foot-fall and Christmas arrangements.
- b) **Emergency Planning** Cllr J Jellie reported she had not attended the recent meeting on this topic at Bromsgrove DC but would instead be meeting with the officer locally.

16/163 Events

- a) **Christmas lights switch-on 02/12/2016**
The Chairman is to meet those involved in this event to firm up arrangements; and the event will be advertised via input of Town Centres manager. It was agreed that some existing Christmas lights would need repair or replacement.
The 5 new lights sponsored by Cala Homes and designed by children at the First School would be included in the switch-on. The five children would be presented with their certificate in a school assembly.
- b) **Post-Christmas Community Walk (Mulled-Wine Walk)**
Parish Paths Warden Simon Richards is the lead organiser of this 5-mile walk which will take place on 27th December, starting at 1pm from Millennium Park and ending at Café Morso. As it was not known how many people would join in, the parish council agreed to underwrite the event for up to £50. Notice of this walk would be included in the next Bulletin.
Members discussed the next Bulletin and whether it should appear as a Christmas card.
- c) **Items carried forward:**
Barnt Green fun-run; Shindig theatre.

16/164 Environment and Community well-being

- a) **New Car Park**
Members would like to know the expected date this would open and whether there are plans to denote its availability for commuters only. There was discussion about naming it.
- b) **Oakdene Drive: proposed prohibition of waiting order**
Worcestershire County Council had invited comments on the proposal to install double yellow lines further into Oakdene Drive for safety reasons, ie to stop cars being parked on a blind bend. Members were aware that WCC would not take such measures unless there was a threat to road safety, whilst also being aware that residents of Oakdene Drive would be against such action if it caused cars to be parked further into the Drive.
It was agreed to respond 'no comment'.

Barnt Green Parish Council

- c) **To consider cost and style of picnic tables and notice board for Parkers Piece.**
It was agreed to purchase 3 picnic tables in recycled materials and a notice board from Earth Anchors. The £2,500 budget includes replacement bins if required in the future.
- d) **To request inclusion on Speed Watch scheme.**
It was agreed to register for inclusion on the Speed Watch scheme and to invite participation from residents.

16/165 Planning

- a) **Report on meeting with the district's parish councils regarding future development**
Cllr Whitehand reported on the meeting held at Hagley Parish Council, which had concentrated in the main on neighbourhood planning. A meeting is to be arranged with the head of Strategic Planning at Bromsgrove DC.
- b) **Bromsgrove DC's Statement of Community Involvement, consultation**
A copy of this consultation is on deposit in the Parish Council office; responses are required by 5th December 2016.
- c) **To note the revised SHLAA (Strategic Housing Land Availability Assessment)**
This was noted in relation to potential impact on the parish and Neighbourhood Plan.
- d) **To consider and comment on current notified applications as follows:**

PC Log no. / BDC App. No	Address	Proposal
Log no. 048 / App ref: 16/0982	11 Blackwell Road	Proposed extension and improvements to an existing dwelling.
PC Comment: No objection subject to confirmation the proposal does not transgress the 45° rule and the height of the roof is not excessive.		

16/166 Governance

- a) **Review of Grant Awarding policy**
Members agreed to adopt the revised Grant Awarding policy and application form.
- b) **To review and consolidate Risk Management Policies**
Members agreed to consolidate the policies; the risk matrix was to be completed in tandem with the list of assets.

Point of order: members agreed to continue beyond 9pm to finish all business on the agenda.

- c) **To confirm the Parish Council has up-to-date insurance policies that mitigate risks to public money**
In pursuance of the Foundation level of the Local Council Award Scheme which requires a specific statement to this effect, members agreed the parish council has up to date insurance policies that mitigate risks to public money.
- d) **To note response to 'Referendum Principles' consultation**
The Executive Officer's response to the DCLG consultation was noted.

16/167 Future Meetings and Items for future agendas

Councillors were reminded of meetings to be attended including:

- Meeting with Bromsgrove area WorcsCALC committee 14/12/2016
- Informal meeting 07/11/2016 to discuss factors that will inform the budget for 2017/18

Minor matters: Cllr C Hotham noted the empty shop, previously Harris & Byrne interior designers is to be a travel agency

16/168 Date and Venue of Next Meeting

Wednesday 7th December 2016 at 80 Hewell Road

This meeting ended at 9.15pm.

.....
Chairman

7th December 2016

Barnt Green Parish Council

Minute ref. 16/161i

Extract from Barnt Green Parish Council Receipts and Payments spreadsheet from 01/10/2016 to 25/10/2016

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

8

Item 174: Chairman's report

Cllr R Cholmondeley will report.

Item 175 Executive Officer's report – to follow.**Agenda item 176: Finance**

- i) Current financial position – interim information below. The spreadsheet showing all receipts and payments for November and end of month bank reconciliation will be distributed at the meeting along with up-to-date comparison of budget to actual receipts and payments.

Extract from Barnt Green Parish Council Receipts and Payments spreadsheet from 01/11/2016 to 28/11/2016

voucher no.	Receipts	Description	Payments Gross	Payments VAT	Payments Net
v144		External office lighting	504.00	84.00	420.00
v145		Parkers Piece tidying brambles	78.00	13.00	65.00
v146		Environment maintenance	273.43	45.57	227.86
v147		Clerk's training - CPD	94.80	15.80	79.00
v148a		Footway lighting, unmetered supply	202.66	33.77	168.89
v148b		Footway lighting, continuous energy	11.51	0.54	10.97
v149a		High street verges	28.00	-	28.00
v149b		Millennium Park hedges	90.00	-	90.00
v150		Winter planting in village centre	378.00	63.00	315.00
v151		Staff pension	150.73	-	150.73
v152		Footway lighting repairs	468.12	78.02	390.10
v153		Christmas lighting preparations	900.00	150.00	750.00
v154		Web design and hosting	58.00		58.00
v155		Staff salary, November	1,027.32		1,027.32
v156		Councillor training 16/11/2016	60.00		60.00
v157		Lighting, monthly retainer, November	264.00	44.00	220.00
v158		office telephone and broadband	9.70	1.62	8.08

- ii) Please see the notes on next 5 pages from the informal meeting held 7/11/16 along with street lighting report and car event outline all of which to be borne in mind when setting the budget for 2017/18 and agreeing the precept. The information, which will establish the impact of the precept on the parish council tax payers, is awaited from Bromsgrove DC (the council tax base figure for 2017/18). It is therefore recommended to wait for this information before agreeing the precept figure.



BARNT GREEN PARISH COUNCIL

80 Hewell Road, Barnt Green, Birmingham B45 8NF
 Tel: 0121 447 9893 / e-mail: exec@barntgreen.org.uk
 Website: www.barntgreen.org.uk

Notes of informal meeting held Monday 7th November 2016, 4pm

Parish Councillors attending: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, J Jagger, J Jellie, P Perry, S Whitehand. (Notes by EO, Gill Lungley)

Reason for meeting: to consider future direction of the parish council to inform the budget for 2017/18.

1. Possible Events for the rest of this year and next year...	Likely costs:
1.1 <u>Sport Relief Mile</u> – This is a bi-ennial event, next is due 2018. It was suggested that due to the tie-in with the national charity there is a lack of flexibility; perhaps we could opt-out of national event and run our own every year on a date to suit. EG will discuss this with Mike Dickenson (head of local running and cycling group).	2016 event was £700 (not including staff costs) £700
1.2 <u>Saturday Walks</u> – these could be held during Spring/Summer, and take place irregularly say on the same day as the 1st XI team play at the cricket club, starting and ending at the cricket ground where refreshments may be available; alternatively, could be held on the last Saturday of the month etc. Will need e-mail addresses to advertise.	Advertising – posters, banners, newsletter £100
1.3 <u>September Community Walk</u> – members would like this to continue.	£370
1.4 <u>Post-Christmas Walk</u> – members would like this to continue if this year's is successful. Advertising via newsletter, banners, posters, flyers and email. Underwriting Café Morso costs (£50)	£150
1.5 <u>Shindig / Performing Arts</u> – keen to encourage a musical event, which does not have to be specifically via Shindig. Costs will include hire of venue, fee to band / bands, refreshments – all of which could be recouped via ticket sales, or not.	£600
2. Event weekend – first weekend in July Members supported the idea of building on last year's Community Open Gardens event. Suggestions included having a car festival, food festival, family sports in Parkers Piece, a busking festival, arts trail and members favoured the Car Festival. Classic cars / unusual cars could be parked at specific sites in the village and at Parkers Piece which could host scalextric type activities / marquee. It would be helpful if there was a specific group that would work with the parish council to enact this. The cost of supporting the Open Gardens event was £350 for admin and part-advertising – but this car event may cost more regarding marquee hire / traffic management etc.	Unknown but likely to be at least £500
3. Finance: 3.1 <u>Reserves:</u> general agreement to aim for contingency reserve of between 25% and 100% of precept; members favour the latter amount. 3.2 <u>Allocation of remaining reserves:</u> currently expect to spend £30,000 between now and financial year end (this includes for the proposed picnic tables, noticeboard and bins at Parkers Piece), which will leave a year-end balance of £67,000. Thus the amount of 'spare' reserves is c.£9,500; the purpose of this money should be identified. The EO would get costings for further capital expenditure, including village entrance 'statement' flower planters, public toilet, new/replacement footway lights.	£57,650

BUDGET PROPOSALS FOR 2017/18 V1

Pasted VALUES only AS At 24 Oct 2016 RECEIPTS	2016/18 actual at year end	Proposed budget 2016-17	Budget summary	Actual	Variance	likely outcome for 2016/17	Narrative for 2016/17	2017/18	Narrative for 2017/18
Precept	57,200	57,650	57,650	57,650	-	57,650	Precept of £57,650 saw average Band D council tax payer contribute £62.58		Unlikely to be capped for 2017/18 but 2% is £1153 Unlikely to receive any Council Tax support grant after 2016/17
Council Tax Support Grant Interest	494	450	450	634	428	634	CTSG received via BDC discretion Amount of building soc. interest not yet known May receive higher amount if spend more on capital projects during the year	100	Low rate of interest & less funds on deposit
VAT Refund	5,260	3,500	3,500	2,954	546	4,100	Lengthsman reimbursement	4,500	VAT refund will depend on expenditure likely to continue into 2017/18 but not yet confirmed
Miscellaneous Inc NHB	3,530	1,000	1,000	1,594	-	594		2,000	Possible grant income source and amount as yet unknown eg Neighbourhood Plan support
Total receipts	67,267	65,234	65,234	64,353	881	65,584			1,000 p
PAYMENTS									
Staff Costs	16,150	16,000		9,138	6,862	16,000	2016/17 Staff costs ie gross pay + employer NI and pension contribution @ £1351.75 pcm	16,400	2017/18 Staff costs ie gross pay + employer NI and pension contribution @ £1365.25 pcm
Chairman's expenses	343	425		-	425	350	Reduce cost of annual thank-you to volunteers Office rent £4950, heat & light £500, telephone & broadband £560	400	Possible extra costs if busier in year
Office Running costs	7,099	6,000		3,167	2,833	5,810		6,000	Similar to last year Clerk required to fulfil at least 12 CPD points; new members will require induction training; existing members may need refresher Hire of rooms depends on business to be discussed; annual meeting always in larger venue which may be needed for NDP meeting
Training and Publications	168	250		233	17	300		300	Hire of rooms depends on business to be discussed; annual meeting always in larger venue which may be needed for NDP meeting
Meeting Rooms and Refresh	27	60		28	32	60		250	needed for NDP meeting
Subscriptions	848	900		749	151	900		1,000	CALC sub is likely to increase to cover their loss of grant
Insurance	1,027	1,000		1,036	36	1,036		1,050	Insurance provider to be reviewed
Auditor Fees	415	445		420	25	420		450	New audit arrangements may see increased costs
Legal/Professional Fees	200	500		183	317	500		500	Nothing expected; contingency
Loan repayments	-	-		-	-	-	No loans this year	-	No loans expected
Election costs	90	1,000		-	1,000	-	No election during year Parish Council is able to grant fund community groups and has policy to support this. NB £500 is promised 2016/17 to BG Cricket Club.	500	The actual cost of an election is IRD £2,000; prudent to build up fund for 4 yearly event
Donations	-	1,000		-	1,000	1,000		1,000	Council to advertise availability of grant funding to community groups
Bank charges	-	-		18	18	36		72	Bank charges introduced during 2016; applies all banks.
General admin cost	772	350		210	140	350		400	
Administration	32,055		27,930	15,181	12,749	25,762		28,322	
Newsletters	980	1,000		490	510	980	4 newsletters published each year; cost of printing is currently £245 per 1000 copies	1,000	Paper costs likely to increase for next year
Website	736	500		406	94	696	Website hosting is currently £58 pcm;	1,500	website needs revamp so increased budget
Communications	1,716		1,500	896	604	1,676		2,500	
Park Mowing	756	800		784	16	896	park mowing costs this year £56 per cut hedge cutting, leaf raking, play equipment maintenance and tree maintenance	915	allow for 2% increase contingency built in to cater for emergency tree work or similar
Park Maintenance	1,050	2,000		1,340	660	1,500	For both Park and playing field weekly site/equipment checks are £10; annual RoSPA check this year was £210 but will be less nat yr	1,500	similar
Park Safety Inspections Millennium Park	140	200		208	8	380	check this year was £210 but will be less nat yr	350	last year's RoSPA inspection included extra cost for timed visit to meet with EO and Wf
Field Mowing	1,823	2,800		1,412	1,388	1,640	incorrect recording of mowing costs to be rectified 2017/18 roll and spike pitch x 4; monthly litter bin emptying + play equipment repair	1,700	unknown costs re equipment repair; contingency included
Field Maintenance	1,359	1,500		602	898	950	For both Park and playing field weekly site/equipment checks are £10; annual RoSPA check this year was £210 but will be less nat yr	1,000	included
Field Safety Inspections	140	200		208	8	380	check this year was £210 but will be less nat yr	350	last year's RoSPA inspection included extra cost for timed visit to meet with EO and Wf
Playing Field	3,302		4,500	2,222	2,278	2,970		3,050	
Hanging baskets	416	500		617	117	617	Costs included h/b's for ALL shops	550	Fewer hanging baskets this year if purchase new village entrance planters then costs of planting will increase
Planters	787	900		381	519	800	6 planters in Hewell Road end 3 in Mill Park includes Hewell Road grass verge 10 cuts @ £28; FHRd, Hewell Lane and Hewell Road embankments £900. + bus shelter repair	900	planting will increase
Other environmental	785	900		271	629	1,500	monthly retainer £220; guess re maintenance/repair/replacement costs	1,500	as for previous year + 2% to ongoing costs + contingency
Village Environs	1,988		2,300	1,268	1,032	2,917		2,950	
Lights Maintenance/repairs	3,197	4,000		1,853	2,147	2,953	will energy costs increase next year?	4,000	as light bulbs age they will need to be replaced
Lights Electricity	2,256	3,000		1,335	1,665	3,000		3,500	Expect energy costs to increase
Christmas Lights/Tree	5,641	7,000		1,375	5,625	7,000	delivery of lights, installation, energy, repairs	7,000	To review costs for 2017/18 (3-year contract)
Street Lighting	11,094		14,000	4,563	9,437	12,953		14,500	
Lengthsman charges	2,000	2,000		1,500	500	2,000	lengthsman charges are £500 per quarter; costs are recovered from WCC	2,000	as for previous year, 5-year agreement
Highways	210	250		1,228	978	1,228	unexpected cost of bollard replacement 2016	500	unknown costs; contingency included
Highways	2,210		2,250	2,728	478	3,228		2,500	
Community Walks / Events	904	900		1,668	768	2,000	Under-anticipated costs of events this year; Grant likely to be available but will incur consultation and printing costs	3,000	May be more active during 2017/18
Neighbourhood Plan	-	2,000		-	2,000	2,000		3,000	Hope to move to complete in 2017/18?
Fixed Assets	5,607			-	-	-		6,000	
Sub-total payments (revenue budget)	60,822	58,380	58,380	30,857	27,523	57,282		62,587	This is the expected payments total for the year. PC must set a balanced budget, therefore the income must match or exceed this figure; not advisable to use reserves to do so.
Capital Projects FUNDED VIA RESERVES				4,568	4,568	7,368	2016 cost of £4568 for playing field footpath; could also included for new capital costs for 2016/17 eg 3 x picnic benches £1300, cycle stands £450 (nil net cost), notice board £800, 3 new bins £250		Suggestions currently include new village entrance planters (can purchase outright or hire); may need to purchase new Xmas lighting to replace existing ground works for new path at playing field and improvements at Millennium Park
VAT paid	4,916	3,500		3,288	212	4,100		4,500	VAT can be reclaimed from HMRC
Total payments	60,822	61,880	61,880	38,714	23,166	68,750			

EVENTS HELD BY OR SUPPORTED BY BARNT GREEN PARISH COUNCIL DURING 2016/17						
	Shindig	Fun Run	Walks	Christmas lighting	Open Gardens	Christmas other
Hire of hall for Shindig event	50.00					
Hire of traffic cones		50.00				
portable toilets (60 each)		180.00				
First aid cover		380.00				
Theatre costs	324.75					
Flower display (Open Gardens)					30.00	
Contribution to Open Gardens					270.43	
Loud hailer batteries		5.20				
Gift voucher, Open Gardens					29.90	
Laminating pouches					8.51	
Toilets hire			180.00			
Banners (advertising walks)			68.00			
Temporary Entertainment licence			21.00			
Blue-grass band			100.00			
Refreshments	132.00					
Banners (Shindig)	64.00					
TEN licence	21.00					
Christmas tree 2015						120.00
Christmas lights installation 2015				2,675.00		
Extra insurance cover		63.60				
Christmas lights dismantle January 2016				2,046.00		
Removal of Christmas tree						35.00
Christmas lights energy costs				60.00		
TEN licence		21.00				
Xmas lighting, hire 3rd year				1,092.00		
Xmas lighting, storage and carriage				558.00		
	591.75	699.80	369.00	6,431.00	338.84	155.00

PARISH COUNCIL STREET LIGHT REVIEW 7 NOVEMBER 2016

Scope: Adequacy and effectiveness of street lights managed by Barnt Green Parish Council (those to the south east of the railway).

Time and Weather: 5.30 p.m. to 6.30 p.m. on a clear, dry, cold half-moon evening.

Reviewers: Robert Cholmondeley, Phil Perry, Susan Whitehand.

Lights Not Working: reported to Executive Officer 8.11.16 -

- Hewell Road, other side of driveway from Deedar (but shaking activated it);
- Hewell Road, opposite Poplar Drive;
- Orchard Croft, corner of Hewell Road;
- Margesson Drive, first light from Bittell Road junction;
- Bittell Road, outside no. 49.

Lights compromised by adjacent trees: reported to Executive Officer 8.11.16

- Hewell Road, between Station Approach and Orchard Croft – trees need cutting back at light level especially on the Station Approach side;
- Hewell Road, opposite Poplar Drive – trees need cutting back at light level especially on the Bittell Road side (pavement very uneven too).

Locations Recommended for More Lights:

Hewell Road, between PC office and shops on NW side (in progress).

Areas of Poor Lighting: the following locations have poor lighting. There have been no complaints from the residents in these areas so no changes are recommended. They are at the extremities of housing:

- Bottom of Orchard Croft
- Top of Blackwell Road
- Sandhills Green
- Bittell Road towards junction with Bittell Farm Road.

RC 8.11.16

Car Display Framework

When

Saturday 1 July 2017 or Sunday 2 July 2017

Hours 2.30 – 5.30

What

Display of cars

Best decorated shop window

Childrens quiz

Sit in school bus driving seat

Scalextric Racing

Final prize giving ceremony for childrens quiz and best shop window

Sale of model cars, motoring books, videos and DVDs

Where

Road closure or use of car parks around Barnt Green

Publicity

Flyers for shops and notice boards

The Village, Advertiser and Standard

Email contact for clubs, societies

Map of locations and activities on day + list of exhibiting cars

Finances

Costs to be covered by charging where necessary – surplus to charity (which?)

Toilet hire for Millennium Park

Room hire in Parish Centre

Float monies for each activity

Agenda item 176...

- iii) Cllr R Cholmondeley is the member responsible for compliance with statutory staff pension arrangements and he will confirm the parish council has met its responsibilities regarding actions required by the 'staging date'.

Agenda item 177: Committee and Working Party reports

- a) **Emergency Planning:** Cllr J Jellie to report on meeting held on 09/11/2016 with Rebecca Pritchett, North Worcestershire Civil Contingencies and Resilience Manager.
- b) **Planning Committee:** to note the draft minutes (next 3 pages) of the committee meeting held on 15/11/2016 and make any comments thereon.

Barnet Green Parish Council

**Minutes of the Planning Committee meeting held on
Tuesday 15th November 2016, at 7pm at 80 Hewell Road, Barnet Green**

Cllrs Present: Cllrs - Susan Whitehand (Chairman), Robert Cholmondeley, Charles Hotham

In attendance: 3 members of the public
Executive Officer, Gill Lungley

P16/20	Apologies Cllr Rosemary Briggs.								
P16/21	<p>Declarations of Interest</p> <p>a) The requirement to keep the Register of Interests updated was noted.</p> <p>b) Cllr C Hotham declared interests as follows:</p> <ul style="list-style-type: none"> i. Log no. 049, ref 16/1009: Cllr Hotham knows the applicant ii. Log no. 051, ref 16/1055: Cllr Hotham is a member of the body that owns the land iii. As a member of the Bromsgrove District Council planning committee, his participation in both the debate and subsequent agreement was on the basis that any views expressed were preliminary views considering the information presently made available to the Parish Council. Coun Hotham would reserve his final views on the applications until in full possession of all the relevant arguments for and against. <p>c) No Other Disclosable Interests were declared</p>								
P16/22	<p>Dispensation requests</p> <p>There were no dispensation requests to consider.</p>								
<p>Public Question Time</p> <p>This was deferred to consideration of log no. 051.</p> <p>In agreement with those present, the running order was altered to allow for consideration of log no. 050 before the other two applications, which were then considered as log 051 then log 049.</p>									
P16/23	<p>Planning Consultations</p> <p>a) The parish council had been notified of the following plans:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 15%;">BDC ref</th> <th style="width: 15%;">P Log</th> <th style="width: 35%;">Address</th> <th style="width: 35%;">Proposal</th> </tr> </thead> <tbody> <tr> <td>16/1033</td> <td>050</td> <td>20 Cherry Hill Road</td> <td>Demolition of existing dwelling and erection of 2 new dwellings</td> </tr> </tbody> </table> <p><u>PC Comment</u> It was agreed to recommend refusal of this application for the following reasons:</p> <ul style="list-style-type: none"> a) Two new houses fronting the road, both with vehicular access off Cherry Hill Road (where there is currently only one) will create a congested street scene, not in keeping with the existing street scene. b) The site is bordered on three sides by the Barnet Green Conservation Area. c) The site is adjacent to Green Belt. d) The site itself will be cramped and not in keeping with similar plots along Cherry Hill Road; the higher housing density would introduce a significant and unwelcome change. e) The proposal would therefore have a harmful impact in relation to the Green Belt and to the Conservation Area. <p>Having declared his interest in the next two applications, Cllr Hotham left the meeting. This left the meeting inquorate, meaning no decisions could be made. Despite this the meeting continued thus allowing the Executive Officer to note comments which will be relayed via delegated powers to the Planning Authority within the 21-day consultation period.</p>	BDC ref	P Log	Address	Proposal	16/1033	050	20 Cherry Hill Road	Demolition of existing dwelling and erection of 2 new dwellings
BDC ref	P Log	Address	Proposal						
16/1033	050	20 Cherry Hill Road	Demolition of existing dwelling and erection of 2 new dwellings						

Barnt Green Parish Council

Public Question Time / Open Forum:

Two members of the public were present to comment on the next application, log 051 reference 16/1055 – outline planning permission for two 4-bedroom houses on land to the rear of Barnt Green Social Club. Their comments included:

- a) Site too small for two x 4-bedroom houses, will appear cramped.
- b) Access, via the Social Club car park, is limited / blocked at certain times of the day.
- c) The site boundary, as marked on the plan, is incorrect.
- d) A culvert crosses the car park which is prone to flooding
- e) There are trees on the site that are not shown on the outline plans.
- f) Delivery lorries to the Club block the car park.
- g) The ground level of the site slopes up higher than surrounding land which will lead to over-looking issues from the new 2-storey buildings.

16/1055	051	Barnt Green Social Club 1 Blackwell Road	Outline planning permission for the erection of 2no. 4-bedroom detached houses.
---------	-----	---	---

PC Comment: The proposal appears to be over-development of the plot and out of keeping with neighbouring properties, all of which are large detached houses with sizeable gardens. This application would therefore represent inappropriate development, especially considering its proximity to the Green Belt. The site is known to flood due to the water-course which is culverted between 11 Blackwell Road and the railway embankment, where at times of heavy rainfall, water backs-up from the out-flow at the embankment and overflows to flood the car park. Delivery lorries from the brewery block any car park ingress and egress, meaning cars were likely to be parked on the roadside to avoid getting blocked in; this would cause congestion on Blackwell Road and not to be encouraged. There are concerns about the potential for over-looking neighbouring properties and therefore a certain loss of privacy that has hitherto been enjoyed.

16/1009	049	8 Poplar Drive	Demolition of existing porch and erection of new porch with gable roof, extension of living room to front to form study and front canopy across frontage
---------	-----	----------------	--

PC Comment: It was noted that similar and possibly more extensive extensions had been carried out in the vicinity, there were no Green Belt or Conservation Area restrictions and the site is in a cul-de-sac. It was unlikely that the Parish Council would object to this application.

b) Planning decisions:

The updated list relating to this year's planning applications to date was presented:

App no.	Address	Log no.	Status
16/0028	Land Adj 2B Cherry Hill Road Barnt Green	024	Refused, APPEAL in progress
16/0723	47 Fiery Hill Road Barnt Green B45 8JX	037	Granted
16/0787	CALA Homes Fiery Hill Road Barnt Green B45 8LF	043	Pending Consideration
16/0793	Flat 33A Fiery Hill Road Barnt Green B45 8LE	040	Refused
16/0796	33 Fiery Hill Road Barnt Green B45 8LE	038	Granted
16/0800	1 Cherry Hill Drive Barnt Green B45 8JY	042	Pending Consideration
16/0815	21B Hewell Lane Barnt Green B45 8NZ	044	Granted
16/0831	St Andrews C Of E First School Hewell Road B45 8NG	041	Granted
16/0857	15 Hewell Road Barnt Green B45 8NG	045	Granted
16/0876	30A Hewell Road Barnt Green B45 8NE	046	Granted
16/0810	Sandhills Green House	047	Pending Consideration
16/0982	11 Blackwell Road	048	Pending Consideration

Barnet Green Parish Council

	<p>The planning appeal relating to log no. 024 (16/0028, demolition of existing garages; construction of single storey detached apartment with parking and landscaping at land adj 2B Cherry Hill Road) was noted. The parish council had already submitted comment when first consulted and no further comment was necessary.</p> <p>c) Other planning matters</p> <p>Green Belt Review and Bromsgrove's Parish Councils: the group had met with Mike Dunphy, the Strategic Planning officer at Bromsgrove DC, who had indicated the sites for accommodating the 2,300 homes that are to be built within the plan period 2023 – 2030, were likely to be within the 'larger settlements'. Barnet Green has been identified as one of the six 'larger settlements' within the district and could therefore potentially expect up to 400 new homes built within the 'larger settlement' area (which is not coterminous with the parish boundary, but includes parts of neighbouring parishes).</p> <p>The review of the Green Belt is likely to take into account the needs for development beyond the current plan period of 2011-2030.</p>
P16/25	<p>Invitation to meet with enforcement officers, Bromsgrove DC</p> <p>It was thought that in the absence of any real concerns about enforcement matters that although the offer was appreciated it would not be accepted for now.</p>
P16/26	<p>Date of next meeting</p> <p>The date of the next meeting to be decided.</p>

The meeting closed at 20:20hrs.

Signed: _____
Chairman

Date: _____

18

Agenda item 178: Events

As for agenda above.

Agenda item 179: Environment & Community Wellbeing

- a) To consider the request that all dogs in the playing field (Parker's Piece) are on a lead. Members will recall the presentation by a member of the public at last month's meeting when the problems of dog faeces left on the playing field were so graphically described. At the same time members were asked to ban 'loose' dogs from the area, ie to insist all dogs are restrained and on a lead.
- b) To approve improvements plan for Parker's Piece.
Following the site visit on 15/09/2016, the following action plan is put forward for approval:

Action	Reason/benefit	By whom	Cost
Remove fencing alongside stream at north-east boundary*	To reduce weed growth (esp H.Balsam); allow access to stream for pond-dipping; improve aesthetics	Field contractor	tba
Remove blocks of concrete from stream (consult NWWM officer for advice), wrap in chicken wire and use for raised walkway.	To improve appearance; improve water flow. Raised walkway will aid pedestrian passage.	Field contractor. Will require mini-digger / machinery	tba
Install 3 x picnic tables	Encourage out-door recreational activities; provide benefit to current users.	Flat-pack construction	£1170
Flail-mower cut at end of season	To reduce hedge and verge creep into the field (evidence current position of waste bins which used to be in line with the hedge but are now behind it).	Field contractor	<£100
Removal of dog-waste bins	Current d/w bins do not close properly. BDC policy is 'Any bin will do' so there is no longer any need to provide a bin solely for dog waste.	BDC contractors	tba
Replacement litter bins – no action.	We are assessing the bin requirements following removal of dog-waste bins.		
Health assessment of trees	To assess risk of tree damage to members of the public	BDC tree officer	tba
Install notice board	To maintain communication with users of the playing field; will lead to removal of cluttered signs at entrance gate.	Tba	£450
Reduce hedge width at entrance and fill in ditch	To open up the vista into the field from the car park and make it easier for pedestrian access via Baptist Church. The installed notice board will provide enough of a barrier to counter the need for the ditch which was installed to prevent vehicular access/travellers.	Field contractor	tba
Replace gate padlock	Only 2 keys exist, one is held by field contractor, the other by resident with access rights!		Tba £50?

Install outdoor gym equipment / fitness trail / dog agility trail	To encourage fitness applicable to all ages; to provide a fun and enjoyable activity that can be used by all ages not just for the under-15's.	Equipment provider	Tba £0 - £15k?
---	--	--------------------	----------------------

* The parish council's insurers advise taking a risk assessment prior to removal of fencing. This has yet to be done but it has already been noted that the fencing should not be removed until the concrete blocks have been removed from the water, since these are creating 'pools' in the water flow.

- c) To consider the request to site mobile crane on Parker's Piece car park. Allelys have contacted the EO to ask if the parish council will allow this to facilitate the delivery to a nearby resident of a back-garden shed/structure sometime in January. EO has asked the playing field contractor for advice – he installed the soak-away and therefore knows the construction of the car park surface is 'good'. Advice would be to ensure Allelys provide all assurances in advance of delivery and to make good any damage.
- d) To consider request to carry out another parking survey of Fiery Hill Road and station car park. This to follow on from the survey carried out last year by Cllr E Gumbley. However no survey can be carried out in similar conditions to the last survey due to the current period of flux – road closures, station car park space reductions, external variables (closure of Bromsgrove station / new parking provision at Bromsgrove etc).

Agenda item 180 Planning

- a) **As agenda.** Copies of plans have been emailed to members and can be seen online via <http://appuview.bromsgrove.gov.uk/online-applications/>

Agenda item 181 Governance

- a) To agree membership numbers on the Planning Committee and appoint accordingly. The planning committee currently has 4 members however this can present problems as occurred recently when one of the members was unable to attend and during the meeting one of the three attending members had to withdraw due to an interest. This left the meeting inquorate and no deputizing arrangements had been made (which in any case are not recommended).
To reduce the possibility of this happening again, it is suggested that at least one more member of the parish council is appointed to the planning committee. The terms of reference (not yet adopted) for the committee are as follows:

Proposed Terms of Reference for the Planning Committee, Barnt Green Parish Council

1. Authority

The Planning Committee is appointed by, and solely responsible to Barnt Green Parish Council which has delegated the responsibility to this committee to act on its behalf regarding planning matters that require a response before the next meeting of the full council. This committee has no spending powers.

2. Membership

The Committee will consist of no fewer than four elected parish Councillors, nominated at each Annual Parish Council Meeting, or as necessary following personnel changes.
The first item of business at the first meeting of this committee after the Annual Parish Council meeting will be to elect a Chairman to preside over future meetings for the civic year. The committee may also elect a Vice Chairman if thought appropriate, although any elected member can preside by agreement in the Chairman's absence.
The quorum is a minimum of three elected Members.

3. Schedule of Meetings

The Committee will meet as and when required depending on the frequency of notification of planning applications that fall outside the meeting schedule of the full council. Meetings will be notified to all Parish Council members by the Executive Officer upon receipt of a notification or item that requires a meeting. Extraordinary meetings of this committee may be called by the Chairman or by any two members if the Chairman, upon request, declines to do so.

4. Records of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors, noted at the next Full Council meeting and adopted at the subsequent Planning Committee meeting.

The Parish Council's Executive Officer will be responsible for arranging the recording and distribution of the minutes and will relay all pertinent comments to the relevant planning authority on the day after the committee meeting. The draft minutes will be published on the website and on the parish council notice board.

5. Responsibilities

The committee has full delegated powers to respond to the Local Planning Authority on behalf of the Parish Council regarding all planning applications in the Parish, unless on vote the planning committee decides to pass the application to full Council due to size, controversial nature or effect on the parish. In addition the Planning Committee will:-

- (a) Consider and respond to all planning applications relating to the parish even if not notified.
- (b) Consider planning-related items of concern such as enforcement issues.
- (c) Consider and comment on any planning consultation papers.
- (d) Comment on licenses when requested to do so.
- (e) Comment on street naming where requested.
- (f) Meet and/or consult as directed by the Full Council on related matters.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

These Terms of Reference were agreed at the meeting held 2016

Signed.....(Committee Chairman)

Agenda item 182 Future meetings and items for future agendas

Councillors may use this opportunity to:

- (i) agree the attendance of councillors at forthcoming meetings:
Bromsgrove Area CALC meeting Wednesday 14th December 2016 (agenda and papers already circulated to members)
- (ii) report minor matters of information not included elsewhere on the agenda;
- (iii) raise items for future agendas

Agenda item 183 Date and Venue of Next Meeting

The next parish council meeting will be on Wednesday 4th January at 80 Hewell Road

End of report.
Gill Lungley
Executive Officer
30/11/2016