

# Barnt Green Parish Council

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## Notice of Meeting

Members of Barnt Green Parish Council are hereby summoned to attend the parish council meeting to be held on **Wednesday 1<sup>st</sup> March 2017 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 17/38a below) to put questions or raise concerns regarding matters on this agenda or for future consideration.

## Agenda

### 17/35 Apologies

To receive apologies and to approve the reason for absence.

### 17/36 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.

### 17/37 To consider any dispensations received in writing from parish council members.

### 17/38 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)

### 17/39 Adoption of previous minutes

To approve adoption of the minutes of the parish council meeting held 01/02/2017

### 17/40 Chairman's Report

The Chairman will provide a report.

### 17/41 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.

### 17/42 Finance

- (i) To note the current financial position and bills for payment
- (ii) To arrange for quarterly review of book-keeping records by non-signatory
- (iii) To approve the renewal of grounds maintenance contracts for Parker's Piece and for Millennium Park
- (iv) Review of the parish council's Asset Register

### 17/43 Committee, Working Party and Members' reports on meetings attended

- a) Fun Run: Cllr EG and EO update
- b) Motor festival Working Party: Cllrs EG, RC, CH to report
- c) Meeting with Centres Manager, Cheryl Welsh: Cllrs RC and CH to report
- d) Meeting with public toilets provider: Cllrs RB, EG, CH
- e) Public Transport BARN initiative – CH, EG, SW to meet 14<sup>th</sup> or 15<sup>th</sup> March 2017
- f) Risk Management and Finance working party – RC, CH, EG to arrange to meet
- g) Staffing working party – RC, JeJe, PP to arrange to meet
- h) Any other reports

**17/44 Events**

To be covered via item 17/43

Future events include: Community Walk 23/09; Christmas Lights 02/12; Post-Christmas walk 27/12.

**17/45 Environment & Community Wellbeing**

- a) Fiery Hill Road / Kendal End Road / Bittell Road junction closure update.
- b) To discuss condition of roads in the parish and agree to lobby WCC for improvements
- c) To arrange dates for public consultation regarding proposed equipment on playing field and any other current issues
- d) To be aware of, and agree to, revised costs for emptying the playing field litter bins

**17/46 Communications**

- a) Website upgrade plans: Cllr J Jellie to report
- b) To consider review of communications strategy, report attached.
- c) To note issue of The Bulletin for Spring 2017

**17/47 Planning**

- a) To receive and note draft minutes of Planning Committee meeting held 22/02/17
- b) To comment on consultations received since planning committee meeting:

Log no. 61	17/0107	17 Orchard Croft	2-storey side extension
Log no. 62	17/0119	17 Bittell Lane	Proposed extensions to rear of building
Log no. 63	17/0106	2 Fiery Hill Road	Car port on east side of house located behind existing gate with glazed roof & timber posts / rafters

**c) Neighbourhood Plan update**

**17/48 Governance**

No report

**17/49 Consultations**

To consider response to the District Council's Consultation on Penalty Points Scheme for Hackney Carriage and Private Hire Licence Holders - Bromsgrove

**17/50 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.

Annual meetings dates are as follows: Annual Parish Meeting – 26/04/2017

Annual Parish Council Meeting – 03/05/2017

**17/51 Date and Venue of Next Meeting** Wednesday 5<sup>th</sup> April 2017 at 80 Hewell Road

Gill Lungley  
Executive Officer  
22/02/2017

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

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## Supporting notes to agenda for meeting 1<sup>st</sup> March 2017 From Gill Lungley, Executive Officer, BGPC

Agenda items 17/35 – 17/38 are standard items.

Item 17/39: Previous minutes – as per following pages 4 - 8...

To approve the minutes of the parish council meeting held 01/02/2017.

It would be helpful if there is 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 1<sup>st</sup> February 2017 at 7.00pm

**Members present:** Cllrs R Cholmondeley (Chairman), C Hotham (vice-Chairman, arrived during min. 17/023), R Briggs, E Gumbley, J Jagger, J Jellie, P Perry, S Whitehand

**In attendance:** One member of the press (The Village)  
Mike Dickenson, Barnt Green Chuggers  
Gill Lungley (Executive Officer)

The Chairman welcomed all to the meeting.

### 17/017 Apologies

Cllr Hotham, would arrive late due to attendance at BDC Cabinet meeting

### 17/018 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 any comment he may make during discussion on planning applications will be preliminary views taking into account the information presently available to the Parish Council. His final views on the applications are reserved until in full possession of all the relevant arguments for and against.  
There were no other declarations of interest.

### 17/019 Consideration of dispensation requests

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

### 17/020 Adjournment of meeting to hear from:

- a) **Members of the Public:** item deferred to after minute no. 17/023.
- b) **Worcs County Councillor: Peter McDonald** had sent apologies for non-attendance and e-mailed comments as follows:
  - Bittell Road Closure - is now expected to be completed by March 1st.
  - Council tax to rise by 4%.
  - Another £27m cut back this year and there is still a £2.7m to find in cutbacks.
  - A terrible report by OFSTED regarding looked after children, raising the issue that children are at risk.
- c) **Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward,** report after minute no. 17/023

### 17/021 Minutes of the previous council meeting

The minutes of the Parish Council meeting held 4<sup>th</sup> January 2017 were agreed a true record and signed by the Chairman.

### 17/022 Chairman's Report: Cllr R Cholmondeley

An invitation had been received for a past parish council Chairman to attend Buckingham Palace garden party on 16<sup>th</sup> May 2017, which had been passed to Cllr J Jagger who had held the post for a number of years up to 2011.

### 17/023 Updates and Decisions taken by the Executive Officer (EO) since last meeting

Public toilets	Bromsgrove DC Cabinet meeting 11/01/2017 deferred this item; instead Cllr Hotham's funding bid is being discussed at the concurrent meeting.
Footpath along side scout hut FP507	WCC Environment Services and North Worcestershire Water management have been asked to re-visit the concerns raised about the waterlogged footpath here. WCC ES were also asked for advice re fingerpost signs for fp 506 (Aqueduct Lane). Not aware of any progress to date.

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Office mobile phone	The new mobile phone is now active; the EO can be contacted in emergencies and when on site visits via 07410 906282.	
Playing field	New equipment (picnic tables, notice board) ordered and due to be delivered 10/02/17; dog waste bag dispenser has been installed next to the entrance gate, the hedge has been cut back and the ditch has been infilled. The barbed wire fencing has been removed and some of the concrete blocks have been removed from the stream, which is not deep. The field edges have been flail mown.	
Hewell Rd shops	Cllr J Jellie reported on progress for smartening up the canopy over entrance to shops 28 – 32 Hewell Road; ongoing	
Safety checks	RoSPA will carry out the annual safety check on all play equipment during March 2017.	
Oakdene Drive	WCC have issued the parking prohibition order re. Oakdene Drive (double yellow lines)	
Bin Cherry Hill beech avenue	A new dog-waste bin installed near to entrance off Fiery Hill Road, by the Lickey Hills park rangers in receipt of funding from the Baron Davenport charitable trust. The rangers will be responsible for regular emptying.	
Visits / calls / emails to office	List circulated to members: includes numerous complaints/concerns about the closure of Bittell Road/Kendal End Road / Fiery Hill Road junction and poor road signage.	
General correspondence received	List circulated to members.	
Matters carried forward	<ul style="list-style-type: none"> <li>SmartWater campaign</li> <li>Barnt Green station lifts</li> <li>Playing Field trees (tree warden check)</li> <li>Local Council Award Scheme (foundation)</li> <li>On-street car parking.</li> <li>Railway station, rail-users group</li> <li>Community Speed Watch scheme</li> </ul>	<ul style="list-style-type: none"> <li>Promotion of Social Club's regular walks</li> <li>Risk management matrix</li> <li>CALA/Fiery Hill Rd development, car park</li> <li>Condition of drains</li> <li>Footpath to Cofton</li> <li>Social media training</li> </ul>

**17/020 a) Mike Dickenson** was invited to speak about the Fun Run. Members agreed to the suggestion of holding it on a Sunday rather than a Saturday (less disruptive to shops/shoppers and likely to encourage greater involvement). It will be on Sunday 7<sup>th</sup> May; to be organised by the Barnt Green Chuggers with support from the parish council.

Cllr C Hotham arrived.

Mike Dickenson continued: the aims of the Fun Run are -

- to be as inclusive as possible;
- to seek support and involvement from the other sports-related facilities in the parish;
- to run loops around the village, rather than longer runs around the countryside.

Cllr Gumbley volunteered to liaise with Mike Dickenson.

**17/020 c) Cllr C Hotham** was invited to speak in his role as district councillor:

- The District Plan has been passed and a new committee has been established to oversee the implementation of the Plan amid concerns about the imminent Green Belt review and infrastructure plan.
- The ex-council house (Burcot Lane) is a drain on funds whilst empty.
- The housing numbers are being questioned in relation to potential Birmingham overspill.
- The BDC deficit for the next few years has reduced to just over £1m.
- The Cabinet meeting had recommended funding from their capital fund of £18,000 towards the installation of toilets in Barnt Green with the release of £44,000 from the s106 fund. It would therefore appear likely that the full cost including installation will be awarded.

On the latter item, the parish council would establish a working party for moving forward on the project consisting of Cllrs R Briggs, E Gumbley, C Hotham.

## 17/024 Finance

- i. **Receipts and payments** for January are as listed on page 104 along with the bank reconciliation to 31/01/2017 which was circulated to members.

# Barnt Green Parish Council

## ii. Appointment of independent internal auditor

It was agreed to continue with Diane Malley for this financial year and to seek alternative provision for the financial year ending 31/03/2018.

### 17/025 Committee and Working Party reports

- a) **Fun Run** (as minute no. 17/020a) above)
- b) **Motor Festival:** the working party are planning for the event to take place on Sunday 2<sup>nd</sup> July 2017 and have made progress with contacting possible participants.
- c) **Meeting with Centres Manager 23/01/2017:** Cllrs RC and CH had met with Cheryl Welsh for the Christmas lights switch-on event debrief and to prepare for the 2017 switch-on event with the suggestion that the event be divorced from the school Christmas fayre event and moved to a Saturday instead. Other 2017 events were also discussed, including a possible busking festival in the village in August. It had been agreed to hold a meeting with village traders on 22/02/2017.
- d) **Joint parish councils meeting with MP:** Cllr RC had attended this meeting arranged via Hagley PC regarding Neighbourhood Planning and the impact of the district plan.
- e) **Parish Emergency Plan:** Cllr J Jellie had met with local churches to help inform the Emergency Plan and will provide information for the next newsletter with a list of useful numbers.

### 17/026 Events

- a) **Christmas Lights, 2017**  
As above, minute no. 17/025c)
- b) **Community Walks, 2017**  
It was suggested to hold the annual community walk on Saturday 23/09/2017 and the post-Christmas walk on 27/12/2017 with a different end-venue.
- c) **Items carried forward:**  
Shindig theatre.

### 17/027 Environment and Community well-being

- a) **Road closure junction Fiery Hill Road / Kendal End Road / Bittell Road**  
The disruption is likely to last until mid-March. Village shop keepers' requests for 'shops open' signs have been ignored; diversion signs are confusing.  
Cala Homes have installed a new footway for pedestrians to travel between Fiery Hill Road and Kendal End Road and thus avoid a detour of almost 2 miles via Cherry Hill Road that has no pavement or street lighting.
- b) **Outdoor gym equipment:** prior to agreeing the installation of new equipment on the playing field it was agreed to carry out a survey of residents to ensure appropriate level of funding.
- c) **Previous items:**
  - i) **Parking in Hewell Road:** it was noted this subject had been raised in the past and found that the current plan outside Tony's Handyman was the best for now (not enough road width to allow for diagonal parking and the different sizes of cars would mean marking out fewer spaces than cars that could actually be accommodated). With regard to the proposal to make use of the bus shelter, the EO was asked to find out if there were any legal restrictions.
  - ii) **Tree at junction Bittell Road / Bittell Lane:** no further information received.
  - iii) **Flat roof canopy to shops 28 – 32a Hewell Road:** Cllr J Jellie is looking into this.
  - iv) **Longlands, private parking sign:** it was noted there would be no restraint for residents to install their own 'Residents' Only' parking sign.
- d) **BARN re Local Transport Plan and subsidised bus service:** it was agreed to meet with the Bromsgrove and Redditch Network to discuss local bus services. Cllrs EG, CH, SW.

### 17/028 Communications

- a) **Website:** Cllr J Jellie ran through a short presentation on the current website and future possibilities; members agreed the current site could be improved. Links to several parish council websites would be forwarded to members asking for comment.
- b) **Newsletter:** members provided suggestions for inclusion in The Bulletin, Spring 2017.

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The time being 9.00pm the Chairman sought agreement to continue to the end of business.

## 17/029 Planning

- a) **Planning Committee meeting held 25/01/2017:** draft minutes were noted.
- b) **Current applications** notified for consultation, comments as follows.

Log no. 58	16/1074	10 Cherry Hill Drive	
Demolition of attached self-contained apartment and construction of two detached dwellings, two detached garages, associated drive and new vehicle access			
PC Comment: The parish council considers this application to be over-development of the site; this back-land development is uncharacteristic of the houses along this Drive and would introduce a new service road which is out-of-keeping with the locale, which is within the Barnt Green Conservation Area. The proposed new houses would disproportionately tower over the existing dwellings.			
Log no. 59	17/0026	45 Fiery Hill Road	Single storey rear extension with internal alterations.
PC Comment: The parish council is concerned about the effect of further extension to this house on the neighbouring property at 43 Fiery Hill Road and therefore objects on the grounds it is over-bearing and intrusive.			

- c) **Bromsgrove DC District Plan 2011 - 2030:** Reference copy of the adopted plan is available to view in the parish council office. The Chairman Cllr RC reported on his visit to the MP along with representatives of other Bromsgrove district parish councils; now that the District Plan has been approved the Green Belt review is imminent which makes it likely that Neighbourhood Planning will stall until the review has been completed.

## 17/030 Governance

- a) **Review of internal controls:** it was agreed to appoint a working party to review the internal controls consisting of Cllrs RC, EG, PP.
- b) **Review of employment policies:** it was agreed to re-adopt the Equal Opportunities Policy and the Sickness Absence Policy and for a working party consisting of Cllrs RC, JeJe, PP to review the Disciplinary and Grievance Procedures to allow for a procedure to establish a personnel committee.

## 17/031 Consultations

- a) **Local Transport Plan** - no specific parish council response mooted.
- b) **Acute Hospital Services in Worcestershire** - no specific parish council response mooted.

## 17/032 Resolution to close the meeting to members of the public:

**Members agreed to close the meeting due to discussion of staffing matters.**

The Executive Officer also left the meeting.

### a) **Staff Appraisal report and salary review:**

It was agreed to approve the staff appraisal and increase the Executive Officer's salary by one spinal column point. In addition a working party consisting of Cllr RC, JeJe and PP will review the Executive Officer's job description and salary scale.

## 17/033 Future Meetings and Items for future agendas

Councillors were reminded of meetings to be attended including:

- 08/03/2017 Bromsgrove Area CALC at Parkside
- Annual Parish Meeting is to be held on 26/04/2017
- Annual Parish Council Meeting is to be held on 03/05/2017

**For next meeting:**

# Barnt Green Parish Council

- Letter to Baron Davenport Trust (Cllr E Gumbley)
- Notice for railway station bins (Cllr E Gumbley)

## 17/034 Date and Venue of Next Meeting

Wednesday 1<sup>st</sup> March 2017 at 80 Hewell Road

This meeting ended at 9.25pm.

.....  
Chairman

1<sup>st</sup> March 2017

Minute ref. 17/024

Bank Reconciliation as at 31 January 2017			
<b>Cash in hand at 1 April 2016</b>	Unity Bank current account	3,483.66	
	Unity Bank deposit account	13,937.61	
	Cambridge	54,155.20	
	Alto	300.00	
			<b>£71,876.47</b>
<b>Add receipts between 1 April - 31 January 2017</b>		64,962.83	
<b>Less payments between 1 April - 31 January 2017</b>		-62,873.10	
<b>Cashbook balance at 31 January 2017</b>			<b>£73,966.20</b>
<b>A</b>			
<b>Cash in hand per bank statements at 31 January 2017</b>	Unity Bank current account	1,050.53	
	Unity Bank deposit account	18,760.47	
	Cambridge B/S	54,155.20	
	Alto account closed 31/08/2016	-	
	Less un-cleared items, as list below	-	
<b>Bank balances at 31 January 2017</b>			<b>£73,966.20</b>
<b>B</b>			
difference			<b>£0.00</b>

Voucher	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v183	Environment maintenance		273.43	45.57	227.86
v184	Office energy		195.05	9.28	185.77
v185	Office service charge, year to 2016/03/31		997.07	-	997.07
v186a	Footway lighting, dusk2dawn		229.69	38.28	191.41
v186b	Footway lighting, continuous energy		12.32	0.58	11.74
v187	Dismantle Christmas lights		2,406.00	401.00	2,005.00
v188	staff pensions, January		150.73	-	150.73
v189	website maintenance & hosting		58.00	-	58.00
v190	Monthly maintenance, January		264.00	44.00	220.00
v191	Staff salary, January		1,027.32	-	1,027.32
v192/R24	Office room hire, cash receipt	10.00			-
v192	Postage, refreshments, cash pay		10.00	-	10.00
v192	Postage, refreshments, as per petty cash		17.21	-	17.21
v173	sale of office desks	50.00			-
v193	office telephone and broadband		9.85	1.64	8.21
	sub total for month	60.00	5,650.67	540.35	5,110.32
	total for year to date	64,962.83	62,873.10	6,056.69	56,816.41



**Item 17/40: Chairman's report**  
Cllr R Cholmondeley will report.

**Item 17/41 Executive Officer's report –**

Public toilets	Cllr CH reported at the latest PC meeting that Bromsgrove DC Cabinet meeting had approved funding availability for public toilets in Barnt Green. Cllrs RB, EG, CH are to meet 3pm 01/03/2017 with a contractor to discuss this project. Variables include siting, size, fabric, maintenance.
Footpath alongside scout hut	Awaiting notification of improvement scheme from North Worcestershire Water Management (NWWM); the suggestion is for costs to be shared between NWWM, WCC (Footpaths) and BGPC.
Playing field	Delivery date of new equipment (picnic tables, notice board) put back due to bespoke notice board header; dog waste bag dispenser has been installed.
Hewell Rd shops	EO is writing to owner/agent re improvements requested for flat roof over shop entrances 28 – 32a Hewell Road
Safety checks	RoSPA will carry out the annual safety check on play equipment in March 2017.
Station lifts	BARN reports Bromsgrove DC's Equality Officer confirmed that the Equalities Group chair had received a reply to her letter to Network Rail confirming that a lift will be installed at Barnt Green Railway Station by September 2017.
Social Club walks	The Social Club preference is to keep these 'in-house'.
From previous meeting	The final item of the meeting held 01/02/2017 was for issues to be considered at the next meeting, including to a) write to the Baron Davenport trust to thank them for the new dog bin installed on the walkway to the Lickey Hills between Fiery Hill Road and Cherry Hill Road and b) to put a notice on the litter bins on Barnt Green station. The EO has dealt with both, ie a) (letter of thanks has been sent) and b) item referred to London Midland.
Defibrillator	The pads had reached their use-by-date and have been replaced; £30
Rail squeal / grinding	It would appear the action taken to reduce the squeal nuisance has not had the desired effect.
Visit to EnviroSort	This visit for all members has been arranged for 06/04/2017
Visits / calls / emails	<ul style="list-style-type: none"> <li>• E-on street lighting contractor</li> <li>• Worcs Assoc of Carers, new group meetings</li> <li>• Meeting for dementia sufferers to advise group</li> <li>• Partnership event 2/3/17 - connecting families 3/03/2017</li> <li>• Wellbeing in partnership newsletter, Feb</li> <li>• Planning Aid, Jan update</li> <li>• Basket making course</li> <li>• BARN volunteers' updates</li> <li>• Fire safety advice</li> <li>• Live and Local, Shindig 19/03/17, promoters' evening</li> <li>• Visit from resident concerned about the state of parish roads and pavements</li> <li>• Troop Aid Collection</li> <li>• Call from resident complaining about dog mess on corner of Margesson Drive</li> <li>• Resident called to remark on the amount of litter in FH Road and KE Road.</li> <li>• Request for use of hi-viz jackets by PTA</li> <li>• Concern about flooding potential in Cherry Hill Road / Twatling Road</li> <li>• Question about proposed restrictions on use of new car park</li> <li>• Notification of road works at M42 jn1 traffic island 20/02 – 20/03 inc.</li> <li>• Alert of travellers on the move in the area</li> <li>• Notification of abusive vagrant in Barnt Green</li> <li>• Notification of Independent Remuneration Panel Recommendations (no change)</li> <li>• NALC Tree Charter survey</li> <li>• Active Nation Funding opportunities</li> </ul>
General correspondence	<ul style="list-style-type: none"> <li>• Community First e-bulletin</li> <li>• WorcsCALC update newsletters</li> <li>• Neighbourhood Planning news</li> <li>• BDC Weekly planning lists</li> </ul>

received and circulated to members	<ul style="list-style-type: none"> <li>• MP February newsletter</li> <li>• Lickey Hills Society newsletter</li> <li>• Safer Neighbourhoods Team update</li> </ul>	<ul style="list-style-type: none"> <li>• Police &amp; Crime Commissioner</li> <li>• WCC Highways updates</li> </ul>
Matters carried forward	SmartWater campaign Barnt Green station lifts Playing Field trees (tree officer check) Local Council Award Scheme (foundation) On-street car parking. Railway station, rail-users group	Risk management matrix CALA/Fiery Hill Rd development, car park Condition of drains Footpath to Cofton Social media training Community Speed Watch scheme

## Agenda item 17/42: Finance

- i) *Current financial position – interim information below.* The spreadsheet showing all receipts and payments for February and end of month bank reconciliation will be distributed at the meeting.

Payments for February		Description	Receipts	Payments Gross	Payments VAT	Payments Net
BACS	v194	Petty Cash debit card		200.00	-	200.00
d/d	v195	data protection registration		35.00	-	35.00
BACS	v196	dog waste bags and dispenser		196.50	32.75	163.75
s/o	v197	playing field maintenance, monthly retainer		227.86	45.57	182.29
BACS	v198	Playing field maintenance, extra works		278.40	46.40	232.00
	v199/R25	Gross interest on savings account to 31/12/16	361.40	-	-	-
BACS	v200	Carriage and storage of Xmas lights		558.00	93.00	465.00
d/d	v201a	footpath lighting dusk to dawn energy		202.66	33.77	168.89
d/d	v201b	footpath lighting on continuous energy		11.51	0.54	10.97
BACS	v202	Supply and installation of Xmas tree		140.00	-	140.00
BACS	v203a	Hedge cut in Millennium Park		60.00	-	60.00
BACS	v203b	Hedge cut in Orchard Croft		15.00	-	15.00
BACS	v204	Stationery		31.22	5.20	26.02
d/d	v205	Staff pension scheme		150.73	-	150.73
s/o	v206	Web design and hosting, Feb		58.00	-	58.00
BACS	v207	Replacement defibrillator pads		40.74	6.79	33.95
BACS	v208	Staff salary, February		1,027.32	-	1,027.32
s/o	v209	Monthly maintenance, February		264.00	44.00	220.00
BACS	v210a	quarterly litter pick/equipment check MP		60.00	-	60.00
BACS	v210b	quarterly litter pick/equipment check PP		60.00	-	60.00
d/d	v211	Office phone and broadband, Feb		9.50	1.58	7.92
		sub total for month	361.40	3,626.44	309.60	3,316.84
		total for year to date	65,324.23	66,499.54	6,366.29	60,133.25

Excerpt from spreadsheet to show February 2017 payments and receipts to date.

- ii) *Quarterly book-keeping review.* The parish council's financial records are checked quarterly by a parish councillor, ideally one who is not a signatory on the council's bank accounts. The quarter October to December 2016 is ready for review now and a volunteer is required.
- iii) *Renewal of grounds maintenance contracts for Parker's Piece & Millennium Park.* The current contracts for the grounds maintenance works at both sites were let during 2014/15 and a review of them is required for the financial year beginning 01/04/2018. Members are asked to approve the renewals for this interim year. The costs for Parker's Piece will increase by 2%; the work involves grass cutting and roll and spike of pitch area. The same contractor also cuts the grass verge at Fiery Hill Road, Hewell Road embankment and Hewell Lane /Longlands embankment. The costs for Millennium Park, 2017/18 will remain the same as for 2016/17.

iv) *Review of Asset Register*

In advance of the financial year end members are expected to review the Asset Register, as below.

**Barn Green Parish Council**  
Fixed asset register as at 21 February 2017

	Acquired	2014/15	2015/16	2016/17		
<b>Lighting</b>						
13 x heritage style columns	2003/2009	20,000	20,000	20,000		
55 x Steel columns	Various	56,000	56,000	56,000		
Christmas lighting	2008/2009	5,470	5,470	5,470		
Christmas lighting	2010/2011	3,300	84,770	3,300	84,770	3,300 a
Christmas lighting	2016					2,418 87,188 b
<b>Millennium Park</b>						
Freehold land comprising the park fronting Hewell Rd & Sandhills Rd	1957	0	0	0		
Brick bus shelter		10,000	10,000	10,000		
Busshelter light	2015		350	350		
Fencing/railings	2006/2008	4,000	4,000	4,000		
Notice board	2004	1,500	1,500	1,500		
Millennium Arch	1999	3,000	3,000	3,000		
Lighting column	2008	1,600	1,600	1,600		
Park gate	2008	1,000	1,000	1,000		
Entrance pillars	2008	1,600	1,600	1,600		
Benches	2008	2,700	2,700	2,700		
Litter/dogwaste bins	2009	4,000	4,000	4,000		
Slide and firemans pole and safety surface	2004/2011	10,000	10,000	10,000		
Stilt slide and safety surface	2004	6,500	6,500	6,500		
Roundabout and safety surface	2006	2,500	2,500	2,500		
Set of 4 swings and safety surface	2008	10,600	10,600	10,600		
Climbing frame	2012	8,850	67,850	8,850	68,200	8,850 68,200
<b>Bittell Road Playing Field (Parker's Piece)</b>						
Leasehold land comprising playing field to the north east of Bittell Road	1994	0	0	0		
Vehicle gate		1,000	1,000	1,000		
Pedestrian gate		250	250	250		
Fencing	2006	6,000	6,000	6,000		
Goalposts and sockets	2006	1,000	1,000	1,000		
Basketball goal and surface	2006	1,000	1,000	1,000		
Litter/dogwaste bins	2007	3,000	3,000	3,000		
Wooden benches	2007	2,750	2,750	2,750		
Adventure trail equipment	2009	4,000	4,000	4,000		
Adventure trail equipment	2010	6,000	6,000	6,000		
Benches	2011	350	25,350	350	25,350	350
Dog waste bag dispenser	2017					79 25,429
<b>Highways</b>						
Gateway signs + fingerposts	2008/09	3,600	3,600	3,600		
Bench Bittell Rd/Bittell Farm Rd junction	2008	800	4,400	800	4,400	800 4,400
<b>Highway Sundries</b>						
Signage	2009	100	100	100		
Hanging baskets		0	0	0		
Bench (Hewell Rd)	2008	800	800	800		
Noticeboard (Station Approach)	2009	2,000	2,000	2,000		
Benches (Hewell Rod)	2010	1,300	1,300	1,300		
Bench (Hewell Rd)	2012	710	710	710		
Bench (x2) Blackwell Rd. Bittell Rd	2013	1,280	1,280	1,280		
Planters, Hewell Road	2015		4,490	4,490		
Defibrillator, cabinet and pads	2015		6,190	767	11,447	767 11,447
<b>Office Equipment</b>						
Filing cabinets	2005	195	195	195		
Laser printer	2005	250	250	250		c
4 Laptops for EO and Councillors	2007	0	0	0		
Chairs, tables, benches, + workstation	2010	500	500	1,025		d
Laptop	2012	410	410	410		
Laminator	2012	155	155	155		
Scanner	2013	320	1,830	320	1,830	320 2,355
<b>Total as per Annual Return</b>			<b>190,390</b>	<b>195,997</b>		<b>199,019</b>

Explanation of changes between last year's total of £195,997 and this year's total of £199,019:

- a) Christmas lighting: one strand of icicle lighting was replaced, like for like, therefore no change in asset amount.
- b) New light details were purchased (sponsored) and are now an asset; £2,418.
- c) Members are asked to approve disposal of the laser printer, which is not used and is not compatible with current hardware.
- d) New office tables and benches purchased for £575, old desks disposed of for £50, therefore a net increase to the asset register of £525.

#### **Agenda item 17/43: Committee, Working party and representatives' reports**

Members will provide verbal reports on current plans including:

- a) Fun Run: Cllr E Gumbley has met with lead Chugger prior to Executive Officer's meeting with Chugger leaders Mike Dickenson and Cathy Dakin, 16/02/2017.
- b) Motor Festival: Cllrs R Cholmondeley, C Hotham and E Gumbley have met to progress this and have agreed to the printing of 500 flyers/participation application forms.
- c) Village Improvements - meeting with Bromsgrove Centres Manager held 22/02/2017.
- d) Public Toilets – meeting with contractor 01/03/2017
- e) Public Transport BARN initiative – CH, EG, SW to meet 14<sup>th</sup> or 15<sup>th</sup> March 2017
- f) Risk Management and Finance working party – RC, CH, EG to arrange to meet
- g) Staffing working party – RC, JeJe, PP to arrange to meet
- h) Any other reports.

#### **Agenda item 17/44: Events**

Detail on events will be covered in the above agenda item: list and date of events is as follows

<b>Event</b>	<b>Date</b>
Fun Run (co-organised with Chuggers)	7/5/17
Motor Festival	2/7/17
Busking Festival	August?
Community Walk	23/09/17
Christmas Lights & switch-on	2/12/17
Post-Christmas Walk	27/12/17

#### **Agenda item 17/45: Environmental & Community Wellbeing**

- a) Road closure – Kendal End Road / Fiery Hill Road / Bittell Road.

The condition of the roads that have been used for the detour is causing great concern to residents, not helped by wet weather. WCC is to be asked to ensure restitution measures when the road junction is re-opened. The parish council has been made aware that the effect of the road closure on local business is harmful.

- b) Condition of roads in the parish

Members will be aware of the deleterious condition of most roads in the parish. A local resident draws attention to the lower half of Fiery Hill Road, adjoining roads and pavements stating "that lower straight run from outside the station/where Ringway finished, that is [REDACTED] awful/not of a standard that is acceptable to the residents.

Fortuitous it may have been, the Cala Homes development, now highlights the need for this to be done....residents of that, already commenting about FHill road surface not being up to what this village expects.

"Scruffy, unkempt not what it should be."

The EO was informed before Christmas that Sandhills Lane had been included in the 'Driving Home' scheme (this is how the programme is described on the Worcestershire County Council website: We've been busy since the start of the two year Driving Home Programme, improving the roads that residents have told us are most important to them.

So far since the start of the programme last April, we have delivered 65 miles of improvements directly benefiting over 7,200 homes and 17,000 residents across the county.) see - [http://www.worcestershire.gov.uk/info/20007/travel\\_and\\_roads/1177/driving\\_home](http://www.worcestershire.gov.uk/info/20007/travel_and_roads/1177/driving_home)

The request via 'report-it' ticket number 279870 for a starting date to Sandhills Lane has yet to be answered.

- c) To arrange dates for public consultation regarding proposed equipment on playing field and any other current issues.  
The Bulletin carries information alerting readers to the fact that the parish council will be undertaking public consultation on the suitability of outdoor gym equipment at Barnt Green playing field during March. Members are asked to volunteer to help with the consultation events. The Bulletin also states residents can voice opinions at the Parish Meeting which is to be held on 26<sup>th</sup> April.
- d) To be aware of, and agree to, revised costs for emptying the playing field litter bins. Bromsgrove District Council currently empty the bins on Barnt Green playing field; no revised costs were notified for 2015/16 so the recent bill of an 80% increase was a shock! The EO and Cllr CH met with the relevant BDC officer to discuss the situation which is due to improvements in BDC admin and business practice and efforts to streamline the system. Cllr CH to report.

#### **Agenda item 17/46: Communications**

- a) Website upgrade: Cllr J Jellie to meet with EO 28/02/2017 to collate proposal for approval by members.
- b) Review of Communications Strategy:  
The Barnt Green Bulletin is distributed for free to all residents of the parish, a total of just under 1000 households, and village businesses. It is not distributed to the wider area of 'Greater Barnt Green', which means that many people who use Barnt Green facilities do not necessarily read / know what the parish council is up to. It is known that Alvechurch PC take a page in the Village magazine which is distributed to a much wider audience. It is suggested that Barnt Green PC could do something similar and reduce the number of issues of the Bulletin each year.  
It is therefore suggested that a strategy be firmed up to incorporate the changes to the website, progress on the use of social media and a wider readership of parish matters.

#### **Agenda item 17/47: Planning**

- a) Draft minutes of the planning committee meeting held 22/02/2017 yet to be circulated.
- b) Consultations for comment, as per page 2 of the agenda. Plans have been forwarded by email to members; one paper copy will be available at the meeting and an electronic copy will be projected on-screen.
- c) Cllr SW will provide an update to the Neighbourhood Plan, if appropriate.

#### **Agenda item 17/48: Governance**

No agenda item.

#### **Agenda item 17/49 Consultations**

Bromsgrove District Council are consulting on Penalty Points Scheme for Hackney Carriage and Private Hire Licence Holders – Bromsgrove, as follows:

Bromsgrove District Council is considering introducing a penalty points scheme as a tool to help secure compliance with licensing requirements from holders of the hackney carriage and private hire licences that the Council issues and is therefore carrying out consultation on the proposal.

A copy of the draft penalty points scheme and a consultation response form can be downloaded here: [www.bromsgrove.gov.uk/consultations](http://www.bromsgrove.gov.uk/consultations)

If you would like to take part in this consultation, please return your consultation response via email to: [wrsenquiries@worcesterservices.gov.uk](mailto:wrsenquiries@worcesterservices.gov.uk).

Alternatively if you want to post in a consultation response form, this can be sent to:

Consultation on Penalty Points Scheme – Bromsgrove District Council, Worcestershire Regulatory Services, Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF

Finally you can also submit your consultation response at the Reception Desk at the Customer Services Centre, Parkside, Market Street, Bromsgrove in an envelope marked for the attention of "Licensing."

This consultation will remain open for responses until 30<sup>th</sup> April 2017.

**Agenda item 17/50 Future meetings and items for future agendas**

Members are invited to mention topics for discussion at future meetings. NB This is not an opportunity to re-visit a topic that should have been considered in the body of the meeting or for decisions to be taken on new topics.

The next WorcsCALC meeting will be held on Wednesday 8<sup>th</sup> March 2017

The next parish council meeting will be held on Wednesday 5<sup>th</sup> April 2017

The Annual Parish Meeting will be held on Wednesday 26<sup>th</sup> April 2017 in the Cofton Lounge, Parish Centre, Sandhills Road.

The Annual Parish Council meeting will be held on Wednesday 3<sup>rd</sup> May.

**Agenda item 17/51 Date and venue of next meeting**

Wednesday 5<sup>th</sup> April 2017, at 80 Hewell Road.

End of report:

Gill Lungley, 22/02/2017