

Barnt Green Parish Council

80 Hewell Road, Barnt Green, Birmingham, B45 8NF - tel: 01214 479893 / mob: 07410 906282
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 June 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 17/91a below) to put questions or raise concerns regarding matters on this agenda or for future consideration.

Agenda

Prior to the start of the meeting

Jane Taylor will provide a short talk on the service and support provided by the Worcestershire Association of Carers

17/88 Apologies

To receive apologies and to approve the reason for absence.

17/89 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.

17/90 To consider any dispensations received in writing from parish council members.

17/91 Adjournment of meeting to hear from:

- a) **Members of the Public** - inc Mike Dickenson (Barnt Green Chuggers & Chain Gang) and Richard Dugdale (Barnt Green Scouts and Guides)
- b) **Worcestershire County Councillor** – Peter McDonald (Beacon division)
- c) **Bromsgrove District Councillor** - Charles Hotham (Barnt Green & Hopwood ward)

17/92 Adoption of previous minutes

To approve adoption of the minutes of the Annual parish council meeting held 03/05/2017

17/93 Chairman's Report

The Chairman will provide a report.

17/94 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.

To include decision on dates of meetings for 2017/18 civil year.

17/95 Finance

- (i) To note
 - A) the current financial position and bills for payment
 - B) Executive Officer's decisions
- (ii) To note Independent Internal Auditor's report for financial year ending 31/03/2017.
- (iii) To consider requests for funding support from:
 - a) Barnt Green Scouts and Guides
 - b) Citizens Advice Bromsgrove and Redditch

17/96 Committee, Working Party and Members' reports on meetings attended

- a) To review matters raised at the Annual Parish Meeting, held 26/04/2017
- b) Update from the Town Team meeting held on 16/05/2017

p1

- To decide appointment of parish councillor as lead liaison with the Town Team
- To agree actions arising from the Town Team meeting
- c) Environment Working Party (EWP) meeting held 25/04/2017
- To agree actions arising from the EWP recommendations
- d) Any other reports

17/97 Events

- a) Fun Run: feedback on successful community event 07/05/2017
- b) Motor festival Working Party: Cllrs RC, CH to report.
- c) Other future events include: Busking Festival 12/08/2017; Community Walk 23/09; Christmas Lights 02/12; Post-Christmas walk 27/12.

17/98 Environment & Community Wellbeing

- a) To agree to install a lockable water tap in Millennium Park
- b) To agree strategy for publicising commuters' car park, Fiery Hill Road
- c) To note siting of estate agents' boards

17/99 Communications

- a) To decide on use of copyrighted logo as part of website re-vamp
- b) To note the Executive Officer has attended training for 'Yammer' (social media)
- c) To be aware the next issue of The Bulletin will be at the end of August 2017

17/100 Planning

- a) To note training on Planning arranged for 19/06/2017, 10am
- b) To comment on consultations received since previous parish council meeting:

Log no. 67	17/00435	12 Orchard Croft B45 8NJ	Extension of existing ground floor cloakroom to accommodate shower.
Log no. 68	17/00540	30a Hewell Road (Tesco Express)	Advertisement consent requested for various 2xno illuminated and 4xno non-illuminated signs
Log no. 69	17/00539	4 Hewell Lane B45 8NZ	Single storey rear and front extension with part garage conversion

- c) Neighbourhood Plan update:

17/101 Governance

Report on the Local Council Award Scheme: Foundation Award.

17/102 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.

- Bromsgrove Area Committee for WorcsCALC on 14/06/2017

17/103 Date and Venue of Next Meeting

Date to be advised; meeting will be held at 80 Hewell Road

G Lungley
 Gill Lungley
 Executive Officer
 01/06/2017

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, J Jagger, J Jellie, P Perry, S Whitehand + 1 vacancy

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Supporting notes to agenda for meeting 7th June 2017 From Gill Lungley, Executive Officer, BGPC

Prior to the start of the meeting Jane Taylor from Worcestershire Association of Carers has been invited to talk about the services and support available from the Association.

Agenda items 17/88 – 17/90 are standard items.

Item 17/91:

- a1) **Mike Dickenson** of Barnt Green Chuggers and ChainGang will attend to talk about the Fun Run event held on 7th May, the benefits of the event to the community and to thank the parish council for its support.
- a2) **Richard Dugdale** representing the Barnt Green Scouts and Guides will attend to talk in support of the group's request for funding.

- b) **County Councillor** Peter McDonald is invited to provide an update on his work at Worcestershire's County Hall on behalf of the Beacon division.
- c) **District Councillor** Charles Hotham is invited to provide an update on his work at Bromsgrove's Parkside on behalf of the Barnt Green and Hopwood ward.

Item 17/92 Previous minutes – as per following pages 4 - 9...

To approve the minutes of the Annual parish council meeting held 03/05/2017; that they are a true and accurate record of what took place.

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 Annual Parish Council meeting held at 80 Hewell Road, Barnt Green on Wednesday 3rd May 2017 at 7.00pm

Barnt Green Parish Council adopted the General Power of Competence, June 2015

- Members present:** Cllrs R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, J Jagger, J Jellie, P Perry, S Whitehand
- In attendance:** One member of the press (The Village)
One member of the public
Gill Lungley, Executive Officer

The Chairman welcomed all to the meeting.

17/069 Election of Chairman

Cllr Robert Cholmondeley was re-elected Chairman for the forthcoming civic year.

17/070 Apologies

Not required; all members present.

17/071 Election of vice-Chairman

Cllr Charles Hotham was re-elected vice-Chairman for the forthcoming civic year.

17/072 a) Declarations of Interest

- Cllr R Cholmondeley declared an Other Disclosable Interest in minute ref. 17/085 as a neighbour to the application site.
- 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.

b) Consideration of dispensation requests

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

17/073 Adjournment of meeting to hear from:

a) Members of the Public:

A member of the public spoke about the planning application included on the agenda for this meeting to which he was objecting as a neighbour.

With the meeting's agreement, the Chairman brought forward the agenda item relating to the planning application. Cllr R Cholmondeley and Cllr C Hotham left the meeting; members agreed to appoint Cllr S Whitehand to chair the meeting for this agenda item which members considered as follows:

Log no. 066	17/0243	17 Orchard Croft	Two-storey side extension
PC comment: The Parish Council would recommend refusal of the application due to the excessive increase in size and additional bulk of the proposals which will have an overbearing effect on the neighbouring property at 18 Orchard Croft. The proposal is out of character with surroundings & due to its unusual siting the rear of the property is adjacent to the front of the neighbouring property on its other side where it also has an adverse visual impact.			

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

c) **Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward,** commented on the ongoing costs and problems relating to the sale of the old council house.

Barnt Green Parish Council

17/074 Minutes of the previous council meeting

The minutes of the Parish Council meeting held 5th April 2017 were agreed a true record and signed by the Chairman.

17/075 Chairman's Report: Cllr R Cholmondeley

The Chairman, whilst aware of time pressures on everyone these days, expressed disappointment at lack of support from village businesses. Help will be needed for the forthcoming motor festival and the council has recently lost a council member due to the resignation of Cllr Gumbley. Thanks were expressed to ex-Cllr Gumbley for his valued contribution to the parish council during his tenure as a parish councillor.

17/076 Delegation Arrangements

The annual review accepted the Scheme of Delegation.

17/077 Appointment of committee and nominations thereto

The following committees and membership were agreed:

Planning Committee: Cllrs R Briggs, R Cholmondeley, J Jagger, J Jellie, P Perry and S Whitehand

Personnel Committee: Cllrs R Cholmondeley, J Jellie, P Perry

Neighbourhood Plan: Working party meetings to be held, open to all

Finance Working Party: Cllrs R Cholmondeley, C Hotham + open invitation

Environment Working Party: Cllr R Briggs, J Jagger, J Jellie

17/078 Representation

The following representations were agreed:

Worcestershire CALC (Bromsgrove Area Committee): Cllrs R Cholmondeley, S Whitehand

Campaign to Protect Rural England (CPRE): Cllr S Whitehand

St Andrew's School Governing Body (as associate member): Cllr J Jellie

Pensions Regulator (as employer's nominated person): Cllr R Cholmondeley

17/079 Governance

a) Casual Vacancy

Members were updated on the situation resulting from the resignation of Edwin Gumbley. The official notices had been displayed and if there is no call for a by-election by 08/05/2017 then the parish council would be free to co-opt a suitable replacement. Advertisements for the position would be posted to the notice boards and website.

b) Annual Reviews

- i) Standing Orders: agreed unchanged.
- ii) Financial Regulations: agreed unchanged.
- iii) Members' Code of Conduct: agreed unchanged.
- iv) Asset Register: agreed as at 31/03/2017

c) Confirmation of insurance arrangements

The parish council's insurance cover was considered adequate for current needs.

d) Review of annual subscriptions

It was agreed to continue with annual subscriptions to Worcestershire CALC; CPRE and SLCC.

e) Date and time of parish council meetings

It was agreed to consider this item at the next meeting of the parish council.

f) Approval of Grievance, Disciplinary and Sickness Absence policies

It was agreed to adopt the Grievance, Disciplinary and Sickness Absence policies.

Barnt Green Parish Council

17/080 Updates and Decisions taken by the Executive Officer (EO) since last meeting

Footpath alongside scout hut	NWWM have obtained a second quote for the work via the parish council's contact and are due to seek a third quote. It is likely the parish council will be asked to support provision of 3-way funding and this matter is on the agenda at item 81(j).	
Hewell Rd shops	EO is writing to owner/agent re improvements requested for flat roof over shop entrances 28 – 32a Hewell Road	
Community Speed Watch scheme	Data gathering was undertaken for one week from 5 th April; school holidays started on 7 th April and this fact has been brought to the attention of the data gatherers. Results awaited.	
Visit to EnviroSort 06/04/2017	Five parish councillors and the EO visited the site at Norton, Worcester for an interesting tour (prompted by an enquiry about the emptying of waste bins).	
CALA/Fiery Hill Rd development, car park	A meeting has been requested with Cala reps to make contact and progress the need for protection strategies at this site.	
Railway station, rail-users group	EO met with promotor of Adopt-A-Station scheme; Cllr P Perry offered to get involved. Lack of water supply could be a problem and the local contact would be asked for advice. Cllr R Cholmondeley offered to represent Barnt Green on the Bromsgrove Rail Users Group; the EO was asked to find out if Alvechurch PC is also keen to progress this matter.	
Blackwell Road flasher	Not yet re-sited.	
Quarterly inspection of accounts/bookkeeping	Cllr R Cholmondeley offered to do this for the quarter ending 31/03/2017.	
Lickey Hills Society book	Ten copies of the book have been provided to be sold from the parish council office at £5 each.	
Local Bus (BURT)	Both Alvechurch PC and Lickey and Blackwell PC are keen to meet to pursue the local transport initiative; meeting likely to be arranged by BGPC end of June.	
Worcestershire Carers	The representative will present to the parish council at their monthly meeting.	
Quarterly news	BGPC news for the summer quarter has been included in The Village, May 2017.	
Long-term empty properties	Cllr C Hotham, as BDC ward member for Barnt Green and Hopwood ward has asked for clarification on the legal status of long-term empty properties and whether any actions can be taken to reduce the blight on neighbouring properties.	
Social media training	EO is to attend training on WCC social media app (Yammer).	
Footway lighting	In advance of seeking tenders for the footway lighting maintenance contract, the EO is to establish the work that needs to be done and will seek quotes from contractors to replace current lighting (bulbs are no longer being manufactured). Replacement lighting will need careful consideration due to increased brightness.	
Playing field improvements	EO met with officer from North Worcestershire Water Management (NWWM) team to assess suitability of proposed improvements to the water course on north-east boundary of playing field and will notify landlord (Birmingham City Council) of the proposal to remove the concrete blocks from the water course.	
Road closure notice	WCC has notified closure of Bittell Road for 5 days from 05/06/2017 between junctions with Bittell La & Bittell Farm Rd for pavement maintenance / repairs.	
General correspondence received and circulated to members	<ul style="list-style-type: none"> • Community First e-bulletin • Neighbourhood Planning news • MP March newsletter • Lickey Hills Society newsletter • SNT (policing) updates 	<ul style="list-style-type: none"> • WorcsCALC update newsletters • BDC Weekly planning lists • Police & Crime Commissioner • WCC Highways updates • Community Health & Well-being updates
Matters carried forward	SmartWater campaign Barnt Green station lifts Playing Field trees (tree officer check) Local Council Award Scheme (foundation) On-street car parking.	Risk management matrix Condition of drains Footpath to Cofton Social media training Rail Squeal Public toilets

Barnt Green Parish Council

17/081 Finance Report

- a) Review of the council's financial position to 30/04/2017
The bank reconciliation to 30/04/2017, shown on page 122, was circulated and approved.
- b) To note all payments and authorise any outstanding payments
The list of receipts and payments as on page 122, was circulated and approved.
- c) Allocation of reserve funds following the financial year end, in line with policy was agreed.
Thus: General Fund £25,000; Contingency Fund £10,000; Earmarked Fund £29,500 (allocated £4,500 Neighbourhood Plan, £20,000 footway lighting, £5,000 playing field path).
There is also £500 earmarked grant (2016) to Barnt Green cricket club.
- d) Approval of section 1 of the Annual Return, the Annual Governance Statement
It was agreed to approve section 1 of the Annual Return with 'Yes' response to the first eight statements and 'N/A' to the ninth.
- e) Approval of section 2 of the Annual Return, the Annual Accounting Statements
It was agreed to approve section 2 of the Annual Return along with the explanation of variances, year-end bank reconciliation and details of any earmarked or restricted reserves.
- f) To authorise removal of bank signatory from mandate and addition of new signatory
It was agreed to remove former councillor Edwin Gumbley from the bank mandate in line with the following resolution:
 - i) The amendments to the Mandate for the operation of the bank accounts, payment instruction and banking services be approved and be provided to the bank by persons authorised to do so in accordance with the Bank's procedures and the Mandate;
 - ii) The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it;
 - iii) The bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.**It was agreed** to add Cllr Judith Jagger to the bank mandate. In line with the following resolution Barnt Green Parish Council confirms:
 - i) That the people named on the mandate form will be authorised signatories on all accounts;
 - ii) That instructions and changes will be given in line with the mandate;
 - iii) That the council is aware Unity Trust bank may not make enquiries before acting on instructions given by any authorised signatory;
 - iv) The council will notify Unity Trust Bank of any changes to the organisation in writing.
- g) Receipt of requested information relating to St Michael's churchyard
It was agreed to provide a grant of £250 towards the maintenance of the churchyard at St Michael's, Cofton Hackett.
- h) To agree contractor for website re-vamp
It was agreed to appoint Parish Council Websites to revamp the parish council's website.
- i) To agree to accept one of the three quotes for annual insurance cover
It was agreed to appoint Came and Co as broker for the parish council's insurance cover for the three years beginning 01/06/2017.
- j) To agree in principle funding for maintenance of footpath no. 507
It was agreed to contribute to 3-way funding (with WCC Environmental Services and North Worcestershire Water Management) for improvements to footpath no. 507 (parallel to the driveway to the Scout Hut off Blackwell Road) to prevent waterlogging.
- k) To decide on watering arrangements for village planters and hanging baskets
It was agreed to ask the Lengthsman if this task could be added to their visits; the Environment Working Party would consider the matter at their first meeting.

Barnt Green Parish Council

17/082 Events reports

- a) **Fun Run:** all preparations are in hand for the event on 7/5/2017.
- b) **Motor Festival:** Cllr Cholmondeley and Hotham will meet to progress this event scheduled for 02/07/2017.
- c) **Busking Festival:** scheduled for 12/08/2017, no report provided.
- d) **Community Walks:** the Parish Footpaths Officer, Simon Richard will be leading a walk from Millennium Park to Apes Dale and back on the evening of 06/06/2017, details are on the facebook page (Barnt-Green-Community-Walk). Dates of future walks are 23/09/2017 and 27/12/2017.
- e) **Christmas Lights switch-on:** 02/12/2017.

17/083 Committee meetings / working party / member representations

- a) **Village Improvements:** meeting held 12/04/2017, notes circulated. The next meeting is to be on 16/05/2017 to discuss the one issue of parking in the village.
- b) **Neighbourhood Plan:** meeting held for all parish councillors 25/04/2017 to discuss current position and suggest ideas for making progress.
- c) **Annual Parish Meeting:** meeting held 26/04/2017 started with a presentation by Steve Hinton, Head Ranger at Lickey Country Park on the challenges of dealing with invasive tree disease. Matters raised during discussion of parish affairs would be addressed where applicable. The draft minutes will be made available online in due course.

17/084 Environment and Community well-being

- a) **Annual RoSPA report on play equipment**
It was agreed to adopt the report and act on any areas that require attention.
- b) **Hewell Road weed growth**
The Lengthsman would weed-spray along the areas that fall under 'highways' responsibility. Advice would be taken with regard to weeds growing outside of 'highways'.

17/085 Planning

- a) **Current applications** notified for consultation, comments as above, minute no. 17/073.

17/086 Items for consideration at future agendas

Councillors' comments for consideration:

- Cllr S Whitehand: dropped kerb is needed on corner of Hewell Lane/The Longlands
- Cllr C Hotham: Sports Club festival is advertised as closing at 2am; residents are concerned about noise and disturbance in the centre of the residential area.

Councillors' requests for next agenda:

- Cllr S Whitehand: draft appraisal of Barnt Green Conservation Area

17/087 Date and Venue of Next Parish Council Meeting

Parish Council Meeting, Wednesday 7th June 2017 at 80 Hewell Road

This meeting ended at 9.25pm.

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Chairman

7th June 2017

Barnt Green Parish Council

Minute ref. 17/081 (a)

Bank reconciliation for to 30/04/2017.

Bank Reconciliation as at 30/04/2017			
Cash in hand at 1 April 2017			
Unity Bank current account	1,146.05		
Unity Bank deposit account	9,581.24		
Cambridge Building Society	54,516.60		
Opening bank balances		£65,243.89	
Add petty cash	200.00		
Less unrepresented cheques	-521.10		
Opening Cash Book balance		£64,922.79	
Add receipts between 1 April - 30 April 2017	32,473.00		
Less payments between 1 April - 30 April 2017	-4,104.03		
Cashbook balance at 30 April 2017		£93,291.76	A
Cash in hand per bank statements at 30 Apr 2017			
Unity Bank current account	1,908.92		
Unity Bank deposit account	36,666.24		
Cambridge B/S	54,516.60		
Petty Cash	200.00		
Less unrepresented cheques, as list below	-		
Bank balances at 30 Apr 2017		£93,291.76	B

Minute ref. 17/081 (b)

Receipts and Payments record during April 2017

invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v001/R01	Precept, first half 2017/18	31,245.00			
v002/R02	Lengthsman repayment 2016/17	888.00			
v003	BGPF, maintenance inc roll & spike pitch		273.43	45.57	227.86
v004	BGPF notice board installation		136.80	22.80	114.00
v005a	MillPark RoSPA annual inspection		79.80	13.30	66.50
v005b	BGPF RoSPA annual inspection		79.80	13.30	66.50
v006	Office energy, Jan - March 2017		165.51	7.88	157.63
v007	Lengthsman services Jan - March 2017		500.00	-	500.00
v008a	F/path lighting energy March 2017, continuous		12.88	0.61	12.27
v008b	F/path lighting energy March 2017, dusk2dawn		243.67	40.61	203.06
v009a	MillPark grass cutting		56.00	-	56.00
v009b	Village verges cut		28.00	-	28.00
v010	Annual subscription, county/national assocn.		923.01	137.39	785.62
v011	Footpath lighting maintenance, April 2017		264.00	44.00	220.00
v012	Staff pension arrangements		150.73		150.73
v013	Office broadband and landline, April 2017		19.64	3.27	16.37
v014	Office mobile phone, April 2017		5.00	0.83	4.17
v015	Staff salaries		1,068.76		1,068.76
v016	Room hire		39.00		39.00
v017/R03	Playing field hire to 31/12/2016	340.00			-
v018	Website hosting and maintenance, April		58.00		58.00
					-
	sub total for year to date	32,473.00	4,104.03	329.56	3,774.47

Item 17/93: Chairman's report
Cllr R Cholmondeley will report.

Item 17/94 Executive Officer's report –

Footpath alongside scout hut	NWWM latest update is that they are awaiting one final quote after which we will meet to discuss the next steps.
Hewell Rd shops	Response from agent for 28 – 30a (Deedar to Tesco Express) is "We did arrange a couple of weeks ago for the canopy outlet to be cleaned of all debris and I will therefore be grateful if you would please advise me if water is still dripping from the canopies since the works have been carried out. If water is still leaking through the canopy, please can you advise me of the location as if it is to the left-hand side of the Tesco unit then this falls outside our clients demise. With regard to external repairs and decorations to the building, we plan to carry out decorations during the spring/summer of 2018."
Community Speed Watch scheme	The officer, Adnan Ali, will visit to review what is already on site (Bittell Road). The report of an accident 15? May re an overtaking car and a child has been noted.
CALA/Fiery Hill Rd development, car park	In advance of the car park opening, the EO has appointed a technical consultant to ensure the suitability of the car park for purpose. Now awaiting on-site meeting with Cala.
Adopt-a-Station	The scheme administrator advises that the lack of water supply can be overcome; Cllr P Perry has expressed an interest in the scheme and contact details have been forwarded.
Railway station, rail-users group	Alvechurch PC is also keen to progress this matter.
Blackwell Road VAS	This has been re-sited nearer to the 30mph sign.
Quarterly inspection of accounts/bookkeeping	Cllr R Cholmondeley has carried this out for the quarter ending 31/03/2017. A volunteer is required for the next quarter.
Lickey Hills Society book	Seven out of the ten copies of the book on sale from the parish council office at £5 each have been sold so far. Another five have been received.
Local Bus (BURT)	A meeting is to be arranged by BGPC for end of June with both Alvechurch PC and Lickey and Blackwell PC. Members are asked to indicate likely dates.
Footway lighting	In advance of seeking tenders for the footway lighting maintenance contract 2018 - 2021, the EO has established a work schedule for the next three years. This will be put to the Finance Working Party to progress.
Playing field improvements	Water course improvements yet to be undertaken. With regard to the outdoor gym, Proludic rep Tom Cooper has offered to show up to 3 members different sites where similar equipment has been installed: 08/06/2017 at 10am.
Date of installation of double yellow lines at Oakdene Drive	Here is the response from WCC: Thank you for your enquiry and please accept my apology for the delayed response. The proposal generated objections and its implementation has been while these are considered.
Dropped kerb at The Longlands	Thank you for making this request which has been added to a list of countywide requests for new infrastructure. An annual assessment of requests is undertaken from the beginning of July every year. If your request is received after July, then this will be added to the future years assessment. Those schemes assessed as providing tangible benefits for the local community will receive high scoring. Dependent on budget / when funding becomes available those feasible requests at the top of the list will be taken forward the following financial year (i.e. those requests received up to July 2017 and scored well could be delivered in 2018/19). We will advise you in due course if your request is to be delivered as part of a package.
Road closure notice	Sandhills Lane is to be closed for carriageway works from 08/06/2017.
Website re-vamp	The EO has contacted all those businesses and community groups who have information on the current site, to update / 'spring-clean' ready for the new site.

Tree Charter	BG Parish Council is now a Charter Branch member and the Tree Charter can be signed in the parish council office.	
Roadside planters	The new beehive-style planters should be in place and planted up by the time of this meeting.	
Dates of Council Meetings	Members are asked to complete the attached chart to indicate their preferred evening for the council's monthly meetings. Potentially up to four out of 12 first Mondays of the month could be a Bank Holiday and that day is therefore best avoided; the vice-Chairman has other civic commitments on various Mondays and Wednesdays and the Chairman has other commitments on all Wednesdays. The EO also has (training) commitments on a variety of weekday evenings.	
General correspondence received and circulated to members	<ul style="list-style-type: none"> • Community First e-bulletin • Neighbourhood Planning news • MP May newsletter • Lickey Hills Society newsletter • SNT (policing) updates 	<ul style="list-style-type: none"> • WorcsCALC update newsletters • BDC Weekly planning lists • Police & Crime Commissioner • WCC Highways updates • Community Health & Well-being updates
Matters carried forward	SmartWater campaign Barnt Green station lifts Playing Field trees (tree officer check) On-street car parking. Risk management matrix	Condition of drains Footpath to Cofton Social media training Rail Squeal Public toilets

Agenda item 17/95: Finance

- i)
 - A) *Current financial position* – the position as at 31/05/2017 will be forwarded to members before the meeting along with bank reconciliation.
 - B) *Executive Officer actions, after consulting with Chairman and vice-Chairman:*
 - a) the appointment of technical adviser to car park handover;
 - b) appointment of traffic management scheme for road closure on 2/7/17.

- ii) Report from independent internal auditor: see appendix 1. The comment relating to the under-payment of PAYE due to start of the pension scheme is being attended to. The annual period of public inspection will be between 05/06/2017 – 14/07/2017 during which members of the public have the opportunity to view the council's accounts for 2016/17. After the close of the inspection period the External Auditor, Grant Thornton, will issue their report.

- iii) *Application for funding support:*
 - a) *Barnt Green Scouts and Guides* Please see the application form at appendix 2.
 - b) *Citizens Advice Bromsgrove and Redditch* Please see letter at appendix 3.

Agenda item 17/96: Committee, Working party and representatives' reports

- a) To consider matters raised at the Annual Parish Meeting held 26/04/2017, draft minutes at appendix 4:
 - Plants in the planters along Hewell Road need to be maintained and watered;
 - Lifts needed at the station
 - When will new footbridge be installed on path to Cofton
 - Notices at the station are misleading (level access / access all platforms)
 - Bittell Road pavement is difficult for pedestrians / has horse-droppings
 - Dogs should be on a lead in the playing field
 - The proposed outdoor gym equipment will be a 'white elephant'
 - Can the Hewell Road planters be moved nearer to the kerb
 - Are there any plans to install road signs to the new commuters car park
 - Will there be a height barrier
 - What is happening with the SmartWater proposal
 - Representation on the Bromsgrove Rail Users Group
 - Residents should be represented at county/district by the parish council
 - Can we have a pedestrian crossing on Hewell Road
 - Can the traffic warden visit more often/regularly

all

- What happened to the Virgin proposal to install cable?
- b) Update on the Town Team meeting held 15/06/2017: notes and suggested letter to business owners provided by Cllr J Jellie at appendix 5.
To decide appointment of parish councillor as lead liaison with the Town Team: it is recommended that a member be appointed to liaise with the Town Team on behalf of the parish council. Cllr J Jellie has volunteered for this role.
To agree the actions stated in the proposed letter to Business Owners.
- c) **Environment Working Party** meeting held 25/05/2017; notes via Cllr J Jellie as at appendix 6.
To approve the purchase of anti-climb paint for the Millennium Park fence and actions as outlined in the report.
- d) Any other reports: Members to report on meetings attended as representative of the parish council.

Agenda item 17/97: Events

- a) **Fun Run 07/05/2017:** feedback.
- b) **Motor Festival:** update on progress from Cllrs RC and CH.
- c) **Other events:** Busking Festival 12/08/2017; Community Walk 23/09; Christmas Lights 02/12; Post-Christmas walk 27/17

Agenda item 17/98: Environmental & Community Wellbeing

- a) **To agree** the installation of a lockable water tap in Millennium Park. This is to aid watering of the planters on Hewell Road and in the park and will be of help when events are held in the Park. The cost to register the service with Severn Trent Water is £138; the costs of laying the pipe and connection are not yet known.
- b) **To agree** a strategy for publicising the commuters' car park in Fiery Hill Road. One proposed way forward is to stand on the station from 7am to hand out notices to commuters and leave leaflets on windscreens of cars parked in Fiery Hill Road.
- c) **To note** estate agents' boards have been installed outside the relevant area (eg on the corner of Fiery Hill Road with Kendal End Road). It would appear they are allowed on the highway verge only as long as they are within one metre of the property boundary to which they relate. BDC will be writing to the district's estate agents to remind them of this.
- d) **To note** attention has been requested to keep footpath 507 clear for walkers; this will be attended to by the Parish Footpath Warden.

Agenda item 17/99: Communications

- a) **Website upgrade:** The current website provider asks for payment ahead of releasing the domain name for the new website provider, and offers free use of the parish council's logo for which he claims copyright. This means that any future use will need to carry an acknowledgement such as 'Logo copyright Candoo Web Design 2017'. Members are asked to confirm whether they wish to continue with the current logo shown here or whether to move forward with a new design, if one is required.



- b) **Social Media:** To note the EO attended training in the use of 'Yammer', a form of social networking for known members.

Agenda item 17/100: Planning

- a) Planning training has been arranged for Monday 19/06/2017 to which all members of the parish council are invited.
- 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 they are available to view online via <https://publicaccess.bromsgroveandredditch.gov.uk/online-applications/> .
- c) Neighbourhood Plan update from Cllr S Whitehand.

Agenda item 17/101: Governance

Local Council Award Scheme: the parish council has successfully completed the Foundation Level. The Chairman of the judging panel, John Duddington, will be happy to present the award to the next parish council meeting. The granting of the award allows the parish council to use this logo.



Agenda item 17/102: 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.

- Bromsgrove Area Committee for WorcsCALC on 14/06/2017

Agenda item 17/103: Date and venue of next meeting

Date to be advised; venue is 80 Hewell Road B45 8NF

End of report:
Gill Lungley MILCM
Executive Officer
01/06/2017



Diane Malley MAAT

7 New Road
Far Forest
Kidderminster
Worcestershire
DY14 9TQ

Rec'd 15/5/2017

Tel: 01299 269188
Mobile: 07967 857397
Email: diane@dmpayrollservices.co.uk
www.dmpayrollservices.co.uk

12th May 2017

Barnt Green Parish Council
80 Hewell Road
Barnt Green
B45 8NF

Dear Chairman

Internal Audit for Barnt Green Parish Council

I have now completed the internal audit for Barnt Green Parish Council. I have carried out tests on the systems in place and have reviewed the internal controls. I confirm I have acted independently; the basis of the internal audit is by selective assessment of compliance with relevant procedures and controls.

A. Appropriate books of account

Appropriate books of account have been kept during the year. The council has used a spreadsheet to record the books of account, the books are kept up to date and there is evidence they are balanced regularly.

B. Financial Regulations

There is a clear audit trail of all samples picked. Financial Regulations were met, payments were supported by receipts or invoices and payment schedules were reported to meetings.

VAT was appropriately accounted for and a VAT reclaim was made.

C. Risk Assessments

The risk assessment adequate for the council's purposes has been carried out.

The council's insurance cover includes public liability, employer's liability and fidelity guarantee and is adequate for the council's needs.

Computer data is backed up regularly.

D. Precept

The precept was set after the council considered its budget requirements for the year. There is evidence of financial monitoring reports being provided to the council regularly.

E. Income

There were no unusual receipts during the year. Interest has been recorded in the accounting records



Diane Malley MAAT

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F. Petty Cash

Although a petty cash system is not used, there is use of a pre-paid debit card in its place. The use of the debit card is appropriate and expenditure included in the payment schedules provided to the council.

G. PAYE

The PAYE is administered using HMRC's Basic Tools. There is evidence of RTI submissions being made to HMRC.

Your executive officer has been enrolled onto a qualifying pension scheme at the beginning of the year, it would appear that the tax may have been calculated after the pension was deducted and the employee contributions have been made net of tax which has the effect of double tax relief being received. If this is the case then an Earlier Year Update needs to be made to rectify this. The declaration of compliance has been made to the Pensions Regulator.

H. Asset Register

The parish council maintains an updated asset register which has been reviewed during the year.

I. Bank reconciliations

The bank accounts are reconciled to the cash book monthly. I have recalculated the year end bank reconciliation and confirm it is correct.

J. Accounting Statements

The parish council prepares the accounting statements on an receipts and payment basis and agree to the cashbook.

General

In general, the accounting records are well kept and are of high quality.

I would like to thank your executive officer, Gill Lungley, for her assistance in the internal audit review and enclose my invoice for your attention.

Yours sincerely

Diane Malley MAAT

	Barnt Green Parish Council Grant awarding policy and Application Form (November 2016)	 QUALITY PARISH COUNCIL
---	--	--

Application Form

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

1.1	Name of organisation	BARNT GREEN SCOUT + GUIDES CENTRE
1.2	What does the organisation do?	PROVIDES SCOUT + GUIDE CENTRE, FIELD AND AMENITIES FOR LOCAL SCOUTING AND GUIDES (BROWNIES GROUPS)
1.3	How long has the organisation existed?	c. 1926
1.4	Where does the organisation meet?	OFF BLACKWELL ROAD, BARNT GREEN
1.5	How many members belong to the organisation?	c. 150
1.6	How many members live within Barnt Green parish?	c. 120

2.1	Describe the activity or project requiring grant support (Refer to qualifying activities a - f in paragraph 1 of attached policy)	THE PURCHASE OF EQUIPMENT. IN THIS CASE, A 51cm SELF-PROPELLED PETROL MOWER TO MOW APPROACH VERGES, LAWN SURROUND AND BANKS AROUND CENTRE.
2.2	What will be the total cost of the activity or project?	£350
2.3	How much will you provide out of your own funds?	ONGOING RUNNING COSTS
2.4	How much are you seeking from the Council?	£350
2.5	How will the activity or project benefit the residents of Barnt Green?	MAINTAIN AN INVITING AND SAFE AREA ROUND THE SCOUT CENTRE: GREAT DEVELOPMENT AREA FOR CHILDREN. INVITING APPROACH TO BUILDING FOR PAYING USERS - OFFSETTING COSTS



Barnt Green Parish Council

Grant awarding policy and Application Form (November 2016)



2.6 Please provide any further supporting information relevant to this application

The area around the Swift + Guide Centre is mowed by a local farmer (for the field area) and a local parent (for the approaches and verges). The parent has used his own mowers up to now, and has written one mower off on a brick. Now the area has been brought up to a high standard, we are looking to store a new mower on site to keep the grass in good order.

3.1	Applicant's name	RICHARD RUGDATE
3.2	Applicant's position <i>Eg secretary / treasurer etc.</i>	VOLUNTEER . SPOUSE OF CWB LEADER
3.3	Applicant's address	155, BARNT GREEN ROAD COFTON HACKETT BIRMINGHAM B45 8PR
3.4	Applicant's telephone no.	0121 445 6185 . 07767 672512
3.5	Applicant's email address	rdugdate@btinternet.com

Declaration to be made by the Applicant

- I am authorised by the organisation named at 1.1 above to make this application for grant support;
- The organisation agrees to abide by the Parish Council's policy paragraph 4(e) above in connection with any award it makes;
- I enclose a copy of the statement of receipts and payments and, where it exists, a balance sheet approved at the group's most recent AGM together with copies of bank statements covering the past six months;
- The information I have provided in this application form and in supporting documentation is true and accurate.

Signature: rdugdate

Date: 15th May 2017



Bromsgrove & Redditch

rec'd 25/5/2017

APP 3

50 - 52 Birmingham Road
Bromsgrove
Worcestershire
B61 0DD

Scanned.
for Agenda 7/6/17.

Tel: 03444 111 303
0300 330 0650

Housing Advice Unit:
01527 557397

www.bromsgrovecab.org.uk

Mrs G. Lungley
Clerk
Barnt Green Parish Council,
80 Hewell Road
Barnt Green
Birmingham.
B45 8NF

Dear Mrs Lungley,

23rd May 2017

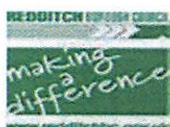
Application for Grant in 2017/18.

Each year I write to all parish councils asking if they can give us some financial support for the current financial year. Last year eight parish councils were able to give us £1,800 towards our core running costs. In 2017/18 Core costs are expected to be £110,000, this is an increase of £17,300 on the previous year and is due to increased staff cost and static funding from Bromsgrove District and Worcestershire Councils.

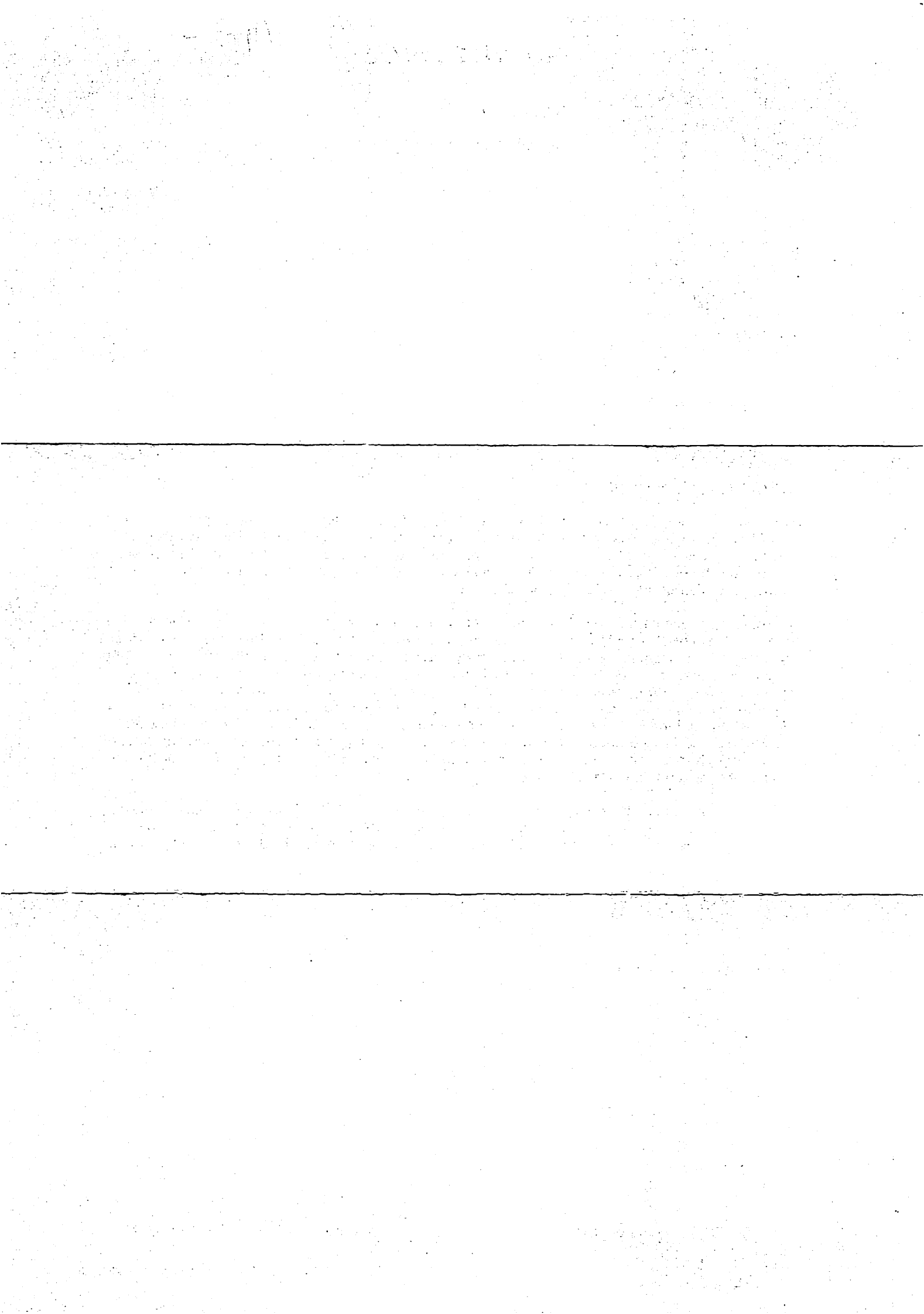
The majority of clients are seen by voluntary advisors, and together with volunteer administrative support. We have over 60 volunteers who give over 18,000 hours of their time each year and are supported by a small paid staff. We have already seen a dramatic increase in the number of clients coming to us as a result of the economic situation and particularly with debt problems, and the associated effects. We normally see over 6,000 clients each year and deal with about 15,000 enquiries. Our clients come from all over the district. We expect to see many more clients in 2017/18. In addition we now offer a telephone help line and is well supported by clients from all over the District, any potential client from our area can now ring the national help line and this will be put through to us, or if we are not open, to another bureau in the County who is on the rota who will then arrange an appointment with us.

If your Council was one that helped us in 2016/17, then I hope that you will be able to assist again, if not, I hope that it may be possible to give us some assistance, no matter how small. I will be happy to provide further information and a copy of our Annual Report for 2015/2016, if this will be helpful.

Yours sincerely
Gordon Cooper (Treasurer)



Citizens Advice Bromsgrove & Redditch is an operating name of Bromsgrove and District Citizens Advice.
Charity registration number 1117552. Company limited by guarantee.
Registered number 5982711 England.
Authorised and regulated by the Financial Conduct Authority FRN: 617526



**Minutes of the Annual Parish Meeting held at 7.30pm on
Wednesday 26th April 2017 in Cofton Lounge, Parish Centre,
Sandhills Road, Barnt Green**

The Meeting was chaired by Cllr Robert Cholmondeley, Barnt Green Parish Council Chairman.

In attendance: Steve Hinton, Senior Ranger, Lickey Hills Country Park
Twelve attendees
Gill Lungley, Executive Officer, Barnt Green Parish Council

1. Welcome

The Chairman welcomed all present.

2. Apologies

Apologies had been received from parish councillors C Hotham and J Jellie; P McDonald.

3. Presentation from Steven Hinton, Senior Ranger, Lickey Hills Country Park

Steve spoke about the outbreak of phytophthora ramorum that kills some tree species such as rhododendron, bilberry, larch, sweet chestnut. Three hectares of larch have been lost to the disease and proactive work is being undertaken to stop it spreading further.

The Lickey Hills are renowned for the bilberry which is part of an unusual ecosystem, so although the disease will almost certainly continue to be present the bilberry will not be deliberately destroyed and despite the threat it appears to be thriving.

The deforestation work has some positive side-effects in that the views across the countryside are returning! New planting of disease-resistant species such as oak, small leaf lime, cherry, and hazel is taking place, with many school children volunteering to take part. The intention is to return to coppice woodland and working with the natural cycle.

The cost of reacting to and taking measures to prevent the spread of disease is ongoing, borne by Birmingham City Council, with 80% of the budget spent on just the larch felling. Neighbours to the park will need to be aware of the threat to trees and shrubs which is likely to be ever present.

The Chairman thanked Steve for his presentation.

4. Minutes of the Annual Parish Meeting dated 27th April 2016

The minutes were approved a true record and signed by the Chairman.

5. Reports from local council representatives

a) Chairman's report

The Chairman gave a report which is given in full at Appendix 1.

The parish council's finances for the year to 31/03/2017 were presented to the meeting (appendix 2). Two comments were made in relation to the planters along Hewell Road – (1) they are not being maintained properly so why keep them? And (2) they do not provide enough room for push-chairs to be safely wheeled along the pavement without sloping.

b) Report from County Councillor for Beacon Division

County Councillor Peter McDonald had sent apologies for missing the meeting.

c) Report from District Councillor for Barnt Green and Hopwood Ward

Coun Hotham had sent apologies for missing this meeting and the following report:

I am sorry I am not able to be with you tonight as this meeting clashes with Bromsgrove District Council's full council meeting.

It has been a difficult year for BDC with very significant central government funding cuts having been experienced. BDC have developed an efficiency plan to highlight how savings and extra income can be achieved over the next 4 years.

This shows that by using up all its reserves BDC can stay afloat for the next 3 years but in year 4 the situation looks extremely grim. At this point, rather than receiving a support grant from central government, BDC are being asked to pay an extra tax of £750,000 back to the government i.e. a negative support grant. Who knows what will happen?

The pointless move from Burcot council house to Parkside has been completed. However, it has emerged that the ongoing cost of the now empty Burcot council house is well in excess of £150,000 p.a. This cost effectively wipes out the latest increase in council tax for this year. So, the extra 2.4% you have been asked to pay this year is all going on an empty building, madness.

The new homes bonus scheme is being run again this year with around £170,000 available for worthy projects. Applications open on 8th May and must be submitted by 30th May. The maximum grant available is £28,800 and there is a simplified scheme for applications under £2,880. If you have a project in mind please contact me.

6. Open Forum

Comments from the floor:

- There has been trouble in Millennium Park with older boys playing football. This may not bode well if public toilets are sited there in the future.
- If the planters can't be well maintained then how will the proposed toilets be looked after?
- When will the lifts at the railway station be installed? The Chairman responded that the budget for the lifts has been approved and work is to start in the autumn.
- When will the new footbridge be installed for the footpath between Barnt Green and Cofton?
- Notices at the station are misleading: one says access to all platforms, another states access is 'step-free'.
- Is any remedial work planned for the pavement along Bittell Road, between 42 and 68?
- Horse droppings are being left on the Bittell Road pavement.
- Dogs should be on a lead when in Barnt Green playing field.
- Proposed outdoor gym might prove to be a 'white elephant'.
- The planters in Hewell Road need to be nearer to the edge of the pavement.
- Are there plans to install signs to the new commuters' car park, Fiery Hill Road?
- Will there be a height barrier to the new car park?
- What is happening with plans to distribute SmartWater to everyone?
- If we have concerns with use of the rail network we would have more impact if part of a Rail Users Group (RUG), such as the Bromsgrove RUG. We could also support the setting up of a station adoption scheme (leaflets available)
- Highways issues should be directed in the first instance to the County Councillor; it was suggested that the parish council should represent anyone who can't do that.
- With the increase in traffic is there any chance of a pedestrian crossing in Hewell Road?
- Parking continues to be a serious concern in the village centre.
- Could the parish council put parking proposals together to present to the county council?
- Could the traffic warden be asked to patrol more often / more regularly?
- What happened to the Virgin proposal to install a cable service?

The Chairman advised these points would be picked up by the parish council in due course and thanked everyone for attending.

The meeting ended at 9.40pm.

.....
Chairman
2018

**Minutes of the Annual Parish Meeting held at 7.30pm on
Wednesday 26th April 2017 in Cofton Lounge, Parish Centre,
Sandhills Road, Barnt Green**

Appendix 1 – Chairman's Report

**ANNUAL PARISH MEETING 2017
Chairman's Report**

I'll start with the composition of the parish council. There are currently 7 parish councillors, though there are positions for 8. Elections are not due until May 2019. In the interim, it is possible to co-opt to fill this vacancy. If anyone is interested, please contact Gill Lungley, the parish council's Executive Officer.

During the past year, the parish council supported the Open Gardens weekend in July, organised the Community Walk in September, co-ordinated the Christmas lights switch on with record numbers in Millennium Park, helped by the 5 new lights, kindly sponsored by Cala Homes. A 5 mile Mulled Wine Walk was organised by our Footpaths Officer, Simon Richards, on 27 December with more than 50 people participating.

Looking forward, as the Sport Relief Mile only happens in alternate years, a fun run is being organised on 7 May, supported by the parish council. A Motor Festival is being run on 2 July and a Busking Festival is being planned for 12 August. The Community Walk will be held on Saturday 23 September. During the year, cycle racks have been installed outside the Chinese take-away in Hewell Road. A new notice board and picnic benches have been placed in Parker's Piece. After a consultation outside the shops on 25 March and 1 April, the proposal for gym equipment accompanying the extension of the stone path in Parker's Piece was broadly supported.

There are some issues where there has been little publicity that have not been overlooked. The Parish Council continues to lobby for the installation of lifts at the railway station which should happen this autumn. The reopening of the footpath at Cofton should happen this year once Network Rail replace the crossing with a footbridge. We continue to work with Worcestershire County Council on improving the drainage on the footpath beside the Scout Hut.

The closure of the road under the railway at the end of Fiery Hill Road was disruptive and affected footfall at our shops. The revised junction is, though, a major improvement.

The Parish Council has completed the documentation for acquiring the car park on the Cala site at the bottom of Fiery Hill Road. It will be operated by

Cala Homes for 12 months before ownership transfers to the parish council. The intention is that it will be available for railway commuters.

The Neighbourhood Planning process moves slowly forward. The 15-year plan of Bromsgrove District Council has been approved. There is still a shortage of identified sites for housing development over this period. A review of the green belt will happen, most probably starting in the next 2 years. The challenge for the parish council is, against this backdrop, to draft a plan where Barnt Green retains its current character as desired by residents.

The Bulletin newsletter, published by the parish council, will in future be produced twice a year rather than quarterly. Instead, a half yearly page will be taken in The Village magazine which reaches a wider audience than just Barnt Green.

Finally, I would like to thank all those who both volunteer and undertake work for the parish council for improving and maintaining Barnt Green.

Cllr Robert Cholmondeley
Chairman, Barnt Green Parish Council
Annual Parish Meeting, 26/04/2017

**Minutes of the Annual Parish Meeting held at 7.30pm on
Wednesday 26th April 2017 in Cofton Lounge, Parish Centre,
Sandhills Road, Barnt Green**

Report of 2016/17 Barnt Green Parish Council - receipts and payments				
Presented to Annual Parish Meeting 26/04/2017				
		2015/16		2016/17
Receipts	Precept received	57,200.00		57,650.00
	Council Tax Support Grant	1,379.00		634.00
	Interest	484.38		389.74
	Lengthsman Refund	1,382.00		1,500.00
	VAT Refund	5,260.41		2,953.83
	Miscellaneous	2,151.05		4,674.93
		Total Receipts		67,856.84
Administration	Staff Costs	16,150.28		16,070.24
	Chairman's Allowance	343.00		150.00
	Office Running costs	7,098.89		7,024.51
	Training/Publications	168.46		657.85
	Meetings/Refreshments	27.00		28.00
	Subscriptions	847.86		748.89
	Insurance	1,026.92		1,036.16
	Auditor Fees	415.00		420.00
	Legal Fees	200.00		183.00
	Loan repayments	-		-
	Election costs	89.70		-
	Donations	-		-
		Administration Costs	771.61	27,138.72
Communication	Newsletters	980.00		980.00
	Website	736.00	1,716.00	696.00
Millennium Park	Park Mowing	756.00		784.00
	Park Maintenance	1,049.88		1,556.54
	Park Safety Inspections	140.00	1,945.88	327.50
Playing Field	Field Mowing	1,822.88		2,551.46
	Field Maintenance	1,338.96		1,672.96
	Field Safety Inspections	140.00	3,301.84	327.50
Environment	Hanging baskets	416.25		616.68
	Planters	786.67		695.67
	Environment maintenance	784.61	1,987.53	387.14
Street lighting	Street light maintenance	3,196.95		4,073.79
	Street light electricity	2,256.42		2,257.53
	Christmas lights	5,640.74	11,094.11	11,218.34
Highways	Lengthsman charges	2,000.00		2,000.00
	Highways	210.00	2,210.00	1,200.00
Miscellaneous	Events	904.15		1,949.20
	Section 137	-		
	Exceptional Items	-		4,568.00
	Fixed Assets	5,607.40	6,511.55	2,971.28
VAT spent	VAT	4,915.95	4,915.95	7,077.75
	Total Payments		60,821.58	74,756.18
	Cashflow		7,035.26	-6,953.68

Notes to the report of 2016/17 payments and receipts account:

1. These draft accounts are presented on a payments and receipts basis and have yet to be audited. See paragraph 5 below for more information relating to the annual audit of the parish council's accounts.

2. The precept for 2015/16 raised £62.11 per Band D annual Council Tax payment; the precept for 2016/17 whilst showing an increase of £450, raised £62.58 per Band D annual Council Tax payment.
3. Other income variances:
 - a) Council Tax support grant, provided to the district council by Central Government, has been reduced and for 2017/18 will be zero.
 - b) In line with the national picture, interest rates are low and the amount of interest raised via deposit and savings account has reduced.
 - c) The Lengthsman scheme continues via Worcestershire County Council who will refund up to £1888 for each of 2015/16 and 2016/17.
 - d) VAT refund demand for 2016/17 has been applied for but not yet reimbursed; amount expected for the year is £7100.
 - e) Miscellaneous income for 2017/17 included 'Shindig' event, New Homes Bonus grant for cycle racks on Hewell Road, Severn Trent contribution towards replacement bollards, sponsorship from Cala Homes for new Christmas Lights.
4. Expenditure variances:
 - a) Administration: some savings under this heading, countered by a significant increase in training costs due to three new councillors during the year and the Executive Officer's (EO) Continuous Professional Development support to meet requirements for General Power of Competence and Award Scheme.
 - b) Communication: little change during 2016/17 but expect changes in 2017/18 – an increase to allow for website upgrade, and decrease due to reduced costs of newsletter (2 x Bulletin & 2 x The Village).
 - c) Millennium Park: increase due to tree surgery costs incurred to maintain the oak tree in good condition and as safety precaution to park users.
 - d) Playing Field: maintenance costs increased due to extra work required including cutting of car park hedge, filling-in of ditch, extra strimming, removal of barbed wire fencing at stream etc.
 - e) Environment: hanging baskets cost increased 2016/17 due to extra number of baskets ordered in support of the Open Gardens event on 2nd/3rd July 2016. Overall costs decreased 2016/17.
 - f) Footpath and Christmas lighting: maintenance costs will increase as the existing lights fail; now an obsolete system and the parish council expects to be running a replacement scheme from 2018 onwards. Electricity costs will rise; the PC has negotiated a fixed rate scheme for the next 18 months. New Christmas lights were purchased, which were sponsored in part by CALA Homes (see 3e above); the scheme involved children from the school in a design competition and provided excellent feedback.
 - g) Highways: the Lengthsman scheme continues to be appreciated by the parish council and residents, and as this is a delegated service via Worcestershire County Council, there is nil net cost to the parish council. The increased costs relate to the purchase of cycle racks (costs covered by New Homes Bonus grant) and to replacement pavement bollards, part costs recovered (see 3e above).
 - h) Events: The parish council supported a Shindig / Live and Local event during 2016/17 which provided a small surplus of £86.90. Other events during the year included support for the Sport Relief Fun Run, Open Gardens event, two community walks and the Christmas Lights switch-on.
 - i) Exceptional items: the amount shown of £4,568 relates to the installation of stone footpath across Barnt Green playing field; this could also be included in the next section as a Fixed Asset.

**Minutes of the Annual Parish Meeting held at 7.30pm on
Wednesday 26th April 2017 in Cofton Lounge, Parish Centre,
Sandhills Road, Barnt Green**

- j) Fixed Assets: items purchased during the year include office furniture, noticeboard and picnic tables for Barnt Green playing field.
- k) VAT: the amount of VAT paid has increased due to the purchase of more capital items. The parish council can reclaim the VAT on all purchases that are described as for non-business purposes; the VAT reclaim has been submitted for 2017/17 but not yet re-paid.
5. The full version of the parish council's accounts may be inspected at the parish council office during the audit period, expected to run from 5th June – 14th July 2017. A summary of the unaudited accounts will be available on the website during that period. To view please contact the office.
6. A copy of the council's bank reconciliation to 31/03/2017 and explanation of reserves is attached.

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2017		
Authority name and reference		BARNT GREEN PARISH COUNCIL		
Prepared by:	Name	GILL LUNGLEY	Date:	
	Role (Clerk/RFO etc)	CLERK/RFO		
Approved by:	Name	ROBERT CHOLMONDELEY	Date:	
	Role (RFO/Chair etc)	CHAIR		
Balance per bank statements as at 31 March 2017		£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:				
Unity Current account		1146.05		1146.05
Unity deposit account		9581.24		9581.24
Cambridge Building Society		54516.60		54516.60
Petty cash		200.00		200.00
Less: any un-presented cheques at 31 March 2017: normally only current account. List date, cheque number & value. Use separate list if needed)				65443.89
Date: 31/03/2017, BACS payment ref v228		521.10		64922.79
Add any unbanked cash at 31 March 2017: (List date & amount received)		0		64922.79
				0.00
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017				64922.79

Reserves	£
(a) Precept/rates and levies	57650
(b) Balance carried forward	64923
(c) Amount of balances less total earmarked reserves (b - d)	39923
Ratio of balances less earmarked reserves to Precept/rates and levies (c/a)	0.69
(d) Earmarked reserves:	
<p>Completion of playing field footpath £5,000 (total cost expected IRO £20,000; either build up fund and/or apply for grant funding to reach amount required)</p> <p>Footpath lighting replacement of obsolete equipment, £20,000 rolling programme.</p>	

Town Team summary of meeting held 16/05/2017:

This email message is being sent to everyone on the Barnt Green village businesses list held by the parish council, and to parish councillors.

A paper copy will be dropped into those businesses that are not on email.

Hi everyone

Here is a summary of what we talked about at the Town Team meeting last Tuesday, 16th May, on the subject of car parking.

The problem is too many cars and not enough car parking spaces....

Ideas:

- Look to making the lines outside the chip shop to being double yellow lines.
- Investigate if a "loading" clause for lorries can be designated on the enforcement signs
- Remove/move the bus stop outside Meadow Farm and replace with marked parking bays / or short-term pick-up/drop-off facility
- Write to business owners and a note in the newsletter re sensible, thoughtful parking to appeal to people's sense of community (*see over*)
- Find out how to get the parking rules changed to 2 hours in all of BG where current rules exist
- Investigate marked parking bays in Sandhills Road and Sandhills Lane
- Outside Café Morso mark out separate parking bays
- Contact the Social club re allowing wider use of their car park for commuters to more easily access the station walk-through to platform 2.
- See if London Midland would install a new pedestrian access of Hewell Road directly on to platform 3.
- Investigate the P sign with London Midland
- Extend the parking restriction up Station Approach / make it clearer where station car park stops and free parking begins.
- Pelican crossing outside the Baptist church
- Engage with County Councillor Peter Macdonald to see how to take plans forward. Worcestershire County Council are the highways authority.

We shall meet again on 11/07 in Café Morso at 5.30 for 6pm.

Please make time to come along to the meeting to share your views on the topic to see if any improvements can be taken forward.

Kind regards, Gill 23/05/2017

Gill Lungley, MILCM

Executive Officer, Barnt Green Parish Council

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e-mail: exec@barntgreen.org.uk

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Arising from the Town Team meeting on 16/05/2017, Cllr J Jellie would suggest the following is sent to all businesses in the village:

Letter to business owners:

Header : Destination Barnt Green

Dear Business Owner

This letter is to confirm the outcomes of a meeting held on the 16th May at Cafe Morso. Business owners in Barnt Green were invited along with some parish councillors to attend to discuss what we can all do to improve the parking situation in Barnt Green for the benefit of all but in particular for the people who shop in Barnt Green, perhaps have lunch or afternoon tea and most importantly spend money in our shops and enjoy doing so!

We all agreed that we are very lucky to live and work in Barnt Green and there were some good ideas proposed and discussed. One of the "no cost" ideas was to write to all the business owners and parishioners to ask for their support in parking sensibly and with thought for the community.

If you can please discuss the best place to park with your employees to enable shoppers to park and perhaps use either the various car parks or somewhere further out of the village so that our valued shoppers can park closer to the shops that they want to go to.

A brisk walk at the start and end of the working day helps to improve fitness levels – you have your employees' best interests at heart by asking them to park outside the village centre!

We will be contacting our parishioners via the Village magazine to ask for their support as well as contacting daily commuters who park in the village and catch the train to work.

As you know from the summary email from last week's meeting we will also be progressing with the other ideas where we can and discuss with you in the 11th July meeting. You will receive a meeting reminder nearer the time and if you know of a Business Owner that did not receive any of the recent communications then please let the Executive Officer Gill Lungley know or ask them to contact Gill if they want to support this initiative.

Kind regards etc.

Notes of the Environment Working Party – 25th May 2017

Cllr J Jellie writes:-

Judith , Gill and I met with Leon Hill from the Bromsgrove Place team. He is part of a team of eight with new members just joined and one on long term sick and one on reduced duties since last September so they are stretched to manage a very large area covering Rubery, Wythall BG, Alvechurch, Portway and Redditch. At this time he doesn't know when he will be back to full strength.

There is a schedule of work for all the team but they are obviously governed by the weather, parked cars etc , but it was good to see there was a (parish council) timetable of works with tasks defined for Neil Hosking our independent contractor, Leon's place team and contracted service provided by BDC.

In terms of maintaining Parkers Piece and Millennium Park there does not seem to be a care issue other than children climbing over the fence to the Quaker property from the park (a letter has been received from the Friends Meeting asking for attention; also see attached photos), we are looking at painting the fence with a " highlighting" paint however we have to provide a warning notice stating the presence of the paint. Leon will look at that for us and let Gill know.

Sweeping of pavements in Hewell road is the Place Team (LH) responsibility however with staff sickness this has slipped; however we have pointed this out and he will look to see if it can be done with the mini sweeper. The same with the gutters early in the morning.

Hewell Lane embankment at the bottom on the left needs cutting, there seems to be an issue with the Place team or Network rail being responsible for this land. Leon is going to see if he can do some tidying in the meantime.

Fiery Hill Road verge is difficult to care for due to parked cars, we are proposing that we ask Neil Hosking to do a "weekend" job and do it. This would be worth the payment as it's nigh on impossible during a working week. We reckon it's only a bi annual task.

We have written to the owners/management company re the Tesco strip of shops re the appearance/care so will hope we get a reply.

Village wide strimming, weeding round bollards, trees, frontages should be done and weeds should be treated and then strimmed out. These tasks are once monthly or bimonthly. Weeds on land owned by the shops should be treated by the shop owners. Gill will write to the house owners next to Deedar to ask them to treat the weeds along the bottom of the wall.



Photographs to show damage to fence at rear of Millennium Park reportedly caused by youths scaling fence to retrieve footballs etc from neighbouring property.

Photographs taken 23/05/2017