

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

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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 **Monday 21st August 2017 at 7.00pm**
at 80 Hewell Road, Barnt Green, B45 8NF

The meeting is open to the press and members of the public who may take part during the adjournment of the meeting (agenda item 17/123a below) to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond at this time to any comments made during the adjournment.

Agenda

17/120 Apologies

To receive apologies from absent members and to record the reason for absence.

17/121 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 agenda items and their nature.
- 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.

17/122 To consider any dispensations

Written requests for the council to grant a dispensation to a council member (as required via Localism Act 2011, s33) are to be with the Executive Officer before the meeting starts.

17/123 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)**

17/124 Adoption of previous minutes

To approve adoption of the minutes of the parish council meeting held 05/07/2017

17/125 Chairman's Report

The Chairman will provide a report.

17/126 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.

17/127 Finance

- (i) To note the current financial position and bills for payment
- (ii) To decide on Christmas lighting hire contract renewal
- (iii) To be advised of any decisions taken by the Executive Officer
- (iv) To note the quarterly book-keeping check was completed 13/07/2017
- (v) To approve appointment of Independent Internal Auditor

17/128 Committee, Working Party and Members' reports on meetings attended

- a) **Virgin Media 04/07/2017**
To note plans to expand the ultrafast network locally
- b) **Planning Committee 20/07/2017 and 07/08/2017**
Comments relating to log no's 071 to 077 inclusive submitted to Bromsgrove DC
- c) **Finance Working Party 27/07/2017**

Recommendations for consideration by full council:

- To seek tenders for role of Village Caretaker; playing field and non-Hewell Road grass verge grass cutting contract; Hewell Road and Millennium Park grass cutting contract
- To confirm Christmas lighting arrangements.
- d) BURT / Community Bus 02/08/2017
- e) Neighbourhood Plan 14/08/2017
- f) Any other report

17/129 Events

- a) Motor Festival: Report attached, event held 02/07/2017 (Cllr Cholmondeley)
- b) Busking Festival 12/08/2017; feedback
- c) Community Walk 23/09/2017 (planning notes attached)
- d) Future events: Christmas Lights 02/12 (planning meeting to be held on 05/09/2017 with village shops and businesses); Post-Christmas walk 27/12

17/130 Environment & Community Wellbeing

- a) Commuters' car park, Fiery Hill Road: assessment of current use and agree further requirements including items raised at Annual Parish Meeting (height barrier / signage)
- b) To be appraised of the work & costs required for the installation of a water supply to Millennium Park

17/131 Communications

- a) To note the next issue of The Bulletin is being printed
- b) To note the re-vamped website is now 'live'

17/132 Planning

- a) To comment on consultations received since 07/08/2017:

Log no. 78	17/00859	40 Hewell Rd	Ground floor rear kitchen extension
Log no. 79	17/00830	34 Bittell Road	Conversion of dwelling house into two independent dwellings

17/133 Governance

- a) To be reminded of the current vacancy for one parish councillor
- b) To approve the website Privacy Policy and Terms of Use

17/134 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.

17/135 Date and Venue of Next Meeting

Next meeting to be held Monday 21st August 2017, 7pm at 80 Hewell Road



Gill Lungley
Executive Officer
15/08/2017

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

Barnt Green Parish Council

80 Hewell Road, Barnt Green, Birmingham, B45 8NF - tel: 0121 447 9893 / mob: 07410 906282

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Supporting notes to agenda for meeting 21st August 2017, 7pm From Gill Lungley, Executive Officer, BGPC

Agenda items 17/120 – 17/122 are standard items.

Please be aware the applicant relating to the planning application log no 078 is known to some of you for his work organising the annual fun runs. In the usual scheme of things if a parish councillor declares an Other Disclosable Interest that relates to a planning application, they are expected to leave the meeting. In this instance so many members might declare an ODI as to render the meeting inquorate, in which case the council will have to decide either that it cannot comment on the application or to grant dispensations to the members declaring the interest.

Dispensation forms must be filled in and lodged with the Executive Officer before the start of the meeting. A copy of the dispensation request form is attached here and is available on the parish council website as a pdf here:

<http://www.barntgreen.org.uk/wp-content/uploads/2013/08/DispensationRequestForm-17-08.pdf>

Item 17/123: The Chairman may stipulate a time limit for each speaker.

- a) **Members of the public** are invited to speak to the council on matters of concern; there is no expectation of dialogue with the council.
- 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 17/124 Previous minutes – of meeting held 05/07/2017 as attached.

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.

Item 17/125: Chairman's report

Cllr R Cholmondeley will report.

Item 17/126 Executive Officer's report –

Footpath alongside scout hut	No further progress – matter still live.
Community Speed Watch scheme	Plea for volunteers included in the newsletter to be delivered early September.
CALA/Fiery Hill Rd development, car park	See agenda item 17/130a
Railway station, rail-users group	To note the franchise for the West Midlands network has been awarded to Abellio, to take over from London Midland December 2017.
Local Bus (BURT)	See agenda item 17/128 (d)
Installation of DYL's at Oakdene Drive	DYL: double yellow lines. Official notice included in local paper on 12/07/2017, DYL's to take effect from 13 July 2017.
Dropped kerb at The Longlands	Not yet progressed.
Website re-vamp	See agenda item 17/131b
Roadside planters and hanging baskets	Care is ongoing. Will know for next year to plant the same type of flower in each tier of the beehive planters, this year with 2 different plants they looked 'odd'.
Rail embankment, Fiery Hill Road	Some works have been carried out to vegetation near the track, none to that near the road side. Matter ongoing.

Fiery Hill Road	The reference in minute 17/110 was incorrect: there was both a 5-day road closure (for Fiery Hill Road works) and a 6-day night closure (for Network Rail works). Works now completed.	
Virgin Media expansion	See agenda item 17/128a	
Water supply, Park	See agenda item 17/130b	
Annual Parish Meeting	Items carried forward include: - Misleading notices at Barnt Green station	
Millennium Park wayleave	The EO has asked Thos Guise solicitors to act on behalf of the parish council regarding the assignment and rent review of the lease for the gas equipment.	
Playing Field – damaged equipment	Replacement equipment has been ordered for The Ledge (two panels were damaged). The council's insurers have contributed to the cost.	
Playing Field – new equipment	RE outdoor gym; this matter is ongoing.	
Damage to equipment	The EO is to meet with the local Community Support Officer who has suggested rather than CCTV, which the council vetoed, installation of wildlife camera.	
Footpath light	Following report of a tree obscuring the light from a footpath lamp in Sandhills Lane, the EO has written to the tree owners asking them to cut it back.	
Items carried forward	Barnt Green station lifts – we have been advised these will be installed this year. Playing Field trees – meeting on 30/08/2017. Footpath to Cofton – advice received that a footbridge will be installed this year. Social Media training – retained for action following website revamp. Public toilets – retained to ensure matter is kept open. Tesco canopy/row of shops – retained to ensure action is taken to reduce drip. Footway lighting – for reporting at each meeting as necessary. Playing Field improvements – retained to ensure regular update. Data Protection Policy and Document Retention Policy to be agreed.	
General correspondence received and circulated to members	<ul style="list-style-type: none"> • Community First e-bulletin • Neighbourhood Planning news • Lickey Hills Society newsletter • SNT (policing) updates • WorcsCALC update newsletters 	<ul style="list-style-type: none"> • BDC Weekly planning lists • Police & Crime Commissioner • WCC Highways updates • Community Health & Well-being updates • Family Support Youth Booklet
Visits/calls to the office	List to be circulated.	

Agenda item 17/127: Finance

- i) *Current financial position* – the list of payments for July and August will be made available at the meeting. The budget comparison to 31/07/2017 is attached. The bank reconciliation to 31/07/2017 is as follows:

Bank Reconciliation as at 31/07/2017			
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 - 31 July 2017	37,700.28		
Less payments between 1 April - 31 July 2017	-19,933.35		
Cashbook balance at 31 July 2017		£82,689.72	A
Cash in hand per bank statements at 31 July 2017			
Unity Bank current account	802.68		
Unity Bank deposit account	27,170.44		
Cambridge B/S	54,516.60		
Petty Cash	200.00		
Less unrepresented cheques, as list below	-		
Bank balances at 31 July 2017		£82,689.72	B

- ii) Christmas lighting hire contract renewal. The 3-year hire agreement with Blachere has ended and they have provided a quote for the next three years, to follow. Members are asked to consider approval of the agreement
- iii) Report of decisions taken by the Executive Officer – to be advised.
- iv) To note the quarterly book-keeping check for the period 01/04/2017 to 30/06/2017 was carried out on 13/07/2017 by Cllr J Jellie.
- v) To approve appointment of new independent Internal Auditor. Barnt Green PC has been using the same internal auditor for a good number of years and the parish council agreed to seek an alternative provider to ensure the annual Internal Audit continues to be an objective assessment of the council's financial position. The Chief Executive of Worcs CALC has recently recommended DKE Audit Services and the EO has contacted them with a view to using them for this financial year.

Agenda item 17/128: Committee, Working party and representatives' reports

- a) Report on meeting with representatives of Virgin Media 04/07/2017 and feedback on Community Information Event held 03/08/2017 at Trinity Hall.
- b) Planning Committee meetings held (a) 20/07/2017 and 07/08/2017: draft minutes attached.
- c) Finance Working Party met 27/07/2017, notes attached. Members are asked to consider, and approve:
 - The creation of the role of Village Caretaker and to seek tenders for that role in capacity as either self-employed contractor, or as a worker working on a flexible time table for a set number of hours per year.
 - Consolidate and seek tenders for cutting Fiery Hill Road, Hewell Lane and Hewell Road public grass verges and hedges into the same contract for regular cutting of Barnt Green playing field grass and hedges and either add to the contract for Millennium Park, or
 - Seek tenders for the contract for cutting Hewell Road / Orchard Croft grass verges and regular cutting of Millennium Park grass, tree and hedge maintenance. Separate report to follow.
 - Confirm Christmas lighting arrangements, ie:
 - Re-use the same lighting as last year;
 - install Christmas lighting around the Millennium Arch and aware this will need to be low voltage;
 - pay for an additional child's design to be added to the collection;
 - extend the display along Station Approach (to check height clearance etc).
- d) BURT/Community Bus meeting held 02/08/2017: report attached.
- e) Neighbourhood Plan meeting held 14/08/2017: Cllr S Whitehand to report.
- f) Any other reports: Members to report on meetings attended as representative of the parish council.

Agenda item 17/129: Events

- a) **Motor Festival:** Cllr Cholmondeley has provided a report, attached.
- b) **Busking Festival 12/08/2017:** Cllr C Hotham to report.

- c) **Community Walk 23/09:** planning notes are attached. Volunteers required to act as walk leaders.
- d) **Christmas Lights 02/12:** planning meeting is to be held on 05/09/2017 with village shops and businesses
- e) Other events - Post-Christmas walk 27/17

Agenda item 17/130: Environmental & Community Wellbeing

- a) **Commuters' car park:** to assess the situation following opening of car park for public use on 08/08/2017, 4pm. To consider whether further leafleting, signage both to the site and on the site to explain terms of use, is required.
- b) **Millennium Park water supply:** the initial quote for installation of water supply to the park is £2,597 just for the water board connections and does not account for the work we need to do to provide connecting pipes and tap. EO has asked for review of costs and will provide an update to the meeting.
- c) **Aqueduct Lane aqueduct bridge:** EO was recently notified of a situation when a lorry was unable to continue along Aqueduct Lane due to its height (the driver was following sat-nav and had ignored the height restriction signs at the junction with Sandhills Green), on reversing to turn around to follow the correct route, the lorry bottomed-out and was stuck for 4 hours, causing inconvenience to residents and road users. It would appear this is not an uncommon occurrence. Members are asked to consider requesting a flashing height restriction sign, notification to WCC Highways to amend SatNav instructions or similar to improve the situation.

Agenda item 17/131: Communications

- a) **Newsletter.** The Autumn issue of The Bulletin is in the process of being printed following members' general agreement of content.
- b) **Website.** The newly revamped website is now 'live'. Please report any glitches or observations to the EO.

Agenda item 17/132: Planning

- a) Two 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/>.

Agenda item 17/133: Governance

- a) To be reminded of the current vacancy for one parish councillor
The vacant seat is to be filled by co-option. Members are asked to consider a suitable candidate; application forms are available from the EO.
- b) To approve the updated Website Privacy Policy and Terms of Use, copy attached.

Agenda item 17/134: 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.

Agenda item 17/135: Date and venue of next meeting
Tuesday 19th September 2017, venue is 80 Hewell Road B45 8NF

End of report:
Gill Lungley MILCM
Executive Officer
15/08/2017

Attachments:

- Agenda item 17/124: Draft minutes of meeting held 05/07/2017, pp 8 - 13
- Agenda item 17/127: Budget comparison to 31/07/2017, page 14
- Agenda item 17/128 b(a): Draft minutes of Planning Committee meeting held 20/07/2017 pp 15 - 16
- Agenda item 17/128 b(b): Draft minutes of Planning Committee meeting held 07/08/2017 pp 17 - 19
- Agenda item 17/128 c: Summary of Finance Working Party meeting 27/07/2017, pp 20 - 25
- Agenda item 17/128 d: Summary of meeting on Community Bus held 02/08/2017, pp 26 - 27
- Agenda item 17/129 a: Post Event Review, Cllr Cholmondeley's report on Motor Festival, pp 28 - 29
- Agenda item 17/129 c: Planning notes for Community Walk 23/09/2017, page 30
- Agenda item 17/133 b: Updated Website Privacy Policy and Terms of Use, pp 31 - 33

Distribution list:

- Summary agenda to locked public notice board, Hewell Road, 15/08/2017
- Full agenda:
 - Published to website 15/08/2017
 - Email to all parish council members, 15/08/2017
 - Email to County Councillor, 15/08/2017
 - Email to The Village, 15/08/2017

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**Minutes of the Parish Council meeting
held at 80 Hewell Road, Barnt Green
on Wednesday 5th July 2017 at 7.00pm**

A1 17/124

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, P Perry, S Whitehand

In attendance: Invited guests, Mr and Mrs J Duddington
Executive Officer, Gill Lungley

The Chairman welcomed all to the meeting.

Prior to the start of council business, John Duddington, Chairman of the Local Council Award Scheme Panel to the Worcestershire County Association of Local Councils, presented the Foundation Award certificate to Cllr Robert Cholmondeley. The award recognises the value of the parish council's work.



17/104 Apologies
Cllr J Jellie.

17/105 Declarations of Interest

Members were reminded of the need to keep the Members' Register of Interests up to date and were invited to declare either any Disclosable Pecuniary Interests or any Other Disclosable Interests.

No declarable interests were notified.

17/106 Consideration of dispensation requests

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

17/107 Adjournment of meeting to hear from:

a) **Members of the Public:**

No wish for the members of the public to speak.

b) **Worcs County Councillor, Beacon division:**

No presentation was available from **Peter McDonald**.

c) **Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward.**

1) BDC are working hard to make savings where possible, this includes further streamlining of shared services and the possibility of redundancies. A commercial manager might be employed to see what income can be generated to supplement that raised via Council Tax. With regard to the budget, it would appear a surplus of £1m has been made.

2) The political make-up of the council has changed following the election of an independent member at the recent by-election for Alvechurch village ward. This has impacted on the committee memberships such that Coun Hotham is no longer a member of the BDC Planning Committee but hopes to be appointed to the Overview and Scrutiny Committee.

17/108 Minutes of the previous council meeting

The minutes of the Annual Parish Council meeting held 7th June 2017 were agreed a true record and signed by the Chairman.

17/109 Chairman's Report: Cllr R Cholmondeley

Cllr Cholmondeley advised he would be attending the First School on 7th July on behalf of the Parish Council to celebrate the grand opening of the bus classroom; the ribbon to be cut by Sajid Javid, MP.

17/110 Updates and Decisions taken by the Executive Officer (EO) since last meeting

Footpath alongside scout hut	No further progress since last meeting; awaiting WCC to arrange meeting after they have received all quotes for work.
Community Speed Watch scheme	The request for volunteers has been emailed to all parish council contacts but there has been slow uptake. Members agreed to petition residents of Bittell Road.
CALA/Fiery Hill Rd development, car park	Cala have updated progress as at 27/06/2017 and will be in touch to discuss handover.
Railway station, rail-users group	Bromsgrove Rail Users Group has been advised that Cllr Cholmondeley will attend meetings on behalf of Barnt Green.
Local Bus (BURT)	Bromsgrove and Redditch Network, BURT operators, are to meet on 02/08/2017 both Alvechurch PC and Lickey and Blackwell PC have been invited to attend.
Installation of DYL's at Oakdene Drive	Re Double yellow lines for Oakdene Drive; resident has requested sight of all parish council correspondence with WCC on this matter.
Dropped kerb at The Longlands	County Councillor P McDonald has also been advised of the requirement for a dropped kerb here but he requires the name of the resident whose plight triggered the request. This will be followed up.
Website re-vamp	An online link was provided to members to view the draft website.
Roadside planters and hanging baskets	The new beehive-style planters are now in place; watering of North planter is being done by nearest residents who are keeping a record of water used in case their metered water bill increases dramatically, watering of South planter is done by both EO and the Lengthsman. The EO monitors and tops up the planters on Hewell Road and in Millennium Park (making use of the water barrow). All hanging baskets are also now in place.
Dates of Council Meetings	From January 2018, the date of every BGPC meeting will be the 3 rd Monday of each month except December. Until then, for the remainder of 2017, there will be a variety of 3 rd Monday, Tuesday and Wednesday. A copy of the schedule has been posted to the noticeboards and website.
Rail embankment, Fiery Hill Road	Network Rail have been asked to cut back overhanging vegetation (Fiery Hill Road), their response was that work would be dependent on budget and priority. NR have also been advised of presence of Japanese Knotweed.
Fiery Hill Road	The 5-day road closure to allow for finishing to WCC standards has been amended to night-time working, starting 07/08/2017 for 6 nights.
Virgin Media expansion	Members are to receive a presentation on 4 th July on the planned installation works in the Barnt Green area.
Fence, Millennium Park	Warning signs have been installed on the fence between the park and the Friends Meeting House; anti-climb paint will be applied in due course.
Water supply, Park	Severn Trent Water Ltd are processing the request to install a tap.
Annual Parish Meeting	Items carried forward include: <ul style="list-style-type: none"> - Misleading notices at Barnt Green station - Plans for highways signs to new car park - Height barrier at new car park
Training	EO attended training on data protection and the new General Data Protection Regulation that will come into effect on 25/05/2018.
Review of previously carried forward matters as requested by Cllr J Jellie	<p><u>Items to be removed from carried forward list:</u> SmartWater campaign; On-street car parking; Risk management matrix; Condition of drains; Rail Squeal.</p> <p><u>Items to remain on carried forward list:</u> Barnt Green station lifts; Playing Field trees (EO to contact WCC, Environmental Services Officer); Footpath to Cofton; Social Media training; Public toilets (Cllrs CH, RB and PP to progress); Tesco canopy/row of shops (drip); Footway lighting for review prior to contract agreement 2018; Playing Field improvements.</p>

<p>General correspondence received and circulated to members</p>	<ul style="list-style-type: none"> • Community First e-bulletin • Neighbourhood Planning news • Lickey Hills Society newsletter • SNT (policing) updates • Guided Walk, Cofton 6/7/17 • Worcestershire World War 100 	<ul style="list-style-type: none"> • WorcsCALC update newsletters • BDC Weekly planning lists • Police & Crime Commissioner • WCC Highways updates • Community Health & Well-being updates • Family Support Youth Booklet
<p>Visits/calls to the office</p>	<ol style="list-style-type: none"> 1. Resident thinks the pavement on Hewell Road between the Vic and railway bridge is a dangerous slope particularly in the winter when it's slippery. 2. Bittell Road resident concerned re siting of beehive planter - which was re-sited. 3. Resident re drone nuisance - referred to the Civil Aviation Authority and to call 101, local police when concerned. 4. Resident, noise nuisance of trains where she lives off Station Approach. 5. Resident, judge for Shropshire Best Kept Village competition, suggest we convert decommissioned phone box into book exchange. 6. Residents, various footway lighting (Longlands, Sandhills Lane) not working. 	

17/111 Finance Report

- i)
 - A) *Current financial position* – the bank reconciliation to 30/06/2017 and the list of receipts and payments since the previous meeting were circulated and noted, as page 134.
 - B) *Executive Officer actions, after consulting with Chairman and vice-Chairman:*
 - a) National Grid (Gas) plc (formerly British Gas) had written to advise ownership of their equipment is to be transferred to Cadent Ltd; this would affect the lease between the parish council and British Gas for that part of Millennium Park where gas equipment is stored. The EO will progress accordingly.
- ii) It was mentioned that there might be alternative options for earning a higher rate of interest in deposit accounts; EO to monitor the situation.

17/112 Committee, Working party and representatives' reports

a) Environment Working Party

Cllr J Jellie had provided a report on recent meetings, outlining the WP's two main issues of (1) parking in the parish and (2) the 'look and feel' of the parish. The parking issue tied in with comments arising from the Town Team meeting (to be renamed Village Team), for which Cllr Jellie had produced a Wish List and Action Plan. The recommendations arising from the EWP were considered as follows:

- i) Include an article in the next Bulletin asking all residents to park appropriately when visiting the village centre. Decision: **AGREED**.
 - ii) Meet with County Councillor to discuss parking issues. Decision: **Members preferred** to delay seeking to meet with the County Councillor until a unified approach had been agreed; there was no reason the Village Team could not arrange a separate meeting. Members would submit their comments on the 14 items on the Wish List to the EO for collation.
 - iii) Contact London Midland to seek wider variation of parking permits. Decision: **no need** to do this as the current offer appears to be reasonably flexible.
 - iv) Write to Fields in Trust to ask if northern hedge can be removed to allow for car parking in Sandhills Road. Decision: **REFUSED** since to do so would dilute the parish council's commitment to retaining the park as an open space.
- b) **Bromsgrove Area Committee, Worcestershire CALC meeting 14/06/2017:**
Cllr S Whitehand and the EO had attended. The election of Chairman had seen the retiring Chairman re-instated for that meeting only; members were asked to consider taking on this role.
- c) **Any other meeting**
No further reports were presented.

17/113 Events reports

a) Fun Run:

Members considered options for future Fun Runs; **it was agreed** to alternate Sport Relief and Barnt Green Chuggers fun runs on an annual basis.

b) Motor Festival: held 02/07/2017

As one voice, all members congratulated Cllr Cholmondeley on a very enjoyable and successful event. Cllr Cholmondeley thanked everyone for their help and would provide more detailed feedback on the event in due course. He proposed a donation of £100 be made to the Barnt Green Scouts for their active support during the afternoon.

It was agreed to make a donation of £100 to the Barnt Green Scouts.

c) Other events: Busking Festival, scheduled for 12/08/2017*; Community Walks to be held 23/09/2017 and 27/12/2017. Christmas Lights switch-on: 02/12/2017.

***It was noted** members had made no preparations for involvement in the Busking Festival.

17/114 Environment and Community well-being

a) Commuters Car Park

It was agreed to place a leaflet on the windscreen of all cars parking in Fiery Hill Road, Oakdene Drive and at other spots used by rail commuters, to notify the availability of space in the newly opened car park at the start of August.

b) Barnt Green playing field

(i) Two panels of the climbing wall had been wilfully damaged; the damaged panels had been removed and the incident had been reported to the police and insurance broker. Members considered the state of the equipment and surrounding area and believed the incident to be a 'one-off' but to continue to monitor the situation and ensure the site appears well maintained.

It was agreed to replace the two panels of the climbing wall.

(ii) The impact of the above incident on the proposal to install outdoor gym equipment **It was agreed** to seek any permissions required (re planning department / landlord) and Cllrs R Cholmondeley and S Whitehand would seek advice from Bromsgrove DC leisure and recreation officer.

(iii) To consider the installation of CCTV at the playing field.

It was agreed to not progress this proposal.

17/115 Communications

a) Newsletter

The next issue of The Bulletin is to be issued at the end of August: members would suggest items for inclusion.

17/116 Planning

a) Planning training from Bromsgrove DC planning officers was held in the parish council office on Monday 19/06/2017. The EO would clarify the comment relating to the parish council's responses to consultations.

b) Consultations for comment

Log no. 070	17/00636	6a Cherry Hill Rd	Roof extension with rear dormer window
Pc comment: Based on the information circulated to the meeting held on 5th July 2017, the Parish Council would recommend this application for approval.			

It was noted a new consultation had been notified (log no. 071); members agreed the response to this could be dealt with via delegated authority to the EO.

c) Neighbourhood Plan update from Cllr S Whitehand. All members were asked to read the items that Cllr S Whitehand has circulated via dropbox.

17/117 Governance

- a) **Casual vacancy:** members were reminded of the current situation whereby they are free to co-opt a suitable candidate to fill the vacant seat.
- b) **Working Party Terms of Reference**
Terms of Reference for the Environment Working Party, Finance Working Party and Village Team Working Party were agreed.
- c) **General Data Protection Regulation**
The EO had recently attended training on this topic and would be preparing for the new legislation that comes into effect on 25/05/2018.
- d) **Data Protection Policy and Document Retention Policy**
It was agreed to progress these requirements.

17/118 Future meetings and items for future agendas

No other meetings were notified.

Cllr C Hotham advised that the 'footpath' alongside Blackwell Road as it passes under the M42 had been made safer for pedestrians.

17/119 Date and venue of next meeting

Monday 21st August, 7pm at 80 Hewell Road B45 8NF

This meeting ended at 9.15pm.

.....
Chairman

21/08/2017

Minute ref. 17/111.1(A)

Bank reconciliation to 30/06/2017.

Bank Reconciliation as at 30/06/2017			
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 June 2017	37,690.28		
Less payments between 1 April - 30 June 2017	-15,075.52		
Cashbook balance at 30 June 2017		£87,537.55	A
Cash in hand per bank statements at 30 June 2017			
Unity Bank current account	4,761.04		
Unity Bank deposit account	28,670.44		
Cambridge B/S	54,516.60		
Petty Cash	200.00		
Less unrepresented cheques, as list below	610.53		
Bank balances at 30 June 2017		£87,537.55	B

£0.00

Receipts and Payments record June, to 30/06/2017

How paid	invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Net
		subtotal for month, May 2017	-	4,336.35	222.75	4,113.60
		Total for year to date to 31/05/2017	32,473.00	8,443.38	552.31	7,888.07
				Payments Gross	Payments VAT	
d/d	v036	Christmas Illuminations, unmetered supply		59.05	9.84	49.21
BACS	v037a	Park litter picking and play equipment checks		60.00		60.00
BACS	v037b	Play field litter and equipment checks		60.00		60.00
BACS	v038	Independent internal auditor		120.00		120.00
BACS	v039	Website design & hosting, contract terminate		95.36		95.36
BACS	v040	First Aid and Medical Cover for Fun Run		138.24	23.04	115.20
BACS	v041	PAYE arrears for 2016/17		203.61		203.61
s/o	v042	Playing field and environs maintenance		278.89	46.48	232.41
BACS	v043	Floral cascade, 5 tier x 2 Beehive planters		1,791.05	298.51	1,492.54
d/d	v044a	Footway lighting, dusk to dawn		223.12	37.18	185.94
d/d	v044b	Footway lighting, continuous energy		12.25	0.58	11.67
d/d	v045	Quarterly banking charge		18.00		18.00
BACS	v046a	grass cutting, Millennium Park		112.00		112.00
BACS	v046b	grass cutting, village verges		28.00		28.00
BACS	v047	Hire of toilet cubicles for Fun Run		156.00	26.00	130.00
d/d	v048	Staff pension		157.03		157.03
d/d	v049	Office mobile phone, June 2017		5.24	0.87	4.37
s/o	v050	footpath lighting maintenance, June 2017		264.00	44.00	220.00
s/o	v051	Office rent for 2nd quarter		1,237.50		1,237.50
BACS	v052	PAYE/NI for 2nd quarter		610.53		610.53
BACS	v053/R04	VAT reclaim to 31/03/2017	5,213.08			-
BACS	v054	Staff salary, June 2017		847.55		847.55
BACS	v055	Water connection request		137.88		137.88
d/d	v056	Office landline and broadband, June 2017		19.84	3.31	16.53
BACS	v061	interest	4.20			-
		subtotal for month June 2017	5,217.28	6,635.14	489.81	6,145.33
		Total for year to date to 30/06/2017	37,690.28	15,075.52	1,042.12	14,033.40

RECEIPTS AS at 08/08/2017	Agreed budget 2017/18	Budget summary	Actual received / spent to date	Variance
Precept	62,490	62,490.00	31,245.00	31,245.00
Interest	100	100.00	-	100.00
Lengthsman reimbursement	2,000	2,000.00	888.00	1,112.00
VAT Refund	4,500	4,500.00	5,213.08	713.08
Other income	320	320.00	-	320.00
Hires (room / playing field)	680	680.00	350.00	330.00
Total receipts	70,090.00	70,090.00	37,696.08	32,393.92
PAYMENTS As at 08/08/2017				
Staff Costs	16,400		5,471.99	10,928.01
Chairman's expenses	400		-	400.00
Office Running costs	6,000		1,526.09	4,473.91
Training and Publications	300		25.00	275.00
Meeting Rooms and Refreshments	250		39.00	211.00
Subscriptions	1,000		785.62	214.38
Insurance	1,050		759.93	290.07
Auditor Fees	450		120.00	330.00
Legal/Professional Fees	500		-	500.00
Loan repayments	-		-	-
Election costs	500		-	500.00
Donations	1,000		850.00	150.00
General admin cost (inc bank charges)	472		213.29	258.71
Administration		28,322.00		-
Newsletters	1,000		150.00	850.00
Website	1,500		860.36	639.64
Communications		2,500.00		-
Park Mowing	915		560.00	355.00
Park Maintenance	1,500		96.44	1,403.56
Park Safety Inspections	350		66.50	283.50
Playing Field		2,765.00		-
Field Mowing	1,700		697.23	1,002.77
Field Maintenance	1,000		888.27	111.73
Field Safety Inspections	350		66.50	283.50
Millennium Park		3,050.00		-
Hanging baskets	550		455.00	95.00
Planters	900		634.50	265.50
Other environmental	1,500		254.29	1,245.71
Village Environs		2,950.00		-
Lights Maintenance/repairs	4,000		1,156.76	2,843.24
Lights Electricity	3,500		1,005.64	2,494.36
Christmas Lights/Tree	7,000		49.21	6,950.79
Street Lighting		14,500.00		-
Lengthsman charges	2,000		1,000.00	1,000.00
Highways	500		-	500.00
Highways		2,500.00		-
Community Walks and other events	3,000		1,747.48	1,252.52
Neighbourhood Plan	3,000		-	3,000.00
		6,000		-
Payments: Revenue Budget	62,587	62,587.00	19,479.10	43,107.90
Capital Projects funded via Reserves	3,000.00	3,000.00	1,492.54	1,507.46
VAT paid	4,500	4,500	1,811.70	2,688.30
Total payments	70,087.00	70,087.00	22,783.34	47,303.66

Barnt Green
Parish Council

**Budget comparison
as at 08/08/2017**

For consideration at
council meeting
21/08/2017

Barnt Green Parish Council

Minutes of the Planning Committee meeting held on
Thursday 20th July 2017, at 7pm at 80 Hewell Road, Barnt Green

Cllrs Present: Cllrs - S Whitehand (Chairman), R Cholmondeley, J Jagger, P Perry

In attendance: Executive Officer, Gill Lungley

PI17/20	Election of Chairman Members agreed to reappoint Cllr S Whitehand to the Chair.		
PI17/21	Apologies Cllrs R Briggs, J Jellie.		
PI17/22	Declarations of Interest a) The requirement to keep the Register of Interests updated was noted. b) No Disclosable nor Other Disclosable Interests were declared		
PI17/23	Dispensation requests There were no dispensation requests to consider.		
Public Question Time No members of the public were present.			
PI17/24	Approval of previous minutes The previous meeting, scheduled for 22/03/2017, had been inquorate. This had covered agenda items PI17/14 to PI17/19 and therefore the corresponding minute numbers. Planning matters including consultations since then had been dealt with at full council meetings.		
PI17/25	Planning Consultations		
	a) The parish council had been consulted on the following plans:		
	BDC ref	P Log	Address
	17/00678	071	30 Hewell Road (Tesco Express)
	Replacement of all existing plant with a new unit, relocation of one number of existing AC unit and replacement of existing platform with new galvanised steel platform including steps and handrail edge protection.		
	PC comment: Approve this application providing the noise levels fall within acceptable parameters: PC is aware that whilst the proposed AC units face a car park, where excessive noise would not overly impact on quality of life, there are residential flats on either side of the Tesco unit and residential gardens a little further away.		
	17/00756	072	17 Oakdene Drive
Single storey front extension			
PC comment: Recommend approval of this application			
17/00758	073	57 Bittell Road	
Replacement of garden wall to front of property			
PC comment: The Parish Council would recommend refusal because the combination of the proposed height and style of the wall would not be in keeping with the neighbouring wall structures along this side of Bittell Road. The information provided does not include a Design			

Barnt Green Parish Council

	<p>and Access statement so the parish council has seen no justification for the proposal. However, if the height, proposed at nearly 2m, is absolutely necessary due to the physical lie of the land at the site and perhaps the householders' understandable quest for better parking accommodation at the site, then the Parish Council would prefer to see a design that is in keeping with the immediate neighbour at no. 59 (for which, it is believed, retrospective permission was obtained some years ago).</p>		
	<p>Two other plans had been received for consultation:</p>		
	17/00537	074	11 Blackwell Rd Proposed extensions and improvements to an existing dwelling
	17/00826	075	3 Sandhills Rd Proposed pitched roof over existing flat roofed single garage
	<p>It was agreed the Executive Officer would collate comments from members to respond on behalf of the council within the allotted time frame, and report to the next Parish Council meeting on 21st August.</p>		
PI17/25	<p>b) Note of decisions made by the Planning Authority on previous consultations.</p>		
b)	<p>A copy of the decisions made by Bromsgrove DC since 01/01/2017 was circulated to members with the agenda for this meeting.</p>		
PI17/25	<p>c) Note of any further planning matters of relevance</p>		
c)	<p>(i) Cllr Cholmondeley commented on the Worcestershire Rail Investment Strategy which considers the likely progress of rail use in the county over the next 25 years. For Barnt Green the Strategy predicts an increase in both passenger numbers and car parking spaces. Members agreed this will need to be considered in relation to the Neighbourhood Plan.</p> <p>(ii) Cllr Whitehand advised of the requirement for the Neighbourhood Plan Group to meet in August and would arrange a suitable date.</p>		
PI17/26	<p>Date of next meeting The date, time and venue of the next meeting to be decided.</p>		

The meeting closed at 20:10.

Signed: _____
Chairman

Date: _____

Barnt Green Parish Council

**Minutes of the Planning Committee meeting held on
Monday 7th August 2017, at 7pm at 80 Hewell Road, Barnt Green**

Cllrs Present: Cllrs - S Whitehand (Chairman), R Briggs, R Cholmondeley, P Perry

In attendance: Executive Officer, Gill Lungley

PI17/27	Apologies Cllr J Jellie.
PI17/28	Declarations of Interest a) The requirement to keep the Register of Interests updated was noted. b) No Disclosable nor Other Disclosable Interests were declared
PI17/29	Dispensation requests There were no dispensation requests to consider.
<p>Public Question Time</p> <p>Three members of the public (MOP) were present with regard to the application to develop land off Sandhills Green – PC log no. 076, BDC application no. 17/00631 - and commented as follows:</p> <p>MOP A:</p> <ul style="list-style-type: none"> i. the proposal is out of character with neighbouring properties and existing street scene; ii. will be just a few inches away from the neighbouring property on one side (joined on the other); iii. will take away light / sunlight from neighbour's upstairs and kitchen; iv. will block all views over countryside; v. will impact on the shared septic tank; vi. will devalue the neighbouring properties. <p>MOP B:</p> <ul style="list-style-type: none"> i. proposal is unlike neighbouring properties, does not reflect the unique stonework; ii. does not add anything to the site; iii. will lead to loss of privacy; iv. questions as to how the proposed property will be maintained; v. inappropriate setting; vi. will spoil the current symmetry of that cluster of dwellings; vii. Gaunts Cottage, to the east of the proposal site, will become a semi-detached residence. <p>MOP C:</p> <ul style="list-style-type: none"> i. proposal is contrary to the Barnt Green's Plan policy in relation to character statement; ii. the Planning Officer is on annual leave yet residents have been notified and must respond within 21 days, yet there is no opportunity to talk about the application with the relevant officer; would like an extension to the consultation period; iii. the plot is extremely small; iv. the windows of the proposed development will overlook and look into neighbour's residential rooms; v. the proposed water treatment plant will encroach onto neighbouring property against the Environment Agency good practice guidance; worries about seepage. <p>All three members of the public were united in their wish to see this application refused entirely.</p>	
PI17/30	Approval of previous minutes At the end of this meeting, the Chairman returned to this item; minutes of the meeting held 20/07/2017 were deemed correct and were signed.

Barnet Green Parish Council

PI17/31	Planning Consultations		
a)	a) The parish council had been consulted on the following plans:		
	BDC ref	P Log	Address
	17/00537	074	11 Blackwell Road
			Proposal
			Proposed extensions and improvements to an existing dwelling
<p>This application had been referred to at the previous meeting, members had noted it was a reduced application to that previously submitted; due to the consultation period ending on 07/08/2017, the Executive Officer had already submitted comment, as follows:</p> <p>PC comment: he Parish Council planning committee will be meeting this evening to review this application; however in previous discussion they were not averse to this revised, improved application and I do not expect any change to that opinion. The Parish Council is therefore likely to suggest it is approved.</p>			
	17/00826	075	3 Sandhills Road
			Proposed pitched roof over existing flat roofed single garage
<p>PC comment: Recommend approval of this application</p>			
	17/00631	076	Land adjacent to Gaunts Cottage
			Redevelopment of garage and replacement with single infill dwelling house. Sandhills Green
<p>PC comment: Recommend refusal. This proposal is shocking; it would be an unwelcome intrusion on the well-established and distinctive residential set-up of the Sandhills Green community. The Parish Council can see nothing acceptable in the proposal, its design or siting and urges refusal of the application for the following reasons:</p> <ol style="list-style-type: none"> 1. The site is in confirmed Green Belt; no special circumstances exist. 2. The proposal is inappropriate in design and siting. 3. The proposal aims to squeeze a new dwelling into a narrow space that is wholly out of keeping with neighbouring properties. No consideration has been given to blending in with the surroundings or the NPPF requirement for good design and reinforcement of local distinctiveness. 4. Gaunts Cottage has already been extended by up to the 40% allowed within Green Belt and this proposal could not therefore be considered an extension to that property. 5. If allowed, there would be difficulties accessing the rear of the property. 6. With less than the minimum required distance between the proposed property and the neighbouring property to the west, maintenance of the new property would be problematic if not impossible. 7. If allowed, there would be considerable disparity in terms of quality of life between the occupiers of this dwelling and those of neighbouring dwellings, due to the squashed and cramped setting. 			
	17/00825	077	51 Orchard Croft
			Two-storey side extension incorporating single storey elements at front and rear
<p>PC comment: The application complies with policy guidance which the parish council supports and therefore recommends approval.</p>			
<p>Re-consultation: log no: 073, 17/00758 re 57 Bittell Road. Amended plans had been submitted that reduce the height of the wall to 1800mm at one end and 1500mm at the other – previous plans had proposed 1950mm from end to end. An existing consent allows the height to be 1750mm. The Planning Officer is minded to approve the amended plans, with the condition that choice of brick is appropriate to surroundings.</p>			

Barnt Green Parish Council

	In response, members would ask for the impact to be softened, eg appropriate planting, to reduce the dominance of the wall and lessen its impact.
PI17/31	b) Note of decisions made by the Planning Authority on previous consultations. b) Since the previous meeting, two applications had been decided: Log 070, 17/00636 re 6a Cherry Hill Road: GRANTED Log 072, 17/00756 re 17 Oakdene Drive: GRANTED
PI17/31	c) Note of any further planning matters of relevance c) (i) The Neighbourhood Plan Group is to meet 14 th August at 2pm.
PI17/32	Date of next meeting The date, time and venue of the next meeting to be decided.

The meeting closed at 19:50hrs.

Signed: _____
Chairman

Date: _____

BARNT GREEN PARISH COUNCIL

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Agenda item 17/128 c

Summary of Finance Working Party: Thursday 27th July 2017

Members present: Cllrs R Cholmondeley, C Hotham, P Perry

In attendance: Executive Officer G Lungley

The meeting was in 2 parts:

1. 9.30am at the new Commuter car park, Fiery Hill Road at 9.30am with CALA representatives including Craig Gee the Construction Build Manager and the parish council's representative Adam Wood from Shire Consulting.
Notes from Craig Gee attached.
2. Directly after (1) above, in the parish council office to discuss the following:

2.1 Review of contracts:

- a) Lengthsman Scheme (current contract expires on 30/09/2019) – the duties expected of the Lengthsman are attached, next page.
- b) Highways verges grass cutting*
- c) Playing field and Park grass cutting*
- d) Playing field and Park maintenance*
- e) Maintenance of play equipment, bus shelter and street furniture – currently no contract in place until work is required.
- f) Litter picking around parish (mainly Hewell Road and parks) – currently undertaken by Wendy Tricklebank on a contractual basis
- g) Maintenance of planters in Hewell Road and Millennium Park – no current contract
- h) Footway lighting maintenance – contract with GJH Electrical
- i) Christmas lighting maintenance – contract with GJH Electrical
NB. Gareth Hodson of GJH Electrical has been invited to attend this meeting.
- j) Footway lighting energy – contract for 3 years from Jan 2017 with SSE
- k) Office energy - contract for 3 years from Jan 2017 with SSE
- l) Office telecoms – contract with Plusnet for land line, broadband and mobile.

* List of current 'Who Does What' is attached.

- 2.2 Resulting from the above a-g, consider whether to propose setting up a new part-time position of 'village caretaker' to recognise and incorporate some of the work required.

Whilst Barnt Green has some rural elements it is not so rural that there is a constant demand for Lengthsman work requiring, for example, work to ditches, headwalls and grips. However there is much greater demand for similar work throughout the parish and especially in the village centre that is not included on the Lengthsman's spec, such as hedge cutting, grass verge siding back, watering planters, bus shelter maintenance, strimming, sweeping, cleaning, weeding etc.

Proposal for recommendation to the next parish council meeting is to consider ending the current Lengthsman contract and replace with a Lengthsman/Village Caretaker. The role-holder will have the status of either contractor or worker on fixed number of hours per year to be worked as and when required. This role would be expected to incorporate tasks (d) – (g) above. Contracts for tasks (b) and (c) are to also be tendered. All to start 1/3/2018.

2.3 Members met with Gareth from GJH Electrical to discuss the future of the parish council's footway lighting. (NB this does not include Fiery Hill Road). The current 'SOX' lighting (orange lights) is becoming obsolete and new lamps will be more difficult to source. Whilst cheaper than replacement lamps, they are more expensive to run. The SOX lamp replacement option is likely to be LED lamp. The cost of converting a SOX to LED is thought to be less than £100. There is another alternative 'cosmo', an example of this is the light on Blackwell Road opposite the junction with Hewell Lane.

To help us assess the 3 different types, Gareth is to replace the lamp on corner of Hewell Lane / The Longlands with LED type. He will provide costings for replacing all the SOX lamps.

2.4 Christmas lighting Gareth currently stores some of the Christmas lights and takes delivery of the detail lights hired annually from Blachere which he then installs in the village centre. He ensures he is present for the Christmas lights 'switch-on' which this year will take place on Saturday 2nd December.

For this year, members are keen to:

- a) Re-use the same lighting as last year;
- b) install Christmas lighting around the Millennium Arch and aware this will need to be low voltage;
- c) pay for an additional child's design to be added to the collection;
- d) extend the display along Station Approach (to check height clearance etc).

The hire arrangement with Blachere was for a 3-year period and will need to be reviewed.

2.5 Items (j), (k) and (l) above relate to contractual arrangements that were agreed earlier this year.

3. Review the Operational Risk Assessment and Financial Controls, Risk Assessment and Management documents (attached to email notification).

Members reviewed these documents and recommended some alterations* which the EO will put into place before presentation to the full council for ratification in due course.

* To drop the Operational Risk Assessment and incorporate items from it into the Risk Assessment and Management documents as necessary. To amend the Financial Controls to reflect current practice.

4. With regard to the annual Internal Audit, it was recommended to seek full council approval to change to an alternative provider, to ensure the continuing objective review of the council's financial position.

Lengthsman's Duties:

Schedule 1

Work Schedule

Drainage

- Clear gully grates
- Dig out blocked gullies
- Clear verge grips
- Clear headwalls, outfalls
- Rod blocked drains if practical
- Advise landowners and frontagers when their ditches need cleaning
- In especially difficult circumstances clear ditches – only with prior agreement of the Manager

Vegetation Clearance

- Remove vegetation obstructing signs
- Remove vegetation at junction visibility splays
- Removal of basal tree growth from highway trees
- Pulling / cutting of noxious weeds following site specific approval from the Manager
- Side out footways to normal width and spread arisings on verge where possible
- Negotiate with frontagers for them to cut back overhanging vegetation

Miscellaneous

- Rotation and charging of mobile Vehicular Activated Signs (VAS) following site specific approval and authorisation from the Manager
- Clean dirty signs and/or retighten brackets (except illuminated signs)
- Painting of heritage cast iron direction signs
- Snow clearance and gritting / salting by hand
- Removal of illegal fly posting
- Maintenance and repainting of highways approved visibility fencing
- Cleaning of subways
- *Other work with specific approval of the Manager*

Schedule 2

Training Schedule

- The Lengthsman must have attended "12D – installing, maintaining and removing temporary traffic management on rural and urban roads" before being allowed to undertake any of the works outlined in Schedule 1 above
- Any Lengthsman who has already carried out this training session shall not be required to carry it out again for 5 years
- The training courses shall be run by Worcestershire County Council

Who Does What: contractors and the work they do in the parish.

Area	Activity	Neil Hosking	Susan Harper	Wendy Tricklebank	BDC Place workers	For discussion
Parker's Piece	Mow grass	1				
Parker's Piece	Keep areas around bins and seats clear	1				
Parker's Piece	Keep area around play equipment clear	1				
Parker's Piece	Maintain trees	1				
Parker's Piece	Keep stream gully clear	1				
Parker's Piece	Maintain pathway	1				
Parker's Piece	Maintain restricted entrance to field	1				
Parker's Piece	Undertake safety inspections			3		
Parker's Piece	Litter picking			3		
Parker's Piece	Empty litter and dog bins				4	
Parker's Piece	Maintain play equipment					5
Parker's Piece	Maintain surfaces around play equipment					5
Millennium Park	Mow grass		2			
Millennium Park	Keep areas around bins and seats clear		2			
Millennium Park	Keep area around play equipment clear		2			
Millennium Park	Maintain trees		2			
Millennium Park	Cut hedges		2			
Millennium Park	Undertake safety inspections			3		
Millennium Park	Litter picking			3		
Millennium Park	Empty litter and dog bins				4	
Millennium Park	Maintain play equipment					5
Millennium Park	Maintain surfaces around play equipment					5
Hewell Road	Mow grass at top of Orchard Croft		2			
Hewell Road	Hand sweep road and pavement				4	
Hewell Road	Clear snow from pavement				4	
Hewell Road	Empty litter and dog bins				4	
Hewell Road	Supply, plant and water hanging baskets					5
Hewell Road	Plant and water street planters					5

Hewell Lane	Mow Longlands grass embankment	1							
Hewell Lane	Keep rail embankment tidy							4	
Pathways	Keep parish pathways clear of undergrowth							4	
Village-wide	Keep road signage clean							4	
Village-wide	Weed road gullies and pavements where required							4	
Village-wide	Clear gully grates.							4	
Village-wide	Dig out blocked gullies.							4	
Village-wide	Clear verge grips.							4	
Village-wide	Clear headwalls.							4	
Village-wide	Rod blocked drains if practical.							4	
Village-wide	Advise landowners when their ditches need cleaning.							4	
Village-wide	In especially difficult circumstances clear ditches							4	
Village-wide	Clear dirty signs (except illuminated signs).							4	
Village-wide	Remove vegetation obstructing signs.							4	
Village-wide	Side out footways to normal width							4	
Village-wide	Ask householders to cut back overhanging vegetation.							4	
Village-wide	Hand gritting of footways and carriageways							4	
Village-wide	Pulling/cutting/disposal of noxious weeds							4	
Area	Activity								
		Neil Hosking							
		Susan Harper							
		Wendy Tricklebank							
		BDC Place workers							
		For discussion							



Agenda item 17/128c

Fiery Hill Road Parish Carpark Handover Minutes

Date: 27th July

Attendees: Craig Gee, Andy Gilliver, David Flanigan, Gill Lungley, Adam Wood, Other Council Members

Distribution: Gill Lungley

DESCRIPTION	ACTION
CG agreed to get Landscaping Contractor to Survey planting to the Carpark area to ensure all was present and correct in line with approved landscaping scheme.	CG
CG agreed to get Landscaping Contractor to ensure weeds were removed.	CG
DF agreed to ensure tarmac fillets laid behind any gulleys where missed prior to handover.	DF
AG agreed to investigate the Conveyed boundary line for the carpark, and any Management obligations from the Foxhills Management Company surrounding the carpark.	AG
DF confirmed any alterations to the highways would be completed by 8 th August 17.	DF
CG agreed to remove fencing to the carpark at the end of the day on 7 th August.	CG
All present agreed to officially open the carpark for public use by 8am on 8 th August 2017, from which the official maintenance period for Cala Homes will commence and continue for a 12 month period as per the contract.	NOTE

P25

BARNT GREEN PARISH COUNCIL

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COMMUNITY BUS

*Agenda item
17/128 d*

Notes on the meeting held 2/08/2017 at BGPC office, 10am.

Attending Susan Roberts and Gary Roskell, BARN (BURT)

Cllrs Jill Harvey and Janet King from Lickey and Blackwell PC, with EO Helen Doherty;

Cllr Andy Humphries from Alvechurch PC with Clerk Tammy Williams; and

Cllrs Susan Whitehand and Charlie Hotham from BGPC + EO Gill Lungley.

Cllr C Hotham opened the meeting by expressing his desire to see a local bus operate on a continual loop between Rowney Green, Blackwell, Lickey, Barnt Green, Hopwood, and Alvechurch which he calculated would take 47 minutes for each loop, as:

- Rowney Green via Holloway or Radford Road to Alvechurch: 8 minutes
- Alvechurch via Callow Hill Road to Barnt Green: 6 minutes
- Barnt Green, via Twatling Road to Lickey: 5 minutes
- Lickey via Twatling and Linthurst Roads to Blackwell: 7 minutes
- Blackwell via Blackwell Road to Barnt Green: 4 minutes
- Barnt Green via Bittell Farm Road to Hopwood: 6 minutes
- Hopwood via A441 to Alvechurch: 3 minutes
- Alvechurch to Rowney Green, via Radford Road or the Holloway: 8 minutes

The representatives from BARN (Bromsgrove and Redditch Network) were invited to talk about their work.

BURT (Bromsgrove Urban and Rural Transport) is operated by BARN, having taken over the scheme from WRVS. The scheme is supportive of residents who live in rural areas, we are deemed to be 'rural' which is considered a disadvantage and therefore supported by the scheme (no need to prove any further disability).

They operate services via S19 licence, whereby passengers register with the scheme and pre-book for each journey. There is flexibility regarding times, pick-up and drop-off sites.

The operators need to know the numbers in advance and are not allowed to pick up random fares.

This is different to a s22 licence which allows the operator to provide a service that follows a specific route to a set timetable; there is no need to register or pre-book - the operator can pick up anyone waiting at exact pick-up/drop-off points. Deviations to the timetable take 56 days to be approved; any lack in the service can result in sanctions and enforced withdrawal.

There are also differences between the s19 and s22 regarding allowances and concessions. The scheme can be operated with either volunteer or paid drivers. Volunteers who passed their driving test prior to 1997 are less expensive to train.

The current BURT schemes tend to cater for passengers wishing to attend a club activity, eg the monthly Macular Society meetings in Barnt Green. However, the scheme being suggested for the 3-parishes could cater for the wider needs such as regular commuter access to the railway stations, library access, route home from the railway stations etc.

We could pilot a s19 scheme. There was discussion as to how this would work with registration and pre-booking – concerns that people won't want to bother, so could the registration be done at the pick-up site; could pre-booking be done by text, etc? in favour of making the system as flexible as possible.

BURT currently has a bus available at the weekends; week days are currently fully subscribed, so if we wanted to start a new weekday service it would mean hiring in a bus. Each bus carrying capacity is up to 10 passengers and one wheelchair.

The daily cost of a bus service is £100 with volunteer driver. Other one-off costs include the driver training and test £40, and an extra £40 for wheelchair training. Insurance costs are covered through BURT.

BURT charges passengers £2.00 + 40p per mile, concessionary fares are reduced by £1 (that amount can be reclaimed via the s19 licence later). Although this might need to be reconsidered for the 3-parish scheme; maybe £1 or 50p per 'section'.

Thus, the basic cost for one year of a Saturday bus, say, would be £5,000 shared between the 3 parish councils. BURT would charge to the parish councils the difference between the cost of the bus and any fare income received. In other words, the more successful the scheme, the less it would cost each council.

It was suggested that the route should include, as well as the village centres of Barnt Green Blackwell and Alvechurch, other destination sites such as a garden centre, library (Lickey Hills?).

We agreed that we need to know 2 variables: 1) Demand (who and where) and 2) if volunteer drivers would be available.

BARN can secure funding for marketing the scheme eg flyers, posters, adverts, something in the Village, our own newsletters.

Each parish council would discuss by the end of September and will be keeping in touch.

Notes

Parish and Town Councils are allowed to spend money on community transport schemes: Local Government and Rating Act 1997, ss 26-29.

Barnt Green Parish Council has adopted the General Power of Competence, which is the power of first resort and allows the council to do anything individuals generally may do as long as it does not break other laws. Localism Act 2011, s1 (1).

POST EVENT REVIEW

BARNT GREEN MOTOR FESTIVAL SUNDAY 2 JULY 2017

Background

Following the successful 2016 Open Gardens Weekend, with nothing material on the calendar in other local communities, it was decided to run an event on the same weekend in 2017 for the benefit of the Barnt Green community. In January 2017, a motor show was agreed.

It primarily consisted of a display of about 12 motor bikes in Millennium Park and 61 cars in Hewell Road between Sandhills Lane and Station Approach. A road closure was arranged. The event was free.

A best vehicle of the day competition was arranged. A quiz for children was organised where they looked for cars in shop windows, some of which had letters on them which, in the form of an anagram, made the name of a make of car.

Food and drink was available through Café Morso, Warwick butchers, Tesco Express, Village Vineyard, Deedar Indian Restaurant and an ice cream van was sited on the corner of Sandhills Road. It's a Gift also opened.

Promotion

Cars were sought for display by a flyer with an application form which was placed in shops in March. Two weeks before the event, 2,000 A5 flyers were distributed through the doors of Barnt Green residents and some neighbouring streets. Supplies were placed in shops and use was made of 50 A4 posters. 2 banners were placed on street railings and fences. A press release was provided to Bromsgrove Advertiser, Bromsgrove Standard, The Village, Redditch Advertiser, Birmingham Evening Mail and BBC Hereford & Worcester.

What went well

The event was regarded as a great success from public comment and favourable emails from about 25% of those who displayed their vehicles.

The weather was perfect - sunny, warm and dry.

The range of vehicles on display was wide. Many motor shows are restricted to one manufacturer or model.

The food available helped to lengthen the stay of visitors.

Many folk saw friends they had not seen for a while and conversations ensued which generated a convivial community atmosphere.

With no ticketing or fees, numbers are difficult to calculate, but a guess would be that about 1500 - 2000 probably attended during the course of the event.

What didn't go well

13 cars dropped out in the 10 days leading up to the event, but were replaced by both bikes and cars with a further 9+ cars arriving on the day without having previously registered.

Some vehicles arrived well before the requested time of 1.30 p.m. and the marshals briefing should have been done earlier so they were in situ well in advance so the laminated sheets and Morso drink vouchers could have been handed out on arrival.

Marshals were light on some of the road blocks during the event. The duties and times of marshals should have been more specific and a rota drawn up.

Only about 30-40 children's quiz sheets were handed in. Maybe the cars in the shop windows were too small, or was it a distraction in which no one was really interested.

The Vehicles of the Day competition did have many votes but they were split across a large number of cars so that the winner only had 12 votes. The award of the champagne prize was at the winning vehicle (Land Rover Series 3, 1979) and probably would have been better at a set point, such as outside Tesco, but that may not have worked as car owners may not have wanted to leave their vehicle unattended. A cut off time of 4.30 for votes should have been imposed so there was time to count them.

Accounts

The event was a cost to the Parish Council, summarised below. The event flyers posters and banners were provided free of charge by the Bromsgrove District Council Town Team.

Income	£	Expenditure	£
Share of ice cream profit	60.00	Net Costs of Morso Tea and Coffee	60.00
		Donation to Scouts & Guides for marshals	100.00
		Headway road closure notices	684.00
		Press advert for road closure	144.00
		Portaloo Hire	130.00
		Paper + chalk	17.00
		Kid Quiz pencils and lollies	16.46
		Toner and school photocopy costs	10.00
Total Income	60.00	Total Expenditure	1,161.46
		Net Cost to Parish Council	1,101.46

Further Motor Festivals

There was a strong view from those who displayed their vehicles that the event should become annual. A number of contacts have been established so some different cars would be displayed in future. With the constraints of a road closure, the event cannot grow in size without difficulty.

It is recommended that the event should not be annual but should be repeated in 2 or 3 years' time.

RC 14.8.17

BARNT GREEN COMMUNITY WALK, 23rd SEPTEMBER 2017

Notes of meeting held 17th July 2017, 10.30am

Present: Cllr R Cholmondeley (RC);
Simon Richards (SR) Barnt Green footpath warden;
Gill Lungley (GL) Executive Officer

Reason for meeting: to discuss arrangements for Community Walk, 23rd September 2017

Routes: 3 routes
1. 8 miles or more – to Tardebigge and back
2. 5 miles, or so, - Apes Dale (same route as 6th June 2017)
3. 3 miles max. – through Pinfield Wood, left at first fork, left to Twatling Road, across FHRoad triangle to first footpath off Linthurst Road to Blackwell Road. Might be tricky for pushchairs?

Times: Route 1 to start at 1.30pm
Route 2 to start at 2.30pm
Route 3 to start at 3.30pm

Leaders: 1. Walk 1 - 2 required: likely to be Simon and Pam
2. Walk 2 – at least 2 required
3. Walk 3 – as many as possible; no less than 3.

Possible pool of leaders – Robert and Gill have received walk leader training;
SR will ask - Steve Bach, Edwin Gumbley who have helped previously.
RC will ask - Kay Cholmondeley, Susan Whitehand, Phil Perry – and others?
(It was noted that Charlie Hotham would not be available)

SR will contact Patrick White at WCC Environmental Services to see what support is available for the event (including if marquees would be available) and also whether Walk Leader training can be offered to those who have not yet received it.

After-walk event in Park

- RC will speak to Warwick butchers for pig-roast
- RC will speak to Village Vineyards (Aman and Sarah) for drink and to ask if soft drinks can be on sale from 1pm, with alcohol only available after 5pm (will need to obtain ENT licence)
- SR will ask Jay Bridge for music from 5pm (pay up to £100)
- RC will contact ice-cream van to be on site 5pm

GL will arrange for

- 2 x portaloos
- Risk assessments
- First Aid

Advertising

- SR will provide content for posters (A4 x 25 and A5 flyers x 200)
 - GL to contact Cheryl Welsh for help with printing / banners
 - Ensure all shops / businesses are aware and supporting
 - Include in Bulletin (GL)
 - Notify the First School (GL)
 - Notify The Village (GL)
 - SR will include on Facebook page
 - Include on parish council website (GL)
 - Notify all on mailing list. (GL)

Barnt Green Parish Council

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