

# Barnt Green Parish Council

Gill Lungley, Executive Officer, 80 Hewell Road, Barnt Green, Birmingham, B45 8NF

---

## Notice of Meeting

Members of the Council are hereby summoned to attend the meeting of Barnt Green Parish Council to be held on **Wednesday 2<sup>nd</sup> September at 7.00pm** at the Parish Council Office, 80 Hewell Road, Barnt Green, B45 8NF.

### Agenda

#### 53 Apologies

To receive apologies and to approve the reason for absence.

#### 54 Co-option of new member

To consider the co-option of one new member to complete membership numbers; one application has been received for consideration. **Decision required**

#### 55 Declarations of Interest

Council members are reminded of the requirement to:

- a) update their register of interests where necessary;
- b) declare any Disclosable Pecuniary Interests (DPI) in agenda items and their nature;
- c) declare any Other Disclosable Interests (ODI) in agenda items and their nature;
- d) provide to the Executive Officer as soon as possible before the meeting, or failing that, at the start of the meeting any written requests seeking a dispensation to be allowed to stay in the meeting (or stay and speak, or stay, speak and vote) having declared a DPI or ODI.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, are expected to leave the room for the relevant items unless granted a dispensation. Dispensations received will be considered at this point in the agenda.

#### 56 Minutes

To consider adoption of the minutes of the Parish Council meeting held on Wednesday 5<sup>th</sup> August 2015.

#### 57 Adjournment of meeting to hear from:

- a) Richard Dugdale, Network Rail project manager, re electrification scheme.
- b) Members of the Public.

**Members of the Public are invited to give their views and put questions to the parish council on issues relating to this agenda, or raise issues for future consideration; please note the parish council will not engage in discussion or make any decisions at this point in the meeting. Members of the public may not take part in the parish council meeting itself. The time allocated for this item is at the discretion of the Chairman.**

To hear from Karen Hillmansen (agenda item 61 refers)

- c) **County Councillor** – Peter McDonald (Beacon division, Worcestershire CC)
- d) **District Councillor** - Charles Hotham (Barnt Green & Hopwood ward, BDC)

#### 58 Chairman's Report

To receive a report from the Chairman

#### 59 Decisions taken by the Executive Officer since last meeting and updates

To be advised of any decisions taken under delegated powers since the last meeting.

Executive Officer to provide progress reports on:

- a) defibrillator code notification and training
- b) cherry laurel in the Fordrough

# Barnt Green Parish Council

Gill Lungley, Executive Officer, 80 Hewell Road, Barnt Green, Birmingham, B45 8NF

- c) residents' contact with the office
- d) arrangements for the Community Walk 26/09/2015,
- e) arrangements for the Shindig event 03/10/15, 'Seven Ages'
- f) office administration requirements
- g) newsletter, issue 43

## 60 Neighbourhood, Planning and Environment, Cllr S Whitehand

- a) Report from the committee meeting held 06/08/2015 and recommendations arising therefrom:
  - NPE15/15a to include questionnaire in next issue of The Bulletin
  - NPE 15/16a to provide comment on planning application notifications
  - NPE 15/17a to obtain quotes for installation of surfaced pathway in Parker's Piece, to plant *Pyracanthus* against the fence in Millennium Park
- b) To consider the parish council's response to current planning applications:-

Log no.	App no.	Address	Development Proposal
004	15/0663	3 Rosewood Drive, B45 8LF	Addition of first floor balcony to replace pitched roof
005	15/0652	Fiery Hill Road	Re-alignment of Fiery Hill Rd
006	15/0722	6 Hewell Lane, B45 8NZ	Two storey rear extension with alterations to existing single storey side extension
007	15/0517	Land opposite Underhill, Aqueduct Lane, B48 7BP	Replacement of existing detached garage

## 61 To consider request from St Andrews First School PTA to co-ordinate Christmas lights switch-on with carols at Millennium Park and school fete, 04/12/2015

## 62 To consider environmental improvements as per report 'Tidying Barnt Green' - Cllrs R Cholmondeley and R Banner

## 63 Finance

- (i) The Responsible Financial Officer will provide an update on current finances.
- (ii) The council is to consider the provision of a pension for employee/s; Cllr RC to report

## 64 Councillors' reports and items for future agendas

Councillors may use this opportunity to:

- (i) report on meetings attended;
- (ii) agree the attendance of councillors at forthcoming meetings –
  - Training on Standards and Code of Conduct 03/09/2015 at Bromsgrove DC
  - Bromsgrove Area Committee of WorcsCALC 10/09/2015 at BDC
  - Community Emergency Planning Forum 28/10/2015 at BDC
- (iii) report minor matters of information not included elsewhere on the agenda;
- (iv) raise items for future agendas.

## 65 Date and Venue of Next Meeting

The next meeting will be held on Wednesday 7<sup>th</sup> October 2015 at 80 Hewell Road.

.....  
Gill Lungley MILCM, Executive Officer  
Barnt Green Parish Council, 27/08/2015  
[exec@barntgreen.org.uk](mailto:exec@barntgreen.org.uk) / tel: 0121 447 9893

# Barnt Green Parish Council

Gill Lungley, Executive Officer, 80 Hewell Road, Barnt Green, Birmingham, B45 8NF

---

Supporting notes for the parish council meeting on 2<sup>nd</sup> September 2015

As well as the attachments referred to in these notes, members will receive a copy of the council's Standing Orders and Financial Regulations with the agenda, as requested at last month's meeting.

**Item 53** – apologies have been received but will not be recorded publicly in advance of the meeting (standard protocol to protect individuals who may be away from home, leaving premises vulnerable to unwanted attention).

**Item 54** – Co-option of new member. Jenny Jellie has submitted an application form seeking co-option to the parish council, as attached. The council is asked to consider this co-option and if voting in favour then Mrs Jellie will be asked to sign the Declaration of Acceptance of Office and join the council table.

**Item 55** – Declarations of Interest. Just a reminder there is to be training on Code of Conduct and Standards at Bromsgrove DC on Thursday 3<sup>rd</sup> September, to which all members are invited.

If anyone has an interest, a Disclosable Pecuniary Interest (DPI) and/or an Other Disclosable Interest (ODI) but would like to stay in the meeting during discussion of that matter, and speak and vote, they can apply for a dispensation. A copy of the dispensation request form is attached.

**Item 56** – Minutes of previous meeting. The draft minutes of the meeting held 5/08/2015 are attached and considered at this point in the meeting for their accuracy only. This is not an opportunity to re-open debate on matters discussed at that meeting.

**Item 57** The meeting will close to allow members of the public and invited guests to speak.

a) It was the wish of the council at their meeting on 5<sup>th</sup> August to invite representatives of Network Rail to this meeting to talk about the temporary closure of footpath 500. The EO has been advised that these representatives are unable to attend on 2<sup>nd</sup> September but will be available on the date of the next parish council meeting, 7<sup>th</sup> October, and they have been invited to attend then.

In their place, Richard Dugdale, Network Rail's project manager for the electrification project will attend to provide an update on that project.

With regard to the Hewell Lane over-bridge, and the 'finish' in response to a query from me, RD states:- "There is still some work to do on verges, permanent vehicle restraint systems and the final stonework, but like Linthurst Newtown (*which is finished to a high standard, as Hewell Lane will be*) this work will continue without interruption to either road or rail traffic'.

I don't recognise the comment about stone for Hewell Lane being diverted to Linthurst: instead, I think what was meant was that the stone arising from demolition at Greens and Hewell lane was re-dressed and reused at Linthurst.

The designs and planning permission for Greens bridge and for Hewell Lane had from the outset specified cast stone, satisfied the planning inspector, and while the 'newness' may jar with the original reinstated copings it is felt will quickly weather in."

b) Members of the public – MoP's are invited to speak and councillors are reminded that this is not an opportunity for open discussion, but is for MoP's to raise issues relating to the current agenda or for future consideration; this item is moderated by the chairman. The school's PTA has submitted a request for combined Christmas event on 04/12/15 (see agenda item 61) and Karen Hillmansen has been invited to speak to the meeting.

# Barnt Green Parish Council

Gill Lungley, Executive Officer, 80 Hewell Road, Barnt Green, Birmingham, B45 8NF

---

- c) The County Councillor will be invited to present a report and answer questions.
- d) The District Councillor will be invited to present a report and answer questions.

**Item 58** The meeting will re-open for the Chairman's report.

**Item 59** The EO will present a report on any decisions taken since the last meeting and provide progress updates to ongoing matters, including:-

- a) Defibrillator – now awaiting code for front of cabinet and to arrange training.
- b) Cherry Laurel in the Fordrough – to keep up a dialogue with Lickey Rangers.
- c) Residents' contact with this office, not otherwise documented, includes:
  - i) a visit from a resident of Oakdene Drive who provided photographs to evidence what appears to be council neglect of pavements and highways (eroded pavements, overgrown trees and hedges) and his suggestion that parish council funds are used to improve the appearance and 'stop the rot'. This also ties in with agenda item 62.
  - ii) A visit from a resident concerned about the possible influx of traffic over the evenings of the Outdoor Cinema weekend (4<sup>th</sup> and 5<sup>th</sup> Sept). In response the organisers of the event have arranged for cones to be placed in Margesson Drive and for the car parks at the Baptist Church and playing field to be made available (EO has provided provisional authorisation for playing field car park use). Additionally the local police have been made aware of the event and will respond if needed.
  - iii) Himalayan Balsam was reported to be growing by the brook that runs past Parker's Piece on its way to Lower Bittell reservoir and is therefore of concern to Barnt Green Waters. The playing field's contractor was asked to spray the growth that is evident at Parker's Piece but Cllr EG attended to it before this could be done, by pulling and leaving on site. It can be removed from site only by way of special arrangements, so for now has been left to either rot down or be burned. The EO asks for a protocol to be agreed for future similar instances.
- d) Community Walk arrangements – further to those already reported, Simon Richards has provided detailed maps of the 3 routes that are to be taken, to be printed via WCC. The EO is to arrange for the banners to be printed, subject to approval by members.
- e) Shindig arrangements – the flyers have been distributed with the newsletters. The EO has the tickets and will distribute posters in due course nearer the date. Not yet checked on licence requirements with church hall / or applied for a temporary event notice.
- f) Office admin requirements – EO is now finding her feet and may need a new filing cabinet (or repair to existing) but not sure yet as it will depend on how much of the current paperwork can be shredded and how much needs to be kept or sent to the archive at County Hall; would also like 2 corner shelves for storing ring binder files.
- g) The Autumn newsletter has been printed and at time of writing is in process of being distributed. The timetable for the next issue (December) is:
  - copy deadline 11/11/15,
  - format by 16/11/15,
  - for councillors comment by 18/11/15,
  - to printers on 19/11/15 and
  - ready for distribution by 26/11/15.

# Barnt Green Parish Council

Gill Lungley, Executive Officer, 80 Hewell Road, Barnt Green, Birmingham, B45 8NF

---

## **Item 60 Feedback from NPE committee meeting held 06/08/2015, to be provided by the committee's chairman, Cllr S Whitehand.**

All details as above.

With regard to the planning applications, it is within the NPE committee's terms of reference to respond to planning application notifications, however as the committee does not meet more often than monthly, and as the parish council is asked to respond within 21 days of notification, then it is assumed that the meetings of the full council will also respond to planning applications. The plans can be displayed at the meeting via a projector onto a screen to help with viewing, but they have also been circulated via email pdf's to all members in advance of the meeting.

Request from EO for consideration at the next parish council meeting:- to confirm this committee's budget. The council's Scheme of Delegation states only that the committee has delegated powers 'to authorise payments within the approved budget' but the EO has yet to find detailed analysis of what this might be.

## **Item 61 Christmas light switch-on combined with Christmas carols and school fete... e-mail received 10/08/2015 from Karen Hillmansen:**

Dear Gill

Hope you are settling into your new job on the Parish Council.

Last year I liaised with Paul about the Christmas Lights switching on ceremony - which for the first time was held in the early evening and linked with the school's PTA xmas fete and a lantern procession. It was VERY well attended - both Paul and I were really pleased with how it went. We agreed to discuss this year's in the summer.

The school has asked the PTA to hold the fete on Friday 4th December. From a purely self-interested point of view, it would be fantastic if we could do the switching on at 5pm again.

So I guess my questions are:

- 1) Is the Parish Council happy to go ahead with it again?
- 2) Is the slightly later date a problem? Paul's contract with the electricity people started from the last weekend in November so it worked well last year. I know the shops will like them up earlier rather than later. If 4 Dec is too late to switch them on for the first time, could they be on in the week and still have the "ceremony" days later? Paul arranged all the co-ordinating of the lights switching on so I don't know if I'm asking for something reasonable or not.
- 3) Do the PC have any suggestions/changes they want to make?

Looking forward to working together on this.

Regards

Karen

**Item 62** Cllrs R Cholmondeley and R Banner have prepared a report 'Tidying Barnt Green' (attached) for consideration at this meeting. It is only part of a whole study of the parish pointing out the short-comings and how they could be remedied. Some actions can be taken immediately whilst others may take longer and will require support and/or intervention from BDC/WCC and other stakeholders such as Network Rail/Cala Homes. The two members are aware of the encroachment of their report on the work of the NPE committee, the terms of reference for which were changed in May 2015 and may not yet be embedded within the fabric

# Barnt Green Parish Council

Gill Lungley, Executive Officer, 80 Hewell Road, Barnt Green, Birmingham, B45 8NF

---

of the parish council. It is hoped all council members will see the report deals with matters that are of importance to the whole council (and residents as evidenced by the visit referred to at agenda item 59 c)i above) and is an attempt to provoke wider support for parish improvements. In particular members are asked to agree the approval of a budget, yet to be determined, for the suggested actions that are within parish council control and possibly a budget for supporting others to act on matters that are outside parish council control.

## Item 63

**63.1 Finance report.** Please see attached list of payments since last meeting to 27/08/2015. It is believed it would be helpful to members to be presented with budget comparison figures on at least a quarterly basis and the EO is keen to progress this for the next meeting. The budget 'process' for establishing 2016/17 requirements is due to start in any case at the next meeting.

**63.2 Staff pension.** All employers are now expected to provide a pension for all employees; there are different staging dates for employers (BGPC staging date is 01/11/2016) and different levels of employee status depending on the amount they earn. For the EO (earning above £833 gross pcm), the following is relevant:

You must put these members of staff in your automatic enrolment pension scheme and pay regular contributions. You don't need to ask their permission. If they give notice, or you give them notice, to leave employment before you have completed this process, you have a choice whether to automatically enrol them or not.

It is against the law to try to influence your staff into opting out of your pension scheme.

You must carry out a full assessment of all your staff when you reach your staging date.

The parish council has a choice of either the Local Government Pension Scheme or a NEST. In previous employment the EO was a member of the LGPS. If this council is minded to join the LGPS then a public notice of intent must be published at least one month before the decision.

Cllr R Cholmondeley is this council's named contact with the Pensions Regulator and has received information relating to the LGPS, as attached

**Items 64 and 65** - as detailed on agenda.

End of report.