

# Barnt Green Parish Council

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

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## Notice of Meeting

Members of Barnt Green Parish Council are hereby summoned to attend the parish council meeting to be held on **Wednesday 2<sup>nd</sup> March 2016 at 7.00pm**

**80 Hewell Road, Barnt Green, B45 8NF**

Members of the public are welcome to attend and invited to participate during the adjournment of the meeting (agenda item 41 below) should they have any questions or comments to raise regarding matters on the agenda.

## Agenda

The running order of the Agenda may be subject to change on direction of the Chairman and with the agreement of the parish councillors in attendance.

### 38 Apologies

To receive apologies and to approve the reason for absence.

### 39 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 to discuss and/or vote on a matter having declared a DPI or ODI.

Councillors who have declared a DPI, or an ODI 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.

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

### 41 Adjournment of meeting to hear from:

- a) **Members of the Public**
- b) **County Councillor** – Peter McDonald (Beacon division, Worcs CC)
- c) **District Councillor** - Charles Hotham (Barnt Green & Hopwood, BDC)

### 42 Adoption of previous minutes

To consider adoption of the minutes of the ordinary parish council meeting held 03/02/2016 and the extraordinary parish council meeting held 16/02/2016

### 43 Chairman's Report

To receive a report from the Chairman

### 44 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.

### 45 Co-option to fill the current vacancies

To receive update on co-option process.

### 46 Finance

- (i) To note the current financial position
- (ii) Update on reimbursement to local business for Christmas lighting energy costs
- (iii) To consider funding support to Bromsgrove District Citizens' Advice Bureau
- (iv) To note additional office administration costs £96pa (shared)
- (v) To agree appointment of independent internal auditor for 2015/16 year, £120

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- (vi) To be updated on the new regulations relating to external audit and the option to appoint own external auditor
- (vii) To ratify appointment of solicitor to handle transfer of land for purpose of car park at Fiery Hill Road and establish a trust for the maintenance funds
- (viii) To ratify the grounds maintenance contract for 2016.
- (ix) To consider purchase of New Councillors' Guide 2016 for £2.70 each.

## 47 Neighbourhood, Planning and Environment

- a) **To consider** the parish council's response to planning consultations received since last meeting, including:

Log020 / 16/0072	18 Bittell Road, B45 8LT	Single storey rear extension, front entrance porch and alterations to flat roof to form a pitched roof on front elevation
Log021 / 16/0036	Meadowcroft, 33 Fiery Hill Road, B45 8LE	Drop kerb and remove Fir Tree Hedge and create a gravel driveway and garage

- b) **Parker's Piece footway** – to decide upon contract for installation of new footway.
- c) **Parker's Piece** - To consider planting at entrance
- d) **Parker's Piece** – To agree alteration to height barrier for maintenance access
- e) **Neighbourhood Plan** - update

## 48 Consultations: To respond to -

- a) **Network Rail** proposed diversion of footpath crossing (fp. 500) between BG & Cofton.
- b) **Worcs County Council** proposal to prohibit waiting, Fiery Hill Rd/Brookwood Drive

## 49 Events

- a) To note arrangements for the Sport Relief Mile on 20/03/2016.
- b) To note other events:
  - i) **PACT meeting** 7pm Wednesday 23/03/2016, Friends Meeting House
  - ii) **Shindig Theatre** 'The Origin of Species' 16/04/2016
  - iii) **Community Walk** 23/04/2016, bus to Stoke Prior, walk back to Barnt Green
  - iii) **Annual Parish Meeting** 7.30pm Wednesday 27/04/2016, Friends Meeting House
  - iv) **Barnt Green Open Gardens** weekend 02/07/2016 and 03/07/2016

## 50 Governance

- a) Confirm policy on financial controls procedure
- b) To agree the date of the Annual Parish Council Meeting
- c) To consider new website requirements and name

## 51 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 –
- (iii) report minor matters of information not included elsewhere on the agenda;
- (iv) raise items for future agendas

## 52 Date and Venue of Next Meeting

The next meeting will be held on Wednesday 6<sup>th</sup> April 2016 at 80 Hewell Road.

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Gill Lungley MILCM, Executive Officer  
Barnt Green Parish Council, 24/02/2016  
[exec@barntgreen.org.uk](mailto:exec@barntgreen.org.uk) / tel: 0121 447 9893

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



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## Supporting notes to agenda for meeting 2<sup>nd</sup> March 2016 From Gill Lungley, Executive Officer, BGPC

Agenda items 38 - 43 are standard items.

Agenda item 44: EO Updates for parish council meeting 02/03/2016 to note:

44a) Footpath 507 adj Scout drive	Scout drive has been resurfaced. Expect NWWM and WCC to attend to respective tasks.
44b) Car parking issues	Photographic evidence is no longer being forwarded to the police although pictures taken as and when anti-social parking is encountered will be taken to PACT meetings.
44c) Network Rail, Hewell Lane bridge	Chairman to speak to Network Rail 'sponsor'.
44d) General Correspondence in addition to weekly newsletters etc.	<ul style="list-style-type: none"><li>- Woodlands Alive event 28/02/2016</li><li>- mental health issues</li><li>- volunteer work party at Hartlebury Leapgate</li></ul>
44e) RoSPA inspection	The EO has asked to meet with the inspector when the play equipment on both sites has the annual inspection in March; Cllr EG to also attend.
44f) Millennium Park dog waste bin removal	Response received from BDC's Environmental Policy and Awareness Officer circulated to members with offer to tour the recycling sorting plant at Norton: <a href="http://www.severnwaste.com/envirosort/">http://www.severnwaste.com/envirosort/</a> Cllr RB keen – would others also like to visit?
44g) Hewell Road Bollards	Decision taken 03/02/2016 to re-install; WCC advised.
44h) Flagpole	The cost of a 6m flagpole is likely to be IRO £245+VAT with an industry standard plastic door (anti-vandal metal door upgrade available) and £80 installation; flag £50. However site is in doubt due to telephone wires over the play ground.
44i) Meeting with village retailers	Plans underway to find out if village retailers/businesses are keen to meet regarding NDP and future events.
44j) Smart Water	It has been stated that if at least 80% of parish households register as SmartWater users, then the cost of each kit will be £7.90. There are 788 households in BG parish.
45k) The Bulletin	The Spring 2016 issue should be ready for distribution at the start of w/c 29/02/2016.

### Agenda item 45: Co-option to fill two vacant seats

New poster to be put on the parish notice board and vacancies advertised in the letter to the village businesses.

### Agenda item 46: Finance

- i) Current financial position to be notified in due course.
- ii) Reimbursement to local business for Christmas lights energy costs. Most of the electricity for the Christmas lights is sourced from the street lights, for which the parish council is billed by the energy provider. In 2013/14 this cost was £61. The energy for two rows of lights (those on the shops opposite Millennium Park and those on the same row as Tony's Handyman) is sourced from the domestic supply of one of the businesses in each row. One of the suppliers is happy to continue to provide this energy as their contribution to community well-being; the other has

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asked for a contribution towards the costs. It is proposed that the sum of £20 for each of the last three years is paid in recognition of the business' support for the display and to include thanks to each business for their support in the next winter edition of the newsletter.

- iii) Bromsgrove District Citizens' Advice Bureau: see attached letter, next page.

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Agenda item 46 (iii)  
02/03/2016

50 - 52 Birmingham Road  
Bromsgrove  
Worcestershire  
B61 0DD

Tel: 03444 111 303  
0300 330 0650  
Fax: 01527 574536

rec'd 21-01-2016



Bromsgrove  
& Redditch

Housing Advice Unit:  
01527 557397

[citizensadvice.org.uk](http://citizensadvice.org.uk)

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

Dear Mrs Lungley,

12th January 2016

Application for Grant in 2016/17.

Each year I write to all parish councils asking if they can give us some financial support for the next financial year. This year eleven parish councils were able to give us £1,675 towards our core running costs. In 2016/17 Core costs are expected to be £92,700 this is a reduction on the previous year.

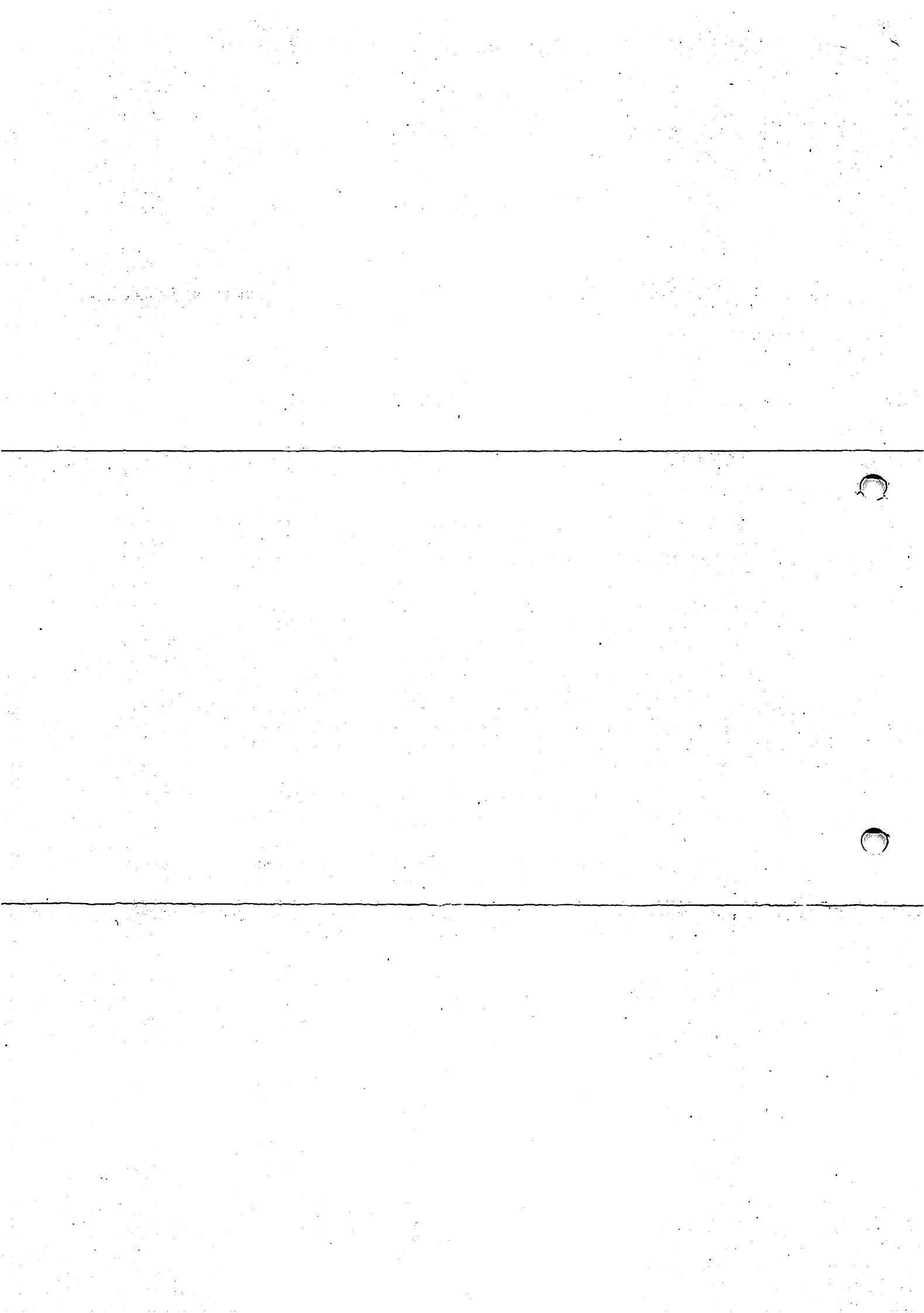
The majority of clients are seen by voluntary advisors, and together with volunteer administrative support we have over 60 volunteers who give over 18,000 hours of their time each year and are supported by a small paid staff. We have already seen a dramatic increase in the number of clients coming to 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 2016/17. 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.

In March last year the CAB in Redditch closed and we extended our service to cover Redditch, this part of the service is funded separately and any grant you give us would only be used in Bromsgrove.

If your Council was one that helped us in 2015/16, 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 2014/2015, if this will be helpful. If your Council would prefer I can arrange for a member of the Management Committee to attend one of your meetings to give a short talk on our services, etc.

Yours sincerely  
Gordon Cooper (Treasurer)





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- iv) Office Administration Costs. Problems with non-compatible software items on the PC's laptop led to the downloading of software that will cost £96pa (currently on free trial for one month). This cost can be shared with another parish council, reducing the monthly charge to £5 pcm.
- v) Appointment of Independent Internal Auditor for 2015/16 financial year. Letter of engagement has been received.
- vi) Local Audit and Accountability Act 2014 has introduced changes to external audit, as below. Councils need to be aware of the option to choose their own external auditor; unless actively opting-out then it will be assumed the council's external auditor will be appointed by the appropriate authority.

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## National Association of Local Councils, Society of Local Council Clerks and the Association of Drainage Authorities

### FACTSHEET (NUMBER 1) - PROCUREMENT OF AUDIT FOR SMALLER AUTHORITIES

Auditing procedures for smaller authorities continue as before, but the procurement process will change from 2017.

From the start of the 2017/18 financial year smaller authorities, including parish and town councils and internal drainage boards, can choose to have an auditor appointed to them by a new 'sector-led body' or they can decide to procure their own. We intend to call this procurement body the Smaller Authority Audit Appointment Authority Limited.

This factsheet sets out how the new arrangements will work, what the new body will do, what it will offer to smaller authorities, and how you can opt out of having an auditor appointed to you and what you will then need to do.

Smaller authorities with a turnover of less than £25,000 will be exempt from having to submit an annual financial return, but will still need to have an auditor appointed in case there are questions from electors to be resolved. The SLB will be the first point of contact in such a case.

#### **Background**

The National Association of Local Councils (NALC) is working with the Department of Communities and Local Government (DCLG), Society of Local Council Clerks (SLCC) and Association of Drainage Authorities (ADA) on the establishment of a 'sector led body' to procure audit for smaller authorities for the 2017/18 financial year. The new body will be responsible for procuring audit services for smaller authorities – this is all local councils in England (parish, town, village, neighbourhood and community councils), parish meetings and internal drainage boards with an income of less than £6.5m – and for the management of these audit contracts for a period of five years.

The Local Audit and Accountability Act 2014 require that from 2017, smaller authorities will appoint auditors through a 'sector led body' or opt out of such arrangements and appoint auditors locally. The Smaller Authority Regulations<sup>1</sup> enabled the establishment of a sector-led, collective procurement body to appoint auditors and manage audit contracts. This approach acknowledges both the benefits of collective procurement and the important fact that smaller authorities may not have resources or capacity to individually appoint auditors locally.

Audit of smaller authorities remains mandatory and the creation of the body is aimed at easing the administrative burden, reducing costs and ensuring quality, while maintaining the opportunity for a local approach to auditor appointment.

The audit regime remains unchanged with limited assurance engagements being required from all authorities except those smaller authorities with zero expenditure, who will continue to confirm this annually in response to auditor requests. One important change is that from 2017 those smaller authorities with a turnover below £25,000 will still be required to complete and publish an Annual Return, but will no longer be required to submit it for audit.

#### **About the Sector-Led Body (SLB)**

As previously stated, NALC, SLCC and ADA are currently working together to set up a 'sector led body' to procure audit for smaller authorities for the start of the 2017/18 financial year. This process is being supported and funded by DCLG.

<sup>1</sup> The Local Audit (Smaller Authorities) Regulations 2015 <http://www.legislation.gov.uk/ukdsi/2015/9780111126103>



As was the case with the former Audit Commission, the running costs of the new body will be funded from the audit fees charged to smaller authorities.

The board of the new body will comprise an independent chair, two independent members, and representation from NALC, SLCC and ADA. Secretariat support will be provided by NALC.

The new body will have a Memorandum of Understanding with DCLG, who will have optional observer status, and who will also review and monitor progress and quality of SLB work. The SLB will appoint auditors for **all those smaller authorities 'opted in' to the new arrangements**. A tender process (compliant with European rules and regulations) will be completed by the end of September 2016. The SLB will procure, deliver and manage the audit contracts; this will include specification of contract requirements, management of auditors, recording of all authorities opting in or out, communications and quality management of audit contracts. Quality assurance of audits/limited assurance engagements will be conducted by a process to be managed through DCLG.

The SLB will be charged with monitoring those smaller authorities who decide to 'opt out' and reporting those bodies to DCLG, confirming when they have appointed auditors locally.

### **What you need to do**

Those smaller authorities who wish to participate in the SLB do not need to do anything as all smaller authorities are automatically opted in to the new body and will have an auditor procured for them. This is aimed at helping the transition to new arrangements in 2017 to be as seamless as possible and with no disruption to your audit arrangements.

### **How to opt out of the new arrangements**

However your council or parish meeting is entitled to opt out of the new arrangements. The decision to opt out must be through a formal meeting of the council, and as such every council who is eligible to opt-out needs to actually formally consider if they are going to.

If you wish to opt out of the Sector Led Body Audit procurement you must e-mail:

[slboptout@nalc.gov.uk](mailto:slboptout@nalc.gov.uk) or write to:

Audit Opt Out  
Sector Led Body  
National Association of Local Councils  
109 Great Russell Street  
London  
WC1B 3LD

Opt out must be done by **31 March 2016** (if you do not do so by that date the next chance to opt out will be in five years time).

All authorities who wish to opt out must make their own arrangements with auditors, which will include but is not limited to the following:

- establishing an Auditor Panel;
- following a statutory appointment process set out in regulations;
- appointing an auditor by 31 December 2016;
- providing the SLB with the contact details of your auditor.

Smaller authorities who 'opt out' but fail to appoint an auditor by the deadline will have an auditor appointed for them, as the appointment of an auditor is a legal requirement. Such an appointment may be at a considerably higher cost as the savings from the bulk procurement of auditors may not be available and there will be additional administrative charges. A small fee will be charged for this to cover the whole five year period and will be payable before the start of the new audit arrangements in April 2017. These authorities may 'opt out' but will still have to appoint auditors and meet the requirements set out above and it is highly likely this will be a far more expensive option.

It would be prudent of you to consider in your budget discussion funding to meet either the costs of audit if you are a council above £25,000 turnover, or the fee to access an auditor from the Sector Led Body if you are a smaller council. The previous audit costs were negotiated several years ago and included some cross subsidy from larger councils so your costs in future years may increase. The one-off SLB fee is estimated to be less than £100, however this may be subject to change as the SLB is set up.

### Timetable

SLB set up as a corporate entity	Nov 2015
SLB Board in place	Nov 2015
Specification of Auditor procurement requirements start	Nov 2015
Local Authorities written to and informed of options	Dec 2015
Smaller authorities opt out SLB arrangements	End Dec 2015
Specification of auditor requirements	End 2015
Procurement of auditor services starts	Start 2016
Auditors appointed by SLB	End Oct 2016
Opted out authorities to advise SLB of auditor appointments	Oct 2016
Auditors in place	Start 2017
Auditors start work	Start 2017/18 financial year
Auditors first reports	2nd quarter 2018

### Summary of key points

- **New Audit arrangements come into force on 1 April 2017 requiring the set up a SLB**
- **NALC will be working in partnership with SLCC and ADA to set-up of the SLB**
- **The SLB will procure, deliver and manage the audit contracts to start 1 April 2017**
- **The SLB will appoint auditors for all those authorities opted in**
- **Authorities who opt out of the SLB arrangements will need to inform the SLB and will have to have appointed auditors by 31 December 2016**
- **The audit regime from 1 April 2017 remains unchanged using limited assurance engagements**

### Further information

The Local Audit (Smaller Authorities) Regulations 2015

[http://www.legislation.gov.uk/ukdsi/2015/9780111126103/pdfs/ukdsi\\_9780111126103\\_en.pdf](http://www.legislation.gov.uk/ukdsi/2015/9780111126103/pdfs/ukdsi_9780111126103_en.pdf)

Local Audit and Accountability Act 2014

[http://www.legislation.gov.uk/ukpga/2014/2/pdfs/ukpga\\_20140002\\_en.pdf](http://www.legislation.gov.uk/ukpga/2014/2/pdfs/ukpga_20140002_en.pdf)

Transparency code for smaller authorities

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/388541/Transparency\\_Code\\_for\\_Smaller\\_Authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/388541/Transparency_Code_for_Smaller_Authorities.pdf)



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- 46
- vii) Fiery Hill Road car park.... A solicitor has been appointed to handle the transfer of land for car park in Fiery Hill Road; it is suggested the sum of money (£30,000) allocated by CALA for the future maintenance is subject to Trust fund status and the solicitor is to be instructed to establish a fund with parish council as sole trustee.
  - viii) Grounds maintenance contract. The current contractor has held the cost for next year's grounds maintenance at last year's levels as follows:
    - Parker's Piece grass cut x 16
    - Roll and spike pitches x 4
    - Fiery Hill Road verge cut x 6
    - Hewell Lane railway embankment verge x 6
    - Hewell Lane Longlands embankment x 6
  - ix) New Councillors' Guide 2016 – each copy is £2.70. Members are asked if they would like a copy (free to download).

## Agenda item 47.

a) **Planning consultations** : previously circulated and currently available online: <http://appuview.bromsgrove.gov.uk/online-applications/> - application references 16/0072 and 16/0036. Plans will also be available at the meeting.

b) Parker's Piece Footway. Members are asked to decide the contractor for installing the new footway. Plans and photographs to be available at the meeting, and as below.

Red contractor sample of work:





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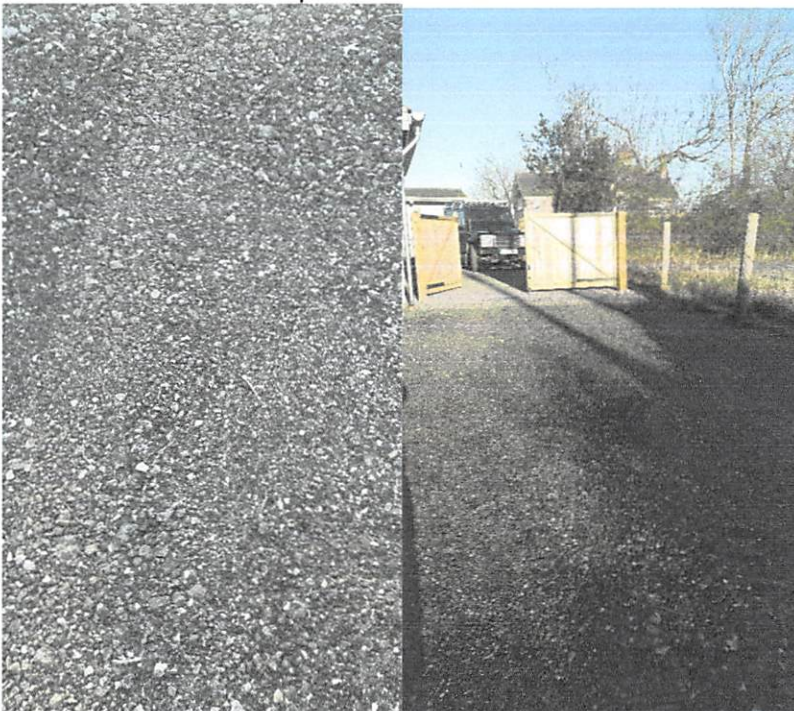
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47b Blue contractor sample of work:



Green contractor sample of work:



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## **Agenda item 47c**

Following recent fencing renewal by resident in Margesson Drive, it is suggested that the sparse hedging alongside that fencing be renewed/replenished to screen the change in ground level and new concrete fencing support. Members are asked to agree to planting and recommend suitable plants, eg dogwood.

## **Agenda item 47d**

Due to purchase of new tractor to cut the grass at Parker's Piece, the contractor will not be able to access the playing field due to the height of the access barrier. The contractor proposes to make some adjustments to the barrier that will enable access but continue to provide the same security levels as now. (A new height barrier would cost IRO £800+).

## **Agenda item 47e**

Cllrs W Whitehand and R Cholmondeley to provide update to the Neighbourhood Development Plan.

## **Agenda item 48 a**

Response to Network Rail consultation on proposed footpath diversion.  
See NR letter below:

## **Agenda item 48b**

Response to County Council consultation regarding parking restrictions at Brookwood Drive / Fiery Hill Road junction.  
See WCC letter below.

BGPE  
Rec'd 2/11/2016  
Scanned to file (Prow's)  
e-mailed to members etc. 2/11/16

Agenda Item 48 a  
2/3/2016



Network Rail  
Desk RAM/5, 11<sup>th</sup> Floor  
100 Wharfside St.,  
The Mailbox  
Birmingham  
B1 1RT

bromsgroveelectrificationdocume  
ntcontrol@networkrail.co.uk

27 January 2016

Ref: 106717/LCA/Cofton pre consultation

Dear Sirs,

**Public Path Pre Order Consultation  
Highways Act 1980 Section 119A  
Proposed diversion of Footpaths CH-520, Cofton Hackett & BG-500 Barnt Green in the  
Parish of Cofton Hackett**

As you will be aware, Network Rail requested and Worcestershire County Council obtained a temporary closure order of the above footpaths from the Secretary of State which includes stopping up the at-grade level crossing, while a safer solution for crossing the railway on this route is found and put in place.

The crossing passes over three live railway lines with a maximum speed of 90mph and 300 trains per day. A study of the crossing in summer 2015 which formed part of the Bromsgrove to Barnt Green Electrification Project revealed that there was insufficient warning time of approaching trains.

We have identified two options to address the issue of crossing safety at this location. Before deciding whether or not to submit an application for one of the options we consult with the District and Parish Councils and User Groups, allowing two months for a response. The aim is to identify as many as possible of the interests that people have in the public path network and pursue proposals that not only satisfy the relevant legal tests but are also accepted as being both necessary and fair.

The first option is to divert the existing footpaths. There are a number of potential footpath routes and these have been marked up on the plan enclosed. These new public footpaths would improve access in the area and would open up potential circular walks.

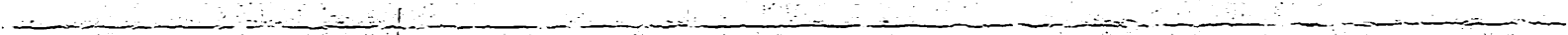
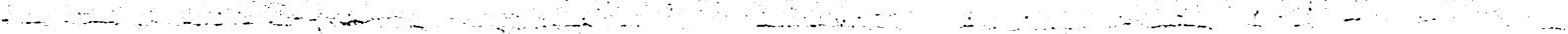
The second option is to build a new footbridge close to the location of the current crossing, together with minor footpath diversion.



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1914

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We would be pleased if you would consider each of the above proposals and let us have your informal views, using the enclosed plan to illustrate them if you wish, within **2 months** of the date stated on this letter.

Please respond via letter to the address listed at the top of this letter or via email to:

[BromsgroveElectrificationDocumentcontrol@networkrail.co.uk](mailto:BromsgroveElectrificationDocumentcontrol@networkrail.co.uk)

Your response within the 2-month consultation period would be appreciated, as this will help us reach a permanent solution more quickly.

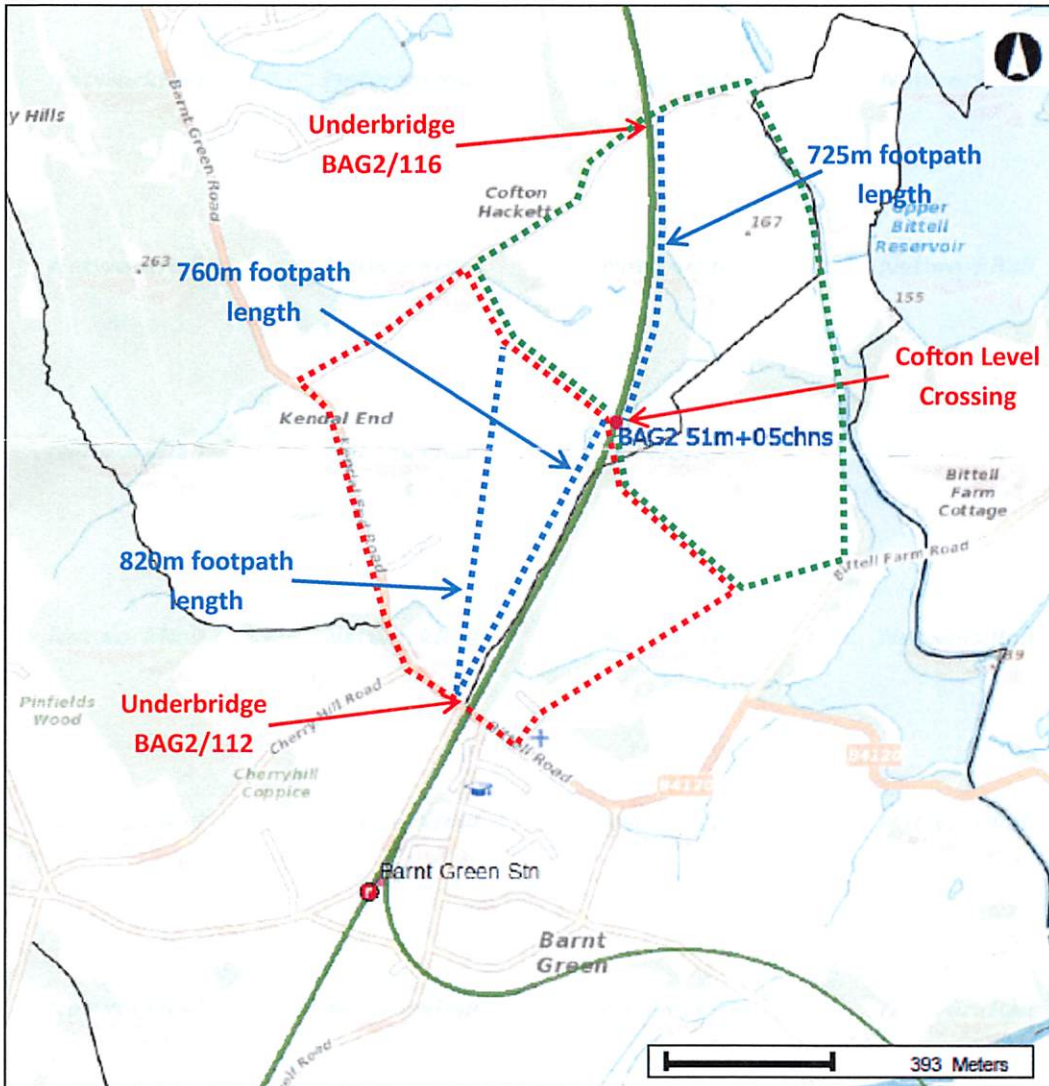
Yours faithfully,



**Richard Dugdale**  
Project Sponsor

Diversity Impact Assessment (DIA)

Appendix 3 – Alternative access routes



**COPYRIGHTS**

This product includes map data licensed from Ordnance Survey. © Crown copyright and database rights 2015 Ordnance Survey 0100040692.  
 © Local Government Information House Limited copyright and database rights 2015 Ordnance Survey 0100040692.  
 Contains British Geological Survey materials © NERC 2015  
 The Five Mile Line diagrams are copyright of Waterman Civils and must not be passed to any third party.

Please note that this map is not suitable for legally binding documents. If you require a map for a legally binding document, please contact the land information team: [landinformation@networkrail.co.uk](mailto:landinformation@networkrail.co.uk)

<b>Cofton Level Crossing BAG2 51m 5ch</b>	
Scale	1 : 12,286
Plot Date	30/07/15 10:11
Printed By	AB

Output created from GeoRINM Viewer

- ..... Pedestrian diversionary route using existing footpath/highway via BAG2/112 (approximately 2.9km)
- ..... Pedestrian diversionary route using existing footpath/highway via BAG2/116 (approximately 3.1km)
- ..... Potential new public footpath routes



**Notes:**

1. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.
2. DO NOT SCALE FROM THIS DRAWING.
3. HATCHED AREA ON LOCATION PLAN AND PLAN INDICATES NETWORK RAIL LAND OWNERSHIP.
4. THE DIMENSIONS AND LEVELS SHOWN IN THIS DRAWING ARE BASED UPON ESTIMATES TAKEN FROM SITE AND SHOULD BE CONFIRMED UPON RECEIPT OF A TOPOGRAPHICAL SURVEY.
5. REPRODUCED FROM THE CONFORMANCE SURVEY MAP WITH PERMISSION OF THE CONTROLLER OF HIGHWAYS. STATIONARY OFFICE, CROWN COPYRIGHT LICENCE NO. 0100040692

**Legend:**

- PROPOSED FOOTBRIDGE WITH STAIRCASE ACCESS
- PROPOSED FOOTPATH
- PROPOSED DIVERSIONARY FOOTPATH
- ISSUES
- PROPOSED DIVERSIONARY FOOTPATH

**Location Plan**  
SCALE 1:1250  
E.L.R. BA2 COFTON  
0.5 KM (0.3 MILES) FROM  
MILEAGE: 51 MMS 110 PGS

**PHOTO 1** VIEW LOOKING SOUTH SHOWING AREA WHERE PROPOSED FOOTBRIDGE WOULD BE SITED

**PHOTO 2** PUBLIC FOOTPATH ON EAST SIDE OF THE LINE

**PHOTO 3** VIEW LOOKING SOUTH ALONG WESTERN BOUNDARY FENCE WHERE PROPOSED DIMENSIONARY FOOTPATH WILL BE SITED

**PHOTO 4** EXAMPLE OF GAGE REQUIRED FOR MAIN SPAN

**Typical Section Through Main Span**  
SCALE 1:50

**Elevation on A-A**  
SCALE 1:100

**Elevation on B-B**  
SCALE 1:100

**PLAN**  
SCALE 1:125

**COFTON FOOTBRIDGE PROPOSED GENERAL ARRANGEMENT (OPTION 2)**

**NATIONAL LEVEL CROSSING REPLACEMENT PROGRAMME**

**Network Rail**

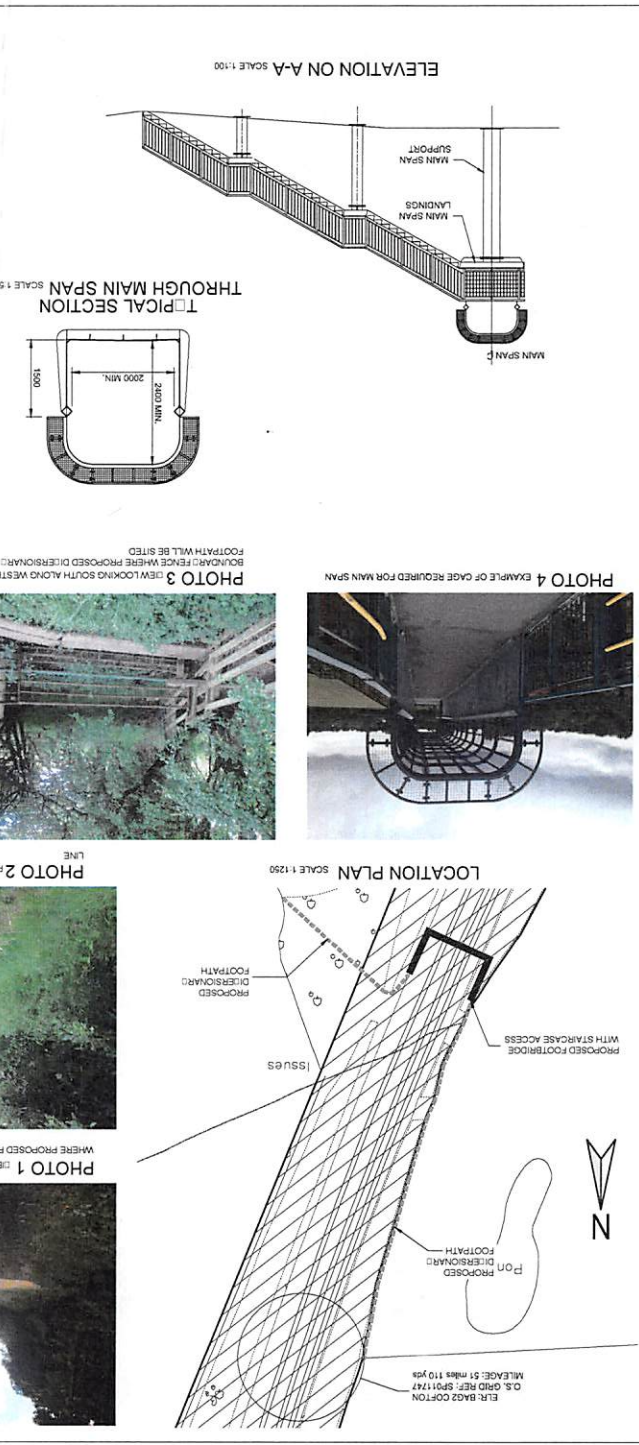
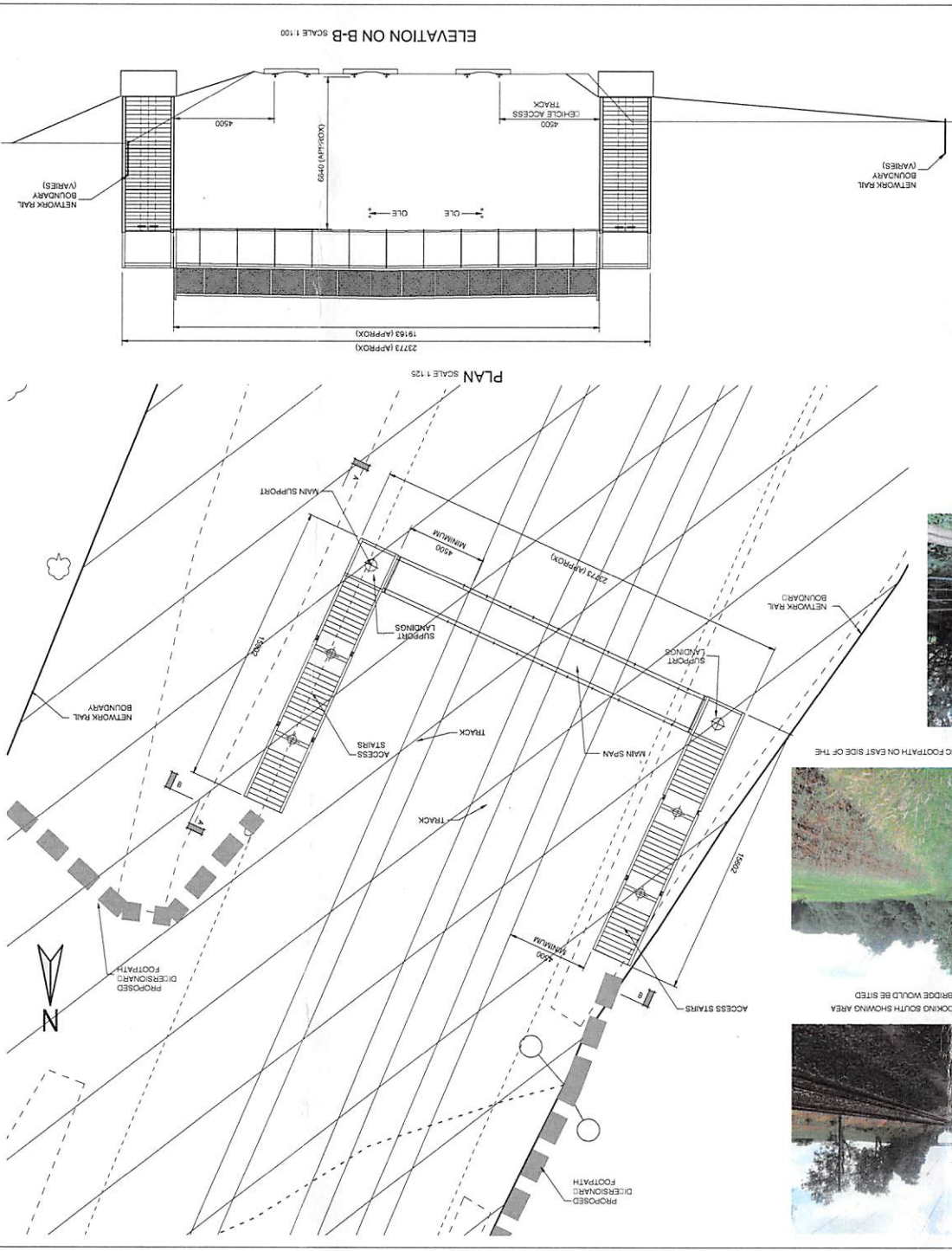
**Designers:**  
Infrastructure Projects  
Buildings & Civils  
CIVIS Design Group  
York  
Leeds House  
10th Green  
COFTON  
Tel: 01904 33056  
Fax: 01904 33044

**Checkers:**  
A. BOULTON  
S.P. WOLLITER  
A. WILLIAMS  
C. ROBERTS

**AS SHOWN AT:**  
51m 110pgs  
09/03/13  
09/03/13  
09/03/13  
09/03/13

**Drawing Number:** LNE/129495/EAR/DRG/1A/B/230

**Revision:** A01



Agenda item 486  
2/3/2016.

**Executive Officer**

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**From:** Turner, Julian (BEC) <JTurner@worcestershire.gov.uk>  
**Sent:** 18 February 2016 15:38  
**To:** 'tromidlands@fta.co.uk'; 'midlands-western@rha.uk.net';  
pete.liddington@redditchbc.gov.uk; viv.banes@bromsgroveandredditch.gov.uk;  
trafficmanagement@warwickshireandwestmercia.pnn.police.uk;  
ian.connolly@westmercia.pnn.police.uk; Lake,Rod  
<rod.lake@westmercia.pnn.police.uk> (rod.lake@westmercia.pnn.police.uk);  
exec@barntgreen.org.uk; 'Lake,Rod (rod.lake@westmercia.pnn.police.uk)'  
**Cc:** Mcdonald, Peter (CS, Councillor); Williams, Gary (BEC)  
**Subject:** FIERY HILL ROAD, BARNT GREEN. PROPOSED PROHIBITION of WAITING AT ANY  
TIME (Initial Consultation)  
**Attachments:** 2015-709-1.pdf; Untitled attachment 00330.txt



Dear Sir, Madam

**FIERY HILL ROAD, BARNT GREEN. PROPOSED PROHIBITION of WAITING AT ANY TIME  
(Initial Consultation)**

We have investigated a need for Prohibition of Waiting at Any Time on Fiery Hill, Barnt Green, where complaints of vehicles causing a hazard are continually parking at the junction of Brookwood Drive (Private Rd); the County Councillor is Peter McDonald.

It is therefore our intention to pursue the introduction of a Traffic Regulation Order to implement Prohibition of Waiting at Any Time, as shown on the attached drawing to address issues of safety and visibility at this location. (See drawing 2014-709-1)

I would be grateful to receive your views on this proposal by 17<sup>th</sup> March 2016 so that I may continue the consultation procedure. If I do not hear from you by that date then I will assume you have no objection but your earliest response would assist me greatly.

Yours faithfully,  
Julian

Julian A Turner MBE MCIHT  
Traffic Engineer  
Economy & Infrastructure  
Worcestershire County Council  
07903154190  
[www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)



**Legend**

**Text**  
No Waiting

**Label Lines**  
—

**Permanent Orders**

- 1,000 Prohibition of Waiting
- 2,000 Restriction of Waiting
- 3,000 Waiting/Loading Restriction
- 4,000 Permit Holder Parking
- 5,000 Limited Waiting
- 6,000 Disabled Badge Holders Only
- 7,000 Loading Only

**Proposed**

Prohibition of Waiting Order  
(double yellow lines)




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Ordnance Survey 100024230.

Indicative Scale: 1:1,250

Date Printed: 21/9/2015

Fiery Hill Road/Brookwood Drive, Bamt Green -  
Proposed Prohibition of Waiting Order

Drawing 2015-709-1



**worcestershire**  
county council

Worcestershire County Council  
County Hall  
Spetchley Road  
Worcester  
WR5 2NP



## **BARNT GREEN PARISH COUNCIL Financial Controls**

**(To be read in conjunction with Financial Regulations, Risk Management & Controls and Risk Review, below)**

- There are two bank accounts with Unity Trust Bank, one 'tailored current account' and one deposit account (both interest-bearing) operated by post, telephone and internet by the Executive Officer (EO) as administrator authorised to set up internet payments and internal transfers.
- Three members of the parish council are authorised signatories to the account, reviewed annually; the EO is not a signatory. The bank holds a mandate for each signatory.
- All items relating to the running of the accounts of the Parish Council are available for inspection by prior arrangement with the EO.
- A Budget Forecast for the 12-month period of 1 April to 31 March is agreed annually by the Parish Council prior to the financial year end and is used to set the parish precept.
- The EO produces a summary of the Parish Council's annual accounts for presentation to the Parish Council as soon as practicable after the end of the financial year and in any case before the end of June.
- The EO will prepare the Annual Statement of Accounts by the end of June at the latest (but will endeavour to provide as soon as possible after financial year end), to support the period of public inspection during external audit.
- The EO will prepare and collate all records, documents, papers etc. as directed by the External Auditor, for the period of public inspection.
- The financial position of accounts held by the Parish Council is advised to each Parish Council meeting and comparison of actual receipts and payments to date against the budget at least quarterly.
- All requests for payment shall be accompanied by the appropriate paperwork.
- All cheques and internet payment approvals are signed by at least two of the three members of the Parish Council whose names appear on the bank mandate.
- Each internet payment will be supported by an invoice or voucher copied as a pdf to the three authorised signatories in advance by email, who will then confirm authorisation to the EO.
- Cheques and internet approvals are signed at each Parish Council meeting when the clerk and chairman are present.
- No authorised signatory will be asked to sign a blank cheque or action a non-authorised internet payment.
- The Parish Council appoints at least one member to check its finances quarterly; all members take it in turns to undertake this function.
- The Parish Council annually appoints a competent independent internal auditor to check the Parish Council's accounts and to ensure that its activities are properly carried out and recorded. Terms of appointment will be confirmed in writing.
- The External Auditor continues as appointed by the Audit Commission until 2017. In 2015 the appointing body changed and external audit arrangements will be slightly different in 2016; principally the EO will call the date of the 30 working-day audit period, to include the first ten working days of July.

## Risk review of Parish Council financial arrangements

### 1. Financial arrangements

Item	Reviews required	Minute
1.	Parish Council's banking arrangements	
2.	Quarterly book-keeping checks carried out in accordance with schedule of agreed checks	
3.	Bi-annual VAT returns have been submitted and refunded	
4.	Quarterly payments have been made to HMRC	
5.	Lengthsman claims have been submitted and refunded at least annually	
6.	Year-to-date reviews of income and expenditure at have been reviewed against budget, at least bi-annually	
7.	Specific allocations to reserves have been agreed for the financial year	
8.	The parish council has tendered for its electricity, telephone and broadband supplies	
9.	The Parish Council has reviewed the contracts for: <ul style="list-style-type: none"> <li>• grass cutting at Millennium Park and Hewell Road</li> <li>• Street light maintenance</li> </ul>	
10.	The Parish Council asset register has been reviewed	
11.	The financial budget for the forthcoming year has been agreed	
12.	The precept has been agreed and the District Council notified	
13.	The annual allowance for the Chairman has been agreed	
14.	Staff appraisals have been undertaken and brief summary of outcome reported to council	
15.	Staff salaries have been reviewed and agreed	
16.	The Internal Auditor for the year has been appointed	

## 2. Insurance

The following cover is to be confirmed.

Public Liability	£10m any one event
Employers' Liability	£10m any one event inclusive of costs
Money & fidelity guarantee	£5,000
Fidelity Guarantee	£100,000
Personal accident	Members and employees covered - £500,00 any one person, £2,000,000 any one incident
Libel and slander	£250,000 - excess lower of 10% claim or £1,000
Legal Expenses	£100,000
Parish Council assets as per asset register	£190,390



# Barnt Green Parish Council

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

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**Agenda item 49:** standard items to note.

**Agenda item 50: Governance**

- a) Financial Controls policy, as below (next page) for approval.
- b) Date of Annual Parish Council meeting. This meeting must be held in May each year and is the meeting at which the Chairman is appointed, committees organised, Standing Orders and Financial Regulations reviewed etc. then followed by the month's ordinary meeting. This meeting would ordinarily be held on the 1<sup>st</sup> Wednesday of the month, in line with current meeting procedures, however Cllr Cholmondeley will not be available on that date (4<sup>th</sup> May) and would like to change the date of the meeting. The EO is unable to attend on the 11<sup>th</sup> May due to prior commitment. Members are asked to identify a suitable date for this meeting.
- c) It has been agreed to update the website and different providers have been asked to submit quotes for this. At the same time members are asked whether the focus of the parish council's website should be whole parish/village community (hence .org.uk name) or more relevant to parish council business with a .gov.uk name.

**Agenda item 51: Reports and items for future agendas...**

Members are asked to submit comment.

**Agenda item 52: Next meeting** is to be held on 6<sup>th</sup> April 2016.

End of report.  
Gill Lungley  
Executive Officer  
24/02/2016