

# Barnt Green Parish Council

## Minutes of the Parish Council meeting held at Cofton Room, St Andrews Parish Centre, Sandhills Lane, Barnt Green on Wednesday 7<sup>th</sup> October 2015 at 7.00pm

**Present:** Cllrs R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Banner,  
E Gumbley, J Jellie, S Whitehand

**In attendance:** Richard Dugdale and Natalie Stretton - Network Rail  
25 members of the public  
Gill Lungley (Executive Officer)

### 74 Apologies

The apologies of Cllr R Briggs were received and accepted.

### 75 Declarations of Interest

- a) The requirement to keep the Register of Interests updated was noted.
- b) and c) The need to declare Disclosable Pecuniary Interests and Other Disclosable Interests was noted.
- d) No requests for a dispensation had been submitted.

### 76 Adjournment of meeting to hear from:

- a) **Network Rail.** Richard Dugdale gave a presentation on Network Rail's reasons for closing the public footpath between Barnt Green and Cofton Hackett that crosses the railway line to the north of Barnt Green station. The level crossing manager and the customer safety manager had provided apologies for non-attendance. Residents voiced their dissatisfaction with the closure. Network Rail promised further consultation on this matter with Worcestershire County Council, Ramblers Association and Barnt Green Parish Council during October. A copy of the presentation would be made available to the parish council.
- b) **Members of the Public.** Most of those attending were present to hear from Network Rail and addressed their comments to that item. Following the completion of Network Rail's presentation and related comments, the remaining members of the public voiced concerns relating to 1) parking issues related to the First School and 2) the First School's outline proposal to augment teaching and learning space with a double-decker bus parked to the rear of the school building.
- c) **County Councillor.** Peter McDonald had sent apologies for non-attendance and had provided an update as follows:
  - i) The private sector is taking on the county council's country parks and open spaces;
  - ii) On the subject of a combined authority, WCC believes it has the capacity to administer devolved powers without the need to combine with other authorities;
  - iii) WCC states it is on target to reach its £25m savings this financial year.
- d) **District Councillor.** Charles Hotham updated as follows:
  - i) the deadline for joining with a greater Birmingham authority is unlikely to be met;
  - ii) has met with Worcestershire Regulatory Services regarding 'rail squeal';
  - iii) has met with Bromsgrove DC's Head of Planning Services to discuss the situation at Barnt Green Cricket Club and their need to install substantial protective netting around the second team ground;
  - iv) is to meet with the planning officer regarding Cala Homes proposed re-alignment of Fiery Hill Road.

### 77 Minutes of the last meeting

The draft minutes of the extraordinary Parish Council meeting held 15/09/2015 were agreed a true record and signed by the Chairman.

### 78 Chairman's Report

# Barnt Green Parish Council

Cllr Cholmondeley thanked all who took part in the Annual Community Walk on 26/09/2015 and to all those who supported the Shindig 'Kepow Theatre' event on 3/10/2015 which had been very enjoyable. Special mention and a round of applause was given to Cllr R Banner for promoting ticket sales.

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

- a) Casual vacancy arrangements – there had been no call for a by-election, the council is now free to co-opt a suitable candidate. Notices would be posted to the notice boards and on the website.
- b) Defibrillator training has been arranged for 6/11/2015 (further training can be arranged)
- c) Lengthsman continues to work in the parish and had cut back overhanging growth on the railway embankments in Hewell Road and Hewell Lane. Councillors were concerned this was only a superficial and that more vigorous pruning was required, but not too much so as to cause distress to residents. An outline of which contractor does what had been circulated in advance of the meeting.
- d) The grass cutting contractor had been requested to cut back the grass and brambles on the Longlands embankment, Hewell Lane.
- e) Arrangements to cut back hedging in Hewell Lane and Fiery Hill Road (Network Rail): this matter would be referred to the Neighbourhood, Planning and Environment committee to consider.
- f) WCC response to report of blocked drains in Bittell Road (ie 'not blocked') had been challenged and forwarded to County Councillor P McDonald. It was noted that drains in Fiery Hill Road had been cleared.

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

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

Log no.	App no.	Address	Development Proposal	LPA Decision
008	15/0741	33 Blackwell Road	Construction of a new enlarged dwelling on existing residential site	Pending
Comment submitted 28/09/2015 via delegation arrangements				
009	15/0823	Woodlands, Fiery Hill Rd	One single storey apartment and ancillary parking/landscaping	Pending
Comment delegated to Neighbourhood Planning and Environment Committee meeting on 13/10/2015.				
Status of current applications was noted:				
004	15/0663	3 Rosewood Drive, B45 8LF	Addition of first floor balcony to replace pitched roof	Granted
005	15/0652	Fiery Hill Road	Re-alignment of Fiery Hill Rd	Pending
It was noted that members would be meeting representatives of Cala on 08/10/2015 to discuss this proposal.				
006	15/0722	6 Hewell Lane, B45 8NZ	Two storey rear extension with alterations to existing single storey side extension	Granted
007	15/0517	Land opp Underhill, Aqueduct Lane,	Replacement of existing detached garage B48 7BP	Refused

- b) **It was agreed** to purchase the re-planting of the village planters with pansies, bulbs, wallflowers, primulas and top up with new compost from Where Next Association at a cost of £378 inc VAT. The hanging baskets would be taken down by council members and passed on to Where Next.
- c) **It was agreed** to write with thanks to all the shops who looked after a hanging basket this year and to resurrect the best hanging basket competition for next year. Cllr R Banner would liaise with the Executive Officer in this regard.

# Barnt Green Parish Council

- d) Residents' contact over the last month included concerns relating to:
  - d1) Speeding in Hewell Lane
  - d2) Parking in Fiery Hill Road near Brookwood Drive
  - d3) Pedestrian access between Fiery Hill Road and platform 1, BG Station (it was noted Network Rail is to resolve this during October/November)
  - d4) Parking in Fiery Hill Road between station and Kendal End Road
- e) With regard to the appearance of Green Bank off Hewell Road, **it was agreed** to continue to fund one cut per year usually carried out Autumn/winter.
- f) **It was agreed** to purchase 500 wheelie bin '30mph' stickers at a cost of £210. Their availability would be advertised via the next issue of The Bulletin and limited to 6 stickers per household on a first-come-first-served basis.
- g) **It was agreed** to contact the land owner and request safety measures for pedestrians crossing car park access road, r/o Tesco, to include installation of a stop/give-way sign and a broad white line across the access. Cllr R Banner offered to talk to the adjacent householder regarding their hedge.

## 81 Events

- a) Debrief on Community Walk held 26/09/2015: this had been an enjoyable event, with excellent weather conditions. The three walks had been well supported with a total of 150 walkers taking part. It was suggested that a shorter walk might be considered for next year to cater for the younger participants. All those who took part and those who helped on the day were thanked.
- b) Debrief on Shindig theatre, held 03/10/2015: this event had been much enjoyed by all who attended. The second theatre event is to be held on 16/04/2016 (The Origin of Species).
- c) Christmas Lights switch-on 04/12/15 event in Millennium Park is to tie in with the First School's Christmas Fayre organised by their PTA. The EO would liaise with the PTA.
- d) National event 'Small Business Saturday' 05/12/2015; it was suggested that the shops are alerted to the Christmas lights switch-on event on 04/12/15 with possible late-night opening.

**Point of order:** The time being 9.30pm, members agreed to suspend Standing Orders and continue to finish the business on the agenda

- e) With regard to providing thanks to volunteers over the last year, members would provide a list of people to invite to a Christmas lunch.
- f) **It was agreed** to purchase child-suitable defibrillator pads, £115.
- g) **It was agreed** to support the Sport Relief Mile 2016, which is to be organised via Barnt Green Chuggers. Costs would include hire of portable toilets and insurance of event.
- h) **It was agreed** to look into the support and/or provision of computer literacy classes for residents.

## 82 Governance

- a) With regard to the provision of members' contact details on the public notice board, **members agreed** to not have their names or contact details on the notice board; the EO's contact details are considered adequate. Members' names and contact details are available on the website.
- b) Members considered the website traffic 2014 & 2015 analysis and would review the suitability of the current website for consideration at the next meeting.
- c) Members considered the requirements for the Local Council Award Scheme, Foundation tier, and agreed to provide the following online: Budget and Precept information; Complaints Procedure; an action plan for 2015/16; + Training Policy and training record

# Barnt Green Parish Council

for all staff and councillors. Cllr R Cholmondeley and Cllr S Whitehand would meet to consider these requirements on 13/10/2015.

- d) The availability of training via Worcestershire CALC (County Association of Local Councils) in council basics in October and November had been circulated and members were to advise the EO if they wished to attend. Cllrs R Cholmondeley and S Whitehand would attend.
- e) **Members agreed** to write to WCC stating Twatling Road is not in Barnt Green Parish.
- f) **It was agreed** to respond to the Bromsgrove and Redditch Network, re rural voluntary services with information about a local group supporting elderly residents.

## 83 Finance

- (i) **It was agreed** to support the Executive Officer's attendance at Clerks Conference 15<sup>th</sup>, 16<sup>th</sup> & 17<sup>th</sup> October, £118.46 (full costs shared with BPC)
- (ii) **It was agreed** to manage without an office mobile phone (BT), cost @ £20 / £25pcm
- (iii) The update on current finances provided by the Responsible Financial Officer was noted; included below.
- (iv) **It was agreed** that Cllr R Briggs would visit the parish council office to review latest quarter accounts.
- (v) The provision of a pension is now a legal requirement upon all employers. **It was agreed**, in the knowledge that such cost may be up to £1,000 each time, to seek advice on which pension provider to use for the parish council's employee/s.

## 84 Councillors' reports and items for future agendas

- (i) Report on meetings attended –  
Cllr R Cholmondeley had met with county councillor P McDonald to discuss highways and traffic issues. During the useful discussion Mr McDonald stated he would prefer to receive first-hand contact with residents on highways issues.
- (ii) Members were advised of the following events:
  - Training, various dates
  - Community Emergency Planning Forum 28/10/2015 at BDC
  - WorcsCALC AGM 25/11/2015 at County Hall, Worcester
  - Bromsgrove Area CALC committee meeting 09/12/2015
- (iii) Report minor matters of information not included elsewhere on the agenda –
  - a) Cllr R Banner asked for a response to her letter regarding participation in the Open Gardens event; tabled for the next parish council meeting.
  - b) Cllr E Gumbley asked for a rota to be established to check on the number of cars being parked in Fiery Hill Road and on the railway station's car park following the imminent departure of the contractors from the site; tabled for the next parish council meeting.
  - c) It was noted that this meeting had gone over the expected length of 2½ hours. The Chairman would liaise with the EO on this matter.
- (iv) Items for future agendas, to include provision of councillors' surgeries.

## 85 Date and Venue of Next Meeting

The next meeting will be held on Wednesday 4<sup>th</sup> November 2015 at 80 Hewell Road.

This meeting ended at 10.40pm.

.....  
Chairman

4<sup>th</sup> November 2015

BUDGET COMPARISON	2014/15 actual	2015/16 budget	2015/16 to 30/09/2015
<b>RECEIPTS to 05/10/2015</b>			
Precept paid in current year	56,215.76	57,200.00	28,600.00
Council Support Grant	-	-	1,379.00
Interest	972.25	470.00	19.58
Lengthsman Refund	1,453.65	2,000.00	500.00
VAT Refund	5,133.88	3,600.00	1,455.29
Miscellaneous	257.50	567.50	1,081.51
<b>Total Receipts</b>	<b>64,033.04</b>	<b>63,837.50</b>	<b>33,035.38</b>
<b>PAYMENTS</b>			
Staff Costs	15,665.15	15,750.00	8,885.66
Chairman's Allowance	382.20	425.00	-
Office Running costs	5,471.05	5,940.00	4,204.61
Training and Publications	210.00	250.00	-
Meeting Rooms and Refreshments	-	50.00	27.00
Subscriptions	817.27	845.00	644.94
Insurance	947.82	1,000.00	963.32
Auditor Fees	435.00	445.00	415.00
Legal Fees	842.50	500.00	-
Loan repayments	583.28	-	-
Election costs	-	3,657.00	89.70
Donations	250.00	-	-
General Administration Costs	218.77	300.00	316.38
VAT	5,725.38	3,600.00	2,639.38
<b>Administration</b>	<b>31,548.42</b>	<b>32,762.00</b>	<b>18,185.99</b>
Newsletters	980.00	1,000.00	490.00
Website	696.00	696.00	388.00
<b>Communication</b>	<b>1,676.00</b>	<b>1,696.00</b>	<b>878.00</b>
Park Mowing	810.00	800.00	648.00
Park Maintenance	4,851.44	450.00	885.96
Park Safety Inspections	215.00	150.00	60.00
<b>Millennium Park</b>	<b>5,876.44</b>	<b>1,400.00</b>	<b>1,593.96</b>
Field Mowing	2,734.32	3,000.00	1,367.16
Field Maintenance	1,955.85	1,800.00	176.46
Field Safety Inspections	215.00	150.00	60.00
<b>Parker's Piece</b>	<b>4,905.17</b>	<b>4,950.00</b>	<b>1,603.62</b>
Hanging baskets	389.58	400.00	416.25
Planters	287.50	600.00	471.67
Maintenance	1,813.75	900.00	374.00
<b>Environment</b>	<b>2,490.83</b>	<b>1,900.00</b>	<b>1,261.92</b>
Street Lights Maintenance	5,750.60	3,000.00	1,330.15
Electricity	2,482.16	3,000.00	1,131.10
Christmas lights	5,825.86	6,325.00	948.00
<b>Street lighting</b>	<b>14,058.62</b>	<b>12,325.00</b>	<b>3,409.25</b>
Lengthsman charges	1,025.60	2,000.00	1,000.00
Highways	-	-	-
<b>Highways</b>	<b>1,025.60</b>	<b>2,000.00</b>	<b>1,000.00</b>
Events	349.40	-	121.00
Section 137	-	-	-
Neighbourhood Plan	-	2,000.00	-
Fixed Assets	-	250.00	5,195.00
<b>Miscellaneous</b>	<b>349.40</b>	<b>2,250.00</b>	<b>5,316.00</b>
<b>Total Payments</b>	<b>61,930.48</b>	<b>59,283.00</b>	<b>33,248.74</b>
<b>Total Receipts</b>	<b>64,033.04</b>	<b>63,837.50</b>	<b>33,035.38</b>
<b>Total Payments</b>	<b>61,930.48</b>	<b>59,283.00</b>	<b>33,248.74</b>
<b>Net surplus / deficit</b>	<b>2,102.56</b>	<b>4,554.50</b>	<b>213.36</b>

Payments for month to 30/09/2015:						
Date	paytype	ref	Reason for payment	Gross	VAT	Net
01/09/2015	BACS	v84	Newsletter printing	245.00	-	245.00
	d/d	v85a	Unmetered supply street lights	202.58	33.76	168.82
	d/d	v85b	Unmetered supply lights	11.51	0.54	10.97
	d/d	v86	Office phone Aug 2015	17.53	2.92	14.61
	d/d	v87	Office broadband	52.20	8.70	43.50
	BACS	v88	Litter picking	60.00	0.00	60.00
	BACS	v88	Millennium Park safety inspections	30.00	0.00	30.00
	BACS	v88	Parker's Piece safety inspections	30.00	0.00	30.00
	BACS	v89	Temp Event Notice, CommWalk	21.00	0.00	21.00
	BACS	v90	Millennium Park mowing	108.00	-	108.00
	BACS	v90	Village verges	28.00	-	28.00
	BACS	v90	Beech hedge, Millennium Park	220.00	-	220.00
	s/o	v91	Website design and hosting	58.00	-	58.00
	s/o	v92	Monthly retainer, street light maint	264.00	44.00	220.00
	s/o	v93	Grass cut and grounds maintnce	273.43	45.57	227.86
	BACS	v94	monthly salary, September	1,547.25	-	1,547.25
	BACS	v95	PAYE and NI for Jul, Aug, Sept	412.78	-	412.78
	BACS	v96	Office quarterly rent to 25/12/2015	1,237.50	-	1,237.50
	BACS	v97	Office service chge fye 31/03/2015	375.28	-	375.28
	BACS	v98	Reimburse cash to entertainer	100.00	-	100.00
			subtotal for September 2015	<b>5,294.04</b>	<b>135.49</b>	<b>5,158.55</b>

October 2015 payments:						
01/10/2015	BACS	v101	Portable toilet hire	144.00	24.00	120.00
05/10/2015	BACS	v102	Room hire (Shindig)	50.00	-	50.00
05/10/2015	BACS	v103	Room hire, parish council meeting	20.00	-	20.00
06/10/2015	BACS	v104	Street light replacement parts	142.50	23.75	118.75
06/10/2015	d/d	v105	Office electricity	195.05	9.28	185.77
06/10/2015	d/d	v106a	unmetered supply, st lights	209.34	34.89	174.45
06/10/2015	d/d	v106b	unmetered supply, st lights	11.74	0.55	11.19
20/10/2015	s/o	v107	PC website	58.00	-	58.00
20/10/2015	s/o	v108	Grass cut and grounds maintnce	273.43	45.57	227.86
31/10/2015	BACS	v109	monthly salary, October	1,089.05	-	1,089.05
<b>Sept/October 2015 receipts</b>				<b>Receipt</b>		
30/09/2015		vr99	Interest, tailored account	0.59	-	0.59
30/09/2015		vr100	Interest, tailored deposit a/c	5.39	-	5.39
05/10/2015		vr110	Cheque ticket receipts	143.50	-	143.50
05/10/2015		vr111	Cash ticket and refreshments	368.50	-	368.50
06/10/2015		vr112	2nd half precept	28,600.00	-	28,600.00

<b>Cash in hand at 1 April 2015</b>			
	Unity Bank current account	3,491.10	
	Unity Bank deposit account	7,292.02	
	Lloyds Bank current account	28,685.90	
	Cambridge	25,013.70	
	<b>Alto</b>	<b>348.49</b>	<b>£64,831.21</b>
<b>Add receipts between 1 April and 30 Sept</b>			
		33,035.38	
<b>Loss payments between 1 April and 30 Sept</b>			
		-33,248.74	
	less unrepresented cheques	2,022.53	
	<b>Cash in hand at 30 Sept 2015</b>		<b>£66,640.38 A</b>
<b>Bank balances per bank statements at 30 Sept 2015</b>			
	Unity Bank current account	1,389.95	
	Unity Bank deposit account	11,288.37	
	Cambridge B/S	53,699.60	
	<b>Alto</b>	<b>262.46</b>	
	<b>Bank balances at 30 Sept 2015</b>		<b>£66,640.38 B</b>
			<b>A-B= £0.00</b>