

Barnt Green Parish Council

Minutes of the Annual Meeting of the Parish Council
held at 80 Hewell Road, Barnt Green on Wednesday 13 May 2015 at 7.00pm

Present: Councillors (Cllrs) Rosemary Briggs (part), Robert Cholmondeley, Edwin Gumbley, Charles Hotham, and Susan Whitehand.

In attendance: Paul MacLachlan (Executive Officer).

The following documents will be appended to the signed minutes:

- the Agenda;
- the following enclosures:
 - A: Standing Orders
 - B: Financial Regulations
 - C(i): Resources Committee terms of reference
 - C(ii): Neighbourhood, Planning and Environment Committee terms of reference
 - D: Delegation arrangements;
 - E: Proposed 2015/16 meeting dates;
 - F: Responsible Finance Officer's report;
 - G: Planning report.

Prior to the commencement of the meeting the Executive Officer witnessed councillors' *Member Acceptance of Office* forms.

In the absence of Cllr Jagger, former Vice-Chair, Charles Hotham, chaired the meeting.

01 Election of Chair

Cllr Hotham reported that John Jagger was prepared to stand as Chairman. It was proposed by Cllr Hotham, seconded by Cllr Gumbley, and agreed unanimously that Cllr John Jagger be Chair of Barnt Green Parish Council. The Executive Officer was asked to ensure that Cllr Jagger signed his Chairman's Acceptance of Officer form.

02 Apologies

The Clerk reported that Cllr Briggs had advised she would be late arriving. The apologies of Cllr Jagger were received and accepted. The apologies of County Councillor Peter McDonald were received.

03 Election of Vice-Chair

It was proposed by Cllr Hotham, seconded by Cllr Whitehand, and agreed unanimously that Cllr Robert Cholmondeley be Vice-Chair of Barnt Green Parish Council. Councillor Cholmondeley signed the Vice-Chair's Acceptance of Office form.

In the absence of Cllr Jagger, Cllr Cholmondeley took the Chair.

04 Declarations of Interest

Councillors noted the requirement to complete a new Register of Interests form and to lodge it with the District Council Monitoring Officer within 28 days of taking office. No interests were declared by Parish Council Members. No dispensations were sought. Cllrs were requested to consider, prior to the next meeting, whether they needed to apply for a dispensation.

Barnt Green Parish Council

The meeting was adjourned for Public Question Time

One member of the public attended the meeting and raised the following issues:

- (i) parking on Sandhills Road;
- (ii) the leaking roof over the entrance to Tesco;
- (iii) the need to cut back the hedges by the Nursery in Sandhills Road;
- (iv) the following concerns in Parker's Piece:
 - a fallen tree in the corner of Parker's Piece;
 - dead commemorative oak trees;
 - dog faeces;
 - long grass around the rubbish bins.

Cllr Briggs arrived and the meeting was reconvened.

05 Chairman's report

The Chairman congratulated Cllr Hotham on his election to the District Council, noted that building work had begun on Fiery Hill Road and reminded Clls to attend for the delivery of the planters on 14 May.

06 County and District Councillors' reports

District Cllr Hotham had only attended an induction course since election.

07 Governance

- (i) Councillors were reminded of the Parish Council's code of conduct and a further copy of the document was offered.
- (ii) Councillors noted that the existing Standing Orders had been reviewed on 17 September 2014. Cllr Gumbley proposed, Cllr Cholmondeley seconded and it was agreed that the Standing Orders be adopted without further amendment.
- (iii) Councillors noted that the existing Financial Regulations had been reviewed on 14 January 2015. Cllr Briggs proposed, Cllr Cholmondeley seconded and it was agreed that the Financial Regulations be adopted without further amendment.
- (iv) Councillors considered the remits of the Resources Committee and Neighbourhood, Planning and Environment Committees. Cllr Gumbley proposed, Cllr Cholmondeley seconded and it was agreed that:
 - (a) the Resources Committee was no longer required;
 - (b) that the Neighbourhood, Planning and Environment Committee should continue and that the terms of reference at Enclosure C(ii) be adopted.
- (v) It was proposed by Cllr Hotham, seconded by Cllr Briggs that Cllrs Briggs, Cholmondeley, Hotham, Jagger and Whitehand serve on the Neighbourhood, Planning and Environment Committee.
- (vi) Councillors reviewed the delegation arrangements at Enclosure D. Cllr Hotham proposed, Cllr Whitehand seconded and it was agreed that the delegation arrangements at Enclosure D be authorised.
- (vii) In view of the forthcoming appointment of a new Clerk and the possibility of clashes with District Council meetings it was agreed that only the following meetings be arranged:

| | |
|---|--------------------|
| Parish Council meeting: | Tuesday 16 June; |
| Neighbourhood , Planning and Environment Committee: | Thursday 6 August. |

Barnt Green Parish Council

08 Representation

The Chair reported on arrangements agreed at the last Annual Meeting. The following nominations were received:

- County Association of Local Councils (Bromsgrove): Cllrs Jagger and Whitehand
- Campaign to Protect Rural England: Cllr Whitehand
- St Andrew's School: Cllr Hotham
- Pension's Regulator: Cllr Cholmondeley

It was proposed by Cllr Briggs, seconded by Cllr Gumbley and agreed that the nominations be accepted.

09 Minutes

The minutes of the meeting dated 29 April 2015 were agreed a true record and signed by the Chair.

10 Decisions taken since the last meeting

There were no decisions taken since the last meeting.

11 Finance

It was agreed that the report of the Responsible Finance Officer for May 2015 (Enclosure F) be received and that any outstanding payments be made.

It was agreed that the following payments also be made:

- £500.00 to Bromsgrove District Council (Jan to March Lengthsman fees)
- £525 + VAT to Cardiac Science Holdings Ltd (Defibrillator cabinet)
- £4,490 + VAT to Bropax (supply, delivery and installation of 6 planters).

12 Planning

Cllrs considered the report (Enclosure G) on planning applications received and decisions taken by the District Council.

Although there were no applications requiring consideration Councillors agreed the wording of a statement to the case officer handling the application relating to the installation of boundary nets at Barnt Green Cricket Club.

13 Parish Council vacancies

Councillors noted the window of opportunity to co-opt councillors onto the Council.

14 Clerk vacancy

Councillors noted that 25 applications have been received.

15 Councillors' reports and items for future agendas

- (i) Cllr Cholmondeley reported that he would be meeting with Network Rail representatives to discuss options for a safe rail crossing near Cofton Hall. Cllr Hotham requested details so he could attend as District Councillor.
- (ii) Cllr Whitehand reported that the historic survey of buildings in Barnt Green was now complete and that the County Council report ran to approximately 237 pages.

The meeting ended at 8.28pm.

.....
Chairman

16 June 2015