

Barnt Green Parish Council

Minutes of the Parish Council meeting held at 80 Hewell Road, Barnt Green on Wednesday 6th April 2016 at 7.00pm

Members present: Cllrs R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, E Gumbley, J Jellie, S Whitehand (2 vacant seats)

In attendance: Three members of the public (for part of the meeting)
Gill Lungley (Executive Officer)

16/59 Apologies

Cllr R Briggs had sent apologies for late arrival. Cllr R Briggs arrived during minute no. 16/62.

16/60 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.

It was formally noted at minute no. 16/68a that any views expressed by Cllr C Hotham, who is also a member of Bromsgrove District Council, were preliminary views taking into account the information presently made available to the Parish Council. Cllr Hotham would reserve his final views on the applications until in full possession of any further relevant arguments for and against.

- d) That dispensation requests are to be submitted in advance of the meeting in writing was noted.

16/61 Requests for dispensation

No requests for a dispensation had been submitted

16/62 Adjournment of meeting to hear from:

a) **Members of the Public:**

.1 Mrs Rachel Banner re Barnt Green Open Gardens 2nd and 3rd July 2016. Mrs Banner spoke of the preparations being made for the event and asked the parish council to contribute to the cost of two banners advertising the event and bunting for the shops, possibly the cost of a (musical) band; the requested sum totalling £300. Mrs Banner was thanked for her presentation and left the meeting.

.2 Mr Paul Wright re Barnt Green Colts, under-12's football team. The football team would like to make use of Parker's Piece football field as their home ground for the 2016-17 season and provided outline information relating to the request.

Members agreed to the Chairman's suggestion that this item be considered at this point in the meeting and it was agreed that the Executive Officer would find out what costs are involved in preparation of the ground/pitch.

Cllr Hotham agreed to find out if there is any S106 funding available.

Mr Wright would be finding out if new goal posts were available.

.3 Mr Ian Rathbone re Barnt Green railway station improvements, had submitted comments on how the station could be improved, adding to the report produced by Cllr R Cholmondeley.

Members agreed to the Chairman's suggestion that this item be considered at this point in the meeting and it was agreed the Executive Officer would contact London Midland, whose franchise has been extended for 18 months, with suggestions for improvements to include effective clearance of rubbish, request for more comprehensive signage and better surfacing.

- b) **County Councillor: Peter McDonald** had sent apologies for non-attendance.

c) **District Councillor: Charles Hotham**

1. Planning permission has been given for Waitrose to build on the old Market Hall site, near to the junction of Worcester Road with Kidderminster Road.
2. Permission has been granted for Aldi to build on land between Stourbridge Road/Birmingham Road.

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3. A company that was denied permission to extend operations by building in the Green Belt near Beoley has issued a 'rap' song and petition in protest.
4. The public inspection into the District Local Plan had been held the previous week.

16/63 Minutes of the last meeting

The minutes of the Parish Council meeting held 02/03/2016 and the Extraordinary Parish Council meeting held 15/03/2016 were agreed a true record and signed by the Chairman.

16/64 Chairman's Report

Cllr Cholmondeley reported that:

- .1 he and Cllr E Gumbley had attended to a local resident's concerns about trees being cut down in the Conservation Area over a weekend. This highlighted a need for out-of-hours emergency numbers to be available to members of the public.
- .2 he and Cllr S Whitehand had attended Day 2 of the Public Inspection into the District Local Plan.

16/65 Decisions taken by the Executive Officer (EO) since last meeting and updates

Previous minute no. 16/41b(2) Spending on consultants	Peter McDonald provided an explanation regarding his comment about WCC spending on consultants, which had been in response to a question he asked at Full Council and should be on the Council's Web cam."
Network Rail: Hewell Lane bridge	Notice has been received that NR will start work on ensuring the bridge surround provides the required level of road safety expected; Hewell Lane is to be traffic-light-controlled for 4 weeks from 4 th April.
Out-of-hours emergency procedure	Parish Council was contacted over a weekend by resident concerned that trees were being felled in the Conservation Area, without permission. Emergency numbers are available on BDC (For Emergency Out of Hours please call: 01527 871565) and WCC (The Emergency Duty Team (EDT) provides an out of hours response, on behalf of Worcestershire Social Care Services and Herefordshire Children's Services, to emergency situations that arise outside normal Social Care office hours. The EDT can be contacted on 01905 768020 or fax 01905 768023.) websites; also the mobile no for BDC Planning Director is available from the EO. This information will be added to the parish council's website and a similar message on the office answer-machine.
Office waste collection service	This service has been renewed: weekly collection, cost £81 for a roll of 52 orange sacks.
External audit seminar	EO is to attend seminar by Grant Thornton on the new procedure for external audit, Monday 11/04/2016
Day's leave	EO is to attend a networking event for SLCC/NALC officers on Thursday 14/04/2016, taken as 1 day's leave.
CALA/Foxhills development	The agreement for the sale of freehold property known as Car Park at Fiery Hill Road is proceeding via appointed solicitors
Digital Inclusion – community bus	BDHT are to tour the district with the Community Bus offering help and advice on using online services; drop-in session has been arranged for Tuesday 19 th April at BG Social Club between 1.30pm – 3.30pm.
RoSPA inspection	EO reported briefly on the annual inspection that took place on 29/03/2016 and subsequent meeting with the RoSPA inspector. Most issues identified as needing attention are of low risk; the EO will speak to the play equipment provider for the item classed as medium risk to effect risk reduction.
Hewell Road bollards	No progress to report.
Flagpole	A possible site for a flagpole is corner of Orchard Croft with Hewell Rd; EO to check ownership / highways issues.

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Meeting with village retailers	Letter issued to all village retailers; no interest received in a meeting to discuss plans for the future and limited response in offer of free hanging basket. EO to visit each to determine outlook.
SmartWater	This topic is to be discussed in more detail at agenda item 68g; EO has purchased a SmartWater kit for the defibrillator unit (and PC office equipment) for £15.
Bulletin, issue 45	This has been distributed. Next issue is due to be ready for distribution end of May – all offers for content welcome.
Play surface, Parker's Piece	A hole has appeared in the surfacing under the basket ball net on Parker's Piece; the EO has arranged for Wicksteeds to attend to repair, £272
Lengthsman scheme	WCC have advised the Lengthsman scheme is to continue for 2016/17 but paperwork has been delayed.
General correspondence received and circulated to members	<ul style="list-style-type: none"> • WCC Audit of Flood Actions Groups • Directory of services for mental health issues • Woodland Trust tree planting project (WCC, Deb Dale) • Police report / crime stats - Feb update • Sajid Javid MP – monthly newsletter • Planning decision notice re 28 Bittell Road • BDHT Digital Inclusion survey results • BDC Invite to Chairman's dinner at Grafton Manor • WCC Minerals & Waste annual report • Lickey Hills Society newsletter March 2016 • Easter hunt at Bishops Wood • Spinal Injuries Association, Fish & Chip supper • Worcs Mineral Local Plan, call for sites response • Ramblers Association response to Network Rail proposals following closure of footpath over the railway line • BDC St George's Day celebrations in Bromsgrove • BDC Queen's 90th birthday beacon in Bromsgrove • S Worcs Development Plan reports • WCC Scrutiny Panel – Wants Your Views • Police & Crime Commissioner - contact by prospective candidates
Concerns raised by residents and dealt with; for report only	<ol style="list-style-type: none"> 1. Persistent wood burning of trees being felled in Fiery Hill Road (referred to Worcs Regulatory Services and BDC planning enforcement) 2. Report of regular drug mis-use/abuse at station; referred to Safer Neighbourhood Team 3. Car parking issues at station – could charge be reduced? Or BT land opened up for car parking? 4. Flooding to rear of 7 Blackwell Road – referred to NWWM and WCC Environmental Services 5. Call for double-yellow lines on one side of corner of Orchard Croft / Hewell Road to reduce nuisance caused by parents of school children parking in such a way as to inconvenience residents & other road users.

16/66 Co-option to the two vacant seats

No application had been received for co-option; members would continue to seek suitable candidates.

16/67 Finance

- i) Current financial position. The unaudited bank reconciliation to 31/03/2016 was reported, below, along with the following receipts and payments for March:

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RECEIPTS AND PAYMENTS FOR MARCH 2016					
V ref	Description	Receipts	Payments		
			Gross	VAT	Net
V188	BDC Grant, bus shelter light	350.00			
V189	Legal fees (car park)		200.00		
V190	Energy costs for Xmas lights		45.00		
V191	Newsletter printing		245.00		
V192	Energy costs for Xmas lighting		54.97	2.62	52.35
V193	Parker's Piece, grounds maintenance		273.43	45.57	227.86
V194	Online mapping facility		33.60	5.60	28.00
V195	Play equipment checks/village litter pck		120.00		
V196	Office telephone, February 2016		18.04	3.01	15.03
V197	Office broadband, 1 st quarter		48.60	8.10	40.50
V198	Street lighting energy		214.09	34.30	179.79
V199	Business rates, office		0.00		
V200	Street lighting maintenance, March		264.00	44.00	220.00
V201	Website design and hosting, March		58.00		
V202	Office lease, quarterly charge		1237.50		
V203	Admin salary		1089.05		
V204	PAYE/NI for final quarter 2015/16		365.16		
V205	Debit card repay for petty cash items		232.75	30.34	201.91
V206	Bank interest, current account	0.88			
V207	Bank interest, deposit account	4.77			
V208	Building society interest	445.60			
	Subtotal for March 2016	801.25	4498.69	173.54	4325.15

(ii) Financial year-end draft position.

The budget comparison to 31/03/2016 was circulated and noted.

The bank reconciliation, subject to financial year-end amendment, is as follows:

Cash in hand at 1 April 2015	£64,831.21	
Add receipts between 1 April - 31 March 2016	67,411.24	
Less payments between 1 April - 31 March 2016	-60,821.58	
less unpresented cheques	0.00	
Cash in hand at 31 March 2016		<u>£71,420.87</u>
Cash in hand per bank statements at 31 Mar 2016		
Bank balances at 31 Mar 2016		<u>£71,420.87</u>

(iii) Completion of the Annual Governance Statement (section 1 Annual Return)

Members answered 'Yes' to the eight relevant statements to the Annual Governance Statement which was then signed by the Chairman and the Executive Officer.

16/68 Neighbourhood, Planning and Environment

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

Log026 / 16/0187	15 Sandhills Road, B45 8NP	Proposed single storey rear extension and new patio area
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PC Comment: The only concerns raised by the Parish Council relate to potential infringement of the 45-degree angle code that protects against intrusive overlooking issues in relation to neighbouring properties.

- b) **Parker's Piece footway** – the new footway had been installed and is being appreciated by field users. Snagging issues will be addressed including bulking-up the path where the water run-off from land at the Sports Club crosses the path.
Consideration would be given when setting the 2017/18 budget to installing a second phase to provide a circuit around the field.
- c) **Parker's Piece request for use as home ground by Football team**
This item was considered above, minute no. 62(a).2
- d) **Barnt Green Railway Station**
This item was considered above, minute no. 62(a).c3
- e) **Youth Group Voluntary Service**
It was agreed to respond to the Baptist Church accepting their offer of voluntary service for a week in July.
- f) **Welcome Packs to new residents**
It was agreed to support to St Andrews' provision of Welcome Packs to new residents by providing the plastic wallets.
- g) **SmartWater** – property marking solution
Members considered whether to consider purchase of SmartWater kits for distribution to residents and would undertake more consultation before reaching a decision. Cllr Gumbley was to talk on the topic at the Annual Parish Meeting.
- h) **Neighbourhood Plan (NP)**
Cllr Cholmondeley and Cllr Whitehand have met with parish groups with property concerns to help inform the NP process.
- i) **Hagley Railway station car park**
It appeared that users of the car park at Hagley railway station are to be charged for parking and Barnt Green PC was asked to comment to Hagley Parish Council on the experience of this in Barnt Green. The Executive Officer would respond.

Point of order: the time being 9pm members agreed to continue to the end of the agenda.

16/69 Events

- a) **Sport Relief Mile** It was noted the event held on 20/03/2016, was completed successfully with 280 entrants and was an enjoyable community occasion.
- b) **PACT meeting** held 7pm Wednesday 23/03/2016 had been poorly attended.
- c)
 - i) **Shindig Theatre** 'The Origin of Species' will take place on 16/04/2016; more tickets need to be sold.
 - ii) **Community Walk** on 23/04/2016 to Stoke by bus then walk back.
 - iii) **Annual Parish Meeting** 7.30pm Wednesday 27/04/2016, Friends Meeting House. The speakers will be the Network Rail project sponsor, speaker on the Open Gardens event and an in-house presentation on SmartWater.
 - iv) **Barnt Green Open Gardens** weekend 2nd and 3rd July: in response to the request for funding support, it was agreed to provide up to £300 to cover the costs of bunting, banners and the parish council's floral display in the church. It was noted that the organiser's suggestions for live music would require a Temporary Event Notice application and that the parish council's insurance would not extend to cover the event.

16/70 Governance

Parish Council Committee(s) / Working Parties

It was suggested that a committee or a working party be established to manage the parish council's playing field, park and other green areas.

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It was agreed the Executive Officer would produce a report for consideration on the possible options at the next parish council meeting.

16/71 Councillors' reports and items for future agendas

- (i) report on meetings attended:
 - Cllr S Whitehand had attended a meeting of the Balanced Communities Theme Group; one of their initiatives is to promote 'dementia-friendly' communities and it was suggested that parish councils are well placed to help with this.
- (ii) agree the attendance of councillors at forthcoming meetings:
 - Cllr E Gumbley is to attend a debrief meeting with the Sports Relief Mile organisers on 21st April.
- (iii) report minor matters of information not included elsewhere on the agenda:
 - Cllr J Jellie is to progress the Emergency Plan and website review in due course.
 - Two residents of the parish who have been directly involved with the council were reported as unwell and get-well cards were to be sent.
- (iv) raise items for future agendas:
 - Dementia-friendly communities
 - Completion of electoral form with regard to the edited electoral roll
 - Farmers Market in Barnt Green
 - Best-kept village competition

16/72 Closure of meeting to the public

Due to the confidential nature of the matter to be discussed which related to staff salaries, it was agreed to close the meeting to members of the public.

It was agreed to accept notification from the Chairman of a satisfactory staff appraisal and to increase the Executive Officer's salary by one spinal column point, to take effect on 1st April 2016.

16/73 Date and Venue of Next Meeting

The next meeting will be the Annual Parish Meeting on Weds 27th April 2016, 7.30pm to be held at the Friends' Meeting House, Sandhills Road.

The next parish council meeting will be the Annual Parish Council Meeting which will take place on Thursday 12th May 2016 at 80 Hewell Road, starting at 6.30pm.

This meeting ended at 9.45pm.

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Chairman

12th May 2016