

# Barnt Green Parish Council

## Minutes of the Annual Parish Council meeting held at 80 Hewell Road, Barnt Green on Thursday 12<sup>th</sup> May 2016 at 6.30pm

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

**In attendance:** One member of the public (The Village)  
Gill Lungley (Executive Officer)

### 16/74 Election of Chairman

It was agreed to elect Cllr R Cholmondeley to the chair for the year.

### 16/75 Apologies

Cllr E Gumbley arrived during minute no. 16/81 and apologised for late arrival.

### 16/76 Election of vice-Chairman

It was agreed to elect Cllr C Hotham vice-Chairman for the year.

### 16/77 Declarations of Interest

It was noted that:-

- a) Members are required to keep the Register of Interests updated.
- b) and c) Members need to declare Disclosable Pecuniary Interests and Other Disclosable Interests, in addition it was formally noted at minute no. 16/88a 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) Dispensation requests are to be submitted in advance of the meeting in writing and that there had been none submitted in advance of this meeting.

### 16/78 Adjournment of meeting to hear from:

- a) **Members of the Public:** Not required at this time.
- b) **Worcs County Councillor: Peter McDonald** had sent apologies for non-attendance.
- c) **Bromsgrove District Councillor: Charles Hotham**
  1. Parkside: concern about the lack of legal security regarding ownership of the new BDC offices at Parkside.
  2. Savings: would appear to be varying reports on the amount of savings made through the use of consultants at the district council.

### 16/79 Minutes of the last meeting

The minutes of the Parish Council meeting held 06/04/2016 were agreed a true record and signed by the Chairman.

### 16/80 Chairman's Report

Cllr Cholmondeley reported that:

- .1 The posters and banners for the Open Gardens event were eye-catching.
- .2 The Baptist Church were concerned about the possible use of the Parker's Piece playing field for football league matches on Sundays.
- .3 Severn Trent Water had been in touch after reading in The Village about the bollards missing from Hewell Road (three from outside Oulsnam's estate agents) and had offered to pay for their replacement.

### 16/81 Review of Delegation Arrangements

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**It was agreed** to accept the Scheme of Delegation to the Executive Officer. Delegation arrangements to committees would be specified in their Terms of Reference. Emergency expenditure procedures are covered by Financial Regulations.

## 16/82 Appointment of Committees

**It was agreed** to appoint as follows:

- a) Planning Committee to meet as and when required to consider notified planning applications and respond on behalf of the Parish Council if there is no time for the Parish Council to respond; meetings will be held in the evening; membership will be confined to parish councillors only.
- b) Recreation and Environment Working Party – to meet on an ad hoc basis, membership to include non-councillors as required.
- c) Neighbourhood Plan Working Party – to meet on an ad hoc basis, membership to be agreed and will include non-parish councillors; to be headed by Cllr S Whitehand.
- d) Finance and Staffing Working Party – to meet as and when required to make recommendations to the full council.
- e) SmartWater Working Party – to review in the light of decision about purchase of SmartWater and thence the roll-out programme.

The Executive Officer would prepared Terms of Reference for approval at the next meeting.

## 16/83 Nominations to committees and working parties

**It was agreed** to appoint the following members to the above committees/working parties:-

- a) Planning Committee: Cllrs R Briggs, R Cholmondeley, C Hotham, S Whitehand
- b) Recreation and Environment WP: R Briggs, E Gumbley, J Jellie with R Cholmondeley and S Whitehand to substitute if needed
- c) Neighbourhood Plan WP: R Briggs, R Cholmondeley, C Hotham, S Whitehand and Mrs D Carr (non-councillor)
- d) Finance and Staffing WP: Cllrs R Cholmondeley, E Gumbley, C Hotham
- e) SmartWater WP: Cllrs E Gumbley, S Whitehand.

## 16/84 Representation

**It was agreed** the following members would represent the parish council:

- i. WorcsCALC area committee meetings: Cllrs R Cholmondeley, S Whitehand
- ii. CPRE: Cllr S Whitehand
- iii. St Andrews First School governing body (associate member): Cllr C Hotham until April 2017, then Cllr J Jellie
- iv. Pensions Regulator: Cllr R Cholmondeley

## 16/85 Governance

a) **Filling of the two vacant seats:** in the absence of any volunteers yet it was suggested the next parish newsletter could include comment along the lines of 'A Day in the Life of a parish councillor...'

b) **Annual Reviews:**

- **Standing Orders** agreed current version is acceptable.
- **Financial Regulations** agreed current version is acceptable after slight alteration to item 1.6 relating to sanctions in the event of breach of regulations.
- **Members' Code of Conduct** agreed current version is acceptable.
- **Asset Register:** additions of bus shelter light, planters and defibrillator were noted. The laptops that had been removed from the register 2013/14 would be disposed of via waste transfer and re-cycled.

It was noted that a calendar for review of policies was required.

c) **Confirmation of insurance arrangements:** The parish council has a 3-year agreement with Zurich.

d) **Review of annual subscriptions:** it was agreed to continue subscriptions to CPRE, WorcsCALC, and SLCC.

e) **Review of Complaints Procedure:** this would be amended to include the Chairman's e-mail address.

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f) **The parish council's procedure for handling Freedom of Information requests:** and its

g) **Press and media policy:** have yet to be approved.

h) **Approval of the council's calendar of meetings for the civic year 2016/17:** the dates of the meetings were approved as:

<b>Wednesdays</b>	15 <sup>th</sup> June 2016	27 <sup>th</sup> July 2016
	7 <sup>th</sup> September 2016	5 <sup>th</sup> October 2016
	2 <sup>nd</sup> November 2016	7 <sup>th</sup> December 2016
	4 <sup>th</sup> January 2017	1 <sup>st</sup> February 2017
	1 <sup>st</sup> March 2017	5 <sup>th</sup> April 2017
	3 <sup>rd</sup> May 2017	all to start at 7pm.

i) **Approval of Balances and Reserves Policy:** the policy was approved in principle with the earmarked reserve for the Neighbourhood Plan standing at £7,500.

j) **Approval of policy on Community Support/Engagement:** the Executive Officer will circulate policy proposals for consideration at a future meeting.

## 16/86 Updates and Decisions taken by the Executive Officer (EO) since last meeting

Due to limited time a detailed report had been circulated with the agenda for this meeting

Digital inclusion Community Bus	It was noted that there had been poor take-up in Barnt Green of the offer of IT support via the Community Bus on 19/04/2016.
RoSPA play equipment inspection	Carrying out work as recommended in the report is ongoing.
Hewell Road bollards	As mentioned by the Chairman at minute no. 16/80 above Severn Trent Water will reimburse the cost of the 3 missing bollards outside Oulsnam's; the order for the work has been placed with WCC Highways.
Flagpole	The search continues for a suitable site; Cllr Hotham is to meet a contractor to assess suitability of Millennium Park.
Meeting with village retailers	There had been no feedback on the suggestion to meet to discuss improvements in the village and support for retailers; it was agreed to make arrangements for an early evening event. It was noted the hanging baskets would need to be watered when in situ; a contractor would be contacted to see if they will do this.
Bulletin issue 46	The next newsletter is expected to be ready for delivery at the end of May; members would suggest items for inclusion.
Lengthsman scheme	WCC have confirmed the parish Lengthsman scheme will continue for 2016/17
Open Gardens 2 <sup>nd</sup> /3 <sup>rd</sup> July	Mrs Rachel Banner reports on progress; the banners and posters have been ordered. The parish council has arranged for its flower arrangement on the theme of 'celebration'.
Football use of Parker's Piece	The Baptist Church is keen for matches to not start before 2.30pm. The costs to the parish council for marking out the pitch over the year would be £516. The parish council would like the football club to work with the Church, sports club and residents to achieve an acceptable outcome for all concerned, which may involve use of off-site car parking.
Barnt Green railway station	The contact at London Midland would be approached with the report raised at the parish council's meeting in April with a view to meeting.
Trees, Cherry Hill Road	A resident had been in touch alarmed that land adjacent to Pinfield Wood appeared to have been cleared of trees. This is outside the parish council boundary; the BDC tree officer was investigating.
Youth group volunteers	The Baptist Church had been contacted regarding a volunteer youth groups which would provide help on a number of projects; it was

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	suggested they could be asked to clean highways sign/railings/seats and help with footpath maintenance.
Sport Relief Mile feedback	The parish council's tangible costs to date amounted to £631. The team responsible for the event were suggesting a similar event every year. This would be discussed at the next parish council meeting.
Shindig feedback	A small surplus had been made on this event held 16/04/2016. Members would consider whether to continue with the event in the future and a schedule of what is available would be circulated to members for consideration at the next council meeting.
Community Walk feedback	The event on 23/04/2016 entailed a bus ride to Stoke Prior then a walk back to Barnt Green; 6 walkers took part.
Annual Parish Meeting feedback	The meeting was attended by all parish councillors, 2 speakers, 5 members of the public and both district and county council representatives. Draft minutes have been published.
Contracts	The grounds maintenance contracts have been clarified and updated for 2016.
Residents' concerns	<ul style="list-style-type: none"> <li>- Height of pylons installed for cricket nets at Barnt Green Cricket Club's second ground, Cherry Hill Road</li> <li>- Noisy traffic counter in Bittell Road.</li> </ul>
List of correspondence available from the Executive Officer.	

## 16/87 Finance

- a) Review of the council's financial position to 30/04/2016  
The council's Receipts and Payments statement for the 2015/16 financial year was presented to the meeting and noted.
- b) To note all payments and authorise any outstanding payments  
A list of the receipts and payments for April 2016 was presented to the meeting and agreed; appended to these minutes.
- c) To approve allocation of reserve funds following the financial year end, in line with policy. As per minute no. 16/85(i) Contingency Fund £10,000 and earmarked funds £11,866.
- d) To approve the annual accounting statements ready for audit period starting 03/06/2016. Section 2 of the Annual Return 2015/16 was presented to the meeting along with an explanation of significant variances and the bank reconciliation for the year to 31/03/2016. **It was agreed** to approve the annual accounting statements; the form was then signed by the Chairman.  
The Annual Return sections 1 and 2 and the internal auditor's report would be uploaded to the website along with relevant information in advance of the 30-working day audit period starting 3<sup>rd</sup> June.
- e) To authorise change of address with regard to Building Society account  
**It was agreed** to inform the Building Society to address all correspondence to 80 Hewell Road, Barnt Green; the request form was signed by all the account signatories.
- f) To note change of office telephone and broadband provider  
The Executive Officer advised the office telephone and broadband provider had been changed and for the next twelve months should show a significant saving.
- g) To be advised of introduction of banking charges (UTB)  
The council's bank had notified its intention to charge a monthly fee for use of the account; as it would appear other banks were also charging similar fees the meeting noted the charge.
- h) To agree to close the outstanding bank account (Lloyds)  
**It was agreed** to notify Lloyds bank that the account was closed; the letter was signed by all currently authorised account signatories.
- i) To ratify use of the parish council office for periodic CPRE meetings  
**It was agreed** to allow the parish council office to be used for quarterly CPRE meetings in return for £5 hire fee.

## 16/88 Planning

