

## Barnt Green Parish Council

### Minutes of the Parish Council meeting held at 80 Hewell Road, Barnt Green on Wednesday 1<sup>st</sup> February 2017 at 7.00pm

**Members present:** Cllrs R Cholmondeley (Chairman), C Hotham (vice-Chairman, arrived during min. 17/023), R Briggs, E Gumbley, J Jagger, J Jellie, P Perry, S Whitehand

**In attendance:** One member of the press (The Village)  
Mike Dickenson, Barnt Green Chuggers  
Gill Lungley (Executive Officer)

The Chairman welcomed all to the meeting.

#### 17/017 Apologies

Cllr Hotham, would arrive late due to attendance at BDC Cabinet meeting

#### 17/018 Declarations of Interest

Cllr C Hotham has a standing declaration relating to his role as a member of the District Council's planning committee such that any comment he may make during discussion on planning applications will be preliminary views taking into account the information presently available to the Parish Council. His final views on the applications are reserved until in full possession of all the relevant arguments for and against.  
There were no other declarations of interest.

#### 17/019 Consideration of dispensation requests

No dispensation requests had been submitted in advance of this meeting.

#### 17/020 Adjournment of meeting to hear from:

- a) **Members of the Public:** item deferred to after minute no. 17/023.
- b) **Worcs County Councillor: Peter McDonald** had sent apologies for non-attendance and e-mailed comments as follows:
  - Bittell Road Closure - is now expected to be completed by March 1st.
  - Council tax to rise by 4%.
  - Another £27m cut back this year and there is still a £2.7m to find in cutbacks.
  - A terrible report by OFSTED regarding looked after children, raising the issue that children are at risk.
- c) **Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward,** report after minute no. 17/023

#### 17/021 Minutes of the previous council meeting

The minutes of the Parish Council meeting held 4<sup>th</sup> January 2017 were agreed a true record and signed by the Chairman.

#### 17/022 Chairman's Report: Cllr R Cholmondeley

An invitation had been received for a past parish council Chairman to attend Buckingham Palace garden party on 16<sup>th</sup> May 2017, which had been passed to Cllr J Jagger who had held the post for a number of years up to 2011.

#### 17/023 Updates and Decisions taken by the Executive Officer (EO) since last meeting

Public toilets	Bromsgrove DC Cabinet meeting 11/01/2017 deferred this item; instead Cllr Hotham's funding bid is being discussed at the concurrent meeting.
Footpath along side scout hut FP507	WCC Environment Services and North Worcestershire Water management have been asked to re-visit the concerns raised about the waterlogged footpath <a href="#">here</a> . WCC ES were also asked for advice re fingerpost signs for fp 506 (Aqueduct Lane). Not aware of any progress to date.

Commented [GL1]: Keep on top of this.

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Office mobile phone	The new mobile phone is now active; the EO can be contacted in emergencies and when on site visits via 07410 906282.	
Playing field	New equipment (picnic tables, notice board) ordered and due to be delivered 10/02/17; dog waste bag dispenser has been installed next to the entrance gate, the hedge has been cut back and the ditch has been infilled. The barbed wire fencing has been removed and some of the concrete blocks have been removed from the stream, which is not deep. The field edges have been flail mown.	
Hewell Rd shops	Cllr J Jellie reported on progress for smartening up the canopy over entrance to shops 28 – 32 Hewell Road; ongoing	
Safety checks	RoSPA will carry out the annual safety check on all play equipment during March 2017.	
Oakdene Drive	WCC have issued the parking prohibition order re. Oakdene Drive (double yellow lines)	
Bin Cherry Hill beech avenue	A new dog-waste bin installed near to entrance off Fiery Hill Road, by the Lickey Hills park rangers in receipt of funding from the Baron Davenport charitable trust. The rangers will be responsible for regular emptying.	
Visits / calls / emails to office	List circulated to members: includes numerous complaints/concerns about the closure of Bittell Road/Kendal End Road / Fiery Hill Road junction and poor road signage.	
General correspondence received	List circulated to members.	
Matters carried forward	SmartWater campaign Barnt Green station lifts Playing Field trees (tree warden check) Local Council Award Scheme (foundation) On-street car parking. Railway station, rail-users group Community Speed Watch scheme	Promotion of Social Club's regular walks Risk management matrix CALA/Fiery Hill Rd development, car park Condition of drains Footpath to Cofton Social media training

**17/020 a) Mike Dickenson** was invited to speak about the Fun Run. Members agreed to the suggestion of holding it on a Sunday rather than a Saturday (less disruptive to shops/shoppers and likely to encourage greater involvement). It will be on Sunday 7<sup>th</sup> May; to be organised by the Barnt Green Chuggers with support from the parish council.

Cllr C Hotham arrived.

Mike Dickenson continued: the aims of the Fun Run are -

- to be as inclusive as possible;
- to seek support and involvement from the other sports-related facilities in the parish;
- to run loops around the village, rather than longer runs around the countryside.

Cllr Gumbley volunteered to liaise with Mike Dickenson.

**17/020 c) Cllr C Hotham** was invited to speak in his role as district councillor:

- The District Plan has been passed and a new committee has been established to oversee the implementation of the Plan amid concerns about the imminent Green Belt review and infrastructure plan.
- The ex-council house (Burcot Lane) is a drain on funds whilst empty.
- The housing numbers are being questioned in relation to potential Birmingham overspill.
- The BDC deficit for the next few years has reduced to just over £1m.
- The Cabinet meeting had recommended funding from their capital fund of £18,000 towards the installation of toilets in Barnt Green with the release of £44,000 from the s106 fund. It would therefore appear likely that the full cost including installation will be awarded.

On the latter item, the parish council would establish a working party for moving forward on the project consisting of Cllrs R Briggs, E Gumbley, C Hotham.

### 17/024 Finance

- i. **Receipts and payments** for January are as listed on page 104 along with the bank reconciliation to 31/01/2017 which was circulated to members.

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### ii. Appointment of independent internal auditor

It was agreed to continue with Diane Malley for this financial year and to seek alternative provision for the financial year ending 31/03/2018.

### 17/025 Committee and Working Party reports

- a) **Fun Run** (as minute no. 17/020a) above)
- b) **Motor Festival**: the working party are planning for the event to take place on Sunday 2<sup>nd</sup> July 2017 and have made progress with contacting possible participants.
- c) **Meeting with Centres Manager 23/01/2017**: Cllrs RC and CH had met with Cheryl Welsh for the Christmas lights switch-on event debrief and to prepare for the 2017 switch-on event with the suggestion that the event be divorced from the school Christmas fayre event and moved to a Saturday instead. Other 2017 events were also discussed, including a possible busking festival in the village in August. It had been agreed to hold a meeting with village traders on 22/02/2017.
- d) **Joint parish councils meeting with MP**: Cllr RC had attended this meeting arranged via Hagley PC regarding Neighbourhood Planning and the impact of the district plan.
- e) **Parish Emergency Plan**: Cllr J Jellie had met with local churches to help inform the Emergency Plan and will provide information for the next newsletter with a list of useful numbers.

### 17/026 Events

- a) **Christmas Lights, 2017**  
As above, minute no. 17/025c)
- b) **Community Walks, 2017**  
It was suggested to hold the annual community walk on Saturday 23/09/2017 and the post-Christmas walk on 27/12/2017 with a different end-venue.
- c) **Items carried forward**:  
Shindig theatre.

### 17/027 Environment and Community well-being

- a) **Road closure junction Fiery Hill Road / Kendal End Road / Bittell Road**  
The disruption is likely to last until mid-March. Village shop keepers' requests for 'shops open' signs have been ignored; diversion signs are confusing. Cala Homes have installed a new footway for pedestrians to travel between Fiery Hill Road and Kendal End Road and thus avoid a detour of almost 2 miles via Cherry Hill Road that has no pavement or street lighting.
- b) **Outdoor gym equipment**: prior to agreeing the installation of new equipment on the playing field it was agreed to carry out a survey of residents to ensure appropriate level of funding.
- c) **Previous items**:
  - i) **Parking in Hewell Road**: it was noted this subject had been raised in the past and found that the current plan outside Tony's Handyman was the best for now (not enough road width to allow for diagonal parking and the different sizes of cars would mean marking out fewer spaces than cars that could actually be accommodated). With regard to the proposal to make use of the bus shelter, the EO was asked to find out if there were any legal restrictions.
  - ii) **Tree at junction Bittell Road / Bittell Lane**: no further information received.
  - iii) **Flat roof canopy to shops 28 – 32a Hewell Road**: Cllr J Jellie is looking into this.
  - iv) **Longlands, private parking sign**: it was noted there would be no restraint for residents to install their own 'Residents' Only' parking sign.
- d) **BARN re Local Transport Plan and subsidised bus service**: it was agreed to meet with the Bromsgrove and Redditch Network to discuss local bus services. Cllrs EG, CH, SW.

### 17/028 Communications

- a) **Website**: Cllr J Jellie ran through a short presentation on the current website and future possibilities; members agreed the current site could be improved. Links to several parish council websites would be forwarded to members asking for comment.
- b) **Newsletter**: members provided suggestions for inclusion in The Bulletin, Spring 2017.

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The time being 9.00pm the Chairman sought agreement to continue to the end of business.

### 17/029 Planning

- a) **Planning Committee meeting held 25/01/2017:** draft minutes were noted.
- b) **Current applications** notified for consultation, comments as follows.

Log no. 58	16/1074	10 Cherry Hill Drive	
Demolition of attached self-contained apartment and construction of two detached dwellings, two detached garages, associated drive and new vehicle access			
PC Comment: The parish council considers this application to be over-development of the site; this back-land development is uncharacteristic of the houses along this Drive and would introduce a new service road which is out-of-keeping with the locale, which is within the Barnt Green Conservation Area. The proposed new houses would disproportionately tower over the existing dwellings.			
Log no. 59	17/0026	45 Fiery Hill Road	Single storey rear extension with internal alterations.
PC Comment: The parish council is concerned about the effect of further extension to this house on the neighbouring property at 43 Fiery Hill Road and therefore objects on the grounds it is over-bearing and intrusive.			

- c) **Bromsgrove DC District Plan 2011 - 2030:** Reference copy of the adopted plan is available to view in the parish council office. The Chairman Cllr RC reported on his visit to the MP along with representatives of other Bromsgrove district parish councils; now that the District Plan has been approved the Green Belt review is imminent which makes it likely that Neighbourhood Planning will stall until the review has been completed.

### 17/030 Governance

- a) **Review of internal controls:** it was agreed to appoint a working party to review the internal controls consisting of Cllrs RC, EG, PP.
- b) **Review of employment policies:** it was agreed to re-adopt the Equal Opportunities Policy and the Sickness Absence Policy and for a working party consisting of Cllrs RC, JeJe, PP to review the Disciplinary and Grievance Procedures to allow for a procedure to establish a personnel committee.

### 17/031 Consultations

- a) **Local Transport Plan** - no specific parish council response mooted.
- b) **Acute Hospital Services in Worcestershire** - no specific parish council response mooted.

### 17/032 Resolution to close the meeting to members of the public:

**Members agreed** to close the meeting due to discussion of staffing matters.

The Executive Officer also left the meeting.

- a) **Staff Appraisal report and salary review:**  
**It was agreed** to approve the staff appraisal and increase the Executive Officer's salary by one spinal column point. In addition a working party consisting of Cllr RC, JeJe and PP will review the Executive Officer's job description and salary scale.

### 17/033 Future Meetings and Items for future agendas

Councillors were reminded of meetings to be attended including:

- 08/03/2017 Bromsgrove Area CALC at Parkside
- Annual Parish Meeting is to be held on 26/04/2017
- Annual Parish Council Meeting is to be held on 03/05/2017

**For next meeting:**

## Barnet Green Parish Council

- Letter to Baron Davenport Trust (Cllr E Gumbley)
- Notice for railway station bins (Cllr E Gumbley)

### 17/034 Date and Venue of Next Meeting

Wednesday 1<sup>st</sup> March 2017 at 80 Hewell Road

This meeting ended at 9.25pm.

.....  
Chairman 1<sup>st</sup> March 2017

Minute ref. 17/024

Bank Reconciliation as at 31 January 2017			
<b>Cash in hand at 1 April 2016</b>	Unity Bank current account	3,483.66	
	Unity Bank deposit account	13,937.61	
	Cambridge	54,155.20	
	Alto	300.00	
			£71,876.47
<b>Add receipts between 1 April - 31 January 2017</b>		64,962.83	
<b>Less payments between 1 April - 31 January 2017</b>		-62,873.10	
<b>Cashbook balance at 31 January 2017</b>		<b>£73,966.20</b>	<b>A</b>
<b>Cash in hand per bank statements at 31 January 2017</b>	Unity Bank current account	1,050.53	
	Unity Bank deposit account	18,760.47	
	Cambridge B/S	54,155.20	
	Alto account closed 31/08/2016	-	
	Less un-cleared items, as list below	-	
<b>Bank balances at 31 January 2017</b>		<b>£73,966.20</b>	<b>B</b>
		difference	<b>£0.00</b>

Voucher	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v183	Environment maintenance		273.43	45.57	227.86
v184	Office energy		195.05	9.28	185.77
v185	Office service charge, year to 2016/03/31		997.07	-	997.07
v186a	Footway lighting, dusk2dawn		229.69	38.28	191.41
v186b	Footway lighting, continuous energy		12.32	0.58	11.74
v187	Dismantle Christmas lights		2,406.00	401.00	2,005.00
v188	staff pensions, January		150.73	-	150.73
v189	website maintenance & hosting		58.00	-	58.00
v190	Monthly maintenance, January		264.00	44.00	220.00
v191	Staff salary, January		1,027.32	-	1,027.32
v192/R24	Office room hire, cash receipt	10.00			-
v192	Postage, refreshments, cash pay		10.00	-	10.00
v192	Postage, refreshments, as per petty cash		17.21	-	17.21
v173	sale of office desks	50.00	-	-	-
v193	office telephone and broadband		9.85	1.64	8.21
	sub total for month	60.00	5,650.67	540.35	5,110.32
	<b>total for year to date</b>	<b>64,962.83</b>	<b>62,873.10</b>	<b>6,056.69</b>	<b>56,816.41</b>