

Barnt Green Parish Council

Minutes of the Annual Parish Council meeting held at 80 Hewell Road, Barnt Green on Wednesday 3rd May 2017 at 7.00pm

Barnt Green Parish Council adopted the General Power of Competence, June 2015

Members present: Cllrs R Cholmondeley (Chairman), C Hotham (vice-Chairman), R Briggs, J Jagger, J Jellie, P Perry, S Whitehand

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

The Chairman welcomed all to the meeting.

17/069 Election of Chairman

Cllr Robert Cholmondeley was re-elected Chairman for the forthcoming civic year.

17/070 Apologies

Not required; all members present.

17/071 Election of vice-Chairman

Cllr Charles Hotham was re-elected vice-Chairman for the forthcoming civic year.

17/072 a) Declarations of Interest

- Cllr R Cholmondeley declared an Other Disclosable Interest in minute ref. 17/085 as a neighbour to the application site.
- 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 full possession of all the relevant arguments for and against.

b) Consideration of dispensation requests

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

17/073 Adjournment of meeting to hear from:

a) Members of the Public:

A member of the public spoke about the planning application included on the agenda for this meeting to which he was objecting as a neighbour.

With the meeting's agreement, the Chairman brought forward the agenda item relating to the planning application. Cllr R Cholmondeley and Cllr C Hotham left the meeting; members agreed to appoint Cllr S Whitehand to chair the meeting for this agenda item which members considered as follows:

Log no. 066	17/0243	17 Orchard Croft	Two-storey side extension
PC comment: The Parish Council would recommend refusal of the application due to the excessive increase in size and additional bulk of the proposals which will have an overbearing effect on the neighbouring property at 18 Orchard Croft. The proposal is out of character with surroundings & due to its unusual siting the rear of the property is adjacent to the front of the neighbouring property on its other side where it also has an adverse visual impact.			

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

c) **Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward**, commented on the ongoing costs and problems relating to the sale of the old council house.

Barnt Green Parish Council

17/074 Minutes of the previous council meeting

The minutes of the Parish Council meeting held 5th April 2017 were agreed a true record and signed by the Chairman.

17/075 Chairman's Report: Cllr R Cholmondeley

The Chairman, whilst aware of time pressures on everyone these days, expressed disappointment at lack of support from village businesses. Help will be needed for the forthcoming motor festival and the council has recently lost a council member due to the resignation of Cllr Gumbley. Thanks were expressed to ex-Cllr Gumbley for his valued contribution to the parish council during his tenure as a parish councillor.

17/076 Delegation Arrangements

The annual review accepted the Scheme of Delegation.

17/077 Appointment of committee and nominations thereto

The following committees and membership were agreed:

Planning Committee:	Cllrs R Briggs, R Cholmondeley, J Jagger, J Jellie, P Perry and S Whitehand
Personnel Committee:	Cllrs R Cholmondeley, J Jellie, P Perry
Neighbourhood Plan:	Working party meetings to be held, open to all
Finance Working Party:	Cllrs R Cholmondeley, C Hotham + open invitation
Environment Working Party:	Cllr R Briggs, J Jagger, J Jellie

17/078 Representation

The following representations were agreed:

Worcestershire CALC (Bromsgrove Area Committee): Cllrs R Cholmondeley, S Whitehand

Campaign to Protect Rural England (CPRE): Cllr S Whitehand

St Andrew's School Governing Body (as associate member): Cllr J Jellie

Pensions Regulator (as employer's nominated person): Cllr R Cholmondeley

17/079 Governance

a) Casual Vacancy

Members were updated on the situation resulting from the resignation of Edwin Gumbley. The official notices had been displayed and if there is no call for a by-election by 08/05/2017 then the parish council would be free to co-opt a suitable replacement. Advertisements for the position would be posted to the notice boards and website.

b) Annual Reviews

- i) Standing Orders: agreed unchanged.
- ii) Financial Regulations: agreed unchanged.
- iii) Members' Code of Conduct: agreed unchanged.
- iv) Asset Register: agreed as at 31/03/2017

c) Confirmation of insurance arrangements

The parish council's insurance cover was considered adequate for current needs.

d) Review of annual subscriptions

It was agreed to continue with annual subscriptions to Worcestershire CALC; CPRE and SLCC.

e) Date and time of parish council meetings

It was agreed to consider this item at the next meeting of the parish council.

f) Approval of Grievance, Disciplinary and Sickness Absence policies

It was agreed to adopt the Grievance, Disciplinary and Sickness Absence policies.

Barnt Green Parish Council

17/080 Updates and Decisions taken by the Executive Officer (EO) since last meeting

Footpath alongside scout hut	NWWM have obtained a second quote for the work via the parish council's contact and are due to seek a third quote. It is likely the parish council will be asked to support provision of 3-way funding and this matter is on the agenda at item 81(j).	
Hewell Rd shops	EO is writing to owner/agent re improvements requested for flat roof over shop entrances 28 – 32a Hewell Road	
Community Speed Watch scheme	Data gathering was undertaken for one week from 5 th April; school holidays started on 7 th April and this fact has been brought to the attention of the data gatherers. Results awaited.	
Visit to Envirosort 06/04/2017	Five parish councillors and the EO visited the site at Norton, Worcester for an interesting tour (prompted by an enquiry about the emptying of waste bins).	
CALA/Fiery Hill Rd development, car park	A meeting has been requested with Cala reps to make contact and progress the need for protection strategies at this site.	
Railway station, rail-users group	EO met with promotor of Adopt-A-Station scheme; Cllr P Perry offered to get involved. Lack of water supply could be a problem and the local contact would be asked for advice. Cllr R Cholmondeley offered to represent Barnt Green on the Bromsgrove Rail Users Group; the EO was asked to find out if Alvechurch PC is also keen to progress this matter.	
Blackwell Road flasher	Not yet re-sited.	
Quarterly inspection of accounts/bookkeeping	Cllr R Cholmondeley offered to do this for the quarter ending 31/03/2017.	
Lickey Hills Society book	Ten copies of the book have been provided to be sold from the parish council office at £5 each.	
Local Bus (BURT)	Both Alvechurch PC and Lickey and Blackwell PC are keen to meet to pursue the local transport initiative; meeting likely to be arranged by BGPC end of June.	
Worcestershire Carers	The representative will present to the parish council at their monthly meeting.	
Quarterly news	BGPC news for the summer quarter has been included in The Village, May 2017.	
Long-term empty properties	Cllr C Hotham, as BDC ward member for Barnt Green and Hopwood ward has asked for clarification on the legal status of long-term empty properties and whether any actions can be taken to reduce the blight on neighbouring properties.	
Social media training	EO is to attend training on WCC social media app (Yammer).	
Footway lighting	In advance of seeking tenders for the footway lighting maintenance contract, the EO is to establish the work that needs to be done and will seek quotes from contractors to replace current lighting (bulbs are no longer being manufactured). Replacement lighting will need careful consideration due to increased brightness.	
Playing field improvements	EO met with officer from North Worcestershire Water Management (NWWM) team to assess suitability of proposed improvements to the water course on north-east boundary of playing field and will notify landlord (Birmingham City Council) of the proposal to remove the concrete blocks from the water course.	
Road closure notice	WCC has notified closure of Bittell Road for 5 days from 05/06/2017 between junctions with Bittell La & Bittell Farm Rd for pavement maintenance / repairs.	
General correspondence received and circulated to members	<ul style="list-style-type: none"> • Community First e-bulletin • Neighbourhood Planning news • MP March newsletter • Lickey Hills Society newsletter • SNT (policing) updates 	<ul style="list-style-type: none"> • WorcsCALC update newsletters • BDC Weekly planning lists • Police & Crime Commissioner • WCC Highways updates • Community Health & Well-being updates
Matters carried forward	SmartWater campaign Barnt Green station lifts Playing Field trees (tree officer check) Local Council Award Scheme (foundation) On-street car parking.	Risk management matrix Condition of drains Footpath to Cofton Social media training Rail Squeal Public toilets

Barnt Green Parish Council

17/081 Finance Report

- a) Review of the council's financial position to 30/04/2017
The bank reconciliation to 30/04/2017, shown on page 122, was circulated and approved.
- b) To note all payments and authorise any outstanding payments
The list of receipts and payments as on page 122, was circulated and approved.
- c) Allocation of reserve funds following the financial year end, in line with policy was agreed.
Thus: General Fund £25,000; Contingency Fund £10,000; Earmarked Fund £29,500 (allocated £4,500 Neighbourhood Plan, £20,000 footway lighting, £5,000 playing field path).
There is also £500 earmarked grant (2016) to Barnt Green cricket club.
- d) Approval of section 1 of the Annual Return, the Annual Governance Statement
It was agreed to approve section 1 of the Annual Return with 'Yes' response to the first eight statements and 'N/A' to the ninth.
- e) Approval of section 2 of the Annual Return, the Annual Accounting Statements
It was agreed to approve section 2 of the Annual Return along with the explanation of variances, year-end bank reconciliation and details of any earmarked or restricted reserves.
- f) To authorise removal of bank signatory from mandate and addition of new signatory
It was agreed to remove former councillor Edwin Gumbley from the bank mandate in line with the following resolution:
 - i) The amendments to the Mandate for the operation of the bank accounts, payment instruction and banking services be approved and be provided to the bank by persons authorised to do so in accordance with the Bank's procedures and the Mandate;
 - ii) The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it;
 - iii) The bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.**It was agreed** to add Cllr Judith Jagger to the bank mandate. In line with the following resolution Barnt Green Parish Council confirms:
 - i) That the people named on the mandate form will be authorised signatories on all accounts;
 - ii) That instructions and changes will be given in line with the mandate;
 - iii) That the council is aware Unity Trust bank may not make enquiries before acting on instructions given by any authorised signatory;
 - iv) The council will notify Unity Trust Bank of any changes to the organisation in writing.
- g) Receipt of requested information relating to St Michael's churchyard
It was agreed to provide a grant of £250 towards the maintenance of the churchyard at St Michael's, Cofton Hackett.
- h) To agree contractor for website re-vamp
It was agreed to appoint Parish Council Websites to revamp the parish council's website.
- i) To agree to accept one of the three quotes for annual insurance cover
It was agreed to appoint Came and Co as broker for the parish council's insurance cover for the three years beginning 01/06/2017.
- j) To agree in principle funding for maintenance of footpath no. 507
It was agreed to contribute to 3-way funding (with WCC Environmental Services and North Worcestershire Water Management) for improvements to footpath no. 507 (parallel to the driveway to the Scout Hut off Blackwell Road) to prevent waterlogging.
- k) To decide on watering arrangements for village planters and hanging baskets
It was agreed to ask the Lengthsman if this task could be added to their visits; the Environment Working Party would consider the matter at their first meeting.

Barnt Green Parish Council

17/082 Events reports

- a) **Fun Run:** all preparations are in hand for the event on 7/5/2017.
- b) **Motor Festival:** Cllr Cholmondeley and Hotham will meet to progress this event scheduled for 02/07/2017.
- c) **Busking Festival:** scheduled for 12/08/2017, no report provided.
- d) **Community Walks:** the Parish Footpaths Officer, Simon Richard will be leading a walk from Millennium Park to Apes Dale and back on the evening of 06/06/2017, details are on the facebook page (Barnt-Green-Community-Walk). Dates of future walks are 23/09/2017 and 27/12/2017.
- e) **Christmas Lights switch-on:** 02/12/2017.

17/083 Committee meetings / working party / member representations

- a) **Village Improvements:** meeting held 12/04/2017, notes circulated. The next meeting is to be on 16/05/2017 to discuss the one issue of parking in the village.
- b) **Neighbourhood Plan:** meeting held for all parish councillors 25/04/2017 to discuss current position and suggest ideas for making progress.
- c) **Annual Parish Meeting:** meeting held 26/04/2017 started with a presentation by Steve Hinton, Head Ranger at Lickey Country Park on the challenges of dealing with invasive tree disease. Matters raised during discussion of parish affairs would be addressed where applicable. The draft minutes will be made available online in due course.

17/084 Environment and Community well-being

- a) **Annual RoSPA report on play equipment**
It was agreed to adopt the report and act on any areas that require attention.
- b) **Hewell Road weed growth**
The Lengthsman would weed-spray along the areas that fall under 'highways' responsibility. Advice would be taken with regard to weeds growing outside of 'highways'.

17/085 Planning

- a) **Current applications** notified for consultation, comments as above, minute no. 17/073.

17/086 Items for consideration at future agendas

Councillors' comments for consideration:

- Cllr S Whitehand: dropped kerb is needed on corner of Hewell Lane/The Longlands
- Cllr C Hotham: Sports Club festival is advertised as closing at 2am; residents are concerned about noise and disturbance in the centre of the residential area.

Councillors' requests for next agenda:

- Cllr S Whitehand: draft appraisal of Barnt Green Conservation Area

17/087 Date and Venue of Next Parish Council Meeting

Parish Council Meeting, Wednesday 7th June 2017 at 80 Hewell Road

This meeting ended at 9.25pm.

.....
Chairman

7th June 2017

Barnt Green Parish Council

Minute ref. 17/081 (a)
Bank reconciliation for to 30/04/2017.

Bank Reconciliation as at 30/04/2017			
Cash in hand at 1 April 2017			
Unity Bank current account	1,146.05		
Unity Bank deposit account	9,581.24		
Cambridge Building Society	54,516.60		
Opening bank balances		£65,243.89	
Add petty cash	200.00		
Less unrepresented cheques	-521.10		
Opening Cash Book balance		£64,922.79	
Add receipts between 1 April - 30 April 2017	32,473.00		
Less payments between 1 April - 30 April 2017	-4,104.03		
Cashbook balance at 30 April 2017		£93,291.76	A
Cash in hand per bank statements at 30 Apr 2017			
Unity Bank current account	1,908.92		
Unity Bank deposit account	36,666.24		
Cambridge B/S	54,516.60		
Petty Cash	200.00		
Less unrepresented cheques, as list below	-		
Bank balances at 30 Apr 2017		£93,291.76	B

Minute ref. 17/081 (b)
Receipts and Payments record during April 2017

invoice ref V/R	Description	Receipts	Payments Gross	Payments VAT	Payments Net
v001/R01	Precept, first half 2017/18	31,245.00			
v002/R02	Lengthsman repayment 2016/17	888.00			
v003	BGPF, maintenance inc roll & spike pitch		273.43	45.57	227.86
v004	BGPF notice board installation		136.80	22.80	114.00
v005a	MillPark RoSPA annual inspection		79.80	13.30	66.50
v005b	BGPF RoSPA annual inspection		79.80	13.30	66.50
v006	Office energy, Jan - March 2017		165.51	7.88	157.63
v007	Lengthsman services Jan - March 2017		500.00	-	500.00
v008a	F/path lighting energy March 2017, continuous		12.88	0.61	12.27
v008b	F/path lighting energy March 2017, dusk2dawn		243.67	40.61	203.06
v009a	MillPark grass cutting		56.00	-	56.00
v009b	Village verges cut		28.00	-	28.00
v010	Annual subscription, county/national assocn.		923.01	137.39	785.62
v011	Footpath lighting maintenance, April 2017		264.00	44.00	220.00
v012	Staff pension arrangements		150.73		150.73
v013	Office broadband and landline, April 2017		19.64	3.27	16.37
v014	Office mobile phone, April 2017		5.00	0.83	4.17
v015	Staff salaries		1,068.76		1,068.76
v016	Room hire		39.00		39.00
v017/R03	Playing field hire to 31/12/2016	340.00			-
v018	Website hosting and maintenance, April		58.00		58.00
					-
	sub total for year to date	32,473.00	4,104.03	329.56	3,774.47