

## Minutes of the Parish Council meeting held at 80 Hewell Road, Barnt Green on Wednesday 5<sup>th</sup> July 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, P Perry, S Whitehand

**In attendance:** Invited guests, Mr and Mrs J Duddington  
Executive Officer, Gill Lungley

The Chairman welcomed all to the meeting.

Prior to the start of council business, John Duddington, Chairman of the Local Council Award Scheme Panel to the Worcestershire County Association of Local Councils, presented the Foundation Award certificate to Cllr Robert Cholmondeley. The award recognises the value of the parish council's work.



### **17/104 Apologies**

Cllr J Jellie.

### **17/105 Declarations of Interest**

Members were reminded of the need to keep the Members' Register of Interests up to date and were invited to declare either any Disclosable Pecuniary Interests or any Other Disclosable Interests.

No declarable interests were notified.

### **17/106 Consideration of dispensation requests**

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

### **17/107 Adjournment of meeting to hear from:**

#### **a) Members of the Public:**

No wish for the members of the public to speak.

#### **b) Worcs County Councillor, Beacon division:**

No presentation was available from **Peter McDonald**.

#### **c) Bromsgrove District Councillor: Charles Hotham, Barnt Green & Hopwood ward.**

1) BDC are working hard to make savings where possible, this includes further streamlining of shared services and the possibility of redundancies. A commercial manager might be employed to see what income can be generated to supplement that raised via Council Tax. With regard to the budget, it would appear a surplus of £1m has been made.

2) The political make-up of the council has changed following the election of an independent member at the recent by-election for Alvechurch village ward. This has impacted on the committee memberships such that Coun Hotham is no longer a member of the BDC Planning Committee but hopes to be appointed to the Overview and Scrutiny Committee.

### **17/108 Minutes of the previous council meeting**

The minutes of the Annual Parish Council meeting held 7<sup>th</sup> June 2017 were agreed a true record and signed by the Chairman.

### **17/109 Chairman's Report: Cllr R Cholmondeley**

Cllr Cholmondeley advised he would be attending the First School on 7<sup>th</sup> July on behalf of the Parish Council to celebrate the grand opening of the bus classroom; the ribbon to be cut by Sajid Javid, MP.

## 17/110 Updates and Decisions taken by the Executive Officer (EO) since last meeting

Footpath alongside scout hut	No further progress since last meeting; awaiting WCC to arrange meeting after they have received all quotes for work.
Community Speed Watch scheme	The request for volunteers has been emailed to all parish council contacts but there has been slow uptake. Members agreed to petition residents of Bittell Road.
CALA/Fiery Hill Rd development, car park	Cala have updated progress as at 27/06/2017 and will be in touch to discuss handover.
Railway station, rail-users group	Bromsgrove Rail Users Group has been advised that Cllr Cholmondeley will attend meetings on behalf of Barnt Green.
Local Bus (BURT)	Bromsgrove and Redditch Network, BURT operators, are to meet on 02/08/2017 both Alvechurch PC and Lickey and Blackwell PC have been invited to attend.
Installation of DYL's at Oakdene Drive	Re Double yellow lines for Oakdene Drive; resident has requested sight of all parish council correspondence with WCC on this matter.
Dropped kerb at The Longlands	County Councillor P McDonald has also been advised of the requirement for a dropped kerb here but he requires the name of the resident whose plight triggered the request. This will be followed up.
Website re-vamp	An online link was provided to members to view the draft website.
Roadside planters and hanging baskets	The new beehive-style planters are now in place; watering of North planter is being done by nearest residents who are keeping a record of water used in case their metered water bill increases dramatically, watering of South planter is done by both EO and the Lengthsman. The EO monitors and tops up the planters on Hewell Road and in Millennium Park (making use of the water barrow). All hanging baskets are also now in place.
Dates of Council Meetings	From January 2018, the date of every BGPC meeting will be the 3 <sup>rd</sup> Monday of each month except December. Until then, for the remainder of 2017, there will be a variety of 3 <sup>rd</sup> Monday, Tuesday and Wednesday. A copy of the schedule has been posted to the noticeboards and website.
Rail embankment, Fiery Hill Road	Network Rail have been asked to cut back overhanging vegetation (Fiery Hill Road), their response was that work would be dependent on budget and priority. NR have also been advised of presence of Japanese Knotweed.
Fiery Hill Road	The <b>5-day</b> road closure to allow for finishing to WCC standards has been amended to night-time working, starting 07/08/2017 for 6 nights.
Virgin Media expansion	Members are to receive a presentation on 4 <sup>th</sup> July on the planned installation works in the Barnt Green area.
Fence, Millennium Park	Warning signs have been installed on the fence between the park and the Friends Meeting House; anti-climb paint will be applied in due course.
Water supply, Park	Severn Trent Water Ltd are processing the request to install a tap.
Annual Parish Meeting	Items carried forward include: <ul style="list-style-type: none"> <li>- Misleading notices at Barnt Green station</li> <li>- Plans for highways signs to new car park</li> <li>- Height barrier at new car park</li> </ul>
Training	EO attended training on data protection and the new General Data Protection Regulation that will come into effect on 25/05/2018.
Review of previously carried forward matters as requested by Cllr J Jellie	<p><u>Items to be removed from carried forward list:</u> SmartWater campaign; On-street car parking; Risk management matrix; Condition of drains; Rail Squeal.</p> <p><u>Items to remain on carried forward list:</u> Barnt Green station lifts; Playing Field trees (EO to contact WCC, Environmental Services Officer); Footpath to Cofton; Social Media training; Public toilets (Cllrs CH, RB and PP to progress); Tesco canopy/row of shops (drip); Footway lighting for review prior to contract agreement 2018; Playing Field improvements.</p>

<p>General correspondence received and circulated to members</p>	<ul style="list-style-type: none"> <li>• Community First e-bulletin</li> <li>• Neighbourhood Planning news</li> <li>• Lickey Hills Society newsletter</li> <li>• SNT (policing) updates</li> <li>• Guided Walk, Cofton 6/7/17</li> <li>• Worcestershire World War 100</li> </ul>	<ul style="list-style-type: none"> <li>• WorcsCALC update newsletters</li> <li>• BDC Weekly planning lists</li> <li>• Police &amp; Crime Commissioner</li> <li>• WCC Highways updates</li> <li>• Community Health &amp; Well-being updates</li> <li>• Family Support Youth Booklet</li> </ul>
<p>Visits/calls to the office</p>	<ol style="list-style-type: none"> <li>1. Resident thinks the pavement on Hewell Road between the Vic and railway bridge is a dangerous slope particularly in the winter when it's slippery.</li> <li>2. Bittell Road resident concerned re siting of beehive planter - which was re-sited.</li> <li>3. Resident re drone nuisance - referred to the Civil Aviation Authority and to call 101, local police when concerned.</li> <li>4. Resident, noise nuisance of trains where she lives off Station Approach.</li> <li>5. Resident, judge for Shropshire Best Kept Village competition, suggest we convert decommissioned phone box into book exchange.</li> <li>6. Residents, various footway lighting (Longlands, Sandhills Lane) not working.</li> </ol>	

## 17/111 Finance Report

- i)
  - A) *Current financial position* – the bank reconciliation to 30/06/2017 and the list of receipts and payments since the previous meeting were circulated and noted, as page 134.
  - B) *Executive Officer actions, after consulting with Chairman and vice-Chairman:*
    - a) National Grid (Gas) plc (formerly British Gas) had written to advise ownership of their equipment is to be transferred to Cadent Ltd; this would affect the lease between the parish council and British Gas for that part of Millennium Park where gas equipment is stored. The EO will progress accordingly.
- ii) It was mentioned that there might be alternative options for earning a higher rate of interest in deposit accounts; EO to monitor the situation.

## 17/112 Committee, Working party and representatives' reports

### a) Environment Working Party

Cllr J Jellie had provided a report on recent meetings, outlining the WP's two main issues of (1) parking in the parish and (2) the 'look and feel' of the parish. The parking issue tied in with comments arising from the Town Team meeting (to be renamed Village Team), for which Cllr Jellie had produced a Wish List and Action Plan. The recommendations arising from the EWP were considered as follows:

- i) Include an article in the next Bulletin asking all residents to park appropriately when visiting the village centre. Decision: **AGREED**.
  - ii) Meet with County Councillor to discuss parking issues. Decision: **Members preferred** to delay seeking to meet with the County Councillor until a unified approach had been agreed; there was no reason the Village Team could not arrange a separate meeting. Members would submit their comments on the 14 items on the Wish List to the EO for collation.
  - iii) Contact London Midland to seek wider variation of parking permits. Decision: **no need** to do this as the current offer appears to be reasonably flexible.
  - iv) Write to Fields in Trust to ask if northern hedge can be removed to allow for car parking in Sandhills Road. Decision: **REFUSED** since to do so would dilute the parish council's commitment to retaining the park as an open space.
- b) **Bromsgrove Area Committee, Worcestershire CALC** meeting 14/06/2017: Cllr S Whitehand and the EO had attended. The election of Chairman had seen the retiring Chairman re-instated for that meeting only; members were asked to consider taking on this role.
  - c) **Any other meeting**  
No further reports were presented.

## 17/113 Events reports

### a) Fun Run:

Members considered options for future Fun Runs; **it was agreed** to alternate Sport Relief and Barnt Green Chuggers fun runs on an annual basis.

### b) Motor Festival: held 02/07/2017

As one voice, all members congratulated Cllr Cholmondeley on a very enjoyable and successful event. Cllr Cholmondeley thanked everyone for their help and would provide more detailed feedback on the event in due course. He proposed a donation of £100 be made to the Barnt Green Scouts for their active support during the afternoon.

**It was agreed** to make a donation of £100 to the Barnt Green Scouts.

### c) Other events: Busking Festival, scheduled for 12/08/2017\*; Community Walks to be held 23/09/2017 and 27/12/2017. Christmas Lights switch-on: 02/12/2017.

**\*It was noted** members had made no preparations for involvement in the Busking Festival.

## 17/114 Environment and Community well-being

### a) Commuters Car Park

**It was agreed** to place a leaflet on the windscreen of all cars parking in Fiery Hill Road, Oakdene Drive and at other spots used by rail commuters, to notify the availability of space in the newly opened car park at the start of August.

### b) Barnt Green playing field

(i) Two panels of the climbing wall had been wilfully damaged; the damaged panels had been removed and the incident had been reported to the police and insurance broker. Members considered the state of the equipment and surrounding area and believed the incident to be a 'one-off' but to continue to monitor the situation and ensure the site appears well maintained.

**It was agreed** to replace the two panels of the climbing wall.

(ii) The impact of the above incident on the proposal to install outdoor gym equipment **It was agreed** to seek any permissions required (re planning department / landlord) and Cllrs R Cholmondeley and S Whitehand would seek advice from Bromsgrove DC leisure and recreation officer.

(iii) To consider the installation of CCTV at the playing field.

**It was agreed** to not progress this proposal.

## 17/115 Communications

### a) Newsletter

The next issue of The Bulletin is to be issued at the end of August: members would suggest items for inclusion.

## 17/116 Planning

a) Planning training from Bromsgrove DC planning officers was held in the parish council office on Monday 19/06/2017. The EO would clarify the comment relating to the parish council's responses to consultations.

### b) Consultations for comment

Log no. 070	17/00636	6a Cherry Hill Rd	Roof extension with rear dormer window
Pc comment: Based on the information circulated to the meeting held on 5th July 2017, the Parish Council would recommend this application for approval.			

**It was noted** a new consultation had been notified (log no. 071); members agreed the response to this could be dealt with via delegated authority to the EO.

c) Neighbourhood Plan update from Cllr S Whitehand. All members were asked to read the items that Cllr S Whitehand has circulated via dropbox.

## 17/117 Governance

- a) **Casual vacancy:** members were reminded of the current situation whereby they are free to co-opt a suitable candidate to fill the vacant seat.
- b) **Working Party Terms of Reference**  
Terms of Reference for the Environment Working Party, Finance Working Party and Village Team Working Party were agreed.
- c) **General Data Protection Regulation**  
The EO had recently attended training on this topic and would be preparing for the new legislation that comes into effect on 25/05/2018.
- d) **Data Protection Policy and Document Retention Policy**  
**It was agreed** to progress these requirements.

## 17/118 Future meetings and items for future agendas

No other meetings were notified.

Cllr C Hotham advised that the 'footpath' alongside Blackwell Road as it passes under the M42 had been made safer for pedestrians.

## 17/119 Date and venue of next meeting

Monday 21<sup>st</sup> August, 7pm at 80 Hewell Road B45 8NF

This meeting ended at 9.15pm.

.....  
Chairman

21/08/2017

Minute ref. 17/111.1(A)

Bank reconciliation to 30/06/2017.

Bank Reconciliation as at 30/06/2017			
<b>Cash in hand at 1 April 2017</b>			
Unity Bank current account	1,146.05		
Unity Bank deposit account	9,581.24		
Cambridge Building Society	54,516.60		
<b>Opening bank balances</b>		<b>£65,243.89</b>	
Add petty cash	200.00		
Less unrepresented cheques	-521.10		
<b>Opening Cash Book balance</b>		<b>£64,922.79</b>	
<b>Add receipts between 1 April - 30 June 2017</b>	<b>37,690.28</b>		
<b>Less payments between 1 April - 30 June 2017</b>	<b>-15,075.52</b>		
<b>Cashbook balance at 30 June 2017</b>		<b>£87,537.55</b>	<b>A</b>
<b>Cash in hand per bank statements at 30 June 2017</b>			
Unity Bank current account	4,761.04		
Unity Bank deposit account	28,670.44		
Cambridge B/S	54,516.60		
Petty Cash	200.00		
Less unrepresented cheques, as list below	610.53		
<b>Bank balances at 30 June 2017</b>		<b>£87,537.55</b>	<b>B</b>
		<b>£0.00</b>	

## Receipts and Payments record June, to 30/06/2017

		subtotal for month, May 2017	-	4,336.35	222.75	4,113.60
		Total for year to date to 31/05/2017	32,473.00	8,440.38	552.31	7,888.07
<b>How paid</b>	<b>invoice ref V/R</b>	<b>Description</b>	<b>Receipts</b>	<b>Payments Gross</b>	<b>Payments VAT</b>	<b>Net</b>
d/d	v036	Christmas Illuminations, unmetre red supply		59.05	9.84	49.21
BACS	v037a	Park litter picking and play equipment checks		60.00		60.00
BACS	v037b	Play field litter and equipment checks		60.00		60.00
BACS	v038	Independent internal auditor		120.00		120.00
BACS	v039	Website design & hosting, contract terminate		95.36		95.36
BACS	v040	First Aid and Medical Cover for Fun Run		138.24	23.04	115.20
BACS	v041	PAYE arrears for 2016/17		203.61		203.61
s/o	v042	Playing field and environs maintenance		278.89	46.48	232.41
BACS	v043	Floral cascade, 5 tier x 2 Beehive planters		1,791.05	298.51	1,492.54
d/d	v044a	Footway lighting, dusk to dawn		223.12	37.18	185.94
d/d	v044b	Footway lighting, continuous energy		12.25	0.58	11.67
d/d	v045	Quarterly banking charge		18.00		18.00
BACS	v046a	grass cutting, Millennium Park		112.00	-	112.00
BACS	v046b	grass cutting, village verges		28.00		28.00
BACS	v047	Hire of toilet cubicles for Fun Run		156.00	26.00	130.00
d/d	v048	Staff pension		157.03		157.03
d/d	v049	Office mobile phone, June 2017		5.24	0.87	4.37
s/o	v050	footpath lighting maintenance, June 2017		264.00	44.00	220.00
s/o	v051	Office rent for 2nd quarter		1,237.50		1,237.50
BACS	v052	PAYE/NI for 2nd quarter		610.53		610.53
BACS	v053/R04	VAT reclaim to 31/03/2017	5,213.08			-
BACS	v054	Staff salary, June 2017		847.55		847.55
BACS	v055	Water connection request		137.88		137.88
d/d	v056	Office landline and broadband, June 2017		19.84	3.31	16.53
BACS	v061	interest	4.20			-
		subtotal for month June 2017	5,217.28	6,635.14	489.81	6,145.33
		Total for year to date to 30/06/2017	37,690.28	15,075.52	1,042.12	14,033.40