

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 15 JUNE 2017

Clerk to Berkswell Parish Council
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TO ALL PARISH COUNCILLORS

Sir/Madam

You are hereby summoned to attend the Ordinary Meeting of the Parish Council of Berkswell to be held in the Jordan Room, St John Baptist Church, Berkswell, on Thursday 15 June 2017 at 7.15pm for the purpose of transacting the following business.

Mr R Wilson
Clerk to Berkswell Parish Council

09 June 2017

Agenda

- 1. Evacuation Procedure** – the Chairman will instruct those in attendance of the evacuation procedure
- 2. Open Forum**
Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes.
- 3. Attendance**
- 4. Apologies for Absence**
- 5. Acceptance of Apologies**
- 6. Declarations of Interest**
 - To receive declarations of interest from Councillors on items on the agenda
 - To receive written requests for disclosing pecuniary interests
 - To consider any requests for dispensations as appropriate
- 7. Confirmation of Minutes**
Ordinary Meeting of the Council held on 18 May 2017
Extraordinary Meeting of the Council held on 1 June 2017
- 8. Matters arising from the previous meeting for attention**
- 9. Borough Councillor's Report and Parish Councillor's Opinion**
- 10. Committee Appointments**
- 11. Planning Applications**
 - a list of planning applications is detailed below for Council to discuss possible actions.

Ref	Location	Proposal	Response Date
2017/01315	6 Rushton Close Balsall Common Solihull CV7 7PA	Single storey mono-pitch single room side extension.	14.06.17
2017/01273	Oakfield Farm Bradnocks Marsh Lane Bradnocks Marsh Solihull	Conversion of existing detached swimming pool building to form 1 No. 4 bedroom single storey dwelling.	21.06.17

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2017/01366	The Firs Bradnocks Marsh Lane Bradnocks Marsh Solihul	Two storey rear extension first floor side extension, single storey orangery and balcony to front elevation.	23.06.17
2017/01458	Field Barn Spencers Lane Berkswell Solihull	Prior notification for a change of use from agricultural machinery store into a single storey dwelling house.	28.06.17
2017/01475	Wad Barn Berkswell Road Meriden Solihull	Garden room extension and additional windows and increased door width to kitchen.	30.06.17
2017/01432	1 Benton Green Lane Berkswell Solihull CV7 7DB	Single storey rear extension and loft conversion with dormer windows.	30.06.17

12. Financial Matters

a. Payments for approval are detailed below

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk's Salary June 2017	Admin		562.20	0
Cllr Allowances April to June 2017	Admin		764.68	0
HMRC – PAYE April to June 2017	Admin		559.78	0
S Bentley-Green – Grass mowing contract 4 th instalment	Contract		187.50	0
Cash – Payment for Jazz Band at Parish BBQ	Admin		420.00	0
The Bugle – Spring Edition	Admin		100.00	0
Balsall & Berkswell Hornets Room Hire - June	Admin		25.00	0
Les Peacock – hire of road barriers and signs re fete	Admin		50.00	0
A Pettifor & Son – charcoal for BBQ	Admin		136.00	0
A Burrow - Reimbursement of mileage for Councillor Burrow taking well sample to Eaton Environmental at OX2 9TX.	Admin		53.10	0
C Joyner – plants for Station Road roundabout	Admin		109.50	0
Total			2,967.76	0

b. Payments received - None

c. Grant Applications

- Berkswell Society – Council to consider the application for a grant of £500 to enable the Society to continue with its programme of maintaining planters and bulb planting across the Parish
- St Peter's Hall - Council to consider the application for a grant of £1,000 as a contribution to the purchase and installation of a new sound system to support an induction loop

13. Finance Committee – Council to note that a Finance Committee will be convened before the end of September 2017 with the following agenda items:

- Review of Council's Standing Orders
- Review of Council's Financial Regulations
- Review of Council's Asset List
- Review the practice of councillors purchasing items on behalf of the Council

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14. Risk Management - update

15. **Correspondence** – a resident has written expressing concern about the trees in the spinney that are overhanging the school playground. Apparently, a branch from the spinney has fallen into the playground. Council to discuss and agree appropriate actions.

16. Ongoing References

a. Review of inventory of land and assets - Update

b. Neighbourhood Development Plan– Council to approve the following motions:

- The Council approves the Terms of Reference which were approved by the Inaugural Meeting of the NDP Steering Committee
- The Council authorises the Clerk to book such rooms and incur incidental administration costs associated with the NDP as are necessary to the functioning of the NDP Steering Committee including the Jubilee Centre booking on 12th June 2017
- The Council notes and approves the actions agreed by the NDP Steering Committee

c. Local Plan - Concept Plans

Council to agree the following motion: “Arising from the Gary Palmer’s e mail of 2nd June 2017 regarding Concept Plans, Berkswell Parish Council agrees to the following actions and approach:

1. The Clerk should respond politely to Gary Palmer thanking him for the e mail of 2nd June 2017 saying the PC is ready and able to discuss a Concept Plan for Allocation.
2. The Special Working Group members to include Kay Howles, Richard Drake, Richard Lloyd and Dinah Edwards
3. That committee will develop a set of concise objectives for the Concept Plan based on the relevant parts of the Council’s response to the Solihull Plan. Additional items can be added for approval by the full PC.
4. The Group develops a rapid consultation with interested groups and residents on community facilities (apart from a school) to be included within the concept plan
 - a. Berkswell Society
 - b. BCVRA
 - c. Balsall PC
 - d. Berkswell & Balsall Sports Association
 - e. Community consultation, particularly Berkswell residents
5. Similarly, the Group will develop rapid consultation on issues of site layout with
 - a. Berkswell residents
 - b. BCVRA
 - c. Berkswell Society
6. The Group develops a letter to Balsall PC suggesting a joint meeting with Balsall PC concerning the process for handling the development of a Concept Plan for Allocation 3. This letter to also cover process for 4.3 above.
7. The Group will coordinate with the NDP Steering Committee but not distract the Steering Committee from its key objective but recognise that the Concept Plan might well feature in the final NDP”.

d. Traffic Calming – Update

e. HS2 – Update

f. The Well – Update

g. Public Rights of Way – Update

h. Ward Action Plan – Update

i. Green Belt Review – Council to consider quotations for a green belt analysis review

17. Removal and additions to Ongoing References

Removals: Kelsey Lane Bus Shelter
Tree Issues

Additions:

18. Training and Meetings

- To receive reports from attendance at events and meetings

19. Heritage and Community

- a) Parish Boundary Review – Update
- b) Parish fete & BBQ – Update
- c) Handyperson – Update
- d) Impact of HS2 and New House Construction on the Parish – Update.
- e) Planting scheme – Update
- f) Maintenance of Council Assets by Berkswell Society volunteers

Council to approve the following motions:

1. The Council notes and authorises the Berkswell Society volunteers to undertake voluntary maintenance work on the village seat surrounding the oak tree on the green and the garden/lawn by the Well and activities to keep the Well free from debris which blocks the water flow
2. The Council authorises the Clerk to spend up to £300 in materials/equipment to support the work of the volunteers (nominally £150 per work project)
3. The Council authorises the Clerk to agree an appropriate reimbursement mechanism for the expenditure with the volunteers or via the Berkswell Society as the Clerk thinks fit
4. The Council notes that the expenditure will be for items such as wood for the seat repairs plus broom, net, grass seed, top soil, weed killer for the Well work

20. Council Administration

21. Next Meeting

Ordinary Meeting of the Council, 20 July 2017 at 7.15pm, the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.

Signed: Mr Richard Wilson



Clerk

Public and Press are welcome to attend