

# BERKSWELL PARISH COUNCIL – ORDINARY MEETING 20 JULY 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 Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell on 20 July 2017 at 7.30pm for the purpose of transacting the following business.**

Mr R Wilson  
Clerk to Berkswell Parish Council

14 July 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 15 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
2017/01471	247 Station Road Balsall Common Solihull CV7 7EG	Front single storey and two storey extensions , rear single storey and two storey extensions with two storey side.	03.07.17
2017/01519	Nailcote Farm Nailcote Lane Berkswell Solihull	Prior notification for an extension to an agricultural building.	04.07.17
2017/01597	Lower Farm West Spencers Lane Berkswell Solihull	Three car garage with internal stair to loft storage	13.07.17. Planning Officer has agreed to take any Council comments

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			submitted by 21.07.17 into account.
2017/01595	Home Farm Courtyard Meriden Road Berkswell Solihull	Fell 1. no. Sycamore due to extensive die-back.	12.07.17
2017/01606	27 Grovefield Crescent Balsall Common Solihull CV7 7RE	Single storey rear extension.	19.07.17
2017/01764	Avondale Hodgetts Lane Berkswell Solihull	Demolition of existing single storey flat roofed double garage and study. Erection of new replacement double garage and family room at ground floor level with new first floor bedrooms and en suite above within roof space. Minor alterations to existing rear elevation to replace existing French doors for new sliding doors.	01.08.17
2017/01730	103a Meeting House Lane, CV7 7GD	Side extension, internal garage conversion and new double garage	02.08.17

**12. Financial Matters**

a. Payments for approval are detailed below

<b>Invoices for Payment</b>	<b>Approval</b>	<b>Cheque No</b>	<b>Gross Amount £</b>	<b>VAT £</b>
R Wilson - Clerk's Salary July 2017	Admin		562.00	0
S Bentley-Green – Grass mowing contract 5 <sup>th</sup> instalment	Contract		187.50	0
GR Dawson	Contract		684.00	114.00
Balsall Parish Council – share of Joint NDP costs	Admin		314.99	0
Cllr Burrow – reimbursement of costs relating to the Balsall Common Planting Scheme	Admin		104.99	17.50
WALC – training for Cllr Drake (Item 19)	Admin		45.00	0
Balsall & Berkswell Jubilee Project – room hire	Admin		20.00	0
Norman Thompson	BBQ		6.26	1.04
Berkswell Society Grant	15/06/17 Item 12c		500.00	0
St Peter's Hall Grant	15/06/17 Item 12c		1,000.00	0
St.John Baptist PCC Berkswell – room hire	Admin		100.00	0
Royal Mail Group Ltd – PO Box Renewal	Admin		318.00	53.00
Cllr Burrow – reimbursement of costs as detailed at 12f below	Admin		87.50	0.42
R Wilson – Admin expenses (postage)	Admin		14.20	0
<b>Total</b>			<b>3,944.44</b>	<b>185.96</b>

b. Payments received - None

c. Grant Applications

- Heart of England School – council to consider the following application for a grant:

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- i. contribution toward the cost of replacing 4 table tennis tables - £1,000
    - ii. contribution toward the cost of equipment and training to be able to deliver Duke of Edinburgh Gold Award and expand numbers in the DofE Bronze and Silver Award programme - £1,000
  - Balsall Common Festival - Council to consider the application for a grant of £950 to cover the cost of increased security at this year's event
  - d. Emergency Expenditure - Council to approve emergency expenditure incurred as follows:
    1. £50.44 including VAT for a first aid kit and hazard tape identified by the Risk Assessment as necessary for safe running of the Parish BBQ.
    2. £81.30 for printing of draft Solihull plan documents in relation to the Greenbelt review (item 17i)
  - e. Communication costs – Council to approve the following motion: “The Clerk is authorised to incur reasonable printing and other communication costs on his own discretion to support community engagement and other actions by the working groups on the Solihull Plan, greenbelt review, NDP and concept plans”.
  - f. Reimbursement of costs incurred by Councillor Burrow in relation to:
    1. removing drain hazard at war memorial Item 14 Minutes of 15th June 2017 PC. Cost £2.50 versus approved sum of £20.
    2. attending meeting with LUC in London including the extra ordinary taxi costs £85
    3. Total expense claim £87.50
  - g. Process for small ad hoc purchases – the current practice is that either the clerk or a councillor will occasionally make a purchase on behalf of the Council and put in a claim for reimbursement. Council will consult the assembled public on this practice and discuss alternative options.
- 13. Complaints Procedure** – Council to consider and approve proposed amendments to the Complaints Procedure
- 14. Risk Management** – Council to consider the Greenline Quote for outstanding Risk Assessment items
- 15. Correspondence** – the following correspondence has been received from residents:
- i. Concern expressed about a bush hindering visibility at the crossroads where Lavender Hall Lane meets Meriden Road/Spencer's Lane
  - ii. Concern expressed about the danger caused by the lack of white lines on Coventry Road in Berkswell following road repairs
  - iii. Concern expressed about the presence of balloons at this year's BBQ and the risk to livestock
- 16. Actions from Previous Meetings**
- Council to discuss the status of agreed actions
- 17. Ongoing References**
- a. Review of inventory of land and assets – Council to discuss the request from HM Land Registry for a certificate of Valuation of The Spinney in connection with the Council's application to Register the land. Council to agree to delegate to the Clerk approval to contract Boothroyd & Co to undertake valuations of The Spinney, The Well, the Pound and The Village Green, as per the quote received. The current quote excludes the Pound and is for £250 plus VAT.
  - b. Neighbourhood Development Plan – update from the NDP Committee
  - c. Local Plan – Council to consider an update on arrangements for dealing with Concept Plans
  - d. Traffic Calming – Update
  - e. HS2 – Update
  - f. The Well – Update
  - g. Public Rights of Way – Update
  - h. Ward Action Plan – Council to note the Ward Action Plan meeting with SMBC is scheduled for 27th September, at 1 pm at Solihull MBC Offices

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- i. Green Belt Review – Council to receive a report on an exploratory meeting with LUC.
- j. Parish Boundary Review – Council to receive a verbal report on the Parish Boundary joint BCVRA/Berkswell Society Working party consultation and their next steps
- k. Handyperson – Update

### **18. Removal and additions to Ongoing References**

Removals: Impact of HS2 and New House Construction on the Parish

Additions: Parish Boundary review

Handy person

### **19. Training and Meetings**

- To receive reports from attendance at events and meetings
- Council to note that Cllr Drake has been booked on the WALC training course “Chairmanship Skills” on 30 September at a cost of £45.

### **20. Heritage and Community**

- a) Funding of a PCSO for Balsall Common – Council to consider the principle of contributing to the cost of a PCSO in response to the closure of the police shop in the village.
- b) Urban Woodland Plan – Council to consider the impact of the new Urban Woodland Plan on the parish
- c) Tree Overhanging Berkswell School grounds – Council to consider the proposal to obtain independent risk advice with respect to trees overhanging the school playground.
- d) Wall around Willow End Cottage – Council to discuss concerns expressed about the wall
- e) New hardstanding at Beechwood Farm – Council to discuss concerns expressed about the new hardstanding
- f) Balsall Common Festival – Council to consider if BPC wishes to have a stall.

### **21. Council Administration**

- Council to note that the annual renewal of the PO Box service is due on 3 August 2017 and authorise the payment of £318.00 (inc VAT).
- Council to discuss the way forward for the development of a new Council website
- Council to agree who will undertake the next quarterly internal review of accounts
- Council to approve the Clerk to incur room hire and refreshments costs so that Berkswell PC can host the autumn meeting of the WALC Solihull area committee.

### **22. Next Meeting**

Ordinary Meeting of the Council, 14 September 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**