

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 14 SEPTEMBER 2017

Clerk to Berkswell Parish Council
Mr R Wilson
PO Box 6379
Coventry
CV6 9LP

Tel: 07801 042623

Email: clerk@berkswellparishcouncil.org.uk

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 12 October 2017 at 7.15pm for the purpose of transacting the following business.

Mr R Wilson
Clerk to Berkswell Parish Council

6 October 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**
 - a. To receive declarations of interest from Councillors on items on the agenda
 - b. To receive written requests for disclosing pecuniary interests
 - c. To consider any requests for dispensations as appropriate
- 7. Confirmation of Minutes**
Ordinary Meeting of the Council held on 14 September 2017
- 8. Matters arising from the previous meeting for attention**
- 9. Borough Councillor's Report and Parish Councillor's Opinion**
- 10. Committee Appointments** – nothing to report
- 11. Planning Applications**
 - a. a list of planning applications is detailed below for Council to discuss possible actions.

Ref	Location	Proposal	Response Date
2017/02473	Nailcote Farm Nailcote Lane Berkswell Solihull	Erection of agricultural workers dwelling with garage, out offices and welfare space for Nailcote Farm.	16.10.17
2017/02512	247 Station Road Balsall Common Solihull CV7 7EG	Remove condition No. 2 on planning approval PL/2017/01471/MINFHO (Changing approved plan number 1388-02A for 1388-02B).	16.10.17
2017/02545	Meadow House Benton Green Lane Berkswell Solihull	Listed building consent for a single storey side extension	17.10.17

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2016/02925	Appeal - Land Adjacent To Sunnyside Farm Barretts Lane Balsall Common	Outline application for removal of existing building(s) and erection of new dwellinghouse to include approval for access, layout and scale. Appearance and landscaping reserved for later determination	24.10.17
2017/02316	The Penthouse Truggist Hill Farm Truggist Lane Berkswell	Lawful development certificate for the existing use as a Class 3 dwelling house from an agricultural/equestrian worker's dwelling.	20.10.17
2017/02580	9 Floyd Grove Balsall Common Solihull CV7 7RP	Crown reduce by 20% 1 No. oak tree in rear garden.	23.10.17

- Home Farm – Council to agree the following motion: “The Council notes the complaint made by a resident to SMBC concerning alleged breaches of planning consents at Home Farm particularly relating to the parking of HGVs at the site. The Council notes the concern of many Berkswell village residents about HGV traffic on Meriden Road associated with Home Farm. It is agreed to write to SMBC planning department to understand the planning issues and the position of SMBC in relation to this matter”

12. Financial Matters

- a. Council to approve the following motion: "The Council approves the expenditure of £899.32 (£839.01 ex VAT) on NDP printing and associated items for the NDP in line with minute 20b 4 of meeting of 14th September 2017. It is further approved that the printing was undertaken without competitive tender given the nature and speed of printing required. The Council notes and thanks Councillor Burrow for picking up and paying for the printing given that the two Printer Companies concerned confirmed in writing that payment had to be made on collection and the minor items were bought from shops. The Council authorises the reimbursement of Councillor Burrow based on the receipts and expense claim received"
- b. The following invoice payments for approval have been examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council:

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk's Salary September 2017	Admin		562.00	0
R Wilson – Admin expenses	Admin		159.45	23.72
S Bentley-Green – Grass mowing contract 8 th instalment	Contract		187.50	0
Jubilee Project Grant	Grant (14/09/17 Item 12c)		3,500.00	0
Bullivant Media – public notice in Solihull Observer re NDP consultation	14/09/17 (Item 20b 4)		182.00	30.33
A Burrow – reimbursement of NDP printing & associated items	14/09/17 (Item 20b 4)		899.32	60.31
Jubilee Centre – room hire			80.00	0
Total			5,570.27	114.36

- c. Payments received:
 - HM Land Revenue – £10 refund of overpaid Registration fee re The Spinney
- d. Grant Applications - none

13. Review of Council's Policies and Procedures

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Council to approve the following motions;

- a. “Council agrees to accept the Clerk’s recommended changes to its Standing Orders and Financial Regulations following a review and comparison with the latest NALC models, and to adopt the revised versions with immediate effect”;
- b. “Council notes the ‘Ad Hoc Purchases procedure’ which supplements the Financial Regulations and specifically allows both Councillors and resident helpers, authorised by the Clerk, to collect and pay for items authorised for purchase by the Council and ordered by the Clerk. It is the view of the Clerk that this offers more control than issuing the Clerk with a credit card or large cash float because it maintains a separation between ordering goods, acknowledging goods received and paying for them”;
- a. “Council approves the Asset List which has been created to clarify the following:
 - i. A definitive list of the Council’s assets
 - ii. A balance sheet valuation of the Council’s assets
 - iii. The valuation of Council’s assets for insurance purposes”

All the above documents will be available on the Council website

14. Risk Management

- a. Council to review outstanding actions on the Risk Register

15. Correspondence:

- a. Letter from 53rd Coventry (Berkswell) Scouts to thank the Council for the £4,000 grant towards the new Scout House.

16. Actions from Previous Meetings

- a. Council to discuss the status of agreed actions as circulated (a copy is available on the Council website)

17. Ongoing References

- a. Review of inventory of land and assets – nothing new to report
- b. Neighbourhood Development Plan.
 - Council to note that the appointment of Kirkwells, approved at Item 30b at the Annual Meeting of the Council on 18 June 2017, was made without obtaining 3 quotations as would normally be required by the Council’s Financial Regulations. Council received 2 quotes, one from Kirkwells and another from Robert Keith, both for a similar value. Council agreed to waive the Financial Regulations on this occasion due to the highly specialise nature of the work required but this was not recorded in the minutes of 18 May 2017.
 - Council to note the progress of the consultation on Issues and Options and note that there is a planned meeting between members of the NDP Steering Committee and SMBC planning department regarding coordination on the development of the NDP and arrangements for CIL
- c. Local Plan - Council to note that it has not received an approach on concept plans from the proposed developers of Barrett's Farm and approves the following motion: “Council authorises the NDP Committee to raise the lack of an approach on concept plans with Gary Palmer when they meet him concerning the NDP”.
- d. Traffic Calming
 - Council to note that an informal briefing for Councillors and the public, has been arranged for Thursday 26 October commencing at 7:00 in the Jordan Room. This is not a formal meeting of the Council and there will be no decisions taken at this event.
 - Council to agree the following motion: "Council will formally consider the ARUP/steering committee recommendations at its meeting on 12th November

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2017 with a view to a meeting between SMBC Highways, the Chairman and "Chairman" of the Steering Committee (G Lock) later in November."

- e. HS2 – Nothing new to report
- f. Public Rights of Way – nothing new to report
- g. Ward Action Plan – Council to receive a briefing on the meeting with SMBC which took place on 27th September.
- h. Green Belt Review
 - Council to note that it's greenbelt consultant LUC has commenced the review.
 - Council to consider the report received from LUC on the greenbelt review by SMBC and agree the next step
 - Council to note that the appointment of LUC, approved at Item 16i at the Ordinary Meeting of the Council on 15 June 2017, was made without obtaining 3 quotations as would normally be required by the Council's Financial Regulations. Council agreed to waive the Financial Regulations on this occasion due to the highly specialise nature of the work required but this was not recorded in the minutes of 15 June 2017.
- i. Handyperson - Council to approve the following motion: "Council approves the contract specification for litter picking/handyman work and the draft advert for the same"
- j. Trees overhanging the school playground – Council to note that Planning Permission has now been granted by SMBC and that tree works will be undertaken on 24 October.
- k. Christmas tree lights - Council to approve the following motion: "Council approves expenditure of up to £750 excluding VAT for Christmas trees in Balsall Common, including LED lights/decoration at the following locations - Riddings Hill, Sunnyside, Dockers Close, Station roundabout, Meeting Hose Lane, Old Waste lane and Barrett's Lane. Installation by residents. The Clerk is authorised to coordinate tree purchase with the PCC's supplier and obtain lights/decorations from shops/internet as most appropriate. The Council welcomes offers from residents/councillors/PCC to do the physical/purchasing work associated with this project".
- l. Review of the Airport Night Flying – Nothing new to report

18. Removal and additions to Ongoing References

Removals: The Well

Parish Boundary Review

Additions: Christmas tree lights

Review of the Airport Night Flying

19. Training and Meetings

- To receive reports from attendance at events and meetings

20. Heritage and Community

- a) Berkswell Village Shop – Council to discuss future use of the Tea Rooms and to consider the basis of payment for any future services procured
- b) Jubilee Project – Council to consider the placing of a plaque on the outside wall stating Berkswell Parish Council's involvement in the refurbishment of the Jubilee Centre.
- c) Winter Planting Scheme - The Council to note that Caroline Joyner has volunteered to undertake the winter flower replanting of the locations covered by the Balsall Common planting plan (14 September 2017 minute 23d). Council to agree the following motion: "The Clerk is authorised to agree a budget with Caroline Joyner who will purchase and pick up suitable plants and with Councillor Burrow for the replacement fruit tree and crocus bulbs from Craddocks". Caroline Joyner and Councillor Burrow will be reimbursed in accordance with the Council's Financial Regulations".

21. Council Administration

- a. Council to note that, with effect from 1 October 2017, Cllr Burrow will exercise his right to receive the Chairman's Allowance

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b. Council to note there will be an ad hoc meeting to discuss the specification of a new Parish Council website on 2 November 2017.

22. Ordinary Meeting of the Council, 9 November 2017 at 7.15pm, in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.

Signed: Mr Richard Wilson



Clerk

Public and Press are welcome to attend