

# BERKSWELL PARISH COUNCIL – ORDINARY MEETING 7 DECEMBER 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 7 December 2017 at 7.15pm for the purpose of transacting the following business.

Mr R Wilson  
Clerk to Berkswell Parish Council

1 December 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 9 November 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
2017/03126	Land To The Rear Of Edwards Cottage Church Lane Berkswell	Fell to ground 1 No. conifer tree (T1) on land to rear of Edwards Cottage	15.12.17
2017/03115	Eardley Cottage Meriden Road Berkswell Solihull	Conservatory to rear of property.	18.12.17

- b. Council to develop a response to the apparent lack of planning enforcement at commercial premises developed in the Green Belt.

### 12. Financial Matters

- a. 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

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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 December 2017	Admin		562.00	0
R Wilson – reimbursement of postage costs	Admin		29.12	0
Cllr Allowances Oct to Dec 2017	Admin		866.28	0
HMRC PAYE Oct to Dec 2017	Admin		587.98	0
The Bugle – Winter Edition	Admin		100.00	0
Jubilee Project – Room Hire	Admin		20.00	0
St John Berkswell PCC – Room Hire	Admin		125.00	0
A Burrow – reimbursement:	Admin			
1. Agenda Item 17 Sept 2017 – paint for Kelsey Lane bus shelter			74.81	12.46
2. Agenda Item 17 Sept 2017 – more paint for Kelsey Lane bus shelter (as authorised by the Clerk)			64.33	10.72
3. Printing for NDP (as authorised by the Clerk)			58.32	9.72
4. Additional printing for NDP (as authorised by the Clerk)			28.26	0
<b>Total</b>			<b>225.72</b>	<b>32.90</b>
A Burrow – reimbursement of NDP printing costs	Admin		14.86	0
F Weetman & Son – Xmas Trees (Item 17k - 12/10/17)	Admin		282.00	47.00
<b>Total</b>			<b>2,812.96</b>	<b>79.90</b>

b. Payments received - none

c. Grant Applications

- Balsall & Berkswell Hornets Football Club – a grant application has been received for the purchase a new set of portable goalposts for the 9 by 9 Football Pitch to the value of £2,643
- Heart of England School – a grant application for 2018 covering the following:
  - i. To fund an ‘Elevate’ project at a cost of £1,800. Elevate are an external agency that works with over 1500 schools internationally. They provide high impact seminars and workshops to help students improve their study techniques, increase motivation, build confidence and lift exam performance.
  - ii. To fund a ‘Student Savvy’ project at a cost of £740. This project encompasses a series of workshops for pupils and parents which are designed to raise awareness, give key information and deliver broader life skills not contained in the National Curriculum.

d. Standing Orders – Council to discuss the issue of “Inspecting Property in respect of Planning Applications” for possible inclusion in the Council’s Standing Orders.

**13. 2017/18 Outturn Projection of Reserves** – Council to note the best estimate of closing reserves as at 31 March 2018 to inform the 2018/19 budget setting process

**14. Budget and Precept Setting 2018/19** - Council to agree the arrangements for setting the budget and precept for 2018/19

**15. 2017/18 External Audit** - Council to note that the Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million. Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. The firm appointed to Berkswell Parish Council is PKF Littlejohn LLP

**16. Risk Management**

- a. Council to discuss any new finance and risk events
- b. Council to note that all outstanding actions on the Risk Register have now been completed (copy on the Council Website)
- c. Risk Framework – Council to note the Risk Framework has been the subject of an annual review by Councillors Drake and Cambage. Actions from last year have been completed and some new items added for completeness. It is considered that issues are understood and appropriately monitored and managed. Some new actions are carried forward but none are considered urgent (copy on the Council Website)

**17. Correspondence** – no correspondence has been received

**18. Actions from Previous Meetings**

- a. Council to discuss the status of agreed actions as circulated (a copy is available on the Council website)
- b. Regarding Waste Lane bus stops, Cllr Lloyd has agreed to have another go at contacting WM Transport

**19. Ongoing References**

- a. Review of inventory of land and assets – Council to agree the following motion:
  - The Clerk is asked to investigate the registration of the village Green and well area as “Village Green” under the Commons Act 2006 as opposed to seeking to Register Council’s ownership of the land.
- b. Neighbourhood Development Plan
  - Council to note that the NDP Steering Committee has established working groups to analyse the 1000+ comments received to the issues and options questionnaire. The Committee has been using a modified version of the KJ/Affinity technique to categorise the comments/suggestions with a view to outline proposals for the contents of a draft NDP being discussed at the 18th December meeting of the committee.
  - The Council to approve that the Clerk continues to incur printing and other incidental costs to facilitate the work of the committee
- c. Solihull Draft Local Plan
  - Council to note that LUC have been commissioned to undertake the work approved by the PC in November (Item 17c)
  - Council to approved the Clerk to commission advice concerning the significance of the issues on the Green Belt SHELLA report uncovered by Wendy Wilson/Barrage
- d. Governance Review
  - Council to consider a letter from SMBC Democratic Services dated 30th November 2017 with respect to the parish boundaries (Governance) review. Council is asked to comment on the terms of reference and in particular the consultation and publicity element of the review. We are asked "Can you please let me have your suggestions and ideas for the most appropriate method of consultation and communication with residents in both Balsall and Berkswell". Council to discuss and agree a response to allow the Clerk to respond quickly as requested (by Friday 8 December). Council to consider amongst other options:
    - public meetings, their number and locations (e.g. Jordan Room, Reading Rooms, Jubilee Centre, Hornets)
    - The use of available e mail listings and new media (Berkswell Society distribution, Communicator, U3A mailing list, 3 schools mailing lists plus BPC Facebook, twitter accounts)
    - The 3 BPC notice boards plus the Kelsey Lane bus shelter board
    - Berkswell village shop window
    - Notice boards in BC shops (pizza, chemists, fish and chip shop, Costa Coffee, deli, co-op)

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- Council to offer to meet the cost of room hire for rooms in Berkswell Parish plus the Jubilee Centre (a small bit of which is in our parish)
  - Meetings to be hosted by independent community organisations such as BCVRA and Berkswell Society.
  - Council to agree the following motion: “This Council offers to meet up to 50% of the total cost of putting on the same Governance Review events, as proposed by SMBC, in Berkswell village, Balsall Common, and (e.g.) Temple Balsall, on the condition that the other 50% of costs are met by Balsall Parish Council”
- e. Traffic Calming
- Council to agree the following motion: “This Council confirms that the success criteria for the traffic improvement project, to allow SMBC Highways to give their professional evaluation on the expected effectiveness and value for money of the ARUP proposals, are:
    - To meaningfully reduce speed of traffic passing through the village
    - To meaningfully improve (or the feeling of) pedestrian safety for residents and other users of village amenity
    - To improve parking and enhance visual amenity as a result of achieving points 1 & 2”
  - Council to receive a report on SMBC Highways’ response if available
  - Council to note that, due to technical reasons, it will not be possible to add the ARUP presentation to the Council’s website. Residents will be advised that a copy could be made available on request to the Clerk.
- f. HS2 – nothing to report
- g. Public Rights of Way – the Clerk has received a response from SMBC to the FOI request but it doesn’t answer the points raised. Council to decide what action to take next.
- h. Ward Action Plan
- Council to approve the updated version of the SMBC ward action plan circulated to Councillors
- i. Handyman
- Council to note that the advert for handyman contract services has been posted and the clerk is approved to incur minor costs to advertise it on the one stop notice board
- j. Review of the Airport Night Flying – Council to note that community reps are meeting with the Airport on the 6<sup>th</sup> December. Cllr Lloyd will give a verbal report. Council to also note the current CAA consultation on the impact of aircraft noise.

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

Removals: Trees overhanging the school playground

Christmas trees

Village Shop

Additions: Governance |Review

### **21. Training and Meetings** - To receive reports from attendance at events and meetings

### **22. Heritage and Community**

- a. Kelsey Lane Bus Shelter - Council to note that work on the Kelsey Lane bus shelter has been completed by volunteers and to approve an overspend on £16 excluding VAT on paint. Council to approve the purchase of a name plate stating "Berkswell Parish Council" for the notice board that has been donated to the Council at a cost not exceeding £0 plus VAT
- b. Christmas Trees - Council to note that the Christmas trees are expected to be delivered and erected in the weekend of 10th December
- c. Winter Planting Scheme - Council to note that Caroline Joyner and Jo Smith have replanted the Station planters and the station road roundabout. The clerk is authorised to reimburse Caroline Joyner for the cost using the extraordinary payments procedure

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subject to the cost being within the approved amount of £300 (which includes the cost of a tree) and the normal requirements for an expense form and receipt

- d. General Maintenance – Council to agree to delegate to the Clerk the authority to commission our maintenance contractor, Greenline, to clear the Well area of leaves and to remove vegetation debris from the roof of the Meriden Road bus shelter (adjacent to the Spinney).

**23. Council Administration**

- a. Council to agree which Councillor will undertake the internal review of the Cashbook to 31 December 2017 and which councillors will examine the council's physical assets.
- b. Website – Council to note that the Clerk has drafted a specification for the new website which has been shared with our website developer. The next stage is to produce a 'mock up' of the new website for consideration.

- 24. Next Meeting** - Ordinary Meeting of the Council, 11 January 2018 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**