

BERKSWELL PARISH COUNCIL – ANNUAL MEETING 18 MAY 2017

Clerk to Berkswell Parish Council
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TO ALL PARISH COUNCILLORS

Sir/Madam

You are hereby summoned to attend the Annual Meeting of the Parish Council of Berkswell to be held in the Jordan Room, St John Baptist Church, Berkswell, on Thursday 18 May 2017 at 7.15pm for the purpose of transacting the following business.

Mr R Wilson
Clerk to Berkswell Parish Council

12 May 2017

Agenda

- 1. Election of Chairman**
- 2. To receive the Chairman's Declaration of Acceptance of Office**
- 3. Election of Vice-Chairman**
- 4. Record of Members Present**
- 5. To receive apologies and reasons for absence**
- 6. To receive written requests for Disclosable Pecuniary Interests where that is not already in the register of Members' interests**
- 7. To approve Minutes of the following meetings:**
 - Annual Meeting of the Council held on 14 May 2015 (signed at ordinary Meeting held on 16 June 2016)
 - Ordinary Meeting of the Council held on 13 April 2017
 - Extraordinary Meeting of the Council held on 19 April 2017
- 8. Matters arising from Annual Meeting held on 12 May 2016**
- 9. Public Participation -** To receive any questions from the public. This session is limited to 10 minutes in total.
- 10. To agree dates and venues for Council Meetings for the year 2017/18 –** Council to approve the Berkswell Parish Council Calendar for 2017/18.
- 11. To appoint Committee Members and review Remit of Delegation of Functions to Committees and/or appoint Working Party -** Council to review the current "Committees and Representation with External Bodies" schedule and confirm the appropriate details for 2017/18.
- 12. To appoint Representatives to sit on Outside Bodies** Council to review the current "Committees and Representation with External Bodies" schedule and confirm the appropriate details for 2017/18.
- 13. To agree Cheque Signatories and sign appropriate Bank Mandate –** Council to confirm that no change is required to the current bank mandate.
- 14. To agree to review Council's Standing Orders, Financial Regulations and Risk Assessments if necessary –** Council to note that:
 - a. its Financial Regulations were last approved in September 2016,
 - b. its Standing Orders were last approved in September 2015
 - c. Risk Assessments were conducted in Autumn 2016. Council to note the latest status report on actions arising from these risk assessments previously circulated.Council to agree the following motion: "Council agrees to undertake a review of its Standing Orders and Financial Regulations by the end of September 2017".

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15. To receive a report on the capital assets and liabilities vested in the Council – Council to note that the Council’s asset list was last updated in April 2016. However, the asset list is incomplete and does not hold supportable capital values. This is impacting the Council’s ability to obtain annual insurance quotes (see item 16 below). Council to agree the following motion: “This Council agrees to hold a formal finance committee meeting to consider options for the update of the asset list to meet required standards. Council to agree a way forward by the end of September 2017”.

16. Council Insurance - Council to note that the current insurance broker AON has quoted a renewal premium of £839.92 (last year’s premium was £821.17). Council to note that the Clerk has approached two other Insurance Companies to obtain alternative quotes. Unfortunately, due to the incomplete nature of the Council’s asset list/register other companies have stated they are unable to quote. Council to also note that if the current policy is renewed for 3 years a discount of 5% could be applied to the premium. Consequently, Council are asked to agree the following motion: “Council agrees to renew the insurance underwritten by ‘Mavern’ at a cost of £839.92 and to enter into a 3 year long term agreement providing the Clerk can negotiate an acceptable discount”.

17. Council’s Policies & Procedures – Council to agree to review the following where appropriate:

- a. Grants Policy – amended December 2016
- b. Complaints Procedure – approved September 2013 and a review is now due
- c. Press and Media Policy - October 2015 and a review is now due
- d. Information, IT and equipment policy – Approved April 2016 and a review is now due

18. Clerk’s Salary

- a. Council to note an ad hoc meeting to develop options on the salary progression scales for the Clerk is to take place in June and that recommendations will be brought to Council for discussion and approval..

Ordinary Business

19. Borough Councillor’s Report and Parish Councillor’s Opinion

20. Planning Applications

- a. a list of planning applications is detailed below for Council to discuss possible actions.

Ref	Location	Proposal	Response Date
2017/01039	Pear Tree Cottage Spencers Lane Berkswell Solihull	Construction of a cattery in the paddock belonging to the existing property.	24.05.17
2017/01149	Barretts Lane Farm Barretts Lane Balsall Common Solihull	Conversion of a listed barn to a dwelling, demolition of existing farm building and garage with construction of timber garage	01.06.17

21. Financial Matters

- a. Payments for approval are detailed below

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk’s Salary May 2017*	Admin		572.53	0
R Wilson - Office expenses	Admin		60.83	9.94

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A Burrow – reimbursement of costs incurred – leaflet printing, printing of a plan for the Village Farm proposal & fixings for display board	Admin		47.64	7.94
Midland Forestry – Tree works	Contract		3,708.00	618.00
S Bentley-Green – Grass mowing contract 3 rd instalment	Contract		187.50	0
Bill Robinson – internal audit fee	Admin		137.60	0
J Hubbard – renovation work to bus shelter at Catchem’s Corner (12/01/17 17i) and posts & rails in Berkswell Village (12/01/17 15)	Contract		3,500.97	583.50
Balsall & Berkswell Football Club – room hire April 17	Admin		25.00	0
GR Dawson Garden Service – churchyard mowing	Admin		684.00	114.00
A Burrow – reimbursement of costs in respect of signs for station planters and trees to show they were provided by Berkswell PC. The previous planting plan total expenditure as reported on 13 April 2017 was £468.08 excl. VAT. This takes the total to £535.55 excl. VAT against the plan approved on 13 October 2016 (minute 21) of £1,002 excl. VAT.	Admin		80.97	13.50
Total			9,005.04	1,346.88

* This payment includes an adjustment of £1.16 to reflect that the payment made to the Clerk in April was an advance (based on his March pay) due to the late arrival of the April payroll documentation. The adjustment represents the underpayment made in April.

- b. Payments received - None
- c. Grant Applications – None

22. Internal Audit Report – a copy of the Internal Report for the year 2016/17 has been circulated and will be available on the Council’s website. Council to note the observation that “a Councillor is purchasing items for the Parish Council and reclaiming the funds, whilst there is nothing wrong with this arrangement it would be better if the Parish Council set up an account with the supplier and the Clerk/RFO could put the invoice directly as an agenda item for payment. This would insulate the Councillor from any potential criticism”. Consequently, Council to agree the following motion: “Council agrees to refer the matter of Councillors purchasing goods on behalf of the Authority to the Finance Committee to consider a suitable process to adopt”.

23. Annual Return – A copy of the draft Annual Return for 2016/17 has been circulated to councillors and will be made available on the Council’s website. Council to note that the Annual Return must be submitted to the external Auditors by 2 June 2017

24. Annual Governance Statement – Council to agree in the affirmative (or by stating NA) the 9 listed statements, in Section 1 of the Annual Return and consequently agree the following motion; “we confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, the annual governance statement”.

25. Accounting Statements 2016/17 – Council to note that the Accounts and Audit Regulations 2015, Regulation 12(1) stipulates that the Responsible Financial Officer must sign and date the Accounting Statements to certify that it “properly presents receipts and payments”. Council is required to confirm that this has been done and then the Council must, in the following order:

- a. Consider the statement of accounts by the members meeting as a whole;
- b. Approve the statement of accounts by resolution. Consequently, Council to approve the following motion – “The accounting statements for 2016/17 are approved by this Council”; and
- c. Ensure the statement of accounts is signed and dated by the person presiding at the meeting at which that approval is given.

26. Period for the exercise of public rights – Regulation 14(1) stipulates that any rights of objection, inspection and questioning of the external auditor conferred by Sections 26 and 27 of the Local Audit and Accountability Act 2014 may only be **exercised within a single period**

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of 30 working days. Regulation 14(3) stipulates that during the period for the exercise of public rights a relevant authority must make the documents referred to in section 26(1) of the Act available for inspection on reasonable notice at all reasonable times. As the Clerk works part-time another person in the Authority should provide contact details to cover the times/days during the period when the clerk is not available. This is the responsibility of the Authority, not just the Clerk/Responsible Officer. The single period of 30 working days **must include the first 10 working days of July 2017** but the period cannot start earlier than 5 June 2017 (to finish on 14 July 2017) and must not start later than 3 July 2017 (to finish on 11 August 2017). Council to agree the following motion: “The period for the exercise of public rights will commence on 12 June 2017 and finish on 21 July 2017”.

27. 2016/17 Annual Accounts – Council to note the year end accounts for the financial year 2016/17.

28. Risk Management – See item 14c

29. Correspondence – Council to note the letter from the Treasurer of the Balsall & Berkswell Jubilee Project acknowledging receipt of the Council’s grant and expressing “The new group of Trustees appreciate the support being given by Berkswell Parish Council and hope to have an on-going good working relationship with yourselves”.

30. Ongoing References

- a. Review of inventory of land and assets - Update
- b. Neighbourhood Development Plan – Council to approve the following motion: “This Council authorises the Clerk to sign the contract with Kirkwells to the value of £10,250 plus VAT.
- c. Local Plan – Council to receive a report on the brownfield sites visit and the residents meeting with borough councillors. Council to discuss its preferred approach regarding the Concept Plan. Council to consider obtaining Expert opinion on SMBC greenbelt analysis.
- d. Traffic Calming – Update
- e. HS2 – Update
- f. The Well – Update
- g. Kelsey Lane bus shelter improvement – Council to note that the work has been completed and agree to remove the item from the agenda
- h. Tree Issues – Council to note that the work has been completed and agree to remove the item from the agenda
- i. Public Rights of Way – Update
- j. Ward Action Plan – Update

31. Removal and additions to Ongoing References

Removals: Bus Service 89

Unrecognised Rights of Way

Cornets End Quarry restoration

Additions: Greenbelt

Ward Action Plan

32. Training and Meetings

- To receive reports from attendance at events and meetings

33. Heritage and Community

- a. Parish Boundary Review – Update
- b. Polling Station - Council to authorise Councillors Burrow and Edwards to work with election officials to develop proposals to avoid closure of the school for future elections given the importance of education to the children of Balsall Common and elsewhere in the Parish”.
- c. Parish fete & BBQ – Council to discuss planned arrangements.
- d. Handyperson – Council to consider the following motion: “To approve the advertising for/seeking a contract handyperson with carpentry skills and willing to undertake various other duties such as litter picking on Council property, painting Council assets, erecting signs etc, Council agrees to ask the Finance Committee to define the specification of the job

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and the necessary delegation to the Clerk for managing the work undertaken within an agreed budget."

- e. Impact of HS2 and New House Construction on the Parish – Council to discuss the implications of two major construction programmes taking place at the same time.
- f. Planting scheme – Council to agree a process for the future purchase of plants and materials. Also, Council to approve the following motion: "The Chairman is authorised to spend up to £300 plus VAT for the summer planting of; the Berkswell Station Planters; the Station Road Roundabout; and the planting area below the Gum tree in Balsall Common centre, to be set against the Balsall Common planting plan approved on 13th October 2016 which had an approved budget of £1,002 plus VAT. The total for the project not to exceed the approved budget"

34. Council Administration

- a. Parish Assembly – To approve a cost of £50 to provide refreshments at the Parish Assembly Meeting to be held on Thursday 25 May at the Balsall & Berkswell Hornets Clubhouse, Berkswell.
- b. "Local Councils Explained" Publication – To approve the cost of £20 plus £5 postage and packaging as recommended by Internal Auditor, Bill Robinson.
- c. Recording of Meetings - Update

35. Next Meeting

Parish Assembly, 25 May 2017, following the Berkswell Society AGM commencing at 7:15 in the Balsall & Berkswell Hornets Clubhouse, Berkswell. The Parish Assembly will commence at 8:00pm.

Ordinary Meeting of the Council, 15 June 2017 at 7.15pm, the Jordan Room, St John Baptist Church, Berkswell.

Signed: Mr Richard Wilson



Clerk

Public and Press are welcome to attend