

Berkswell Parish Council - Annual Meeting 12th May 2016

Minutes of the annual meeting of the Parish Council of Berkswell held in the Meeting Room, Berkswell on 12th May 2016 at 7.45 PM.

Item	Topic	Action by
	Agenda	
1.	Election of Chairman. Cllr Burrows was nominated by Cllr Howells and was seconded by Cllr Drake. The appointment of Cllr Burrow as Chairman of the Council was agreed unanimously. In accepting the position Cllr Burrow thanked Cllr Howells for her hard work during her tenure as Chairman.	
2.	Record of Members Present: Cllr K Howells, Cllr A Burrow, Cllr D Hitchcock, Cllr R Lloyd, Cllr D Edwards & Cllr R Drake. Also in attendance Mr J Cairns.	
3.	To receive apologies and reasons for absence: Cllr Cambage had offered her apologies due to another commitment.	
4.	To receive written requests for Disclosable Pecuniary Interests where that is not already in the register of Members' interests: No written requests had been received.	
5.	To approve Minutes of the following meetings: Annual Meeting of the Council held on 14 May 2015 – Council noted that these minutes had been approved on 18 June 2015 Ordinary Meeting of the Council held on 14 April 2016 – these minutes were approved and duly signed by the chairman	
6.	Matters arising from Annual Meeting held on 14 May 2015 – There were no matters arising from last year's meeting	
7.	Public Participation – There were no requests from the public to participate in proceedings	
8.	To receive the Chairman's Declaration of Acceptance of Office – Cllr Burrow duly completed and signed the Chairman's Declaration of Acceptance of Office.	
9.	Election of Vice-Chairman: Cllr D Hitchcock proposed Cllr R Lloyd and Cllr K Howells proposed Cllr R Drake. Cllr A Burrow seconded Cllr R Drake but Cllr Lloyd's nomination was not seconded. Consequently, Cllr R Drake was duly appointed as Vice-Chairman.	
10.	To agree dates and venues for Council Meetings for the Year – a schedule of meeting dates and venues was discussed. A choice of dates had been given for the Parish Council Assembly and it was agreed the Parish Assembly should be held on 18 May 2017 at a venue to be agreed. It was suggested the new Hornets Football Club premises might be used for future Council meetings and it was agreed to try to arrange this for the council meeting on 15 September 2016. The calendar of meetings for the year 2016/17 was approved subject to the above amendments.	
11.	To appoint Committee Members and review Remit of Delegation of Functions to Committees and/or appoint Working Party Members: The current list of appointments was discussed and the following changes were agreed: <ul style="list-style-type: none"> – Cllr Drake was added to the overall record of memberships – Planning Committee – it was agreed to add the appointment of chairman to the agenda for the next Ordinary meeting of the Council to be held on 16 June. 	

Berkswell Parish Council - Annual Meeting 12th May 2016

	<p>– Cllr Hitchcock was confirmed as a full time member of the committee</p> <p>– Cllr Edwards was appointed as a member of the committee</p> <p>– Staffing Committee – the membership was confirmed as; Cllrs Edwards, Howells, Burrow & Lloyd.</p> <p>– Finance Working Group – the membership was confirmed as; Cllrs Cambage, Burrow, Drake & Lloyd.</p> <p>– Representations – it was agreed to delete Jubilee Project and HHAG from this section and add NDP. The NDP representatives will be Cllrs Howells and Burrow.</p> <p>– Liaison – it was agreed to delete Balsall PC and add HHAG to this section.</p> <p>– The revised list of Committees and Representations on External Bodies will be available to view on the Council’s website.</p> <p>A summary of the revised arrangements is given at Appendix 1.</p> <p>12. To appoint Representatives to sit on Outside Bodies – this was dealt with under item 11.</p> <p>13. To agree Cheque Signatories and sign appropriate Bank Mandate – the Clerk reported that all current councillors are cheque signatories as is the Clerk himself. Council noted that the Clerk is a signatory to enable him to conduct business with the bank (e.g. clarify bank transactions, order new cheque books etc.) but that he must not sign cheques. The Chairman advised the Council that, as all cheques require two signatures of councillors, a councillor must not sign if the clerk’s signature is present on the cheque. A summary of arrangements is given in Appendix 1.</p> <p>14. To receive a report on the capital assets and liabilities vested in the Council – A statement of finances at 31 March 2016 and a list of assets as at 31 March 2016 were noted by the Council. The Clerk was asked to locate the Speed Visors which are on the asset list.</p> <p>15. Council Insurance – Council agreed to the renewal of the annual insurance policy with AON on the same policy specification as 2015/16 at an annual cost of £821.17.</p> <p>16. Annual Subscriptions – Council agreed the following:</p> <ul style="list-style-type: none"> • the renewal of the subscription to the Warwickshire Association of Local Councils at an annual cost of £745 • to apply for membership of the Marsh Lane Nature Reserve at a cost of £41 (membership) + £10 (repayable key deposit). Council discussed who should hold the key and agreed that Cllr Hitchcock should hold the key on behalf of the Council. <p>17. Council’s Complaints Procedure – after discussion the Council concluded that, as there had been no complaints, the procedure had not been tested. It was, therefore, agreed to keep the procedure as is.</p> <p>18. Press and Media Policy – after discussion it was agreed to make no change to the existing policy.</p> <p>19. Freedom of Information Procedure – after discussion it was agreed to make no change to the existing procedure.</p> <p>Ordinary Business</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
--	--	---

20.	<p>Borough Councillor’s Report and Parish Councillor’s Opinion – Cllr Lloyd commented on hedge trimming. He observed that SMBC appear to be slowly conceding that they should be trimming more hedges on the A452. Despite there being standards for vision splays the work currently being done doesn’t appear to be sufficient. Cllr Hitchcock commented that trees and hedges are being butchered by mechanical cutters. Cllr Edwards reported on dog fouling & litter in the Spinney car park. This matter was referred to the Finance Working Group for further consideration. Cllr Edwards also reported that Berkswell Church is looking for a list of things they can do around the Parish. It was agreed that Councillors should think about possible projects and email Cllr Edwards with ideas. Some members of the public had complained that the primary school was closed for polling when other buildings are available in the Parish. The Clerk was asked to take up the matter with SMBC (Deborah Merry). Cllrs Edwards & Burrow offered to help with drafting a letter. Cllr Edwards also mentioned the Facebook and Twitter accounts set up to keep residents informed of local issues. Council agreed that this was a useful development but that their use should be included in the development of the website and documented in the Council’s IT policy. The matter was referred to the Finance Working Group and council asked for Cllr Edwards to be invited to take part in the Group’s discussions on the matter.</p>	<p>FWG</p> <p>Cllrs</p> <p>Clerk, AB & DE</p> <p>FWG</p>																																																							
21.	<p>Planning Applications – no applications were considered.</p>																																																								
22.	<p>Financial Matters</p> <p>a. Payments for approval – the payments listed below were all approved</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoices for Payment</th> <th style="text-align: left;">Approval</th> <th style="text-align: left;">Cheque No</th> <th style="text-align: right;">Gross Amount £</th> <th style="text-align: right;">VAT £</th> </tr> </thead> <tbody> <tr> <td>Clerk’s Salary – May 2016</td> <td>Admin Costs</td> <td>001799</td> <td style="text-align: right;">487.54</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Clerk’s Expenses – April 2016</td> <td>Admin Costs</td> <td>001800</td> <td style="text-align: right;">17.60</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Balsall Village Hall – April 2106</td> <td>Admin Costs</td> <td>001801</td> <td style="text-align: right;">14.00</td> <td></td> </tr> <tr> <td>Greenline – Mowing contract (Mar – Apr 2016)</td> <td>Contract</td> <td>001802</td> <td style="text-align: right;">375.00</td> <td style="text-align: right;">-</td> </tr> <tr> <td>SMBC – salaries & allowances</td> <td>Admin Costs</td> <td>001803</td> <td style="text-align: right;">3,371.90</td> <td style="text-align: right;">-</td> </tr> <tr> <td>GR Dawson – Churchyard mowing (Jan – Mar 2016)</td> <td>Contract</td> <td>001804</td> <td style="text-align: right;">684.00</td> <td style="text-align: right;">114.00</td> </tr> <tr> <td>WJ Robinson – Annual Internal Audit</td> <td>Admin Costs</td> <td>001805</td> <td style="text-align: right;">137.60</td> <td style="text-align: right;">-</td> </tr> <tr> <td>HMRC – PAYE costs (Feb – Mar 2016)</td> <td>Admin Costs</td> <td>001806</td> <td style="text-align: right;">403.92</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Cllr A Burrow – Expenses re item 30 d</td> <td>Highways Act 1980 S96</td> <td>001807</td> <td style="text-align: right;">475.65</td> <td style="text-align: right;">78.25</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td style="text-align: right;">5,967.21</td> <td style="text-align: right;">192.25</td> </tr> </tbody> </table> <p>b. Correction of minutes – the following payments were correctly presented to Council for approval on 15 October 2015, 5 November 2015 and 10 March 2016 respectively, each of which were approved and duly minuted. However, the payment schedules had been omitted from the file copy of the minutes. Council is asked to note this omission and accept that the minutes of this meeting will act as proof of payment authorisation.</p>	Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £	Clerk’s Salary – May 2016	Admin Costs	001799	487.54	-	Clerk’s Expenses – April 2016	Admin Costs	001800	17.60	-	Balsall Village Hall – April 2106	Admin Costs	001801	14.00		Greenline – Mowing contract (Mar – Apr 2016)	Contract	001802	375.00	-	SMBC – salaries & allowances	Admin Costs	001803	3,371.90	-	GR Dawson – Churchyard mowing (Jan – Mar 2016)	Contract	001804	684.00	114.00	WJ Robinson – Annual Internal Audit	Admin Costs	001805	137.60	-	HMRC – PAYE costs (Feb – Mar 2016)	Admin Costs	001806	403.92	-	Cllr A Burrow – Expenses re item 30 d	Highways Act 1980 S96	001807	475.65	78.25	Total			5,967.21	192.25	
Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £																																																					
Clerk’s Salary – May 2016	Admin Costs	001799	487.54	-																																																					
Clerk’s Expenses – April 2016	Admin Costs	001800	17.60	-																																																					
Balsall Village Hall – April 2106	Admin Costs	001801	14.00																																																						
Greenline – Mowing contract (Mar – Apr 2016)	Contract	001802	375.00	-																																																					
SMBC – salaries & allowances	Admin Costs	001803	3,371.90	-																																																					
GR Dawson – Churchyard mowing (Jan – Mar 2016)	Contract	001804	684.00	114.00																																																					
WJ Robinson – Annual Internal Audit	Admin Costs	001805	137.60	-																																																					
HMRC – PAYE costs (Feb – Mar 2016)	Admin Costs	001806	403.92	-																																																					
Cllr A Burrow – Expenses re item 30 d	Highways Act 1980 S96	001807	475.65	78.25																																																					
Total			5,967.21	192.25																																																					

Payments Approved at Ordinary Meeting 15 October 2015 – Item 11

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
Warwickshire Training Partnership	Admin	001758	45.00	-
SMBC	Admin	001759	1,215.84	-
GR Dawson	Admin	001760	684.00	114.00
Cllr K Howells - Expenses	Admin	001761	50.00	-
R Wilson – Clerk’s Expenses	Admin	001762	18.68	-
Total			2,013.52	114.00

Payments Approved at Ordinary Meeting 5 November 2015 – Item 11

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
Warwickshire Training Partnership	Admin	001763	45.00	-
R Wilson – Clerk’s Expenses	Admin	001764	244.98	40.83
The Bugle	Admin	001765	100.00	-
Cllr A Burrow - Expenses	Admin	001766	11.99	1.99
				-
Total			401.97	42.82

Payments Approved at Ordinary Meeting 10 March 2016 – Item 11a

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
The Bugle	Regular Payments Schedule	001782	100.00	
R Wilson – Clerk’s Expenses	Admin	001783	70.27	7.57
R Wilson – Clerk’s salary (Feb/Mar 2016)	Regular Payments Schedule	001784	1,077.81	-
Cllr Allowances (Feb & March 2016)	Regular Payments Schedule	001788 – 001789	767.32	-
HMRC	Regular Payments Schedule	001790	403.92	-
J Hubbard	15/10/15 item 13g	001791	868.37	144.73
Dianne Malley	Regular Payments Schedule	001792	22.50	-
Shoosmiths	05/11/15 item 17iii	001793	3,600.00	600.00
Berkswell Village Stores	11/02/16 item 17a	001794	840.00	140.00
Cllr Edwards – expenses	Admin	001795	16.00	-
Berkswell Reading Rooms	Admin	001796	260.00	-
Total			8,026.19	892.30

c. Council also noted that the following payment approved at the Extraordinary Meeting on 21 January 2016 incorrectly gave the

Berkswell Parish Council - Annual Meeting 12th May 2016

cheque number as 001742 whereas it was in fact cheque No 001779 payable to Mrs AG Paul.

<i>Payee</i>	<i>Power</i>	<i>Cheque</i>	<i>Amount</i>
Mr A G Paul (Barrister)	151105 17 iii	001742	£582.00

- d. Payments received – No payments had been received
- e. Grant Applications – No grant applications had been receive
- f. Annual Internal Audit Report – a copy of the Internal Report for the year 2015/16 was discussed. The Council observed that this was a good audit report with no issues of substance and referred the report to the Finance Working Group to assess follow up actions. Cllrs thanked the Clerk for his hard work which was reflected in the report.

FWG

23. **Annual Return 2015/16** – Council accepted the following motion – “The annual governance statement and accounting statements for 2015/16 are approved by this Council”.

24. **Risk Management** – Cllr Drake gave a brief update. Council approved the following actions:

- Failing to identify and report a risk – Action: add a ‘New Finance & Risk Events’ item under Council Administration on future Council agendas
- Unplanned unavailability of Clerk – Action: Finance Working Group to consider
- Failing to maintain & disclose records – Action: Finance Working Group to consider

Clerk

FWG

FWG

25. **Correspondence** – Jubilee Project – Council discussed an email update sent by Mark Johnson on behalf of the trustees. Council was reminded that the Trustees haven’t provided the report the Council had requested as a condition of the 2015/16 grant. The Clerk was requested to write to the Trustees reminding them of their obligations for the first quarter of the Grant year. Cllr Burrow offered to help draft a letter.

Clerk

AB

26. **Ongoing References**

- a. Review of inventory of land and assets – Council was informed of the intention for the Clerk and Cllr Edwards to meet with solicitors in early June to progress with the Registration of The Pound and The Spinney. They will also explore with the solicitor what they can do to help on other Registrations and to obtain an indication of cost.
- b. Neighbourhood Development Plan – Cllr Burrow reported that there had been no significant development on the NDP. Council considered and approved the following resolution: *“Berkswell Parish Council mandates its representatives on the NDP Steering Committee to ensure that the planning policies arising from the NDP recognise the importance of recreational and amenity space outside the residential property boundaries in new developments, and that all new developments shall provide specific areas for recreation, landscaping, ecology and utility purposes appropriate to the size and location of the development. The NDP Steering Committee shall develop guidelines for the provision of such areas taking account of all relevant factors”*

Clerk/DE

Berkswell Parish Council - Annual Meeting 12th May 2016

	<p>c. Spinney – Cllr Hitchcock reported that the condition of The Spinney was gradually improving but that work is still to be done after the growing season.</p> <p>d. Traffic Calming – Council approved the following motion: <i>“The Parish Council agrees in principle to commissioning a traffic calming study for Berkswell village, subject to appropriate conditions and terms of reference with a cost not exceeding £5,000”</i>. It was the Council's expectation that the Terms of Reference for the study would require that the consultant would only propose traffic calming measures that SMBC would be willing to implement</p> <p>e. Planning Enforcement issues – Truggist Hill Farm and Lavender Hall Farm are still a cause for concern. The Clerk was asked to approach Cllr Bell again about enforcement issues at Truggist Hill Farm.</p> <p>f. Aircraft noise monitoring – There was no further update</p> <p>g. Trimming along A452 – this had been discussed at item 20 above.</p> <p>h. HS2 – Cllr Lloyd reported that the Lords Petitions have been deposited. Apparently many petitions had been challenged but that the Berkswell PC petition should be heard (expected to be in June 2016).</p> <p>i. Unrecorded Rights of Way – Council noted that the requested information had still not come from SMBC. It was agreed that the Clerk would try the FOI route to obtain the Rights of Way Map and definitive list of streets.</p> <p>j. No parking on pavements & verges – No further information was available.</p> <p>k. Damage to the Pound – The Clerk reported that his letter to the land owner had received no reply and was asked to write again to chase up a response.</p> <p>l. Mowing of Berkswell Churchyard – The Clerk was asked to write to GR Dawson confirming the current contract arrangements for the period 1 March 2016 until 31 March 2017.</p> <p>m. Traffic on Meeting House Lane – It was reported that 97 replies plus several letters had been received. A number of people have volunteered to help with future analysis of the situation. Cllr Cambage was asked to report back on progress to the next meeting.</p> <p>n. Berkswell Museum Closure – Council approved the plan proposed by the Finance Working Group regarding the closure of the museum and return/disposal of exhibits, as developed by the Finance Working Group in consultation with the museum committee. Council authorised the Clerk to incur advertising expenditure of up to £500 to announce the closure in relation to finding the owners of the exhibits.</p> <p>o. SMBC Consultation on the Solihull Local Plan – Council considered its response to the email entitled “Local Plan Review - Scope, Issues and Options Consultation” issued by Gary Palmer (Places Directorate, SMBC). It was agreed that the Council should provide feedback, along the lines that it was generally good, but the presentation was cut short by Cllr Court to raise a</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>AC</p> <p>Clerk</p>
--	--	--

Berkswell Parish Council - Annual Meeting 12th May 2016

<p>27.</p> <p>28.</p> <p>29.</p> <p>30.</p> <p>31.</p> <p>32.</p> <p>33.</p>	<p>local issue. Cllr Burrow agreed to draft a response and circulate round Councillors for comment.</p> <p>Removal and additions to Ongoing References Removals: None Additions: SMBC Consultation on the Solihull Local</p> <p>Parish Council Policies – there was nothing to discuss</p> <p>Training and Meetings</p> <ul style="list-style-type: none"> • There had been no attendance at events or meetings – Cllr Burrow proposed, in light of Cllr Drake’s appointment as Vice Chairman, that Cllr Drake should attend a new Chairman training course. <p>Heritage and Community</p> <ol style="list-style-type: none"> a. Damaged Rubbish Bins – The Clerk reported that Bruce Brant (SMBC) had the matter of replacing damaged rubbish bins in hand. b. Village Fete – Council approved a cost of £50 to provide barriers for the closure of Church Lane, Berkswell on 18 June 2016. c. Purchase of plaques for planters – Council approved the purchase of 10 plaques for the planters in Balsall Common at a cost of £12.50 plus VAT each (total £150). d. Station Road Roundabout – Council noted the report concerning the costs and results of the replanting of the Station Road roundabout and approved the reimbursement of Cllr Burrow for the £475.65 materials costs he incurred on behalf of the Council. This work has been conducted under the Highways Act 1980, S96. e. Risk Assessments – Council approved a cost of up to £1,000 to be spent at the discretion of the Clerk in undertaking necessary Risk Assessments regarding Council Assets (including trees). The Clerk was instructed to find someone to do the non-tree risk assessments and to liaise with Cllr Hitchcock over who might conduct the assessment of trees in the parish. <p>Council Administration</p> <ul style="list-style-type: none"> • New Finance and Risk Events – There were no new events to report • Parish Assembly – Council approved a cost of £50 to provide refreshments at the Parish Assembly Meeting to be held on Thursday 19 May at the Reading Room Berkswell. <p>To consider the exclusion of the press and the public in the public interest for consideration of the following item</p> <ul style="list-style-type: none"> • To review the Clerk’s salary – Council voted to exclude the public and press for this item. The increase in the Clerk’s salary with effect from 1 June 2016 was approved. <p>Next Meeting Parish Assembly, 19 May 2016 at 7:45pm, the Reading Room, Berkswell Ordinary Meeting of the Council, 16 June 2016 at 7.45pm, the Reading Room, Berkswell.</p>	<p>AB</p> <p>Clerk</p> <p>Clerk</p>
--	--	-------------------------------------

Berkswell Parish Council										
Committees and Representation with External Bodies										
		Drake	Cabbage	Edwards	Hitchcock	Howles	Burrow	Lloyd	Clerk	comments
Committee	Planning		*	*	*	*	*	*		
Committee	Staffing			*		*	*	*		
Working Group	Finance	*	*				*	*		
Representation	Airport Consultative Committee							*		
Representation	Kenilworth Greenway Trust							*		
Representation	Solihull Area Committee of WALC						*	*		
Representation	Solihull Tree Wardens Group				*			*		
Representation	Neighbourhood Development Plan					*	*			
Liaison	Berkswell Charities		*							
Liaison	Berkswell Society						*			
Liaison	Lant Trust & Reading Room		*							
Liaison	Local Access Forum & RoW							*		
Liaison	Sport/ Leisure/ Football Club				*					
Liaison	WM Police			*						
Liaison	HHAG							*		
	Bank Mandate									
NatWest Bank (Knowle)	Current Account - 04226569	#	#	#	#	#	#	#	#	The Clerk is only a signatory to enable him to work with the bank. The Clerk must not sign cheques
	Business Reserve - 04226844	#	#	#	#	#	#	#	#	
	Business Reserve - 04226852	#	#	#	#	#	#	#	#	

* member
Signatory

12/05/2016