

## Berkswell Parish Council – Annual Meeting 18 May 2017

Minutes of the Annual Meeting of the Parish Council of Berkswell held in the Jordan Room, Berkswell on 18 May 2017 at 7.15 PM.

Topic	Action by
<p><b>1. Election of Chairman</b> Cllr Drake proposed Cllr Burrow for Chairman of the Council, this was seconded by Cllr Cambage. There were no other nominations and Council voted unanimously to appoint Cllr Burrow.</p> <p><b>2. To receive the Chairman’s Declaration of Acceptance of Office.</b> Cllr Burrow duly signed the Chairman’s Declaration of Acceptance of Office.</p> <p><b>3. Election of Vice-Chairman</b> Cllr Burrow proposed Cllr Drake for Vice Chairman seconded by Cllr Cambage. There were no other nominations and Council voted unanimously to appoint Cllr Drake</p> <p><b>4. Record of Members Present</b> Cllrs Burrow, Drake, Howles, Edwards, Cambage, Hitchcock &amp; Lloyd, the Parish Clerk, Cllr Bell (SMBC) and 9 members of the public.</p> <p><b>5. To receive apologies and reasons for absence</b> Keith Tindall had rendered his apologies</p> <p><b>6. To receive written requests for Disclosable Pecuniary Interests where that is not already in the register of Members’ interests</b> Cllr Burrow declared an interest in the Financial Payments at item 21. Cllrs Burrow &amp; Cambage declared an interest in the proposed development on the Barratt’s Farm site.</p> <p><b>7. To approve Minutes of the following meetings:</b> Annual Meeting of the Council held on 14 May 2015 (Council noted these had been signed at the Ordinary Meeting held on 16 June 2016) Ordinary Meeting of the Council held on 13 April 2017 - approved Extraordinary Meeting of the Council held on 19 April 2017 - approved</p> <p><b>8. Matters arising from Annual Meeting held on 14 May 2016</b> – there were no Matters Arising</p> <p><b>9. Public Participation</b> – The public were invited to ask any questions. Mike Longfield thanked the PC for the generous help given to the Jubilee Centre and to thank Cllrs Lloyd &amp; Hitchcock for their services. Alastair Dymond stated his opposition to the Pear Tree Cottage Planning Application and gave the Clerk a written summary of his objections. Alan Douglas advised the Council to be wary about how SMBC review Planning Applications.</p> <p><b>10. To agree dates and venues for Council Meetings for the year 2017/18</b> – Council considered the Berkswell Parish Council Calendar for 2017/18. Cllr Lloyd stated that he has 2 timing clashes with HS2 working party 20 July &amp; 12 October and it was agreed to move the start time for these two meetings to 7:30. Council agreed to stick with a 7:15pm start time but that if dates/times need to be changed they can be. The Clerk was asked to send a copy of the dates to the new clerk of Balsall Parish Council</p> <p><b>11. To appoint Committee Members and review Remit of Delegation of Functions to Committees and/or appoint Working Party</b> - Council reviewed the current “Committees and Representation with External Bodies” schedule and confirmed the appropriate details for 2017/18. The revised list will be placed on the Council’s website.</p> <p><b>12. To appoint Representatives to sit on Outside Bodies</b> See Item 11.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p><b>13. To agree Cheque Signatories and sign appropriate Bank Mandate</b> – Council confirmed that no change was required to the current bank mandate.</p> <p><b>14. To agree to review Council’s Standing Orders, Financial Regulations and Risk Assessments if necessary</b></p> <p>a. Financial Regulations (last approved in September 2016). Council deferred the matter to the Finance Committee to check if any amendments were necessary</p> <p>b. Standing Orders were (last approved in September 2015). - Council deferred the matter to the Finance Committee to review and recommend changes</p> <p>c. Risk Assessments (conducted in Autumn 2016). Council noted the latest status report on actions arising from these risk assessments (previously circulated). Cllr Burrow proposed that a schedule of people was needed to regularly inspect assets based on a check list to be drawn up by Cllr Burrow. Council agreed to nominate a Councillor for the next review at the same time as agreeing which Councillor would review the next quarterly bank reconciliation. The action list will be updated regularly and a copy will be available on the Council’s website.</p>	<p>Clerk</p>
<p>Council then agreed the following motion: “Council agrees to undertake a review of its Standing Orders and Financial Regulations by the end of September 2017 and delegate this to the Finance Committee to come up with recommendations”.</p>	<p>FC</p>
<p><b>15. To receive a report on the capital assets and liabilities vested in the Council</b> – Council noted 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 agreed 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”.</p>	<p>FC</p>
<p><b>16. Council Insurance</b> - Council agreed the following motion: “Council agrees to renew the insurance underwritten by ‘Maven’ at a cost of £799.36 and to enter into a 3 year long term agreement”.</p>	
<p><b>17. Council’s Policies &amp; Procedures</b> – Council agreed to review the following where appropriate:</p> <p>a. Grants Policy (amended December 2016) agreed to review next year.</p> <p>b. Complaints Procedure (approved September 2013) agreed to review by an ad hoc Policies &amp; Procedures informal group comprising Cllrs Howles, Hitchcock and Edwards</p> <p>c. Press and Media Policy (approved October 2015) agreed to review by an ad hoc Policies &amp; Procedures informal group of KH, DH, DE</p> <p>d. Information, IT and equipment policy (approved April 2016) agreed to review by an ad hoc Policies &amp; Procedures informal group of KH, DH, DE</p>	<p>KH/DH /DE</p> <p>KH/DH /DE</p> <p>KH/DH /DE</p>
<p><b>18. Clerk’s Salary</b></p>	

- a. Council noted that the matter has been delegated to an ad hoc meeting to develop options on the salary progression scales for the Clerk, to take place in June. Recommendations will be brought to Council at a future meeting for discussion and approval.

**Ordinary Business**

**19. Borough Councillor’s Report and Parish Councillor’s Opinion.** Cllr Bell advised Council to take Alan Douglas’s advice regarding Planning Applications. He commented that he was disappointed about the lack of information coming out of SMBC on the Local Plan and that the current timetable is unclear. Cllr Drake proposed thanks to Cllr Hitchcock for organising the trip to the Marsh Lane Nature Reserve. Cllr Hitchcock informed Council that the Marsh Lane subscription for 2017/18 will be £36. Council approve this payment.

**20. Planning Applications**

- a. The following list of planning applications were discussed:

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

2017/01039 Council agreed to object on the grounds that this was an “Inappropriate development in the greenbelt” and that there were nothing to justify special circumstances.
2017/01149 At the time of the meeting this application had not been validated so it was not discussed

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**21. Financial Matters**

- a. Council approved the following payments:

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk’s Salary May 2017*	Admin	001920	572.53	0
R Wilson - Office expenses	Admin	001921	60.83	9.94
A Burrow – reimbursement of costs incurred – leaflet printing, printing of a plan for the Village Farm proposal & fixings for display board	Admin	001922	47.64	7.94
Midland Forestry – Tree works	Contract	001923	3,708.00	618.00

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S Bentley-Green – Grass mowing contract 3 <sup>rd</sup> instalment	Contract	001924	187.50	0
Bill Robinson – internal audit fee	Admin	001925	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	001926	3,500.97	583.50
Balsall & Berkswell Football Club – room hire April 17	Admin	001927	25.00	0
GR Dawson Garden Service – churchyard mowing	Admin	001928	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	001929	80.97	13.50
Aon UK Ltd – annual insurance premium as approved at Item 16 above	Admin	001930	799.36	0
<b>Total</b>			<b>9,804.40</b>	<b>1,346.88</b>

\* 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 Audit Report for the year 2016/17 had been circulated and will be available on the Council’s website. Council noted 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 agreed 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”. Cllr Drake congratulated the clerk on the outcome of the internal audit.

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

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**24. Annual Governance Statement** – Council agreed in the affirmative (or by stating NA) the 9 listed statements, in Section 1 of the Annual Return and consequently agreed the following motion; “we confirm, to the best of

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<p>our knowledge and belief , with respect to the accounting statements for the year ended 31 March 2017, the annual governance statement".</p> <p><b>25. Accounting Statements 2016/17</b> –Council noted 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 , in the following order:</p> <ol style="list-style-type: none"> <li>a. Consider the statement of accounts by the members meeting as a whole;</li> <li>b. Approve the statement of accounts by resolution. Consequently, Council approved the following motion – “The accounting statements for 2016/17 are approved by this Council”; and</li> <li>c. Ensure the statement of accounts is signed and dated by the person presiding at the meeting at which that approval is given.</li> </ol> <p><b>26. Period for the exercise of public rights</b> – 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 <b>exercised within a single period of 30 working days</b>. 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 <b>must include the first 10 working days of July 2017</b> 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 agreed the following motion: “The period for the exercise of public rights will commence on 12 June 2017 and finish on 21 July 2017”. Cllrs Drake &amp; Hitchcock agreed to help the Clerk in responding to requests from the public.</p> <p><b>27. 2016/17 Annual Accounts</b> – Council noted the year end accounts for the financial year 2016/17. Cllr Hitchcock congratulated the Clerk on preparing the accounts.</p> <p><b>28. Risk Management</b> – See item 14c</p> <p><b>29. Correspondence</b> – Council noted the letter from the Treasurer of the Balsall &amp; 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”.</p> <p><b>30. Ongoing References</b></p> <ol style="list-style-type: none"> <li>a. Review of inventory of land and assets – Council noted that an Submitted application to Register the Spinney had been submitted but there had been no response from HMLR. The plan is to submit applications in respect of The Green (not including the Well area) and The Pound in due course.</li> <li>b. Neighbourhood Development Plan – Council noted that K Tindall, M Hickin, J Edwards, V Ritters, &amp; W Wilson have agreed to work on the NDP Committee. The first step will be to meet with the consultant from</li> </ol>	<p>Clerk</p>
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<p>Kirkwell’s. Council approved the following motion: “This Council authorises the Clerk to sign the contract with Kirkwells to the value of £10,250 plus VAT (expectation we will get £9,000 back in grants but this is not guaranteed).</p> <p>c. Draft Solihull Local Plan – Council received a report by Cllr Burrow on the brownfield sites visit and the residents meeting with borough councillors. Cllr Burrow proposed that the Council should employ a consultant to review the SMBC’s Greenbelt Review parcel by parcel. This could cost c. £10k - £20k. This was seconded by Cllr Lloyd and was agreed unanimously. Cllr Lloyd proposed a separate review of brownfield sites by a separate consultant. This was seconded by Cllr Burrow and agreed unanimously.</p> <p>d. Traffic Calming – Cllr Edwards reported that the Group has a meeting with ARUP on 7 June to run through proposals to be displayed at the fete on 17 June. Jane Edwards is preparing a submission to HS2 to try to get “Groundworks” funding.</p> <p>e. HS2 – There was nothing new to report.</p> <p>f. The Well – Cllr Burrow has asked for a written report from STW on the latest pollution event. It was agreed that Council should keep pressing STW until an answer to the cause of the pollution is found.</p> <p>g. Kelsey Lane bus shelter improvement – Council noted that the work has been completed and agree to remove the item from the agenda.</p> <p>h. Tree Issues – Council noted that the work has been completed and agree to remove the item from the agenda.</p> <p>i. Public Rights of Way – Enquiries are still ongoing</p> <p>j. Ward Action Plan – Cllr Burrow reported that he would contact Kath Hemmings (SMBC) to discuss.</p> <p>k. Cornets End Quarry restoration – it was agreed to keep this on the agenda until the matter has been resolved.</p> <p><b>31. Removal and additions to Ongoing References</b>  Removals: Bus Service 89  Unrecognised Rights of Way  Additions: Greenbelt  Ward Action Plan</p> <p><b>32. Training and Meetings</b>  • There were no reports from attendance at events nor meetings.</p> <p><b>33. Heritage and Community</b>  a. Parish Boundary Review – It was reported that SMBC had rejected Balsall Parish Council’s request for a Governance Review by 5:1.  b. Polling Station - Council agreed to “authorise Councillors Burrow and Edwards to work with election officials to develop proposals to avoid the closure of Berkswell CoE School for future elections given the importance of education to the children of Balsall Common and elsewhere in the Parish”. Council noted that voting at the forthcoming General Election had been moved to Jordan Room and that a permanent solution to avoid using the school in future is being sought. Cllrs Burrow and Edwards were congratulated on the work done on the school’s behalf.  c. Parish fete &amp; BBQ – Council discussed the planned arrangements. Cllr Edwards reported that the Council should decide what if any presence</p>	<p>AB/DE</p>
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<p>they wish to have at the fete. Regarding the BBQ Cllr Burrow agreed to talk to Martin at Berkswell Estates about the set up and proving wood for the bonfire. It is expected that the Scouts will organise the equipment and fence off the fire. Council agreed that Cllr Burrow will buy the charcoal and request reimbursement. The Clerk reported that the band had been booked and the portable toilets had been arranged The Clerk was asked to write again to the landowner for permission to use the field &amp; chase SMBC re road closure and Barrier people.</p>	Clerk
<p>d. Handyerson – Council agreed the following motion: “To approve the advertising/seeking a contract for a handyerson 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 and the necessary delegation to the Clerk for managing the work undertaken within an agreed budget.”</p>	Clerk
<p>e. Impact of HS2 and New House Construction on the Parish – Council discussed the implications of two major construction programmes taking place at the same time. Cllr Lloyd proposed that Council should support Balsall Parish Council’s view that house building should be deferred to the last third of the 15 year plan. This was seconded by Cllr Drake and it was agreed that Council will write to Gary Palmer (SMBC) on this matter.</p>	Clerk
<p>f. Planting scheme –Council approved 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”.</p>	AB
<p><b>34. Council Administration</b></p>	
<p>a. Parish Assembly – Council approved a cost of £50 to provide refreshments at the Parish Assembly Meeting to be held on Thursday 25 May at the Balsall &amp; Berkswell Hornets Clubhouse, Berkswell.</p>	
<p>b. “Local Councils Explained” Publication – Council approved the cost of £20 plus £5 postage and packaging as recommended by Internal Auditor, Bill Robinson.</p>	
<p>c. Recording of Meetings – Council agreed to revisit this topic at a future meeting.</p>	Clerk
<p><b>35. Next Meeting</b></p>	
<p>Parish Assembly, 25 May 2017, following the Berkswell Society AGM commencing at 7:15 in the Balsall &amp; 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.</p>	