

Berkswell Parish Council – Annual Meeting 17 May 2018

Minutes of the Annual Meeting of the Parish Council of Berkswell held in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell on 17 May 2018 at 7.15pm.

Topic	Action by
<p>1. Evacuation Procedure – the Chairman instructed those in attendance of the evacuation procedure</p> <p>2. Recording of Parish Council Meetings – the chairman instructed those in attendance that, in the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public.</p> <p>3. Election of Chairman Kay Howles nominated Richard Drake, this was seconded by Andrew Burrow. There were no other nominations and Richard Drake was duly appointed Chairman for Berkswell Parish Council.</p> <p>4. To receive the Chairman’s Declaration of Acceptance of Office Richard Drake duly signed the Declaration of Acceptance of Office.</p> <p>5. Election of Vice-Chairman Andrew Burrow nominated Dinah Edwards, this was seconded by Don Hitchcock. There were no other nominations and Dinah Edwards was duly appointed as Vice Chairman of Berkswell Parish Council.</p> <p>6. Record of Members Present: Cllrs Burrow, Drake, Cambage, Howles, Edwards, Lloyd & Hitchcock; the Clerk and 14 members of the public.</p> <p>7. To receive apologies and reasons for absence Council noted that Cllr Bell had given his apologies.</p> <p>8. To receive Declarations of Interest</p> <ul style="list-style-type: none"> i. There were no written requests for disclosing pecuniary interests that are not already in the register of Members’ interests. ii. The following declarations of interest were made in respect of items on the agenda: <ul style="list-style-type: none"> • Councillor Burrow stated that he owned a field that would be taken out of greenbelt according to the draft Solihull Plan • Councillor Cambage stated that she owns a house that backed on to Barrett’s Farm • Councillor Burrow stated that cheques for payment included 2 to himself with respect to travel to London to meet with LUC and NDP minor costs. The Clerk advised that he did not need to declare the cheque payments. iii. There were no requests for dispensations <p>9. To approve Minutes of the following meetings: Minutes of the Ordinary Meeting of the Council held on 12 April 2018 were approved and duly signed by the chairman.</p> <p>10. Matters arising from the previous meeting requiring attention There were no matters arising.</p> <p>11. Public Participation – The chairman asked if there were any questions from the public and stated that this session would be limited to 10 minutes in total. Keith Tindal informed the meeting that a litter pick for Balsall & Berkswell has been arranged for Sat 26 May starting at 10:00 outside the</p>	

library in Balsall Common & The Spinney in Berkswell village. Council agreed that KT could post a notice on the Berkswell Notice board. David Felthouse reported that travellers were occupying land at Grange Farm and he read out a police statement. A resident expressed concern about a possible dual carriageway from Cromwell Road to the A452 and asked if the Council had any more information on this proposal. Cllr Burrow reported that SMBC are looking at 14 route options but they haven't made these public. He also stated that the Parish Council can't influence major infrastructure projects any more than individual residents. It was concluded that the Parish Council will consider any proposals at the right time. A resident had a question regarding the proposed merger of the two councils and asked what is the Parish Council's position? The Chairman responded that the Council had agreed to leave the matter to the residents. The Council was asked if it would be lobbying SMBC on a particular option. A Councillor responded saying that they understand it is illegal for a public authority to lobby to influence public opinion.

12. To agree dates and venues for Council Meetings for the year 2018/19 – Council approved the Berkswell Parish Council Calendar for 2018/19 (available on the website).

13. To appoint Committee Members and review Remit of Delegation of Functions to Committees and/or appoint Working Party - Council reviewed the current “Committees and Representation with External Bodies” schedule and confirmed necessary changes for 2018/19. A revised schedule will be made available on the Council's web site.

14. To appoint Representatives to sit on Outside Bodies Council reviewed the current “Committees and Representation with External Bodies” schedule and confirmed no change for 2018/19.

15. To agree Cheque Signatories and sign appropriate Bank Mandate – Council confirmed that no change was required to the current bank mandate.

16. To agree to review Council's Policies and Procedures – Council noted the following

Policy/Procedure	Last Approved	Update Required?	Action
Standing Orders	Oct 2017	Yes	Update to reflect changes to NALC Model S/Os
Financial Regulations	Oct 2017	No	None required
IT Policy	April 2016	Yes	Update as required
Press & Media	Feb 2018	No	None required
Reserves Policy	Feb 2017	Yes	Recommended update for 2018/19 has been circulated to Councillors
Grant Awarding Policy	Mar 2018	No	None Required
Privacy Policy	See Item 27	No	To be newly implemented

Freedom of Information	Oct 2017	No	Incorporated in S/Os
Complaints Procedure	Sep 2017	Yes	Review need for any amendments
Risk Assessments	Nov 2017	No	On-going
Asset Register	Oct 2017	No	On-going
Green Belt	May 2015	Possibly	Review required

17. To receive a report on the capital assets and liabilities vested in the Council – Council noted that the Council’s new asset register was updated in October 2017. The asset register still has items where ownership is not clear and that are under investigation. The Council is in the process of requesting the Registration of two pockets of land. This is an on-going process but the current asset register has proved to be sufficient to inform insurance quotes for 2018/19 onwards. It was also noted that the Council had no long-term liabilities.

18. Council Insurance - Council was reminded that the current insurance broker AON is no longer providing insurance for Parish Councils and their cover expires on 31 May 2018. The Clerk had obtained quotes for 2018/19 onwards from Came & Company and Zurich. In summary, Zurich were offering better protection at a significantly cheaper premium (particularly if Council sign a 3 year deal) at £567.51 compared to £757.92 (the current premium is £799). Council agreed the following motion; “Council agrees to accept the Clerk’s recommendation to accept the Zurich three year quote of £567.51 p.a. based on value for money and the Council’s record of not having made a claim for quite some time. Cover to commence on 1 June 2018. Council also agrees to raise a cheque to Zurich under emergency powers in due course.”

19. Annual Payments – Council approved the following schedule of annual payments for 2018/19, Council noted that some of the amounts quoted relate to 2017/18 values and requested the Clerk to inform them of the actual 2018/19 cost when known.

Payee	Purpose	Amount £ (ex VAT)
Zurich	Annual Insurance Premium	568
GR Dawson	Churchyard maintenance	2,508
Greenline	Grass cutting/maintenance of public areas	1,500
WALC	Annual subscription	747
DM Payroll Services	Payroll services	135
Open Spaces Society	Annual subscription	45
Norton	Anti-virus software	60
Marsh Lane Nature Reserve	Annual Subscription	37

20. Internal Audit Report – a copy of the Internal Report for the year 2017/18 has been circulated and will be available on the Council’s website. For legal reasons it is not possible to quote extracts from the report but Council complemented the Clerk on a very satisfactory outcome.

21. Annual Governance and Accountability Return – A copy of the draft Annual Return for 2017/18 had been circulated to councillors and a completed (pre audit) version will be made available on the Council’s website. Council noted that the Annual Return must be submitted to the external Auditors by 11 June 2018

Clerk

Clerk

<p>22. Annual Governance Statement 2017/18 – 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 our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2018 that we have answered ‘yes’ to statements 1 to 8 and ‘n/a’ to statement 9, and that this Governance Statement is approved”.</p> <p>23. Accounting Statements 2017/18 – 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 was required to confirm that this has been done and then the Council carried out a review of the statements in the following order:</p> <ul style="list-style-type: none"> i. Considered the statement of accounts by the members meeting as a whole; ii. Approved the statement of accounts by resolution. Consequently, Council approved the following motion – “The accounting statements for 2017/18 are approved by this Council”; and iii. Ensured the statement of accounts was duly signed and dated by the chairman. <p>24. 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 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 2018 but the period cannot start earlier than 4 June 2018 (to finish on 13 July 2018) and must not start later than 2 July 2018 (to finish on 10 August 2018). Council agreed the following motion: “The period for the exercise of public rights will commence on 4 June 2018 and finish on 13 July 2018”.</p> <p>25. Internal Review of cashbook/bank reconciliation – Council noted that Cllr Cambage undertook a review of the cashbook and bank reconciliation for Q4 2017/18 on 3 May 2018 and found all to be in order. It was agreed that Cllr Edwards would conduct the next quarterly review.</p> <p>26. 2017/18 Annual Accounts – Council noted the year end accounts for the financial year 2017/18 (available on the website).</p> <p>27. GDPR</p> <ul style="list-style-type: none"> i. Council considered the Clerk’s proposals for the approach to complying with the new Data Protection laws, including new Privacy Policy statements, as circulated (available on the website as drafts) and agreed that they are adopted with immediate effect ii. Council considered the advice from WALC that, in light of all the attention on GDPR at the moment they recommend that those who currently use a personal email address for Parish Council 	<p>Clerk</p>
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<p>correspondence consider changing that arrangement. If an investigation was opened under Freedom of Information the investigators would have the right to go through all personal emails unless work emails were clearly separated. WALC recommend this for both Council Officers and Councillors to protect everyone from personal intrusion. The Clerk was asked to look into the practicalities of implementing such an approach.</p> <p>iii. Council noted that some sensitive personal data is discussed in meetings and recorded in the minutes. However, the Press and Public can be excluded in accordance with Standing Order 3d and these minutes are classified as Confidential. Confidential minutes are never made available to the public. Copies may be supplied to councillors who are under a duty (Code of Conduct section 3i) to safeguard confidential information. The reason for excluding the Press and Public is recorded in the Open minutes, together with the page numbers of the Confidential pages.</p> <p>iv. Council noted that the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.</p>	<p>Clerk</p>
<p>Ordinary Business</p>	
<p>28. Borough Councillor’s Report and Parish Councillor’s Opinion. Cllr Bell had given his apologies. Cllr Hitchcock commented on a letter from a resident concerning the title of the Parish. The Parish is commonly referred to as “Berkswell Parish Council” but it has been suggested that “The Parish of Berkswell” and “The Berkswell Parish Council”, would be more distinguished. Council agreed to use these titles where appropriate in future. Cllr Drake advised Council that there was a matter the Clerk wished to discuss with Councillors but due to its sensitive nature he advised that the item be discussed in private. Council agreed unanimously to take this item in private at the end of the meeting. Two members of the public challenged the legality of what had been agreed claiming that they were entitled to at least know the topic of the item. Cllr Burrow repeated that this was a sensitive matter and by even declaring the topic would risk compromising the current confidentiality of the matter. Standing Order 11a states “The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest”. The confidential minutes (page 523) are separately filed with</p>	
<p>29. Planning Applications</p>	
<p>i. The following list of planning applications was discussed by Council:</p>	

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Ref	Location	Proposal	Response Date
2018/00947	134 Meeting House Lane Balsall Common Solihull CV7 7GE	Fell 4 No. evergreen trees and replace with smaller trees that will not grow to significant height and block out light.	16/05/18
2018/01094	102 Meeting House Lane Balsall Common Solihull CV7 7GE	Conversion and extension of roof space and single storey rear extension to provide reconfiguration of ground floor layout consisting of extended lounge, enlarged kitchen/dining area, enlarged garage, repositioned utility, study, cloakroom, en suite provision and alterations to front entrance to provide new stairs to first floor. New first floor to comprise 4 bedrooms with family bathroom and en-suite and changing area to master bedroom.	16/05/18
2018/01177	12 Barretts Lane Balsall Common Solihull CV7 7GB	Two storey side extension and part two, part single storey rear extension.	22/05/18
2018/01186	76 Kelsey Lane Balsall Common Solihull CV7 7GL	Demolish existing conservatory and erect new ground floor rear extension	23/05/18
2018/01200	Pheasant Oak Farm, Hob Lane Burton Green Solihull	Change of use of building from agricultural to Class B storage	25/05/18
2018/01300	Nailcote Farm Nailcote Lane Berkswell Solihull	Erect an agricultural building	30/05/18
2018/01291	Land North Of Oakfield Barn Bradnocks Marsh Lane Bradnocks Marsh Solihull	Change of use of land to station mobile home for essential farm worker required to manage nearby isolation unit.	31/05/18
2018/01315	Castlemorton Waste Lane Balsall Common Solihull	Alterations and improvements to the existing home to accommodate 2 No. new bedrooms at first floor level and reconfiguring the ground floor spaces	31/05/18

The following is a summary of comments:

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2018/00947 – Council agreed to accept the judgement of the tree officer.	
2018/01094 – no objection	
<p>2018/01177 – Residents gave the following representations as neighbours:</p> <ul style="list-style-type: none"> • No 12 is to be extended dramatically which will impact the appearance of the road. • Proposals are in contravention with covenants. Council commented that Covenants need to be enforced by the covenantor not SMBC. <p>Cllr Drake encouraged the residents to submit objections to ensure the matter is discussed by the SMBC Planning Committee. Council felt the proposals would be “incongruous to the street scene” and agreed to object on the basis that this would be harmful to the street scene, would represent over intensive development and doesn’t comply with extension guidelines. Council believed there is a need to preserve the character of buildings from each of the decades and in this case the “1970s vernacular” should be observed, particular in cul-de-sacs. Residents were advised to prepare a presentation for representation at the Planning Committee. Council agreed that a Parish Councillor will attend to speak to this at Planning Committee.</p>	Clerk
2018/01186 – no comment	
2018/01200 – Council could not see how this building could be redeveloped and be effectively used for storage. Concern was expressed over increased traffic generated by this change of use as this will be used for distribution and storage (B8 approval). Council suggests that the following restriction is a condition of approval: “Vehicle access should only be allowed during office hours Mon to Fri & Saturday morning and only for use stipulated in the application”.	Clerk
2018/01300 – Ask for the building to be a dull yellow-green or olive green.	Clerk
2018/01291 – Council noted that there are strict planning rules relating to change of use of land which we expect SMBC to apply. Council would want the mobile home to be dark green and for a farm worker only and to be removed when no longer needed for this purpose. Consideration should be given to siting at the field edge to minimise impact on the location. 2017/03354 was a similar PA in Balsall Parish which had been approved subject to the walls being painted dark green and that use was solely for the purpose of accommodating the essential farm worker	Clerk
2018/01315 – no objection	
<p>b. Council was to consider how to effectively register its concerns and request enforcement action in relation to apparent planning infractions at Truggist Hill Farm. It was agreed to include this in Item 29 c below.</p> <p>c. Council considered and agreed the following motion; “Council to agree to discuss the situation regarding Planning Enforcement</p>	

Investigations with Cllr D Bell”. Cllr Lloyd was asked to prepare material for discussion with Cllr Bell.

RL

30. Financial Matters

- a. The following invoice payments were presented for approval having been examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates had been received, carried out, examined and represented expenditure previously approved by the Council.

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk's Salary May 2018	Admin	002066	656.37	0
R.Wilson – reimbursement of stationery costs	Admin	002067	21.24	3.54
S Bentley-Green – grass mowing contract May instalment	Contract	002068	187.50	0
A Burrow – reimbursement of NDP Printing	NDP	002069	33.60	5.60
Balsall Common Village Hall – room hire	NDP	002070	14.00	0
Burton Green PC – contribution to HS2 report (Item 34 e i)	HS2	002071	1,000.00	0
A Burrow – NDP meeting materials & rail fare to London re Green Belt Review	Admin	002072	38.35	0
Open Spaces Society – Annual subscription (see Item 38a)	Admin	002073	45.00	0
R Lloyd – Rail fare re Green belt study	Specialist Advice	002074	28.00	0
W Wilson – Rail fare re Green belt study	Specialist Advice	002075	28.00	0
R Drake	Specialist Advice	002076	37.60	0
WJ Robinson	Admin	002077	137.60	0
Balsall & Berkswell Jubilee Project – room hire	NDP	002078	70.00	0
Total			2,297.26	9.14

In supporting the above payments, Cllr Lloyd wanted it to be known that he is a member of the Open Spaces Society and that he had been invited to be a local representative.

- b. Payments received – Council noted that the first instalment of the Parish Precept of £13,244.50 was received on 9 April 2018 and that the NDP Grant for £3,350 had been approved and would be received in due course.
- c. Grant Applications – No new grant applications had been received. Council were reminded that a deadline of 7 June 2018 had been set for

<p>new grant applications which will be considered at the next meeting of the Council on 14 June 2018.</p>	
<p>31. Risk Management</p> <ul style="list-style-type: none"> i. There were no new finance and risk events to discuss ii. Risk Framework – it was noted that a risk review is due and Council agreed that Cllr Drake would undertake this in due course. 	<p>RD</p>
<p>32. Actions Arising from Previous Meetings</p> <ul style="list-style-type: none"> i. Council noted the status of agreed actions from previous meetings as circulated (a copy is available on the Council website). It was agreed to consider the status in more detail at the next meeting of the Council. 	<p>Clerk</p>
<p>33. Correspondence</p> <ul style="list-style-type: none"> i. An invitation had been received from The Association for the Prosecution of Felons to their Annual Diner on 23 May 2018 – Council agreed that Richard Drake would attend as the new chairman of Berkswell Parish Council. ii. NDP 1st draft plan consultation returns. Cllr Burrow informed the meeting that the following responses had been received: 923 from residents; 2 from developers; 1 from St Georges & St Teresa’s Catholic Church, Dorridge in relation to the Blessed Robert Grissold Catholic Church, Balsall Common; 1 from the BCVRA and 1 from the Berkswell Society. 	<p>RD</p>
<p>34. Ongoing References</p> <ul style="list-style-type: none"> i. Review of inventory of land and assets – Council noted the report on the Asset Inspection conducted by Councillors Edwards and Drake on 26 March 2018 (a copy is available on the website). ii. Neighbourhood Development Plan <ul style="list-style-type: none"> i. Council noted that the Clerk has submitted a neighbourhood grant application to Locality for the sum of £3,350 to support the completion of the NDP. This application has been successful and the grant will be received imminently. ii. Council noted the consultation report and actions by the NDP Steering Committee to progress to Regulation 14 consultation. Council agreed to hold an Extraordinary Meeting if necessary to consider for approval the updated draft Plan once it has been SEA screened. Cllr Drake commented that the consultation had meant a huge amount of work on the part of Cllr Burrow plus many helpers for which the Council were very grateful. Cllr Drake also thanked Cllr Edwards for her work analysing residents’ responses to the Traffic Improvement Project options. Cllr Edwards reported that there had been the following number of responses: 118 from Berkswell residents; 28 from Balsall residents; and 6 others. c. Solihull Draft Local Plan <ul style="list-style-type: none"> i. Council noted that the following representatives of the Green Belt Working Party attended a meeting with LUC on 1 May - Richard Drake, Andrew Burrow, Richard Lloyd, Wendy Wilson and Geoff Wheeler. ii. Council noted that the brownfield register has been compiled and approved by SMBC and also noted that all major sites proposed to SMBC in numerous meetings/communications have now been included on the register (Lavender Hall Farm, Land behind the 	

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<p>George in the tree and land at Pheasant Oak farm.). Council considered and agreed the following motion; “the clerk is asked to write to SMBC emphasising that under the emerging new NPPF these sites should be prioritised before any greenfield development around Balsall Common whether the brownfield/pdl or greenfield is in Berkswell or Balsall Parish”.</p>	Clerk
<p>iii. Council considered and agreed the following motion; “Council authorises the Clerk to obtain a public facing report (ideally at below the quoted cost) with the specific TORs to be based on the two submitted interim statements. Councillors Burrow, Drake and Lloyd to assist the clerk on the fine points as required”</p>	Clerk
<p>d. Governance Review – Council noted that the final public meeting will be held on 22 May in the Village Hall. A concern was expressed that there are misconceptions regarding the review. To clarify, SMBC will decide which, if any, of the options are implemented based on a recommendation from the Governance Review team. It was suggested that representations should be made not to implement in May 2019, rather to defer implementation for up to two more years. Council agreed to discuss this further at a future meeting.</p>	
<p>e. HS2</p>	
<p>i. Council noted that Burton Green Parish Council have requested payment of the promised £1,000 contribution to the Expert Report on HS2 compiled by MBPC (Michael Byng). Council agreed to exchange the payment for a copy of the report when it is available.</p>	Clerk
<p>ii. Council noted the report on the Greenway Liaison meeting held on 8 May. There had been further news about the haul route. HS2 originally wanted to use the existing Greenway but are now saying they will knock down the Greenway and build a new haul route (routing traffic through Balsall Common). Balsall PC have re-formed their HS2 working party and it was suggested Berkswell PC needed to do something similar as BPC need to be ready for the next round of proposals. Council agreed to discuss this at a future meeting. Cllr Lloyd was asked to prepare a proposal for Council to consider.</p>	RL
<p>f. Handyperson – The Chairman again asked for suggested names of local residents who might be interested in this role.</p>	
<p>g. Review of the Airport Night Flying</p>	
<p>a. Council considered the following motion; “The Clerk is asked to write to all non-councillor representatives thanking them for their work on the night flying policy update”. In discussing this motion council agreed the following amended motion; “The Clerk is asked to write to all representatives thanking them for their contribution to dealing with airport issues over the last few years”.</p>	Clerk
<p>b. Cllr Lloyd reported that there was to be a new noise action plan as part of the airport master plan 2019 – 2023. This will be shared with the Parish Council in August 2018. Also, it has been reported that there will not be a second runway and that a surface access strategy is to undertaken.</p>	
<p>h. The Well - Council noted that Severn Trent have overcome the Well flooding problem by jet cutting roots within the outflow pipe from the well. The pipe is about 45-50 metres long and the blockage was about</p>	

<p>10-15 metres from the well. Severn Trent verbally advised that the pipe is the legal responsibility of the owner of the well but there is no owner of the well. Severn Trent have advised that someone needs either to line the pipe with plastic piping or regularly cut out the roots in the pipe which can become very substantial. Severn Trent also have a temporary fix in place for the pollution of the well. The long-term solution is for the school to correct a cross over tie in a foul water outlet to a rain water system. The Head of the school is committed to (and legally required to) correct the cross over. Council to note that if the PC undertakes any work on the pipe on any kind on a regular or permanent basis it is likely, according to Severn Trent’s verbal advice, to assume legal responsibility for the pipe and any future flooding. It was agreed to discuss this item further at the next meeting on 14 June 2018.</p>	<p>Clerk</p>
<p>35. Removal and additions to Ongoing References</p>	
<p>Removals:</p>	
<p>Additions: The Well</p>	
<p>36. Training and Meetings</p>	
<p>a. Cllr Lloyd reported that he had attended the WALC Chairman’s Skills course and based on that he concluded that Berkswell Parish Council is operating well.</p>	
<p>37. Heritage and Community</p>	
<p>a. Damaged caused to grass verges by the parking of cars – after a brief discussion council agreed to remove this from the agenda.</p>	<p>Clerk</p>
<p>b. Village fete – council discussed whether or not to have a stall at the village fete and concluded that they would not.</p>	
<p>c. Village BBQ – Council considered and agreed the following motion; “The clerk is authorised to purchase charcoal for the parish BBQ up to the value of £150 and to use the emergency cheque procedure to purchase it from Pettifor & Son Ltd”</p>	<p>Clerk</p>
<p>d. Spinney Car Park Ice Concerns - Councillors Edwards and Burrow have discussed the issues caused by snow/ice in the car park with the school. The school are unwilling to sand/salt the car park lest it gives them liability in this litigious society. For an unsalted car park the responsibility lies with the driver but that can transfer if salting is regularly carried out and then either not done or not done “fully”. The school are willing to close the car park if, in their opinion, that is the best action for particular day if the Council supply bollards etc to allow them to do that. That would not be every time there is snow/ice. Council to consider this option. This item was deferred to the next meeting.</p>	<p>Clerk</p>
<p>e. Spinney Car Park – Council agreed the following motion: “The clerk is asked to obtain quotes from Greenline to level the island in the car park with additional soil and seed it for grass and install sufficient 3x3 or 4x4 inch posts to deter motorists from going on it, subject to the Scouts confirming that the underground drainage system they have installed is now sufficiently stable to allow finishing of the surface.”</p>	<p>Clerk</p>
<p>f. Spinney Car Park waste bin – Council noted that the overflowing bin problem is being addressed by SMBC. The Officer for Streetcare has confirmed that this bin is one of 2 that she wants to replace with the</p>	

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<p>Council’s standard type bin. She has been requested to replace this one as soon as possible.</p> <p>38. Council Administration</p> <p>a. Open Spaces Society Subscription - Council agreed to renew its annual subscription to the Open Spaces Society at a cost of £45</p> <p>b. Council website – Council noted that the Clerk is actively engaged with the developer of the new council website to complete the development and agree terms for on-going maintenance and support. Council agreed to review the new website and feed back comments on its design and content to the clerk so that final amendments can be made prior to it going live.</p> <p>c. Registration for the GB Consortium’s aerial photography Great Britain agreement – Council noted that, unless we specifically object, we will be automatically enrolled to this service. Council agreed to enrol for this free service.</p> <p>39. Next Meeting</p> <p>Parish Assembly, 24 May 2018, following the Berkswell Society AGM commencing at 7:15 in the Jordan Room, St John Baptist Church, Berkswell. The Parish Assembly will commence at 8:00pm.</p> <p>Ordinary Meeting of the Council, 14 June 2018 at 7.15pm, the Jordan Room, St John Baptist Church, Berkswell.</p>	<p>Clerk</p> <p>All Clerk</p> <p>Clerk</p>
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