

Berkswell Parish Council – Ordinary Meeting 20 July 2017

2017/01471	247 Station Road Balsall Common Solihull CV7 7EG	Front single storey and two storey extensions , rear single storey and two storey extensions with two storey side.	03.07.17
2017/01519	Nailcote Farm Nailcote Lane Berkswell Solihull	Prior notification for an extension to an agricultural building.	04.07.17
2017/01597	Lower Farm West Spencers Lane Berkswell Solihull	Three car garage with internal stair to loft storage	13.07.17. Planning Officer has agreed to take any Council comments submitted by 21.07.17 into account.
2017/01595	Home Farm Courtyard Meriden Road Berkswell Solihull	Fell 1. no. Sycamore due to extensive die-back.	12.07.17
2017/01606	27 Grovefield Crescent Balsall Common Solihull CV7 7RE	Single storey rear extension.	19.07.17
2017/01764	Avondale Hodgetts Lane Berkswell Solihull	Demolition of existing single storey flat roofed double garage and study. Erection of new replacement double garage and family room at ground floor level with new first floor bedrooms and en suite above within roof space. Minor alterations to existing rear elevation to replace existing French doors for new sliding doors.	01.08.17
2017/01730	103a Meeting House Lane, CV7 7GD	Side extension, internal garage conversion and new double garage	02.08.17

Council decided not to comment on any of the above planning applications.

12. Financial Matters

- a. The following payments were approved, Cllr Burrow handed over the chair to Cllr Drake for the payment related to item 12 f.

Berkswell Parish Council – Ordinary Meeting 20 July 2017

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk's Salary July 2017	Admin		562.00	0
S Bentley-Green – Grass mowing contract 5 th instalment	Contract		187.50	0
GR Dawson	Contract		752.40	125.40
Balsall Parish Council – share of Joint NDP costs	Admin		314.99	0
Cllr Burrow – reimbursement of costs relating to the Balsall Common Planting Scheme	Admin		104.99	17.50
WALC – training for Cllr Drake (Item 19)	Admin		45.00	0
Balsall & Berkswell Jubilee Project – room hire	Admin		20.00	0
Norman Thompson	BBQ		6.26	1.04
Berkswell Society Grant	15/06/17 Item 12c		500.00	0
St Peter's Hall Grant	15/06/17 Item 12c		1,000.00	0
St.John Baptist PCC Berkswell – room hire	Admin		100.00	0
Royal Mail Group Ltd – PO Box Renewal	Admin		318.00	53.00
Cllr Burrow – reimbursement of costs as detailed at 12f below	Admin		87.50	0.42
R Wilson – Admin expenses (postage)	Admin		14.20	0
Total			4,012.84	197.36

b. Payments received – The Clerk reported that a £50 contribution had been received from St John Baptist PCC, Berkswell towards road closure costs re the village fete.

c. Grant Applications

i. Heart of England School – council considered and approved unanimously the following application for a grant:

i. contribution toward the cost of replacing 4 table tennis tables - £1,000

ii. contribution toward the cost of equipment and training to be able to deliver Duke of Edinburgh Gold Award and expand numbers in the DofE Bronze and Silver Award programme - £1,000

ii. Balsall Common Festival - Council considered and approved (on a vote of 6:1) the application for a grant of £950 to cover the cost of increased security at this year's event

d. Emergency Expenditure - Council approved emergency expenditure incurred as follows:

i. £50.44 including VAT for a first aid kit and hazard tape identified by the Risk Assessment as necessary for safe running of the Parish BBQ.

ii. £81.30 for printing of draft Solihull plan documents in relation to the Greenbelt review (item 17i)

e. Communication costs – Council approved the following motion: “The Clerk is authorised to incur reasonable printing and other communication

Clerk

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<p>costs on his own discretion to support community engagement and other actions by the working groups on the Solihull Plan, greenbelt review, NDP and concept plans”.</p>	
<p>f. This item was chaired by Cllr Drake. Council approved the reimbursement of costs incurred by Councillor Burrow in relation to:</p> <ul style="list-style-type: none"> i. removing drain hazard at war memorial Item 14 of 15th June 2017 Council minutes. Cost £2.50 versus approved sum of £20. ii. attending meeting with LUC in London including the extra ordinary taxi costs £85. Cllr Burrow stated that any compensation received from London Midland would be given to the Parish Council. iii. Total expense claim £87.50 	
<p>g. Process for small ad hoc purchases – Council noted that the current practice for small ad hoc purchases is that either the clerk or a councillor will occasionally make a purchase on behalf of the Council and put in a claim for reimbursement. Council consulted the assembled public on this practice. After further deliberation, it was agreed that:</p> <ul style="list-style-type: none"> i. A petty cash float of £100 to be set up to pay for ad hoc items of low value (subject to prior approval where possible), and managed on an imprest basis. The float to be topped up regularly by raising a cheque for cash at a meeting of the Council. The petty cash will be retained by the Clerk. 	<p>Clerk</p>
<ul style="list-style-type: none"> ii. Where a regular supply is obtained from a local trader for low value ad hoc goods/services (e.g. printing) the Clerk is authorised to open an account with such suppliers. Outstanding balances would be settled regularly on receipt of an invoice/statement 	<p>Clerk</p>
<ul style="list-style-type: none"> iii. In exceptional circumstances, the current practice of a Councillor or the Clerk paying for goods/services and requesting reimbursement will be allowed (subject to prior approval where possible) 	
<ul style="list-style-type: none"> iv. The above process to be included in the Council’s Financial Regulations 	<p>Clerk</p>
<p>13. Complaints Procedure – Council considered a redraft of the Complaints Procedure. Following discussion, it was agreed to seek advice from Deborah Merry (Head of Democratic Services, SMBC) and WALC on the procedure for investigating complaints against a Councillor in respect of the Code of Conduct. A final recommendation on a revised Complaints Procedure will be made to a future meeting of the Council.</p>	<p>Clerk</p>
<p>14. Risk Management – Council considered and agreed the Greenline Quote for outstanding Risk Assessment items. The quote was £350.00 which included:</p> <ul style="list-style-type: none"> a. To remove old pointing and re-point paving slabs around the war memorial using a suitable colour match grout b. Patch re-point the walls of the Pound using a suitable colour match grout. The areas to be re-pointed include the area where the trees have moved the stone blocks on the south east corner plus other obvious areas c. Re-fix the broken piece of stone in the cannon base 	<p>Clerk</p>

<p>15. Correspondence – the following correspondence had been received from residents:</p>	
<p>i. Concern expressed about a bush hindering visibility at the crossroads where Lavender Hall Lane meets Meriden Road/Spencer’s Lane. After discussion. it was agreed that Cllr Burrow would have an informal word with the property owner.</p>	AB
<p>ii. Concern expressed about the danger caused by the lack of white lines on Coventry Road in Berkswell following road repairs. It was agreed to refer the matter to ARUP (Traffic Improvement Project) asking for them to include a recommended solution in their report.</p>	ARUP
<p>iii. Concern expressed about the presence of balloons at this year’s BBQ and the risk to livestock. Council agreed to ensure that attendees at future BBQs are asked not to bring balloons. Council also agreed the need for proper pedestrian access to the BBQ area to prevent vehicles encroaching. Both items to be put on the BBQ risk assessment.</p>	Clerk
<p>16. Actions from Previous Meetings - Council discussed the status of agreed actions and the actions list was updated.</p>	Clerk
<p>17. Ongoing References</p>	
<p>a. Review of inventory of land and assets – Council discussed the request from HM Land Registry for a certificate of Valuation of The Spinney in connection with the Council’s application to Register the land. Council agreed to delegate to the Clerk approval to contract Boothroyd & Co to undertake valuations of The Spinney, The Well, the Pound and The Village Green, as per the quote received. The current quote excludes the Pound and is for £250 plus VAT and the Clerk was authorised to agree any additional charge in relation to valuing the Pound.</p>	Clerk
<p>b. Neighbourhood Development Plan – Cllr Drake announced the next meeting of the NDP Committee will be on Monday 24th July at 1.30PM in the Jubilee Centre to consider scope, issues and options, and will set up a ‘communications working group’. Council noted that a Neighbourhood Planning Grant has been applied for.</p>	
<p>c. Local Plan – Council considered an update on arrangements for dealing with Concept Plans</p>	
<p>d. Traffic Calming – Council noted that much consultation has taken place, and that any further comments should be referred to the Clerk/Chairman. Drawings are available to view in the shop. The TIP group plan to meet on 7th August and will move towards a proposal which the BPC will consider in due course.</p>	
<p>e. HS2 – Cllr Lloyd gave a briefing on the HS2 Implementation Advisory Group meeting he had attended earlier the same evening.</p>	
<p>f. The Well – There was no further progress to report</p>	
<p>g. Public Rights of Way – Cllr Lloyd reported that he was in contact with SMBC on the matter</p>	RL
<p>h. Ward Action Plan – Council noted that the Ward Action Plan meeting with SMBC is scheduled for 27th September, at 1 pm at Solihull MBC Offices</p>	
<p>i. Green Belt Review – Council were advised that the Clerk had contracted with LUC for the work specified in Stage 1 of their proposal letter of 12th July at a cost of £2,415. If needed there could be a Stage 2 which</p>	

<p>would cost a further £1,725. The work needs to be completed by end September 2017 at the latest.</p> <p>a. Parish Boundary Review – Council received a verbal report from Charlotte Shadbolt on the joint BCVRA/Berkswell Society Working party consultation on boundary options and their proposed next steps. Council agreed to support the petition being submitted by 30 September and for the Chairman to write a statement on BPCs position. This was proposed by Cllr Drake, seconded by Cllr Cambage and approved. The timing for any possible changes is May 2019 (as the next Parish elections are due then).</p> <p>j. Handyperson – There had been no progress on this item.</p>	<p>AB</p>
<p>18. Removal and additions to Ongoing References Removals: Impact of HS2 and New House Construction on the Parish Additions: Parish Boundary review Handy person</p>	
<p>19. Training and Meetings</p> <p>i. There had been no attendance at events and meetings to report</p> <p>ii. Council noted that Cllr Drake has been booked on the WALC training course “Chairmanship Skills” on 30 September at a cost of £45.</p>	
<p>20. Heritage and Community</p> <p>a. Funding of a PCSO for Balsall Common – Council considered the principle of contributing to the cost of a PCSO in response to the closure of the police shop in the village. It was agreed to wait until a specific proposal is presented before making any decision.</p> <p>b. Urban Woodland Plan – There had been no developments on this item</p> <p>c. Tree Overhanging Berkswell School grounds – Council delegated to the Clerk authority to obtain independent risk advice with respect to trees overhanging the school playground.</p> <p>d. Wall around Willow End Cottage – The owner of Willow End Cottage addressed the meeting and confirmed that he had permission in writing from SMBC (stating it was Permitted Development) to build the wall and also had received a letter stating that, after a site inspection, “the wall will remain ‘permitted’ providing that it is completed so that no part of it exceeds 2m in height. The owner supplied the Clerk with a copy of the second letter.</p> <p>e. New hardstanding at Beechwood Farm – Cllr Lloyd reported that he was awaiting a response to his request for information from SMBC</p> <p>f. Balsall Common Festival – Council considered if BPC wished to have a stall at this year’s festival and concluded that they did not.</p>	
<p>21. Council Administration</p> <p>a. Council noted that the annual renewal of the PO Box service is due on 3 August 2017 and authorise the payment of £318.00 (inc VAT).</p> <p>b. Council discussed the way forward for the development of a new Council website. It was agreed that an ad hoc group involving Cllrs Edwards, Cambage and Burrow and the Clerk would work with other interested parties to agree a specification in October</p> <p>c. Council agreed that Cllr Burrow will undertake the next quarterly internal review of accounts and that Cllrs Burrow and Drake will undertake a review of the council’s physical assets which is a periodic</p>	

Berkswell Parish Council – Ordinary Meeting 20 July 2017

<p>physical maintenance inspection as recommended by the Risk Assessment.</p> <p>d. Council authorised the Clerk to incur room hire and refreshments costs so that Berkswell PC can host the autumn meeting of the WALC Solihull area committee. It was agreed to book the Jubilee Centre for the meeting.</p> <p>22. Next Meeting Ordinary Meeting of the Council, 14 September 2017 at 7.15pm, the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.</p>	<p>Clerk</p>
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