

**Minutes of the Ordinary Meeting of the Parish Council of Berkswell, held
in the Reading Room, Berkswell on 12 March 2015 at 7.45pm**

1. Attendance

Councillors G Lock (Chairman), K Howles (Vice-Chair), A Cambage, S Cooper,
D Hitchcock
Mr M Tatton, Mrs J Slatter, Ms D Edwards Ms E Atkinson (Museum Committee)
Mr A Burrow, Mr D Felthouse, Mr R Hubbard
Mrs S Butterworth (Clerk)

2. Apologies

Councillor R Lloyd, Borough Councillor D Bell, Mr K Tindall

3. Declarations of Interest

None

4. Confirmation of Minutes

The minutes of the Ordinary Meeting of the Parish Council held on 12 February 2015 confirmed as accurate by all present, and signed by the Chairman.

5. Matters arising from previous minutes not covered elsewhere on this Agenda

None.

6. Public Opinion, Borough Councillor's Report and Parish Councillor's Opinion

Cllr Lock informed the meeting the Clerk will be moving out of area in the near future and a replacement would be sought. He thanked the Clerk for her input over the last 14 months. Cllr Lock reported on the election process and confirmed he would not be standing for re-election in May, resulting in two potential vacancies on the Council. Period of Purdah would commence 26 March 2015 and he hoped there would be another meeting before this date. Intentions of other Councillors needed to be established.

Cllr Lock stated it would be helpful for a representative from SMBC to be present at the next meeting.

Mr Felthouse asked whether 208 Station Road was within the parish of Berkswell. Cllr Hitchcock confirmed it was. It was uncertain whether the Chip Shop would actually move to alternative premises at 208 Station Road.

Mr Felthouse expressed concern that Councillors would be unavailable to attend the meeting on 17 March to discuss the future of the Museum. Councillor Lock confirmed the Council had no resistance to attending and ideally one Councillor and Clerk should attend but one week's notice was insufficient time – a request had been made to arrange an alternative date. Invites for interested parties to meet had been put forward for many months but not taken up.

Ms Atkinson, Museum Committee, questioned the support of the Parish Council. Councillor Lock confirmed the Parish Council's support but stated, in the absence of support for it to survive, it may have to close.

Mr Burrow, on behalf of Berkswell Society, referred to the joint draft letter to the Chief Executive, HS2 Ltd. All Councillors agreed with the content of the letter. Clerk to proof letter and return to Mr Burrow/Mr Shaw.

7. Planning Applications

Application No.	Application Date	Site	Proposal	21 day response date
2015/160	16.2.15	80 Kelsey Lane	Demolition of concrete sectional garage. New two storey extension in place of existing garage including a new two storey link together with new porch extension with pitched roof over and replacement windows to existing building – No comment	13.3.15
2015/50028	20.2.15	1 Pound Close	Replacement of single storey timber conservatory with single storey brick extension – No comment	13.3.15
2015/50099	26.2.15	Berkswell Hall	Works to trees, location A - clear power lines, location B - cut back overgrown field boundary to enable stock fence replacement on original position Councillor Cooper stated that in light of recent activity it may be worth submitting a response. Councillor Lock requested Councillor Hitchcock attend the site and report back to Clerk. All agreed. Councillor Lock commented on an Oak tree felled on 11.3.15 on Spencer's Lane within conservation area which he had reported to SMBC Enforcement.	19.3.15
2015/50116	3.3.15	208 Station Road	Change of use of ground floor to hot food takeaway and new extraction system – No comment	24.3.15
		Hampton In Arden	Motorway Service Station Councillor Hitchcock reported on the effects of the intended service station. Hampton In Arden PC had requested support from Berkswell PC. Carry forward	
2015/50103		The Rectory	Carry forward	
2015/50183		Rose Cottage	Carry forward	

Councillor Cooper provided an update on Planning Applications 2014/1988 and 1989. Pedestrian traffic lights would be installed on Kelsey Lane/Kenilworth Road. The Planning Committee had confirmed the areas had been removed from green belt and were listed in the LDP with the 'intention to build on in the next 15 years'. Neighbouring land was still within green belt but Catesby had control over the land. Councillor Cooper was concerned at decisions made at the Planning Committee meeting and wanted to submit a response and request an appeal. No concerns had been shown in relation to HS2 construction traffic. Cllr Cooper referred to an email recently receive re NPPF.

Mr Felthouse commented on concerns regarding the imminent end of SMBC's five year plan.

8. Highways and other SMBC issues

No representative from SMBC in attendance.

Bear Inn car park

Maintenance and cleanliness of borders questioned. Councillor Cooper to visit Manager.

Greenway

No update.

Hedge trimming on A452 (in particular Marsh Lane area)

No update.

Public Footpaths

No update.

Traffic calming in Berkswell Village

Councillor Lock confirmed a consultant had been appointed and would attend on 15.4.15. A public meeting would be held at 6.30pm in the Reading Room.

Trimming of hedges on the Carol Green end of Hodgetts Lane

No update.

9. Heritage and Community

Berkswell Museum electricity

The Parish Council maintained responsibility for the electricity until such time it was transferred to another interested party.

Grass Mowing Contracts

It was agreed to request tender pro forma from Balsall PC and/or SMBC. Clerk to clarify land ownership on Hodgetts Lane and Pound Close with Mr B Brant.

Land at Meeting House Lane

Clerk to write to landowners re future of land.

Meriden Garden City

A response had been submitted.

Neighbourhood Development Plan

Awaiting response from Balsall PC re meeting. Councillors Howles and Cooper to attend Mr N Page follow-up meeting 27.3.15.

RHS Britain in Bloom Report 2015

Mr Burrow confirmed Berkswell Society would submit an entry for 2015.

Spinney Maintenance – quotes

Councillor Hitchcock had received favourable comments re works to island in Spinney car park. Work in progress. Clerk to request quotes from Arden and Glendale. Mousley had submitted a quote for extensive works.

Holly has been cleared and works paid for by Councillor Hitchcock. Request for reimbursement submitted.

War Memorial Project - Birmingham Workshop 17 January 2015

No update available.

10. External Representative Reports

Airport

Mr Mark Tatton provided a detailed update. A sound study on Option 5 and 6 had been carried out. There was optimism that Option 6 would be adopted but this had not been confirmed. The northern turn had not yet been experienced by Berkswell due to a technical issue. A motion had been passed to support fair flight paths and a Fair Flight Path Group was to be constituted to liaise with representative groups and seek support from parish councils. Information was available on the Fair Flight Path Facebook. SMBC had the authority to cap the number of flights and night flights. Once the system was at full working capacity there would be excessive amounts of planes on the northern turn. All at the meeting were advised to take readings, record and report noise/volume.

Councillor Lock thanked Mr Tatton for providing the update.

11. HS2

Councillor Lock provided an update on his personal petition with regard to the impact on the conservation area and the incorrect area used in the HS2 Report. This would be taken into consideration in future discussions. A response had not been received re the consultation period.

12. Accounts for Payment

It was resolved to approve the following payments:

<i>Payee</i>	<i>Cheque</i>	<i>Amount</i>
WTP (Cllr Cambage Training 16.6.15) (Chq 1704 – WALC - 12.2.15 cancelled)	001709	40.00
Balsall Common Bugle CIC	001710	100.00
W J Robinson (Internal Audit)	001711	255.00
D Hitchcock (Spinney Maintenance)	001712	60.00
G R Mowing (Mar–May 2015)	001713	522.00
Berkswell Reading Rooms (Mar 14-May 15)	001714	150.00

13. Finance***Internal Audit Report 2013/14***

Councillor Cambage provided an update on the Internal Audit prepared by Mr Bill Robinson and outlined the concerns raised in the report:

- Data should be accessible to all via ‘Cloud’.
- Insurance documents to be reviewed – carry forward to next meeting.

Councillor Lock confirmed the newly appointed Chair would sign off the accounts for 2014/15. Councillor Cambage recommended new budget/accounts document. New Clerk to be RFO.

Resolve to approve formula to be applied in respect of donations/grants

There had been a significant increase in requests for donations. The Financial Regulations had been amended accordingly.

Resolve to approve updated Financial Regulations

Amendments circulated and no objections raised. All present confirmed their agreement to the updated Financial Regulations. To be uploaded to the website.

Berkswell Society – Request for contribution towards cost of Commemorative Poppies

Poppies were for use by the Parish. Procedurally this was a contribution to Berkswell Society not a charity. Carry forward to establish Sec 137 compliance.

Balsall PC – Request for contribution towards CCTV

Carry forward. Formula to be applied for benefit of parishioners.

53rd Coventry (Berkswell) Scouts – Request for contribution towards new Scout House

Letter had been sent responding to request.

Balsall & Berkswell Hornets – Request for annual contribution

Letter to be sent as above.

Reading Room – Request for contribution towards roof repairs

Letter to be sent as above.

Heart of England School

Carry forward – respond as above.

14. Correspondence***National Planning Policy Framework***

Councillor Cooper advised all to read the recently received information.

Parish Emergency Plan

Clerk to complete, circulate and submit.

Solihull MBC Trading Standards – Available for talks/presentations

Carry forward.

15. Administration

Elections

Election timetable had been published by SMBC. Clerk had submitted information to interested parties. Clerk to establish intentions of current Councillors.

16. Next Meeting

Berkswell Parish Assembly, Thursday 26 March 2015, 8.00pm at the Reading Room, Berkswell.

The Parish Assembly will follow on from the Annual General Meeting of Berkswell Society at 7.45pm.

Mr & Mrs Smitten had kindly agreed to provide teas/coffees. The Parish Council would make a donation to a charity of their choice.

Councillor Hitchcock provided a tribute to Mr James Hope, who had sadly passed away earlier that week. Mr Hope was a longstanding resident of Balsall Common and would be sadly missed by many within the community.

The meeting closed at 9.45pm.

Mrs S Butterworth

Clerk to Berkswell Parish Council

The Old Granary

Holly Lane

Balsall Common

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14 May 2015