

Minutes of the Ordinary Meeting of the Parish Council of Berkswell, held in the Reading Room, Berkswell on 18 June 2015 at 7.45pm

1. Attendance

Councillors K Howles (Chair), A Burrow (Vice-Chair), A Cambage, S Cooper, D Hitchcock, R Lloyd
Mrs S Butterworth (Clerk), Mr R Wilson
Councillors L Macdonald, W Heard (Balsall PC)
Councillor A Taylor (Burton Green PC)
P Bray, F Wimpey, M Tattum, M Longfield, R Hubbard, K Tindall, A Lycett, D Parkes, S Evans

2. Apologies

Borough Councillor D Bell, Mr D Felthouse

Councillor Howles advised the meeting Mrs D Edwards had expressed an interest in co-option to the Council. Proposed by Councillor Burrow, seconded by Councillor Lloyd. Councillor Edwards joined the Council table.

3. Declarations of Interest

Councillor Lloyd declared an interest as Chair of HHAG.

4. Confirmation of Minutes

The minutes of the Annual Meeting of the Parish Council held on 14 May 2015 confirmed as accurate by all present, and signed by the Chairman.

The minutes of the Extraordinary Meeting of the Parish Council held on 4 June 2015 confirmed as accurate by all present, and signed by the Chairman.

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

- Councillor Howles welcomed public opinion at this stage of the meeting.
- Mr M Tattum provided detailed information on the Fair Flight Path Campaign. A request was made for the PC to write to the CAA in support of the FFPC.
- Councillor A Taylor, on behalf of Burton Green PC, offered thanks to Berkswell PC and to Graham Lock for their work in opposing HS2 Ltd.
- Mrs A Lycett provided a detailed report on behalf of a number of residents of Meeting House Lane, in opposition to Planning Application 2015/50839 for the demolition of the existing detached single dwelling and erection of four residential homes. Mrs Lycett requested the PC acknowledge their objections and object accordingly. Mrs Lycett agreed to forward their report to the Clerk. Councillor Lloyd proposed the PC submit strong objection to the application. Seconded by Councillor Burrow. Councillor Howles to produce the objection on behalf of PC by 26 June 2015. Councillor Howles advised the public to submit as many objections as possible; to lobby individual planning officers; request officers to visit individual properties and to study the LDF and refer to it in any objection.
- Mr M Longfield, Chairman of the Jubilee Centre, expressed gratitude to Berkswell PC for its monetary contribution towards employment of two youth workers. He advised the meeting Balsall PC had withdrawn its usual contribution and therefore notice would

be given to the youth workers. Councillor Howles thanked Mr Longfield for the update and confirmed this would be discussed later on the agenda.

6. Annual Meeting Business – carried forward

• *Committees and Representation*

- Most appointments had been confirmed at the previous meeting but Trusts and Airport representations were outstanding. Councillor Howles advised the meeting Councillors Lloyd and Cooper had expressed an interest in airport representation and therefore it must go to vote. Councillor Cooper referred to a letter she had submitted to all councillors prior to the meeting and hoped this would be taken into consideration. Both Councillors provided background information supporting their interest in the role.

Councillor Howles requested a proposer for Councillor Lloyd. Councillor Hitchcock proposed. Seconded by Councillor Burrow. Councillor Howles requested a proposer for Councillor Cooper.

Councillor Cambage confirmed she was confident both Councillors would be suitable for the role.

Councillor Howles confirmed the appointment of Councillor Lloyd and expressed apologies to Councillor Cooper.

- Councillor Howles referred to representation on Trusts, confirming the PC was happy to have representation on bodies but in doing so their responsibility was to the trust not the PC, i.e. they become trustees.

- Councillor Howles requested representation on the Lant Trust. Councillor Cambage chose not to continue due to the uncertainty of responsibilities. Councillor Cambage to advise Councillor Burrow of her decision to continue following further investigation.

- Councillor Howles requested representation for the Greenway. Councillor Lloyd expressed an interest. All agreed.

- Councillors Lloyd and Hitchcock agreed to continue representation on the Jubilee Project. All agreed.

• *New Committees* (completed)

• *Review Standing Orders and Financial Regulations* (To be reviewed by Finance Working Party once Richard Wilson has had a opportunity to work with them)

• *Review of arrangements with other local authorities* (To re reviewed by Finance Working Party)

• *Review of inventory of land and assets* (To re reviewed by Finance Working Party)

• *Review of insurance* (To re reviewed by Finance Working Party)

• *Review of representation on other bodies* (Completed)

• *Review of complaints procedure* (Completed)

• *Review of information handling* (Completed)

• *Review of press/media* (part of Standing Orders review)

Councillor Howles confirmed the above items were continually reviewed and would not be discussed in public at this stage. This would be formalised by the formation of a Finance Working Party to review the Standing Orders and report to full Council. The Working Party would be reviewed to establish matters still requiring discussion. Councillor Howles proposed the formation of a Finance Working Party consisting of Councillors Burrow, Cambage and Lloyd and the Clerk to conduct reviews detailed above.

Councillor Burrow proposed and it was agreed that given there had been no complaints or FOI requests in the last year, and in the absence of any evidence to the contrary that the current procedures remain unchanged.

7. Administrative Matters

- ***Councillors' Code of Conduct***

Clerk provided examples of Balsall PC, SMBC and NALC Codes of Conduct. Councillor Howles confirmed the SMBC Code of Conduct would be adopted and signed by all Councillors at the next meeting.

- ***Co-option of Councillor***

Declaration of Appointment of Office signed by Councillor Edwards and witnessed by Clerk.

- ***Clerk Appointment***

Councillor Howles introduced Richard Wilson, newly appointed Clerk and RFO, to the meeting.

- ***Charity Trustee Responsibilities***

As discussed above.

- ***Standing Orders - Amendment to Section 28, Relations with Press and Media***

Councillor Burrow read the proposed wording to the meeting. All agreed. Councillor Cooper reported it was legal for meetings to be recorded/filmed by members of the public and this should be included in the Standing Orders. Official WALC notice to be displayed at meetings and on website.

- ***Meeting Venues***

Councillor Lloyd proposed meetings should continue to alternate between Berkswell and Balsall venues. The Jubilee Centre had received a request for use on Thursdays by the Scouts. Councillor Howles requested Clerks to investigate other venues, days and times.

8. Heritage and Community

- ***Berkswell Museum – Electricity/Insurance***

Electricity account to be transferred to Museum Committee with immediate effect.

- ***Jubilee Project - Approval of revised constitution and action to take over withdrawal of support by Balsall PC***

Councillor Howles confirmed correspondence was in progress and this should be carried forward. Berkswell PC had requested Balsall PC's further response to the Jubilee Committee. Councillor Lloyd suggested Berkswell PC write to SMBC requesting bridging funding. Councillor Howles suggested the Jubilee Committee should approach SMBC. Councillor Cooper expressed concerns and agreed with deferring until all information was available. Mr Longfield questioned the comments regarding concerns and hoped Berkswell PC's decision to fund would not be affected by the decision by Balsall PC to cease funding.

- ***JLR Transporters on A452***

Councillor Hitchcock reported on large vehicles blocking the A452 when stopping to call at the Sainsbury store. Councillor Howles proposed the PC write to SMBC and request their course of action.

Councillor Heard advised of a recent incident reported and the response received regarding a request for double yellow lines. Councillor Heard agreed to submit the response to the Clerk. Mr Tindall advised this had been supported by BCVRA.

Copy to be sent to Emma Nottingham, Police. PC to use JLR vehicles as an example of increased numbers of large vehicles.

- ***Neighbourhood Development Plan***
In progress. Councillor Howles requested Councillor Cooper to take up communications with Balsall PC.
- ***RHS Britain in Bloom 2015***
Judging to take place on 26 June 2015. Concerns regarding the condition of the grounds of The Bear. Clerk asked for Council approval to request works to Spinney hedges along Lavender Hall Lane and Meriden Road. Clerk to obtain quote from G R Dawson.
- ***Spinney - Update***
Councillor Hitchcock provided an update on the Spinney and in particular the island. Works on hold due to bird nesting period but Councillor Hitchcock had arranged for Warwickshire Volunteers to spend a day clearing the holly/nettles on 15 September 2015. Cost of team - £10 per person, per day, to cover travelling costs. Trees required work and a replanting scheme was required. All agreed to works being completed.
- ***Traffic Calming - Formation of Berkswell Village Traffic Calming Steering Group***
Councillor Howles referred to the recent presentation by Mr Ben Hamilton-Baillie. Councillor Burrow advised of Mr Graham Lock's recommendation to form a steering group with representatives from interested parties. Councillor Burrow proposed a PC representative. Councillor Cooper declined the request. Councillor Edwards agreed to represent PC.

9. Airport

- ***Proposal to Support Fair Flight Path Campaign***
Discussed previously during Public Opinion. Relevant papers presented by Mr Tattum for consideration by Councillors. Councillor Burrow asked for full Council agreement to funding/supporting the campaign. All agreed.
- ***Proposal for Hiring Noise Monitoring Equipment***
Councillor Lloyd suggested the hiring of a service would be more beneficial than hiring of equipment. Councillor Cooper reported the airport had already taken account of previous recordings but more detailed recordings were required. Mr Tattum provided a detailed update on results of noise trials. Complaints had been received from residents re noise but data was required to establish whether there had been an increase in noise. He confirmed the data would be submitted to the CAA not to the airport. The survey would be set up in July if the PC agreed to funding. Councillor Burrow expressed doubts regarding the hiring of the equipment and suggested visiting the company to gather more information. Councillor Howles suggested the PC conditionally support this proposal and work alongside Balsall PC. Councillor Hitchcock proposed Councillor Burrow investigate and report back to full Council. An extraordinary meeting may be necessary to finalise a decision.
- ***Consider sending a letter to the CAA formally objecting to the proposed flight path changes***
Mr Tattum suggested advising the CAA of complaints from residents and subsequent investigations. Mr Tattum to provide Councillor Lloyd with data. Councillor Lloyd to produce letter on behalf of PC.

10. HS2

- **Response to First Special Report of the Select Committee**

An Additional Provision Meeting had been arranged with HS2 Ltd representatives on 19 June 2015, 10.30am, Balsall Common Village Hall.

11. Planning Applications

Application No.	Site	Proposal
<i>2015/51017</i>	<i>Yew Tree House, Spencers Lane</i>	<i>Extension to existing annex</i> No objection
<i>2015/50839</i>	<i>Elm Croft, 42 Meeting House Lane</i>	<i>Demolition of existing detached single dwelling and erection of 4 number new eco residential homes and associated external works inclusive of landscape proposals</i> PC to submit strong objection
<i>2015/51080</i>	<i>Barretts Lane Farm, Barretts Lane</i>	<i>Internal alterations and two storey extension with single storey link to rear of property</i> No objection
<i>2015/51111</i>	<i>Barretts Lane Farm, Barretts Lane</i>	<i>Conversion of curtilage listed barn to a dwelling, demolition of pre-fabricated farm building and garage, and construction of new timber garage</i> No objection as improvement to existing building

12. Accounts for Payment

It was resolved to approve the following payments:

<i>Payee</i>	<i>Cheque</i>	<i>Amount</i>
Balsall Common Bugle CIC (Summer Edition)	001725	100.00
Open Spaces Society (Annual Subscription)	001726	45.00
G R Dawson (Maintenance Jan, Feb, Mar)	001727	684.00
Balsall Common Village Hall (28.5.15 & 4.6.15)	001728	28.00
G R Mowing (Mowing June-Aug)	001729	522.00
Ian Geddes (Website May & June)	001730	22.23
WTP (Chairmanship Training – A Burrow)	001731	30.00
WTP (Induction Day – R Wilson)	001732	45.00
Solihull MBC (Clerk Salary & Cllr Allowances Jan-Mar)	001733	2178.78
Mrs S Butterworth (Clerk Expenses Apr & May)	001734	149.30

In addition to the above payments:

Peter Roberts (Dene River Jazz Band – Berkswell BBQ)	001735	360.00
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13. Next Meeting

Ordinary Meeting of the Council, 23 July 2015 at 7.15pm, Jubilee Centre, Station Road, Balsall Common.

The meeting closed at 9.55pm.

Mrs S Butterworth
Clerk to Berkswell Parish Council
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18 June 2015