

**Minutes of the Ordinary Meeting of the Parish Council of Berkswell, held in the Westlake Room, Balsall Common Village Hall on 23 July 2015 at 7.00pm**

**1. Open Forum**

*Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes.*

- Mrs Stableforth offered Dr D Stableforth's apologies for his absence and provided background information regarding use of the scout house for scouts and the wider community, stressing the need for the scout house within the community and requesting support.
- Mr Lupton requested information on how the PC would be responding to HS2 AP2 documents. Councillor Lloyd confirmed the PC would be holding an EM in the next few days to discuss the way forward. The PC should respond using the opportunity to continue with the battle to oppose.
- Mr Green raised concerns regarding drivers parking vehicles, in particular wide vehicles, on Station Road in order to visit the shops. Mr Felthouse suggested this matter should be reported to SMBC. Councillor Lloyd suggested it was a police matter as it was a width-restricted road. **Councillor D Bell offered to take the matter to SMBC for a response.** Councillor Lloyd suggested inviting representatives from the police to attend PC meetings. **It was agreed the PC write to the police (Local Sergeant – Mick Lloyd) requesting attendance at meetings.** Councillor Burrow stated the parish was fortunate to have police presence in the village but questioned whether they were ever approached to raise awareness of these issues.
- Mr Hickin endorsed Mrs Stableforth's comments, confirming the scout house to be an excellent facility and requesting the PC to give every consideration to the grant request.
- Mr Felthouse stated the Trustees had made the decision to keep the Jubilee Centre open until September. He asked for investigation into the redundancy of the youth workers as it had been stated that funding had been for the employment of youth workers. Criticism had been received regarding mismanagement and he asked why this had not been mentioned before. He questioned the PC's representation. Councillor Howles confirmed the PC was keen to support the youth of the community but as the major funder had pulled, the situation of the lesser funder was made more difficult.
- A representative from the Scout Group provided background information on the scout house. Planning permission had been granted a while ago and an architect had been employed to do detailed plans with full costings. Suggested costs being £400,000. Pledges totalling £220,000 had been received. There were time pressures involved regarding the planning application and timings for school/car park use – work being planned for Summer 2016. Councillor Cambage asked whether costs could be reduced and confirmed the maximum grant which could be made available from the PC would be £2,500.
- The question was asked whether the scout house could be used by the wider community. It was confirmed the land was owned by Berkswell Charity and leased by Scouts. The lease stating it should be for use by scouts only.

**2. Attendance**

Councillors K Howles (Chair), A Burrow (Vice-Chair), A Cambage, D Edwards, D Hitchcock, R Lloyd

Mrs S Butterworth (Clerk)  
Borough Councillor D Bell  
24 members of the public including Mr M Hickin, Mr K Tindall, Mr D Felthouse,  
Mrs P Stableforth, Mr R Hubbard, Mr B Lupton, Mr S Green, representatives from scout  
group, scouts and parents

**3. Apologies for Absence**

Mr G Lock

**4. Acceptance of Apologies**

**5. Declarations of Interest**

- *To receive declarations of interest from Councillors on items on the agenda*  
Councillor Burrow declared an interest in Berkswell Society.
- *To receive written requests for disclosing pecuniary interests (if any)*
- *To consider any requests for dispensations as appropriate*

**6. Confirmation of Minutes**

The minutes of the Ordinary Meeting of the Parish Council held on 18 June 2015 confirmed as accurate by all present, and signed by the Chairman.

The minutes of the Extraordinary Meeting of the Parish Council held on 23 June 2015 confirmed as accurate by all present, and signed by the Chairman.

The minutes of the Extraordinary Meeting of the Parish Council held on 8 July 2015 confirmed as accurate by all present, and signed by the Chairman.

**7. Matters arising from the previous meeting for attention**

None

**8. Borough Councillor's Report and Parish Councillor's Opinion**

None

**9. Planning Applications**

**2015/51430**      *Proposal: Demolition of concrete sectional garage. New two storey extension together with new porch extension with pitched roof over and replacement windows to existing building.*

*Location: 80 Kelsey Lane Balsall Common Solihull CV7 7GT*

No complaints from neighbours. No objection.

**2015/50951**      *Proposal: Extension to rear of house to provide enlarged kitchen and additional bedroom and bathroom space.*

*Location: 17 Pound Close Berkswell Solihull CV7 7BA*

No complaints from neighbours. No objection.

**2015/51276**      *Proposal: Change of use from kennels and cattery with office to 4 No. dormer bungalows and conversion of existing house and office to a residential unit. Additional associated highway and landscaping works.*

*Location: The Whitehouse Kennels Back Lane Meriden Solihull*

Councillor Howles questioned why Meriden PC had discussed this application. The proposal involved less footage than the current

premises. All agreed to Councillor Burrow's request for the PC to offer support to this application. **Clerk to submit support.**

#### ***42 Meeting House Lane***

It was confirmed the application had been withdrawn.

**Councillor Bell was requested to provide clarification as to why the Planning Committee meeting had been cancelled.**

### **10. Financial Matters**

It was resolved to approve the following payments:

- ***Invoices received***  
G R Dawson Cheque No. 001740 £876.00
- ***Payments received***  
None
- ***Internal Audit Report – Council to accept recommendations and remedial actions***  
All agreed to accept the recommendations and remedial actions contained within the internal audit report.
- ***New Signatories for Nat West Bank – Resolve: The authorised signatories in the current mandate for the accounts detailed in Section 2 be changed in accordance with Sections 5 and 6 and the current mandate will continue as amended.***  
All agreed. It was agreed to remain with Nat West for the immediate future.

### **11. Correspondence**

**Clerk to seek Councillor availability and confirm attendance at the following:**

Combined Authority Briefing invitation – Civic Suite - 3 August 2015

Solihull Connected Green Paper - Parish Council Workshop at Balsall Common Village Hall - 9 September 2015

### **12. Ongoing References**

Councillor Howles confirmed the formation of a Finance Working Party and confirmed full council would be informed of all discussions.

- a. ***Committees and Representation – Completed (Minutes 18.6.15 Item 6)***
- b. ***New Committees – Completed (Minutes 18.6.15 Item 6)***
- c. ***Review Standing Orders and Financial Regulations – Council to confirm this item to be reviewed by Finance Working Party***
- d. ***Review of arrangements with other local authorities – Council to confirm this item to be reviewed by Finance Working Party***
- e. ***Review of inventory of land and assets – Council to confirm this item to be reviewed by Finance Working Party***
- f. ***Review of insurance – Council to confirm this item to be reviewed by Finance Working Party***
- g. ***Review of representation on other bodies – Completed (Minutes 18.6.15 Item 6)***
- h. ***Review of complaints procedure - Completed (Minutes 18.6.15 Item 6)***
- i. ***Review of information handling - Completed (Minutes 18.6.15 Item 6)***
- j. ***Review of press/media – Council to confirm this item to be reviewed by Finance Working Party***

### 13. Removal and additions to Ongoing References

*Removals: 12a; 12b; 12g; 12h; 12i*

*Additions:*

*a. Microsoft Office 360 Licence – Council to authorise Clerk to acquire Licence*

All agreed. **Clerk to acquire Licence.**

*b. Meeting Venues – Reading Room, Berkswell and Westlake Room, Balsall Common*

Councillor Howles advised the meeting the proposed venues were the Reading Room (possibly avoiding Thursdays as this clashed with the Brownies) and Westlake Room and asked for comments.

Councillor Hitchcock stated the Westlake Room was unaccommodating, cold and small and attendance should be encouraged at another venue.

Councillor Edwards suggested Balsall Common Library if evening use was available.

Councillor Cambage suggested the Catholic Church.

Councillor Lloyd stated the Jubilee Centre was to be used by Scouts on Thursdays but PC could use on other nights. He suggested use of the Methodist Church.

Mr Tindall suggested use of the Reading Room and Jubilee Centre, to encourage its survival.

Councillor Burrow suggested changing the day for meetings in the Reading Room and Jubilee Centre.

**Clerk to look at future venues and availability of Councillors.**

### 14. Parish Council Policies

*To consider approval of the distributed policies*

- *Grant Awarding Policy – Council to approve the attached policy and application form*

Councillor Burrow moved to approve the policy with amendment to the current policy. All agreed to accept the Grant Awarding Policy and Application Form produced by the Finance Working Party.

Councillor Burrow proposed the following grant awards:

Scouts £2,500 School £2,500 Hornets £1,300 Berkswell Society £500

Councillor Lloyd expressed concern regarding sums being discussed which were not on the agenda.

Councillor Lloyd proposed a grant be made to the scouts only.

Councillors Burrow, Cambage and Edwards proposed grants should be made to each of the above.

Mr Felthouse stated there was a legal obligation to publish grant allocation figures.

Councillor Howles confirmed this would be an agenda item at the EM and those who wished to speak could attend.

- *Code of Conduct – Council to approve and sign the attached Code of Conduct*

Codes of Conduct distributed to Councillors for signature.

### 15. Training and Meetings

- *To receive reports from attendance at above*

Councillor Howles informed the meeting Richard Wilson had attended a WALC Introductory Course and would be enrolling on CiLCA.

## 16. Heritage and Community

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

Councillor Lloyd confirmed a revised constitution had been submitted to match charity commission submission of 2007. The response time had elapsed so therefore the PC had accepted the constitution.

Mr Hickin stated a lack of vigilance by trustees to ensure financial reporting and questioned whether existing trustees on Balsall PC or Berkswell PC were adequate for the role. Councillor Hitchcock stated the reports of peculiarities were not acceptable. The Treasurer was an Accountant and accounts had been presented for approval. Mr Hickin withdrew his comment.

Councillor Cabbage stated it must be robust and transparent if the PC was to continue with funding.

Councillor Burrow highlighted discrepancies in the accounts. Councillor Lloyd advised him to speak to the Treasurer for clarification.

Councillor Hitchcock asked the question whether the accounts of all those organisations seeking grants would be examined.

Discussion took place regarding the name of the Jubilee Project. **Councillors agreed the PC should write to the Committee regarding a name change.**

Councillor Howles confirmed the PC's continuing support providing it maintained transparency.

Councillor Burrow requested Councillor Lloyd report back to the Jubilee Project Committee.

- ***JLR Transporters on A452 – Authorise Clerk to send letter to SMBC***  
It was confirmed the PC was supporting the BCVRA letter. **Clerk to circulate letter and send if approved.**
- ***Neighbourhood Development Plan***  
In progress.
- ***RHS Britain in Bloom 2015 – Update***  
Councillor Burrow provided an update. Judges had been impressed with Riddings Hill, Carol Green and roundabouts.  
Mr Hickin commented on works done and contributions by various organisations and hoped the grant to Berkswell Society had been worthwhile.  
Councillor Burrow stated the roundabout on the approach to Berkswell Station needed attention.
- ***Spinney - Update***  
No update available at the present time.
- ***Traffic Calming - Formation of Berkswell Village Traffic Calming Steering Group***  
Councillor Burrow confirmed the PC would be using the proposals put forward by Mr Lock. SMBC awaiting a proposal.
- Councillor Lloyd advised he would be meeting with Mr B Brant (SMBC) to discuss the lack of cutting on A452 and ragwort around area.
- **Clerk to ask Mr Brant for an update on the repair to the fingerpost.**
- Councillor Burrow proposed the PC give the Clerk authority to offer job to temporary worker re noise monitoring. All agreed.

**17. Next Meeting**

Ordinary Meeting of the Council, 17 September 2015 at 7.45pm, Reading Room, Berkswell

The meeting closed at 9.00 pm.

Mrs S Butterworth  
Clerk to Berkswell Parish Council  
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23 July 2015