

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 17 SEPTEMBER 2015

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Reading Rooms Berkswell on 17 September 2015 at 7:45pm

	Action By	Date																								
<p>1. Open Forum Parishioners of Berkswell were invited to address the Council on any relevant matter for a maximum of three minutes – no requests were made.</p> <p>2. Attendance Andrew Burrow (Chair), Richard Lloyd, Dinah Edwards, Alison Cambage (until 21:10), Don Hitchcock, Richard Wilson (Clerk)</p> <p>3. Apologies for Absence Kay Howles, Cllr Bell</p> <p>4. Acceptance of Apologies - accepted</p> <p>5. Declarations of Interest</p> <ul style="list-style-type: none"> • To receive declarations of interest from Councillors on items on the agenda <ul style="list-style-type: none"> i. RL declared an interest concerning membership of the HS2 Action Group ii. AB declared an interest in Berkswell Society in respect of item 10 iii. AC declared an interest in HoE School in respect of item 10 • To receive written requests for disclosing pecuniary interests - none • To consider any requests for dispensations as appropriate - none <p>6. Confirmation of Minutes Ordinary Meeting of the Council held on 23 July 2015 - agreed Extraordinary Meeting of the Council held on 30 July 2015 - agreed</p> <p>7. Matters arising from the previous meeting for attention None</p> <p>8. Borough Councillor’s Report and Parish Councillor’s Opinion None</p> <p>9. Planning Applications</p> <table border="1" data-bbox="132 1312 1177 1843"> <thead> <tr> <th></th> <th></th> <th></th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>2015/51849</td> <td>Street Record, Hob Lane</td> <td>Prior notification for a farm track leading to agricultural building</td> <td>15.9.15</td> </tr> <tr> <td>2015/51849</td> <td>Land adjacent to Beanit Farm, Hob Lane</td> <td>Prior notification for a farm track leading to agricultural building</td> <td>16.9.15</td> </tr> <tr> <td>2015/51824</td> <td>Former 205 Duggins Lane</td> <td>Variation of Condition 7 of approved planning application 2013/00104 to remove soft landscaping outside plots 17 and 18 and replace with paving</td> <td>17.9.15</td> </tr> <tr> <td>2015/51900</td> <td>Silver Birch, Kenilworth Road</td> <td>Erect 1 no. bungalow on land rear of Silver Birch</td> <td>23.9.15</td> </tr> <tr> <td>2015/51929</td> <td>Old Granary, Hill House Farm Coventry Road</td> <td>Ground floor rear extension to form an orangery</td> <td>25.9.15</td> </tr> </tbody> </table> <p>The Council had no objection to the planning applications with the exception of 2015/51900. Council objected on the basis that the proposed development would be in an area designated as greenbelt.</p> <p>10. Financial Matters The following items were approved for payment:</p>				Deadline	2015/51849	Street Record, Hob Lane	Prior notification for a farm track leading to agricultural building	15.9.15	2015/51849	Land adjacent to Beanit Farm, Hob Lane	Prior notification for a farm track leading to agricultural building	16.9.15	2015/51824	Former 205 Duggins Lane	Variation of Condition 7 of approved planning application 2013/00104 to remove soft landscaping outside plots 17 and 18 and replace with paving	17.9.15	2015/51900	Silver Birch, Kenilworth Road	Erect 1 no. bungalow on land rear of Silver Birch	23.9.15	2015/51929	Old Granary, Hill House Farm Coventry Road	Ground floor rear extension to form an orangery	25.9.15		
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Invoices received	Approval Reference	Cheque No	£
Eagle Electrics (Repair to socket box, Village Green)		001743	147.60
Balsall Common Village Hall (June/July)		001744	66.00
Mrs S Butterworth (Expenses June/July)		001745	397.31
Mrs S Butterworth (Expenses Aug/Sept)		001746	169.24
Cirrus (Hiring of Noise Monitoring Equipment)		001747	1680.00
G R Mowing (Sept-Nov)		001748	522.00
Balsall Common Bugle CIC		001749	100.00
Heart of England School	150730/6	001750	2,500.00
Hornets	150730/6	001751	1,250.00
Berkswell Society	150730/6	001752	500.00
2gee Design		001753	29.75
Warwickshire Conservation Volunteers		001754	100.00
Grant Thornton UK LLP		001755	360.00
Cllr R Lloyd		001756	21.10

- Payments received - None
- Internal Audit Report – Update on status of recommendations – Council noted that the Finance Working Party have reviewed the report and proposed actions. A summary of actions will be put on the website.
- Nat West Bank – Council noted that amendment to the current mandate are in progress
- Council’s accounts for first quarter 2015/16 – approved

11. Correspondence

- Pegasus Group – offer to discuss planning applications PL/2014/02175/OLM and PL/2014/02176/OLM regarding land at Kenilworth Road, Balsall Common. – The Council had objected to the original planning application. Although the land is not in Berkswell Parish it was agreed a working group of councillors should meet with Pegasus to gather information regarding the proposed development. The Clerk was asked to contact Pegasus and offer them 2 dates for a meeting to be attended by KH, RL and AB.

12. Ongoing References

- a. Committees and Representation – Council to review current representation document and revise to reflect changes in Council membership – It was agreed to:
 - remove Shelia Cooper as she is no longer a councillor of the Parish Council
 - add Dinah Edwards to be responsible for Liaison with West Midlands Police.
 - change ‘Cost Saving Working Party’ to ‘Finance Working Group’.

Clerk 25.9.15

Clerk 25.9.15

Clerk

Clerk

Clerk

<ul style="list-style-type: none"> ▪ DE to write to West Midlands Police introducing herself as the new liaison office and to enquire as to the best method of communicating with the Force. ▪ Berkswell Society to circulate the BCVRA crime report. <p>b. Review Standing Orders and Financial Regulations – Council received recommendations from Finance Working Party – The Standing Orders were approved for immediate adoption and inclusion on the web site</p> <p>c. Review of arrangements with other local authorities – Currently being reviewed by Finance Working Party – This item has been completed</p> <p>d. Review of inventory of land and assets – Council noted this is currently being reviewed by the Finance Working Party</p> <p>e. Review of insurance – Council noted this is currently being reviewed by Finance Working Party</p> <p>f. Review of press/media – Council noted this is currently being reviewed by Finance Working Party</p> <p>13. Removal and additions to Ongoing References</p> <p>Removals:</p> <ul style="list-style-type: none"> ▪ Committees and Representation ▪ Review of arrangements with other local authorities <p>Additions: None</p> <p>14. Parish Council policies</p> <p>To consider approval of the distributed policies</p> <ul style="list-style-type: none"> • Standing Orders (see item 12b above) - Approved <p>15. Training and Meetings</p> <ul style="list-style-type: none"> • To receive reports from attendance – no reports were received <p>16. Heritage and Community</p> <ul style="list-style-type: none"> • JLR Transporters on A452 – Clerk fed back on the response from SMBC - the response was noted • Neighbourhood Development Plan – Update – The update was noted • RHS Britain in Bloom 2016 – Update – It was reported that Berkswell won a gold award for Britain in Bloom 2015. Malcolm Hitchin offered to talk to London Midland to help improve the appearance of the station with flowers and other adornments. Council agreed to allow Malcolm Hitchin to discuss with London Midland to see what might be done. • Spinney – Update – on 16/9/15 Warwickshire Volunteers had cleared some of the area. All debris was below the statutory requirements for permission to remove and was removed from the area. There is more work to be done. Council approved DH’s proposal to ask the Volunteers to return at a cost of £100. DH also proposed a plan to remove trees, one is in a potentially dangerous state, from the car park area. The Tree Officer has agreed to remove the potentially dangerous tree. This will require a tree surgeon. The Council have already contacted three tree surgeons to obtain quotes for the work. The Clerk was asked to contact the Planning Department to clarify if a Planning Application to remove the potentially dangerous tree is required. Also some fencing and gates are damaged. It was agreed that AB, DE and DH will identify what needs to be done, a specification will be prepared and AB will find a contractor and obtain a quote for the necessary work. • Traffic Calming - Update - Dinah Edwards had attended a meeting on 16 September. She reported there is to be a meeting with Chief executive of SMBC later this month to ask for confirmation that he is happy for 	<p>DE</p> <p>Clerk</p> <p>AB</p>	
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<p>Parish Councils to progress. A working Party is planned for the end of September. This report was noted.</p> <ul style="list-style-type: none"> • Parking on Pavements and Verges – Keith Tindall (Balsall Common Village Residents Association) addressed the Council – Dickens Heath have made it illegal, via a new TRO, to park on pavements and KT was looking for support from Berkswell Parish Council to adopt a similar scheme in Balsall Common. Balsall Parish Council have agreed already agreed to set up a working party to take the matter forward. It was planned to make the Working Party a joint arrangement between the two Parish Councils. DH proposed to widen the scope to consider parking in inappropriate places. RL proposed grass verges should also be included. Council agreed to establish a joint working party with Balsall Parish Council. This was proposed by AB and supported by DH. AC and AB were nominated to attend the working party on behalf of the Council. • The Pound – Council discussed future maintenance requirements in light of an email from Malcolm Hickin. – MH reported that the Britain in Bloom judges had suggested The Well should be signed better. The Pound (a brick compound with a gate) is currently a mess due to lack of maintenance. Council agreed to put the Pound on the specification for grounds maintenance. The Council is prepared to consider signage at both the Well and The Pound. • Rights of Way - SMBC consultation on ROWIP – Consultation in progress on the Rights of Way Improvement Plan. RL had circulated the questionnaire with opening suggestions. Councillors were invited to provide views to the Clerk for submission. RL to lead. • Repair of Fingerpost at crossroads – The Council contributed to the original Finger Post in Berkswell Village which has been damaged by a fallen tree. As the sign was the responsibility of SMBC, AB proposed to talk to SMBC to progress. Council agreed this proposal. • Trimming along A452 – RL reported that SMBC are apparently not doing any maintenance. It was proposed to write to SMBC requesting that maintenance is undertaken. RL to provide details (including photos) to the Clerk who will write to SMBC requesting that specific work is undertaken. • Planning Enforcement issues – Truggist Hall Farm – no enforcement actions have apparently been taken. It was agreed that the Clerk should write to SMBC asking what action is being taken regarding the removal of the hard standing at the location. RL to provide the clerk with a list of issues. • HS2 - response to Environmental Statement consultation –Council agreed that RL will prepare a response for the Clerk to submit. AP3 has been issued but doesn't affect Berkswell. AP4 will be issued in due course. • West Midlands Strategic Transport Plan – AB proposed a motion to approve sending a response to the Plan, as per a draft circulate to Councillors – Council agreed to the draft with the amendment that the plan should address more detailed issues affecting individual passenger needs. The same was agreed for the Solihull Plan. • NDP joint agreement – AB proposed the following motion: The Council approves the draft NDP joint agreement with Balsall PC, the Terms of Reference of the NDP and the Designation document, and authorises 	<p>AC/AB</p> <p>AB</p> <p>RL/Clerk</p> <p>AB</p> <p>RL/Clerk</p> <p>RL/Clerk</p> <p>RL/Clerk</p> <p>Clerk</p>	
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<p>the Chairman and vice Chairman to make textural changes which do not alter the substantive content and meaning of the documents, to finalise them and jointly sign them on behalf of the Parish Council. The Council agreed to allocate and earmark £5,000 from the reserve to meet the initial expected costs of the NDP process.</p> <ul style="list-style-type: none"> • Purchase the Catholic playing field – AB proposed a motion to establish a working group to progress with negotiation to purchase the Catholic playing field with a budget of £500 to meet initial expenses to prepare an offer for consideration at next meeting. – Council agreed the motion and referred the matter to the Finance Working Group. • Aircraft noise monitoring – a draft report had been circulated to Councillors. The Council noted and approved the proposal to send the CAA a final version of the report when ready. • Jim Caffrey suggested the Council should reinstate him to provided contract maintenance services around the Parish – Council referred the request to the Finance Working Group. • The Spinney car park – reports had been received of car occupants allegedly smoking illegal substances and that the matter has been referred to the police. Council agreed that the Clerk will write to the police (Solihull) expressing concern, as the owners of the property, about these events. 	KH/AB	
<p>17. Council Administration</p>		
<ul style="list-style-type: none"> • Microsoft Office 360 Licence – Council authorised the Clerk to acquire the necessary Licence to the value of £219.99 	Clerk	
<ul style="list-style-type: none"> • Renewal of Anti-Virus software - Council authorise the Clerk to renew the software to the value of £14.99 per year 	Clerk	
<ul style="list-style-type: none"> • Meeting Venues – The Council Calendar had been revised for remainder of fiscal year to propose that Balsall Village Hall would replace the Jubilee Centre as the venue for alternate Council Meetings. Councillors expressed concern that the Council should not meet in Balsall Village Hall. Councillors wanted to have Council Meetings within Berkswell parish. Council instructed the Clerk to arrange to use Berkswell Reading Rooms for the remainder of the year and investigate other possible venues for future use. 	Clerk	
<ul style="list-style-type: none"> • Archiving/storage – Council instructed the Clerk to explore the possibility of sharing the Balsall Parish Council storage facility. 	Clerk	
<ul style="list-style-type: none"> • Retiring Clerk – Council agreed the motion to authorise the Chairman to purchase a Thank You gift for the recently retired Clerk, Sharon Butterworth, to a value of up to £50. 	KH	

18. Next Meeting

Ordinary Meeting of the Council, 15 October 2015 at 7.15pm, Balsall Common Village Hall, Station Road.

DE offered her apologies for the above meeting.