

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Village Hall, Balsall Common on 15 October 2015 at 7:15pm

	Action	Date
<p>1. Open Forum Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes.</p> <ul style="list-style-type: none"> • Hawkhurst Moor Farm planning application. A member of the public wanted it to be known that the land is in poor condition and this should be taken into account in the Council’s response. Cllr Burrow commented that the quality of the land is a mixture of 3a and 3b, which is average farm land. This issue will be considered when drafting the Council’s response to the application. • Noise monitoring – Mark Tatum spoke at agenda item 13n • Graham Lock – reported on the following: <ul style="list-style-type: none"> ○ The boardwalk from Berkswell village to the lake is falling into disrepair (owned by SMBC Highways) – SMBC need to be advised. Cllr Lloyd to draft a letter for the Clerk to send to SMBC ○ 2 hanging basket brackets have been stolen. Berkswell Charities will inform the police. ○ Traffic calming project – the first meeting of the steering Committee on will be on 2 November, all major stakeholders have agreed to take part. <p>2. Attendance Cllr Burrow (in the Chair until 20:15pm), Cllr Howles (Chair from 20:15pm), Cllr Lloyd, Cllr Cambage, Cllr Hitchcock, Cllr Bell (SMBC), Cllr Tattum (Balsall PC), Richard Wilson (Clerk), Malcolm Hitchin</p> <p>3. Apologies for Absence Cllr Edwards, Keith Tindall</p> <p>4. Acceptance of Apologies - accepted</p> <p>5. Declarations of Interest</p> <ol style="list-style-type: none"> 1. To receive declarations of interest from Councillors on items on the agenda <ul style="list-style-type: none"> • Cllr Lloyd re HS2 and the Jubilee Centre • Cllr Burrow is on the Berkswell Society • Cllr Hitchcock has an interest in the Jubilee Centre 2. To receive written requests for disclosing pecuniary interests (if any) <ul style="list-style-type: none"> • None 3. To consider any requests for dispensations as appropriate <ul style="list-style-type: none"> • None <p>6. Confirmation of Minutes Ordinary Meeting of the Council held on 17 September 2015 - agreed Planning Committee Meeting held on 8 October 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</p>		

<p>Cllr Bell reported on the following:</p> <ul style="list-style-type: none"> • Jubilee Project – there are strong indications to suggest there will be funding for the Project going forward • Getting nervy about housing – comments have been made that Balsall doesn't have enough houses. The Neighbourhood plan will be key to control future housing development in Berkswell Parish • A resident has applied for removal of obstructions to paths and verges. Cllr Lloyd reported that he had put in reports to SMBC regarding blockage of footpaths. Cllr Hitchcock reported that cyclists have been using footpaths and damaging fences. This is a trespass against the landowner. Council noted comments made • PartCo building – The Agents acting on behalf of the owner do not appear interested in talking to SMBC about any plans for the property. Solihull Community Housing have expressed some interest in the building. One option is a Compulsory Purchase Order. • Cllr Hitchcock expressed concern about litter, including cigarette ends. Commercial establishments are not cleaning up outside their premises where wrappers of products they sell are dropped. Council should be aware and encourage people to clear up. <p>9. Co-option of new Councillor – Council considered the following motion: To Co-opt Richard Drake as a Parish Councillor – Richard is a resident of Green Lane and has lived in Balsall Common since 1991. – The motion was approved by Council unanimously. The Clerk was asked to complete the necessary paperwork with Richard Drake.</p> <p>10. Planning Applications None</p> <p>11. Financial Matters</p> <ul style="list-style-type: none"> • Approval of Council Payments – see attached below - approved • Payments received - None • Grant Application – Balsall & Berkswell Jubilee Project – Cllr Hitchcock reported that it was still undecided how the Project will be configured going forward. Berkswell PC have always supported the Project. The Youth element has been suspended for some time. If there is no youth element the future of the Project is unclear. It is expected that a new administration will be set up and there is likely to be a separation between the running of the hall and the youth activities. Cllr Lloyd reported that Mark Johnson (Trustee) has been looking to obtain new income streams. Berkswell PC had budgeted £4,000 to support the Project in 2015/16. Cllr Howles stated that the Council should decide how much to donate and for what purpose. Cllr Hitchcock proposed £2k seconded by Cllr Lloyd. Cllr Cambage was concerned at the lack of firm proposals from the Project Trustees, e.g. qualifications required of the youth workers etc. Cllr Hitchcock stated that he and Cllr Lloyd both sit on the Board of the Project as representatives of the Council and that they can ensure due process is followed. Cllr Howles asked where the rest of the funding would come from? Cllr Lloyd reported that £14,000 has been promised (there is some matched funding requirements) from other sources. Cllr Burrow expressed concern about provision for young people in the area. He wanted answers to the following 	<p>RW</p>	<p>23/10/15</p>
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<p>questions; 1) Is there a plan? 2) Is there control? 3) Is there strong management? If yes to all the Council should support by making a grant. Cllr Burrow proposed a Committee of 3 councillors to meet with representatives of the Jubilee Project to explore the questions raised. Once the information has been obtained an informed decision could then be made. Cllr Hitchcock warned that there is a time frame to make a decision. It was agreed that Cllrs Burrow, Cambage and Drake would meet with Mark Johnson at the earliest opportunity and report back to the Council in due course.</p> <ul style="list-style-type: none"> • Internal Audit Report – There were no updates on the status of recommendations other than those specifically covered by agenda items below • Nat West Bank – Amendment to current mandate - in progress • Disposal of Council Assets – Council considered the request to dispose of the following redundant items of office equipment: <ul style="list-style-type: none"> ○ HP Computer – redundant following the purchase of the current Council laptop – it was agreed to format the hard drive and donate to charity. ○ Lexmark printer – broken beyond economic repair – agreed to disposal ○ HP Scanner – too old for use – agreed to disposal 	<p>AB/AC/RD</p>	
<p>12. Correspondence The Council noted the delivery of HS2 documents relating to Additional Provision 4.</p>	<p>RW</p>	
<p>13. Ongoing References</p> <ol style="list-style-type: none"> a. Review of arrangements with other local authorities – Currently being reviewed by Finance Working Party b. Review of inventory of land and assets – Currently being reviewed by Finance Working Party c. Review of insurance – Currently being reviewed by Finance Working Party. As part of this review the matter of insurance of the Chairman’s Badge of Office had been raised. The Clerk presented a paper (attached) detailing two options. Option 1 was to insure the item to provide reasonable compensation in the event it was lost, stolen or damaged. Option 2 would involve insurance to cover a like for like replacement. The Chairman proposed Option 2. It was agreed that the Clerk would obtain insurance quotes for the two options and report back to Council. It was noted that Knowle Goldsmiths will provide a valuation for c. £50. d. Review of press/media – This was discussed at agenda item 15. e. The Pound – This was discussed at agenda item 17. f. Neighbourhood Development Plan – Cllr Burrow reported that an agreement has been reached with Balsall PC to work jointly on the NDP. The designation will be tabled on 10 November, it will take 8 weeks after that before the go ahead is given. g. Spinney Update – Cllr Hitchcock reported that half the Spinney has been cleared of undergrowth but the other side of the path still needs attention. The oval in the car park has a problem tree which is in danger of falling over. The Clerk has already asked SMBC if Planning Permission is required to remove the tree. A response is 	<p>RW</p>	

<p>14. Removal and additions to Ongoing References</p> <p>Removals:</p> <ul style="list-style-type: none"> • Committees and Representation – document updated • Review Standing Orders – Revised Standing Orders have been adopted <p>Additions:</p> <ul style="list-style-type: none"> • The Pound – Council to discuss future maintenance in light of email from Malcolm Hickin. • Neighbourhood Development Plan - Update • Spinney - Update • Traffic Calming - Update • Repair of Fingerpost at crossroads • Trimming along A452 – response from SMBC • Planning Enforcement issues • NDP joint agreement • Purchase the Catholic playing field • Aircraft noise monitoring <p>15. Parish Council policies</p> <ul style="list-style-type: none"> • Press and media policy – the Council considered the following motion: The Council approves the Press and Media Policy as presented to this meeting to be adopted immediately. This was approved. The Clerk will add the policy as an appendix to the recently approved Standing Orders <p>16. Training and Meetings</p> <ul style="list-style-type: none"> • To receive reports from attendance at events and meetings – Cllr Burrow and Cllr Edwards had attended WALC events which had proved very useful. <p>17. Heritage and Community</p> <ul style="list-style-type: none"> • Maintenance issues – Council considered the following motion: The Clerk is authorised to spend up to £750 (excluding VAT) to resolve maintenance issues at the Car Park, the Pound and other minor issues on the verges of Berkswell village. Councillors Hitchcock and Burrow are authorised to define the precise scope of works to the contractor and supervise the work being done – this was approved. • Churchyard maintenance – discussion of current position – this will be discussed at Finance Working Party. • Invitation from Heart of England School to Councillors - Cllr Burrow reported that he had replied on behalf of Councillors and that Cllrs Hitchcock, Edwards and Howles plan to attend. • Unrecorded Rights of Way – an initial discussion took place on paths used on foot/horse/cycle that aren't on Definitive Maps. The Cut-off date to identify and agree rights of way is 1 January 2026. SMBC are required to maintain 2 documents, List of Streets (detailing which highways are maintained at public expense) and Definitive Map & Statement (list of lower order of highways with public rights of way) but according to Cllr Lloyd these are very deficient. It was agreed to put an item in the Bugle asking for the public to provide details of any rights of way they are aware of which might not be recorded. Cllr Hitchcock proposed that a Notice 	<p>RW</p> <p>RL</p>	
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<p>should be posted for the Public to let us know if there are paths with no rights of way.</p> <ul style="list-style-type: none"> • Purchase of information sign for the Well – Cllr Burrow reported that Berkswell Society intend to produce a sign explaining to the public the history of the Well. Bill Bailey has come up with some wording which was tabled. Cllr Burrow proposed a motion that the Council would contribute 50% of the cost of the sign. After some discussion Cllr Burrow withdrew his motion and no vote was taken. <p>18. Council Administration</p> <ul style="list-style-type: none"> • Meeting Venues – The Clerk reported difficulty finding alternative meeting venues in Berkswell Parish as had been agreed at the last meeting of the Council. In light of this it was agreed to keep the current arrangements to have the December Ordinary meeting in the Westlake Room, Balsall Common. • Archiving/storage of Council documents – it was agreed to send documents to Warwickshire CC for archiving but that documents be retained by the Clerk for 7 years prior to archiving. 		
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19. Next Meeting

Ordinary Meeting of the Council, 12 November 2015 at 7.45pm, The Reading Rooms, Berkswell.