

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Reading Room, Berkswell on 5 November 2015 at 7:45pm

| <p>1. Open Forum Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes. A resident asked about Item 13i (Purchase of the Catholic playing field). He was informed that the Finance Working Group have this item on their next agenda.</p> <p>2. Attendance: Cllr Howles (Chairman), Cllr Burrow, Cllr Edwards, Cllr Lloyd. Cllr Drake, Cllr Hitchcock, Richard Wilson (Clerk): Also in attendance, Graham Lock, Keith Tindall, John Cairns</p> <p>3. Apologies for Absence: Cllr Cambage, Cllr Bell, Mr D Felthouse, Mr M Hickin</p> <p>4. Acceptance of Apologies - accepted</p> <p>5. Declarations of Interest</p> <p style="margin-left: 20px;">a) To receive declarations of interest from Councillors on items on the agenda: Cllr Lloyd expressed interest in HS2 and as Chairman of HHAG</p> <p style="margin-left: 20px;">b) To receive written requests for disclosing pecuniary interests (if any)</p> <p style="margin-left: 20px;">c) To consider any requests for dispensations as appropriate</p> <p>6. Confirmation of Minutes Ordinary Meeting of the Council held on 15 October 2015 – approved for accuracy Planning Committee Meeting held on 29 October 2015 – a number of corrections were agreed and will be incorporated before signature by the Chairman</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. Committee Appointments</p> <p style="margin-left: 20px;">a) The Council resolved that:</p> <ul style="list-style-type: none"> • the Council appoints Dinah Edwards to the Staff and Planning Committees • the Council appoints Richard Drake to the Finance Working Group <p>10. Planning Applications</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 25%;"></th> <th style="width: 45%;"></th> <th style="width: 15%;">Deadline</th> </tr> </thead> <tbody> <tr> <td>2015/52393</td> <td>The Stables 3 Berkswell Hall Meriden Road Berkswell</td> <td>Fell 1 No. Willow tree.</td> <td>13.11.15</td> </tr> <tr> <td>2015/52060</td> <td>22 Sunny Side Lane, Balsall Common</td> <td>Single storey front extension including pitched roof to front of garage.</td> <td>20.11.15</td> </tr> <tr> <td>2015/52427</td> <td>256 Station Road</td> <td>Single storey extensions to front and rear, new partial first floor extensions to sides and roof alterations.</td> <td>24.11.15</td> </tr> </tbody> </table> | | | | Deadline | 2015/52393 | The Stables 3 Berkswell Hall Meriden Road Berkswell | Fell 1 No. Willow tree. | 13.11.15 | 2015/52060 | 22 Sunny Side Lane, Balsall Common | Single storey front extension including pitched roof to front of garage. | 20.11.15 | 2015/52427 | 256 Station Road | Single storey extensions to front and rear, new partial first floor extensions to sides and roof alterations. | 24.11.15 | | |
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2015/52393 – The Council agreed not to make an objection.

The remaining applications were not discussed. It was resolved to delegate a response to the Clerk who would take account of any representations received.

11. Financial Matters

- Approval of Council Payments – Council approved the payments in the attached payments schedule
- Payments received - None
- Grant Application – None
- Internal Audit Report – Update on status of recommendations
- Nat West Bank – Amendment to current mandate – Council resolved that:
 - The authorised signatures in the current mandate, for the accounts detailed in section 2, be changed in accordance with Section 5 and 6 and the current mandate will continue as amended.

12. Correspondence

Mr Lock reported that a request had been made to the Council to nominate a representative on the Village Fete committee. Cllr Edwards volunteered to represent the Council.

13. Ongoing References

- a. Review of arrangements with other local authorities – Currently being reviewed by Finance Working Party – This was a carry forward from the last Annual Meeting. As the Council does not have any formal arrangements with other local authorities it was agreed to remove this item from future agendas.
- 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
- d. Neighbourhood Development Plan – The Council approved the following motion: This Council approves the purpose and scope of the NDP as per the circulated paper.
- e. Spinney - Update – Cllr Hitchcock reported that arrangements were in hand for further maintenance of the Spinney fences and gates and that the dead tree, which posed a possible health and safety risk, had been removed.
- f. Traffic Calming - Update - Cllr Edwards reported that she had attended a meeting with SMBC which had been very positive. Further meetings will be held on an ‘as and when’ basis.
- g. Repair of Fingerpost at crossroads – this is still in progress and should be completed by Christmas.
- h. Planning Enforcement issues – There were no issues for discussion
- i. Purchase the Catholic playing field – currently being reviewed by the Finance Working Party
- j. Aircraft noise monitoring – no further update was available
- k. Jubilee Centre Grant Application – A group of councillors (Cllr Burrow, Cllr Edwards & Cllr Drake) had met with representatives of the Jubilee Project and a report was tabled at the meeting. The following

recommendations were put to the Council: 1) that the Council make a grant of £4,000 to the Jubilee Project to assist with the running of a Youth Club at the Jubilee Centre subject to the conditions given in appendix 1 of the report. This grant to be made in December 2015, having received formal acceptance and additional documentation defined in appendix 1 of the report, from the Jubilee Project Trustees. This recommendation was approved. 2) that the Council review its policy of appointing two Trustees. After a discussion, Council agreed that it would stop the practice of appointing representatives to be trustees of the Jubilee Project with immediate effect.

- l. The Pound – Cllr Burrow reported that the maintenance of the Pound will be included in future maintenance contracts.
- m. Trimming along A452 – Cllr Burrow reported that he had met with Bruce Brant who had given a verbal undertaking that the problem areas would be added to the Council’s maintenance schedule.
- n. Remembrance Day - Cllr Hitchcock reminded the meeting of the Remembrance Service to be held on Sunday 8th November at 11:00.

14. Removal and additions to Ongoing References

Removals:

- Review of arrangements with other local authorities

Additions:

- None

15. Parish Council policies - None

16. Training and Meetings

- To receive reports from attendance at events and meetings. Cllr Edwards reported that she had found the WALC induction course very useful and informative.

17. Heritage and Community

- Grass mowing - Council approved the following motion: This Council approves the grass mowing/hedge cutting tender process as set out in the circulated paper
- It was resolved that this Council agrees to close the Spinney car park, Berkswell to on 14th November facilitate essential work to grounds and hedges to be conducted safely.
- HS2. Discussion took place on the following items:
 - representation at hearing of AP2 petition, and budget – Council were informed that Balsall Parish Council had instructed Annabelle Graham-Paul (Barrister) and Shoosmiths to represent them at the hearing. After discussion it was resolved to set aside up to £5,000 to provide for a similar instruction for Berkswell Council. The Clerk was delegated authority to make the necessary arrangements in liaison with Balsall PC.
 - nomination of working party to agree issues and strategy at AP2 petition hearing with representatives – after discussion the Council resolved to work with and brief the appointed barrister to optimise the strategy to be adopted.
 - Additional Provisions 4 petition, and SES3&AP4 consultation – Resolved that the PC would deposit a petition against AP4 citing the issues previously circulated by Cllr Lloyd.

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| <p>18. Council Administration</p> <ul style="list-style-type: none">• Meeting Venues – Council noted that this item was ongoing.• Clerk’s personnel file – It was resolved that: A master copy of the Clerk’s personnel file is to be held by the PA to the Head of Human Resources in SMBC. A working copy of the file will be held by a designated member of the Staff Committee. Copies of all papers relevant to the Clerk’s employment will be placed on both files. This Parish Council process will be recorded in the Parish Council’s Financial Procedures when they are updated in 2016. | | |
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19. Next Meeting - Ordinary Meeting of the Council, 10 December 2015 at 7.15pm, The Westlake Room, Balsall Common.

