

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Westlake Room, Balsall Common on 14 January 2016 at 7:15pm

	Who	When												
<p>1. Open Forum Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes. There were no parishioners wanting to address the Council</p> <p>2. Attendance: Cllr K Howles (Chairman), Cllr A Burrow, Cllr D Hitchcock, Cllr R Lloyd, Cllr A Cambage, D Edwards. Others in attendance: Alastair Diamond, John Cairns, Cllr D Bell.</p> <p>3. Apologies for Absence: Cllr Drake, Graham Lock, Keith Tindall,</p> <p>4. Acceptance of Apologies: Accepted</p> <p>5. Declarations of Interest</p> <ul style="list-style-type: none"> a) Cllr Lloyd declared a personal interest in item 14. k as chairman of HHAG, Cllr Burrow has resigned from the Balsall & Berkswell RAID Committee to avoid conflict regarding the local plan b) No written requests disclosing pecuniary interests had been received c) No requests for dispensations had been received. <p>6. Confirmation of Minutes The minutes of Ordinary Meeting of the Council held on 10 December 2015 were confirmed and duly signed by the chairman.</p> <p>7. Matters arising from the previous meeting for attention – There were no matters arising.</p> <p>8. Borough Councillor’s Report and Parish Councillor’s Opinion The Council noted that no Borough Councillors were in attendance at the start of the meeting. The Clerk was asked to write to Borough Councillors asking them to attend. However, Cllr Bell arrived shortly after. Cllr Bell reported that SMBC is moving quickly on its Local Plan. He advised the Council on the need to ensure the NDP is developed so it can influence the Plan. Cllr Bell also reported that he has asked Solihull Community Housing about a CPO on the PartCo building in the centre of Balsall Common. It was hoped that this might force the issue of the need to redevelop the site. Cllr Bell indicated that the planning gain on the Riddings Hill development might be used to finance some of the redevelopment. The Council agreed to back this approach in principle.</p> <p>9. Committee Appointments None</p> <p>10. Planning Applications</p> <table border="1" data-bbox="177 1668 1155 1955"> <thead> <tr> <th></th> <th></th> <th></th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>2015/52900</td> <td>Silver Birch Kenilworth Road Balsall Common Solihull</td> <td>Erect 1 No. live/work bungalow on land rear of Silver Birch.</td> <td>08.01.16</td> </tr> <tr> <td>2015/52887</td> <td>Silver Birch Kenilworth Road Balsall Common Solihull</td> <td>Erect 1 No. live/work bungalow on land rear of Barncroft</td> <td>08.01.16</td> </tr> </tbody> </table>				Deadline	2015/52900	Silver Birch Kenilworth Road Balsall Common Solihull	Erect 1 No. live/work bungalow on land rear of Silver Birch.	08.01.16	2015/52887	Silver Birch Kenilworth Road Balsall Common Solihull	Erect 1 No. live/work bungalow on land rear of Barncroft	08.01.16	Clerk	
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2015/52900 – no supporting documents had been provided by the case officer and it was not clear why. In the Council’s opinion the application should have been rejected because of this. The Council instructed the Clerk to respond accordingly.

Clerk

2015/52887 – the two applications were for the building of 2 bungalows in total. This would be an infill amongst existing buildings. However, Councillors commented that the development would be in the green belt but not causing a particular problem. Councillors were reminded that the Council had previously passed a resolution to defend the greenbelt. Council instructed the Clerk to make a comment that if this is genuine infill then the Parish Council will take no exception.

Clerk

11. Financial Matters

- The following payments were approved:

	Approval Reference	Cheque No	£	Power
Balsall Common Village Hall		001770	42.00	
Cllr Burrow’s expenses		001771	138.50	
GR Mowing		001772	522.00	
Cllr Burrow expenses		001773	42.50	
WTP fee for Clerk Training		001774	30.00	
WTP fee for Cllrs Burrow & Drake training		001774	60.00	
GR Dawson		001775	684.00	
W Harris Tree Surgery Ltd		001776	320.00	
Warwickshire Conservation Volunteers		001777	90.00	
Total			1,929.00	

- Payments received – None had been received
- Grant Applications – None had been received
- Internal Audit Report – There had been no new developments to report
- Nat West Bank – Updating the bank mandate was still progressing
- Clerks Pay – Council approved the salary progression proposal for immediate implementation.
- Clerk’s Contract of Employment – Council agreed to defer the requirement for the Clerk to acquire the CILCA qualification until mid 2017.
- Payroll Services – Council approved the proposal to move the arrangements for payroll to Diane Malley for an annual sum of £135.
- NALC – Council considered the NALC options for letting the Parish Council External Audit contract from 2017 and agreed to stay opted in.

Clerk

Clerk

12. Budget 2016/17 - Council considered and unanimously approved the 2016/17 budget proposal and the proposed level of precept as presented by the Clerk as detailed in the attached report. Council noted that the deadline for submission to SMBC was 29 January 2016.

Clerk

<p>13. Correspondence</p> <ul style="list-style-type: none"> • Community fruit pressing (G Lock) – Graham Lock wrote to the Council to propose a fruit pressing event on the village green in the autumn of this year, and thereafter annually should it be successful. Council agreed to the proposal in principle and the Clerk was asked to respond to Mr Lock’s letter. • Plight of Pedestrians in Berkswell (Barry Lupton) – the council agreed that they were supportive of Mr Lupton’s concerns in principle. The Clerk was asked to write to Mr Lupton informing him that his comments about traffic in Berkswell will be passed to Cllr Edwards, who is looking for members to join the traffic calming project. Regarding Cornets End Lane Mr Lupton will be advised to write to SMBC Cllr re this. • NDP (Chris Boraston) – Council noted Mr Boraston’s comments and asked the Clerk to write in reply. • Dangerous Exit (Gez McManus) – Council noted Mr McManus’s concerns about egress from the library car park into Station Road, but asked that it be passed on to Balsall Parish Clerk as the area is in Balsall Parish. The Clerk was asked to write a reply to Mr McManus. • Designation of Balsall and Berkswell Neighbourhood Area – The Clerk reported that a letter had been received from SMBC Managed Growth Directorate confirming the designation of a Balsall and Berkswell Neighbourhood. It was requested that a copy of the letter be put on the Council website. • Request for nominations for Attendance at a Royal Garden Party at Buckingham Palace on Tuesday 24 May 2016 – the Clerk reported that a letter from WALC had been received asking for nominations. Council agreed to nominate Cllr Howles. The Clerk was asked to advise WALC. <p>14. Ongoing References</p> <ol style="list-style-type: none"> a. Review of arrangements with other local authorities – The Council had previously agreed to remove this item at the Ordinary Meeting of the Council on 10 December 2015. No further discussion took place on this item. b. Review of inventory of land and assets –Cllr Edwards reported that she had been doing some work reviewing Land Registry records and had identified some land that is registered to the Council. This is still work in progress. Council resolved that Cllr Edwards and the Clerk should work together to identify and register Council assets. c. Neighbourhood Development Plan – Cllr Burrow updated the Council on work of the NDP Steering Committee which included organising a survey of Berkswell residents. Results of the survey have been assimilated with the main concerns being about traffic. A small majority support the option to build a small number of homes for young families. Cllr Burrow indicated it was still very early days in developing the NDP. Council agreed to set a specific agenda item in the future to discuss the Plan in more detail. d. Spinney – Cllr Hitchcock reported that the Warwickshire Conservation Volunteers had completed further work in clearing the Spinney at a cost of £90. It is planned that they will do more work in the future (date to be arranged). Cllr Hitchcock informed the Council that the volunteers also make gates and fences as well as clear trees and undergrowth. The Volunteers had also cleared rubbish (including plastic gloves) from the spinney adjacent to the Sainsbury’s petrol station on Kenilworth Road. The 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>DE & Clerk</p> <p>Clerk</p>	
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<p>Clerk was asked to write to the manager of Sainsbury’s asking that action be taken to prevent future littering.</p> <p>e. Traffic Calming – Cllr Edwards reported that the next meeting of the committee is to be held on Monday 25 January.</p> <p>f. Planning Enforcement issues – Council asked Cllr Bell to follow up the Council’s request for information on the Truggist Hill Farm site. The Clerk was asked to copy the letter to Cllr Bell asking him to take it up with the SMBC Planning Department.</p> <p>g. Aircraft noise monitoring – Cllr Burrow expressed concern about writing to SMBC asking them to enforce the flight path as it might adversely impact Riddings Hill. Council agreed that Cllr Burrow should make some informal enquiries before the Clerk writes to SMBC.</p> <p>h. Trimming along A452 – Council heard that the situation on Marsh Lane had been improved. However, Skew Bridge had only been pruned and giant hawthorn trees had not been removed. Also, where public footpaths cross the road, overhanging vegetation had not been removed. Council agreed that Cllr Lloyd would talk to Bruce Brant about outstanding concerns.</p> <p>i. Grass Mowing Contract – The Clerk reported that 11 tenders had been received and that a short list of 4 companies was being reviewed in further detail.</p> <p>j. Listing of Community Assets/Right to Buy – Cllr Howles agreed to look into the current listing and report back to Council.</p> <p>k. HS2 – Council was reminded that Monday 18 January was the date for the Select Committee for AP2 and AP4. Council representatives will only be able to speak on things that have changed from the original proposal. The Council will be petitioning about noise and the Marsh Lane roundabout. HS2 have come back to Cllr Burrow with a proposal to change the noise barriers. Council agreed that any offer from HS2 could, working in conjunction with and advised by the Council’s barrister, be agreed in principle if it was both beneficial to residents and addressed the Council’s complaint regarding the adverse noise impact of AP2. Any HS2 offer would have to be confirmed in writing to the Clerk as an assurance or undertaking. It was also stated that it must only be about AP2 and not prevent the Council petitioning the Lords on noise.</p> <p>l. Unrecorded Rights of Way – The Chairman asked for this item to be moved to the agenda of the next Ordinary Meeting on 11 February 2016.</p>	<p>Clerk</p> <p>DB Clerk</p> <p>AB</p> <p>RL</p> <p>Clerk</p> <p>KH</p> <p>AB RL</p> <p>Clerk</p>	
<p>15. Removal and additions to Ongoing References</p>		
<p>Removals:</p>		
<p>a. Review of arrangements with other local authorities</p>		
<p>b. Review of insurance</p>		
<p>c. Repair of Fingerpost at crossroads</p>		
<p>d. Jubilee Centre Grant Application</p>		
<p>e. The Pound</p>		
<p>f. Purchase of the Catholic playing field</p>		
<p>Additions:</p>		
<p>• Grass mowing contract</p>		
<p>• Re-filing of list of "community assets/right to buy"</p>		
<p>• HS2</p>		
<p>• Unrecorded Rights of Way</p>		
<p>16. Parish Council policies – Nothing to report</p>		

<p>17. Training and Meetings - There were no reports from attendance at events or meetings.</p>		
<p>18. Heritage and Community</p>		
<p>a. SMBC Local Plan Consultation – Council discussed the Parish Council response to the SMBC Plan. Council resolved to discuss its response to the Solihull Plan at a public meeting on Thursday 21 January at around 7:30pm, venue to be confirmed.</p>	Clerk	
<p>b. Village shop and Council use of the Tea Rooms – Council agreed to paying the Village Store for Council use of the Tea Rooms up to the value of £500.</p>	Clerk	
<p>c. Birthday Beacon – Queens 90th Birthday – Cllr Edwards agreed to look into having a birthday beacon in Berkswell and to give a full report next Ordinary Meeting of the Council.</p>	DE	
<p>d. Financial support for replanting Hallmeadow Road/Station Road roundabout – Cllr Burrow proposed that he liaise with Berkswell Society over the provision of volunteers to conduct the replanting and asked if the Council would pick up the bill for the plants and compost etc. Council agreed in principle and asked for a full proposal from Cllr Burrow in due course.</p>	AB	
<p>19. Council Administration</p>		
<ul style="list-style-type: none"> Meeting Venues – Council agreed to the Clerk’s proposal that The Reading Room, Berkswell and The Westlake Room, Balsall Common, will be the primary venues for Council meetings for the foreseeable future. 		

20. Next Meeting - Ordinary Meeting of the Council, 11 February 2016 at 7.45pm, The Reading Room, Berkswell.

Berkswell Parish Council Budget - 2016/17		
Income & Expenditure	2015/16	2016/17
	Budget	Budget
EXPENDITURE		
Employee Pay & Allowances	5,976	7,920
Councillor Allowances & expenses	5,615	3,500
Administration	3,768	4,105
Communications	850	950
Specialist Advice	19,000	8,500
Local Plans	-	5,000
Public Safety	8,000	8,000
Grants & Donations	19,350	12,500
Section 137 Grants	750	500
Heritage & Maintenance	10,350	7,400
Total Expenditure (excl VAT)	73,659	58,375
Contingency		2,920
Total Expenditure (including Contingency, ex VAT)	73,659	61,295
VAT	1,709	1,200
Total Expenditure (inc VAT)	75,367	62,495
INCOME		
Precept	52,400	49,000
Bank Interest	-	-
Other Income	3,000	
Total Income	55,400	49,000
Balance of Income over Expenditure (Ex VAT)	- 18,259	- 12,295
Opening Reserves		100,000
Closing Reserves		87,705
Calculation of Precept		
	2015/16	2016/17
Budgeted Net Expenditure	70,658.71	61,294.75
Deduct Indicative Support Grant	995.00	794.00
Deduct budgeted contribution from reserves	17,263.71	11,500.75
Precept	52,400.00	49,000.00
Band D precept charge	34.70	31.90
Indicative number of Band D equivalent dwellings 2016/17	1,510	1,536