

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Reading Room, Berkswell on 11 February 2016 at 7:45pm

1. <b>Open Forum</b>	Who	When
<p>Parishioners of Berkswell were invited to address the Council on any relevant matter for a maximum of three minutes. A resident from Burton Green (Mr Taylor) expressed concern about potential development in the Meriden Gap as a result of Coventry’s plans to develop in the Tile Hill area (between Duggins Lane and Cromwell Lane) would bring building close to the boundary with Berkswell. This could impact development in Berkswell if developers decided to ‘add on’ to such a development. G Lock raised the following questions: 1) Is the Clerk still attending at the tea room? - this was in response to a note on the Council’s website that the Clerk was not available to attend the weekly surgeries at present. The Clerk explained this was only a temporary matter due to health issues. 2) Why is item 17e in private session? – it was explained this is to do with discussions regarding the ownership of the land; 3) weekend flooding – what actually happened and on what scale? GL asked what plans the PC have to mitigate the risk of flooding going forward. Council agreed to contact Meriden, Burton Green &amp; Balsall Parish Councils to see if a joint approach would be helpful and to obtain any comments they might have on last weekend’s rain. The Chairman asked for this item to be put on future agendas.</p>		
<p><b>2. Attendance:</b> Cllrs K Howles, A Burrow, D Hitchcock, D Edwards, R Lloyd &amp; R Drake: Also in attendance: G Lock, K Tindall, J Cairns, R Hubbard, A Dymond, M Hitchin, A Taylor.</p>	Clerk	
<p><b>3. Apologies for Absence:</b> Cllr A Cambage, Cllr D Bell (SMBC), Mr D Felthouse</p>		
<p><b>4. Acceptance of Apologies:</b> Apologies were accepted.</p>		
<p><b>5. Declarations of Interest</b></p> <ul style="list-style-type: none"> <li>a) The following declarations of interest were received from Councillors on items on the agenda – R Lloyd in respect of 13 j.(HS2) as Chairman of HHAG and D Hitchcock in respect of 16 f. (Balsall Youth Club) as a trustee of the Jubilee Project</li> <li>b) No written requests for disclosing pecuniary interests were received</li> <li>c) No requests for dispensations were received</li> </ul>		
<p><b>6. Confirmation of Minutes</b></p> <p>Ordinary Meeting of the Council held on 14 January 2016 - approved          Extraordinary Meeting of the Council 21 January 2016 – approved</p>		
<p><b>7. Matters arising from the previous meeting for attention</b> – Cllr Lloyd commented on Cllr Bell’s recent email regarding the issue of a certificate of lawfulness in respect of Truggist Hill Farm. It was suggested that the Council should seek an explanation from SMBC about the process followed to arrive at this decision. Secondly, the Council had recently been notified that the Lavender Hall Farm site is currently the subject of an enforcement investigation regarding HGV storage and movements. Earlier this year it was established that a VOSA (now DVSA) operator’s licence had been approved for a haulage firm to operate from the site. Councillors were concerned to know what local consultations took place prior to approving the operator’s licence. The Clerk was asked to write to both SMBC and the DVSA asking what steps each had followed in arriving at their decisions. Cllr Hitchcock again raised the issue of refuse from the Sainsbury’s petrol station going over into the adjacent copse. The Clerk was asked to write to Sainsbury’s regarding this matter. Cllr Hitchcock made a proposal regarding residents in the new houses in Duggins Lane – It was agreed that councillors will visit the new</p>	Clerk  Clerk	

<p>homes and welcome residents to Berkswell. Cllr Burrow offered to produce a fact sheet to use as part of this and also ask for a volunteer from the new neighbourhood to distribute The Bugle and other local communications.</p>	<p>AB</p>	
<p><b>8. Borough Councillor’s Report and Parish Councillor’s Opinion</b> Cllr Edwards had attended a fete meeting where she had been questioned on the Council’s plans for this year’s BBQ to be held on 18 June. The Clerk was asked to write to the Fletchers for permission to use the land and other arrangements need to be made. Cllr Lloyd reported that, although the solar farm at Hawkhurst Moor Farm had been recommended for approval by officials, the Planning Committee had rejected the application. This was considered good news for maintaining the Greenbelt in the Meriden Gap.</p>	<p>Clerk</p>	
<p><b>9. Committee Appointments</b> None</p>		
<p><b>10. Planning Applications</b> None</p>		
<p><b>11. Financial Matters</b></p>		
<p>a. There were no payments for approval  b. Payments received - £100 has been received from National Grid in compensation for damage caused during work undertaken in the conservation area.  c. Grant Applications – None  d. Internal Audit Report – There had been no change in the status of recommendations  e. Ongoing Internal Audit – Cllr Cambage had emailed fellow members of the Council to report on the internal audit of the bank reconciliation and financial records of the Council she had conducted on 22 January 2016. Cllr Cambage had stated that “All is as it should be and I have signed against the bank accounts and invoices checked”. Council agree that Cllr Drake will conduct the next internal audit to review the records up to 31 March 2016 (financial year end).</p>	<p>RD</p>	
<p>f. Nat West Bank – The Clerk reported that he believed the bank mandate was now up to date.  g. Council’s bank reconciliation and accounts to 31 December 2016 – the Clerk presented the attached Income and Expenditure statement to 31 December 2016 for Council’s information. The was Clerk asked to propose the earmarking of reserves and move from cash accounting to accruals accounting, as part of drafting the year end accounts.</p>	<p>Clerk</p>	
<p><b>12. Correspondence</b></p>		
<p>a. A response had been received from Cllr Bell in respect to the Council’s request that he look into the status of Planning Applications regarding Truggist Hall Farm. Discussion of this correspondence was taken under item 12 e. below  b. A response had been received from Kath Hemming (Places Directorate – SMBC) regarding a request for support of an Area Wide Scheme to tackle parking on pavements and verges. Discussion of this correspondence was taken under item 16 d. below.  c. Heart of England School had issued an invitation for 2 councillors to visit the school. Cllr Edwards volunteered but was restricted to a Wednesday for a daytime visit. Cllrs Howles and Lloyd also volunteered to attend. The Clerk was asked to make the necessary arrangements</p>	<p>Clerk</p>	

13. Ongoing References		
<p>a. Review of inventory of land and assets – In support of the Clerk, Cllr Edwards has been looking into the rectification of Titles where necessary. The Spinney could be registered fairly easily. The Council holds no legal documentation regarding the Well (and surrounds) or the Village Green but there is some documentation for the Pound. Council approved in principle to employ a lawyer, if necessary, to sort out the Registration of The Pound, The Village Green and The Well. The Clerk was asked to contact the Land Registry to establish the process to be followed</p>	Clerk	
<p>b. Neighbourhood Development Plan – there was nothing to report since the last meeting. It was suggested that the school could be asked if they wish to take part in the NDP process. This could be raised during the visit by councillors to Heart of England School.</p>	DE, KH, RL	
<p>c. Spinney – Cllr Hitchcock reported a problem with getting rid of the holly due to bad weather preventing this. C Hubbard had indicated that the fence and gate work the council had ordered should be done by the end of February.</p>		
<p>d. Traffic Calming – Cllr Edwards reported that the Traffic Group has now agreed a constitution and Council agreed to the wording of the constitution.</p>		
<p>e. Planning Enforcement issues – Truggist Hill Farm – Concern was Raised that not all approvals for this site are listed on the SMBC website. The clerk had written to SMBC asking for information on this but no reply had been received. The Clerk was asked to write to Cllr Bell asking if there have been any other approvals in the last 10 years not on the website.</p>	Clerk	
<p>f. Aircraft noise monitoring – Cllr Burrow reported that the NPR Ceiling had increased from 3 to 4 thousand feet. The Council agreed to continue to monitor the impact of this, particularly in respect of night flying over Riddings Hill.</p>		
<p>g. Trimming along A452 – Cllr Hitchcock reported that the hedgerow near the Meriden roundabout was looking very attractive as a result of volunteers work. Cllr Lloyd had written to Bruce Brant about outstanding concerns but Mr Brant had indicated it is in the hands of the street care people.</p>		
<p>h. Grass Mowing Contract – Council approved the award of the 3 year grass mowing contract to Greenline following an analysis of the 11 bids received. The Clerk was asked to make the necessary arrangements.</p>	Clerk	
<p>i. Listing of Community Assets/Right to Buy – Cllr Howles circulated the previous list of Community Assets/Right to Buy dated 2012 and reported that, according to SMBC, the only building registered as a ‘right to bid asset’ in the whole of Solihull is the Wilson’s Arms in Knowle. A discussion took place on any community assets the Council thought should be registered. Given the likelihood of acceptance is expected to be low, and there were no obvious candidates, it was decided not to register any assets and the item will be removed from the agenda in future.</p>		
<p>j. HS2 – Cllr Lloyd had attended a working party in Solihull and met officers to discuss footpaths impacted by HS2. SMBC had indicated that RL’s suggestions for footpath modifications were preferable to HS2 options and SMBC will forward suggestions to the Select Committee. The expectation is that the detail design for the scheme will change once the final go ahead is given and will be subject to Planning Applications. RL will keep contributing to the working party.</p>		

<p>k. Unrecorded Rights of Way – The Clerk reported that he had written to SMBC on two occasions requesting information on Public Rights of Way in Berkswell Parish, specifically a) an up to date set of local sections of the Definitive Map and (b) an extract from the List of Streets for our Parish. As no reply has been received, the Clerk was asked to contact Cllr Bell if he could chase up a response. The Council also agreed to request the route from near Lavender Hall farm up towards the George in the Tree to be made a progressive right of way. This is overgrown and SMBC have cleared some trees but nothing has been done to replant trees. The Clerk was asked to write to SMBC asking for new trees to be planted.</p>	<p>Clerk</p>	
<p><b>14. Removal and additions to Ongoing References</b>                  Removals: Listing of Community Assets/Right to Buy                  Additions: None</p>	<p>Clerk</p>	
<p><b>15. Parish Council policies - None</b></p>		
<p><b>16. Training and Meetings</b></p> <ul style="list-style-type: none"> <li>• Council received reports from attendance at events and meetings. Cllrs Burrow and Drake and the Clerk, had attended “ End of Year Financial Procedures - a practitioner's overview “ which had highlighted key changes to some year-end processes. Cllr Drake indicated there was a need to prepare a Risk Management log before the year end audit.</li> </ul>	<p>Clerk</p>	
<p><b>17. Heritage and Community</b></p>		
<p>a. Village shop and tea rooms - Council considered the legal position regarding payments to Berkswell village shop and resolved that “The Clerk is authorised to negotiate with the Proprietors of Berkswell Village Stores for the regular and exclusive use of the Tea Rooms for the purposes of conducting Parish Council business up to an annual charge of £700.</p>	<p>Clerk</p>	
<p>b. Birthday Beacon – It was discussed that the parish have had a beacon in the past but there isn't a current beacon basket. Cllr Edwards outlined the plans for a national Birthday Beacon event to take place on 21<sup>st</sup> April to celebrate the Queen's 90<sup>th</sup> birthday. This could take the form of a brazier or bonfire. Council agreed to a bonfire and asked the Clerk to write to the Queen's Pageant Master with details of who we are, what we're going to do and where (top of Blind Lane). Mr G Lock was asked to talk to Nick Parry to find a suitable location and to liaise with Cllr Edwards over the details. The Council were also informed that there is going to be a litter pick as part of the Queen's birthday. Balsall Common litter pick will be on 5 March but the details have not as yet been finalised. The Council agreed to work with Balsall PC on this.</p>	<p>Clerk</p>	<p>GL DE</p>
<p>c. Financial support for replanting Hallmeadow Road/Station Road roundabout – Council approved the funding for planned works amounting to £500 (ex VAT) subject to Berkswell Society contributing 50%.</p>		
<p>d. No parking on pavements and verges – Council discussed the contents of an email received from the Places Directorate of Solihull MBC in respect of setting up an area wide scheme. Cllr Burrow proposed that representatives of the Council should visit Dickens Heath to see how their scheme is operating. It was agreed Cllr Burrow and Cllr Howles would go on the visit.</p>		<p>KH, AB</p>
<p>e. Damage to the Pound (Discussed in Private session)</p> <ol style="list-style-type: none"> <li>a. Council agreed to discuss this item in private session</li> <li>b. Council discussed the actions to be taken in relation to the damage to the Pound caused by tree roots from adjoining land. It was agreed to accept the advice of the Tree Officer and ask the land owner if the</li> </ol>		

<p>Council can chop the tree down, at a cost to Berkswell PC, on the basis that the land owner keeps the area clear in the future. Council asked the Clerk to write to the landowner. Council also asked the Clerk to contact the nearby pipeline owners, UKOP (UK Oil Pipeline Ltd) and inform them that a tree is in danger of compromising the pipeline and ask them to contribute to the cost. The Clerk was also asked to obtain quotes for the cost of removing the tree. Cllr Burrow agreed to help draft the letter.</p>	Clerk	
	Clerk	
<p>f. Berkswell Youth Club - Council considered its response to a letter from the Youth Club regarding their plans for youth age groups – The youth club can't get the year 8 group off the ground and they have proposed an interim arrangement to address this issue. Council accepted the interim change in targets and accepted Cllr Drake's motion that the achievement of the amended targets should remain very important if any further grant applications were to be considered favourably. The Clerk was asked to confirm this in writing to the trustees of the Jubilee Project.</p>	Clerk, AB	
<p><b>18. Council Administration</b></p> <ul style="list-style-type: none"> <li>• Meeting Venues – The Council noted that, for the foreseeable future, Council meetings will be held at either the Reading Room, Berkswell or the Westlake Room, Balsall Common.</li> <li>• Council Calendar 2016/17 – the Council discussed the proposed calendar for 2016/17. The calendar was accepted subject to, the date the Parish Assembly to be scheduled for a date in April (possibly 21<sup>st</sup>) or May 2016, and the BBQ being held on Saturday 18 June 2016.</li> </ul>	Clerk	
	Clerk	

**19. Next Meeting**

Ordinary Meeting of the Council, 10 March 2016 at 7.15pm, the Westlake Room, Balsall Common.