

Berkswell Parish Council - Ordinary meeting 14th April 2016

Minutes of the ordinary meeting of the Parish Council of Berkswell held in the Westlake Room, Balsall Common on 14th April 2016 at 7.15 PM.

Item	Topic	Action by
	Agenda	
1.	Open Forum Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes. David Felthouse asked if they could contribute to the discussion on the museum.	
2.	Attendance: Cllrs K Howles; A Burrow; D Hitchcock; A Cambage; R Drake; D Edwards; R Lloyd; also in attendance were; J Cairns; D Felthouse, G Lock, K Tindall, R Jones & G Price	
3.	Apologies for Absence: None	
4.	Acceptance of Apologies	
5.	Declarations of Interest a. Cllr R Lloyd declared an interest in item 15 h. as Chairman of HHAG b. No written requests for disclosing pecuniary interests had been received c. No requests for dispensations had been received	
6.	Confirmation of Minutes Ordinary Meeting of the Council held on 10 March 2016 - Concern was expressed that comments made by members of the public may be reported in the minutes without their knowledge. It was agreed that at the start of all future Council meetings the Public will be reminded of this possibility and make it clear that the onus would be on them to review the draft minutes to see what comments had been attributed to them. Following discussion, a majority agreed the minutes recorded what was said at the meeting and the minutes were duly signed by the chairman	
7.	Matters arising from the previous meeting for attention: Cllr Hitchcock reported that work by the tree warden is not confined to the Spinney and that the tree warden is keen to do more work in the parish. Council duly noted this point.	
8.	Borough Councillor's Report and Parish Councillor's Opinion: Cllr Burrow reported that Bruce Brant had contacted him about the path from Moat House to Berkswell Village (currently gravelled). Mr Brant had advised the Council that they could apply for a grant to get the path tarmacked if they were interested in doing this. Graham Lock commented that previously this had been considered to be a flood risk and that any new surface would ideally be semi permeable. It was agreed that Cllr Burrow would speak to Bruce Brant and discuss the possibility of using a semi permeable surface and discuss other options. Cllr Hitchcock expressed the view that drains should be installed to avoid run-off and flood risk.	AB
9.	Committee Appointments None	
10.	Planning Applications – The following comments were made and Council asked the Clerk to respond to SMBC accordingly:	Clerk

<p>11.</p>	<p>2016 – 00692 – no objection to the building in principle subject to not using Juniper Green but a lighter colour (Olive Green) would be less intrusive 2016 – 00883 – no objection. Council applauds what the applicant is seeking to do to improve this property (e.g. removing flat rooves) 2016 – 00901 – no objection</p> <p>Financial Matters</p> <p>a. Payments for approval – the following payments were approved.</p> <table border="1" data-bbox="311 504 1276 683"> <thead> <tr> <th>Invoices for Payment</th> <th>Approval</th> <th>Cheque No</th> <th>Gross Amount £</th> <th>VAT £</th> </tr> </thead> <tbody> <tr> <td>Clerk's Salary (April 2016)</td> <td>Regular Payments Schedule</td> <td>001797</td> <td>487.54</td> <td>-</td> </tr> <tr> <td>Cllr Burrow – expenses claim</td> <td>Agenda item 19 g.</td> <td>001798</td> <td>95.90</td> <td>15.98</td> </tr> </tbody> </table> <p>b. Council noted the following payments had been received:</p> <ul style="list-style-type: none"> • Contribution from National Grid re damage caused to verges - £100 • Contribution from Balsall PC re Aircraft Noise monitoring exercise - £197.49 • Payment from SMBC re grant towards flower beds on station road roundabout - £200, as a contribution towards the work <p>c. Grant Applications – None</p> <p>d. Internal Audit Report – Cllr Drake reported that he had conducted an internal audit on the last quarter of the 2015/16 accounts. Cllr Drake informed Council that a report will be brought to the next meeting of the Council but that in the meantime, “all is well”.</p>	Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £	Clerk's Salary (April 2016)	Regular Payments Schedule	001797	487.54	-	Cllr Burrow – expenses claim	Agenda item 19 g.	001798	95.90	15.98	
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<p>12.</p>	<p>Risk Management – Council referred outstanding tasks to the finance working group (FWG) for action.</p>	<p>FWG</p>															
<p>13.</p>	<p>IT Policy – Council noted that a revised IT Policy will be brought to a future meeting of the Council for consideration.</p>	<p>Clerk</p>															
<p>14.</p>	<p>Correspondence: Council noted the following correspondence:</p> <p>a. Letter from Glyn Price (Berkswell History Group) re closure of the Berkswell museum. The contents of this letter were considered as part of item 15 n.</p> <p>b. Letter from A Hawker regarding traffic issues in Berkswell Parish – circulated to Councillors for information. Council noted the contents and asked the Clerk to respond accordingly.</p> <p>c. Email from Jayne Cashmore regarding proposed development of land on Lavender Hall Lane. After discussion, Council agreed to invite Mrs Cashmore to present her thoughts and plans at a future Council meeting and for councillors to possibly visit the site as part of the discussion. The Chair of the Joint NDP Committee (Mr Tindall) urged caution and advised that any opinions expressed by Councillors must be made as personal opinions rather than formal comments from the Council. Other observers commented that the site is currently a wildlife haven and that trees are being cleared in anticipation of development.</p>	<p>Clerk</p> <p>Clerk</p>															

	<p>d. Email from Louise Sherwell regarding the protection of toads and other amphibians, in Berkswell. Council agreed to put an item in the Bugle and the Communicator</p> <p>e. Email from Mark Johnson enclosing report on the Jubilee Centre – Council noted the contents.</p> <p>f. Email trail regarding Dog Waste bin in Berkswell Village – the bin is by the kissing gate leading from the church into the estate, and not on land owned by the Council. Mr Lock confirmed that SMBC empty the dog waste bins in Berkswell. Council asked the Clerk to write to SMBC making it clear the emptying of dog waste bins is their responsibility.</p>	<p>Clerk</p>
<p>15.</p>	<p>Ongoing References</p> <p>a. Review of inventory of land and assets – Council were informed that the Clerk & Cllr Edwards are arranging to see a solicitor to discuss ownership of the Pound and to discuss other parcels of land the Council may be able to claim title to. The Clerk and Cllr Edwards will report back on progress.</p> <p>b. Neighbourhood Development Plan – The following resolution was discussed by the Council; “Council to resolve to approve the use of Specialist Advice budget for defining/validating a potential new settlement site on reclaimed land and to resolve that the Council aims for housing sites proposed for the Local Plan to have predominately dwellings of 3 bedrooms or fewer, and to have public open space and ecological areas of 50% of the site area”.</p> <p>Council decided to wait until the time comes before approving the use of specialist advice. Council also agreed that BPC should make a statement that any future development should have a significant element of open space, nature reserve etc. The precise wording to be brought back to a future meeting for approval.</p> <p>Cllr Burrow reported that very little has happened on the NDP to date, but a summary report of car parking in Balsall Common has been produced (tabled). The report doesn’t demonstrate that there is a problem at present. However, if the Co-Op car park is taken out of the analysis then general parking gets much tighter. New houses will make it very tight. Council noted that the report will be put on Notice Boards and web site</p> <p>c. Spinney – Council noted that the Spinney had been discussed at item 7.</p> <p>d. Traffic Calming – Cllr Edwards reported that recent meetings of the group had been focussing on trying to get a feasibility study off the ground but this needs to be financed. The Traffic Calming Group were hoping that BPC and Berkswell Charities may give a grant towards the cost. After discussion, Council referred the matter to the finance working group for discussion and consideration of the best funding model.</p> <p>e. Planning Enforcement issues – Council considered works at Massey Ferguson Sports and Social Club, SMBC ref EN/2016/0089/ENG. The Clerk was asked to write to SMBC on</p>	<p>Clerk/DE</p> <p>Clerk</p> <p>Clerk</p> <p>FWG</p> <p>Clerk</p>

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	<p>behalf of BPC asking for clarification on what is happening at the site and to confirm if there a current Planning Application in place.</p> <p>f. Aircraft noise monitoring – Cllr Lloyd reported that he had attended a meeting where the CAA’s final decision on flight paths was announced. The CAA support Option 6 for departures on runway 15 on the basis that Barston is little affected by other options whereas Balsall Common is. Apparently Barston is not happy with this decision. The CAA have attached 4 conditions to the approval, noise abatement procedures; a 3.2 degree flight path (to put the planes back to the same height they were before the runway was extended); need to redesign the north turn; and to look at non jet aircraft. The Council agreed that this is a good result for the Parish.</p> <p>g. Trimming along A452 – Council noted that there was nothing new to report.</p> <p>h. HS2 – Council resolved to oppose the HS2 Bill by depositing a petition in the House of Lords and agreed the following: “Council shall oppose the HS2 Bill and directed the Clerk to deposit a petition in the House of Lords”.</p> <p>Cllr Lloyd reported that amendments to the Bill are likely to be discussed in the Lords and may result in changes. Council noted the deadline for online submission of the petition was Monday 18 April 2016 with a hard copy submission being required at a date to be confirmed. It is possible that the Council will need a press notice but that can be sorted after the initial submission. Council asked the Clerk to work with Cllr Lloyd on the submission of the petition.</p> <p>i. Unrecorded Rights of Way – Clerk to chase up SMBC again</p> <p>j. No parking on pavements & verges – nothing to report.</p> <p>k. Damage to the Pound – The Clerk reported that he had written to the land owner but had received no reply as yet. Council reiterated that the removal of the tree could not occur without the landowner’s permission. The alternative would be to take him to court. The Clerk was asked to chase up a reply.</p> <p>l. Mowing of Berkswell Churchyard – Council directed the Clerk to write to the church offering help to renegotiate the current contract.</p> <p>m. Traffic on Meeting House Lane – Council noted that a leaflet/questionnaire had been compiled to gather resident’s views on possible traffic calming measures. It was agreed that Cllr Cambage would arrange to distribute the leaflet/questionnaire.</p> <p>n. Berkswell Museum Closure – Council discussed the implications of Roy Jones’ and Glyn Price’s letters concerning the museum closure. Glyn Price informed the Council that the Archive Centre (adjacent to the museum) is separate from the museum and that the Archive Centre will continue to be available for use and is not part of SMBC plans. Cllr Howles asked if there was an accurate list of artifacts, and whether there had been a recent inventory check. There was no clear answer to this question. Council were advised that some of the artifacts were on loan and that some have intrinsic value. On request from the Chairman, Mr Jones agreed to provide the Clerk with a copy of the Charter, which apparently sets out the Council’s</p>	<p>Clerk/RL Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>AC</p>
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	<p>responsibilities in the event of a closure. Councillors stated that they wanted to return the loan items then find a way of disposing of the rest. Council referred the matter to the finance working group to determine a costed method for disposal. Council were reminded that, in theory, 2 months has been allowed for the disposal of artifacts. Disposal of the canon will require some thought.</p> <p>16. Removal and additions to Ongoing References Removals: Birthday Beacon Additions: Mowing of Berkswell Churchyard Traffic on Meeting House Lane Berkswell Museum closure</p> <p>17. Parish Council policies - None</p> <p>18. Training and Meetings</p> <ul style="list-style-type: none"> • There were no reports of attendance at events and meetings <p>19. Heritage and Community</p> <p>a. Possible pollution of The Well – Council were informed by Cllr Hitchcock that he had receive a report from Severn Trent Water following the testing of a sample of water from the Well. Cllr Hitchcock had arranged for the well water to be checked by Seven Trent. The water was pronounced pure. A certificate from Severn Trent is in the shop and on Council Noticeboards.</p> <p>b. Additions to the scope of work covered by the Grass Mowing contract - The Council considered the following resolution that;</p> <ol style="list-style-type: none"> i. The first part of the motion was withdrawn. ii. Council delegates to the Clerk the authority to commit <u>up to 26</u> man hours of time under the Grass Mowing contract for horticultural/hedge cutting work in the period to December 2016, at a maximum cost of £455, to maintain hedges in Berkswell village particularly in the spinney car park, spinney hedges on Lavender Hall Lane and Meriden Road for a summer cut in June and an autumn cut plus a final leaf clearing in December. The Clerk shall consult with Councillors Hitchcock and Burrow before authorising this expenditure. This part of the resolution was accepted. <p>c. Parish Barbecue – Council resolved to approve the following budget for the 2016 Parish Barbeque and delegated to the Clerk the authority to make the necessary arrangements and commit to costs within this budget:</p> <table border="0" style="margin-left: 20px;"> <tr> <td>Jazz Band</td> <td style="text-align: right;">£360</td> </tr> <tr> <td>Portable Toilets</td> <td style="text-align: right;">£140</td> </tr> <tr> <td>Charcoal etc</td> <td style="text-align: right;">£150</td> </tr> <tr> <td>Misc</td> <td style="text-align: right;">£50</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£700</td> </tr> </table> <p>d. Damaged Rubbish Bin - Council approved the replacement of a damaged slatted bin located by The Well with a standard SMBC subject to the agreement of the Conservation Officer. The Clerk was asked confirm this in writing to SMBC</p> <p>e. SMBC Informal Consultation regarding a proposed Balsall Common by-pass – Council considered the wording for a proposed response to an SMBC informal consultation concerning a by-pass</p>	Jazz Band	£360	Portable Toilets	£140	Charcoal etc	£150	Misc	£50	Total	£700	<p style="text-align: center;">FWG</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>
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<p>20.</p>	<p>through the land between Meeting House Lane and the Greenway, to be funded with or without significant development alongside it. One view was that the by-pass should go through the Balsall side to preserve the Meriden Gap. Cllr Hitchcock commented that 9 different routes have been suggested in recent years. It was also mentioned that BPC had previously taken an action to the High Court to prevent the scheme from continuing. Council agreed to make some minor amendments to the draft (to include flooding issues suggested by Cllr Drake and blight suggested by Mr Lock) and asked the Clerk to submit to SMBC.</p> <p>f. Village Farm – Council discussed the proposed development of the Village Farm in Berkswell and agreed to host a meeting with Berkswell Residents and Nick Parry (Berkswell Estates) at his initiative. Cllr Burrow agreed to take this forward.</p> <p>g. Sunnyside/Meeting House Lane Traffic Calming – Council approved expenditure of £95.90 to print leaflets/survey forms concerning Sunnyside/Meeting House Lane traffic calming (Minute 24(e) of PC Meeting 10th March 2016) and to approve the reimbursement of Councillor Burrow for this sum</p> <p>Council Administration</p> <p>a. Parish Assembly – Council approved arrangements for the 2016 Parish Assembly to be held on 19 May 2016 at the Reading Rooms in Berkswell. Council resolved to consider a Balsall Common venue for the 2017 Parish Assembly.</p> <p>Next Meeting</p> <p>Ordinary Meeting of the Council, 12 May 2016 at 7.45pm, the Reading Room, Berkswell.</p>	<p>Clerk</p> <p>AB</p> <p>Clerk</p>
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