

Berkswell Parish Council – Ordinary Meeting 21st July 2016

Minutes of the Ordinary meeting of the Parish Council of Berkswell held in the Ballsall & Berkswell Hornets Clubhouse, Berkswell on 21st July 2016 at 7.30 pm.

Item	Topic	Action by
1.	<p>Open Forum Parishioners of Berkswell were invited to address the Council on any relevant matter for a maximum of three minutes. No address was made other than to comment that they liked the venue.</p>	
2.	<p>Attendance: Cllr R Drake (Chair), Cllr K Howles, Cllr D Edwards, Cllr R Lloyd, Cllr A Cambage and Cllr D Hitchcock. Also in attendance: Cllr D Bell, John Cairns, Malcolm Hickin</p>	
3.	<p>Apologies for Absence: Cllr Burrow, Cllr Diccico</p>	
4.	<p>Acceptance of Apologies – apologies were accepted</p>	
5.	<p>Declarations of Interest</p> <ul style="list-style-type: none"> • Cllr Lloyd declared an interest item 19 d. as Chairman of HHAG • No written requests for disclosing pecuniary interests had been received. • No requests for dispensations had been received 	
6.	<p>Confirmation of Minutes The Ordinary Meeting of the Council held on 16 June 2016 were agreed.</p>	
7.	<p>Matters arising from the previous meeting for attention – There were no matters arising.</p>	
8.	<p>Borough Councillor’s Report and Parish Opinion</p> <ul style="list-style-type: none"> • Cllr Hitchcock reported he had an interesting meeting at the HS2 petition meeting in the House of Lords. He was representing Tree Wardens. Cllr Hitchcock had spoken informally to Lord Young and Baroness O’Cathain after the meeting. • Cllr Bell reported as follows: <ul style="list-style-type: none"> • Balsall Common Primary School are considering a site off Barratts Lane for a new school campus. It is not clear where the funding would come from but would involve selling the Balsall Street East site. Cllr Bell commented that there was no indication that extra capacity is needed. • Right of Way past the PartCo building – this will be negotiated once the development is completed. • Enabling works contracts for HS2 - will be contracted by the end of this year. Jonathan Lord is the liaison person. • Truggist Farm – the recent planning application is coming to the Planning Committee soon and is likely to be approved. • Knowle are trying to establish a village green. • There have been a number of crashes in Waste Lane recently. • Cllr Hitchcock reported that he had now received the key to the Marsh Lane Nature reserve and that a party of councillors should visit before the end of the summer. Cllr Hitchcock agreed to organise the visit with fellow councillors. 	DH
9.	<p>Committee Appointments: In response to Cllr Howles’ announcement that she was stepping down from membership of the NDP Steering Committee, Council discussed the nomination of a replacement Councillor. Cllr Lloyd offered to participate in the Working Group. Council agreed to this. Cllr Howles was</p>	

asked if there were reasons why she was stepping down but she didn't wish to elaborate too much on her reasons other than the time commitment was become too great. Council were reminded that the end of August is the deadline for consultation on the local housing plan with SMBC and it was considered that little could be done in that timeframe. A member of the public commented that, the possible sites are now in the public domain and that when SMBC deliver their draft plan it will be hard to argue against it. After discussion it was agreed that the Council needed a second representative on the NDP Steering Committee to replace Cllr Howles. Cllr Lloyd volunteered and was seconded by Cllr Edwards. It was agreed that Cllr Lloyd will represent the Council on the NDP Steering Committee. Council agreed the remit for BPC reps on NDP Steering Cttee should be as follows: that BPC wishes to protect the Meriden Gap at its narrowest point, protect amenity space and provide a mix of housing with smaller, affordable homes. Council were reminded that any resident can attend a Steering Committee meeting and Cllrs believed that as many residents as possible should attend to broaden the understanding of the issues. Cllr Bell commented there could be 1,500 new houses shared between Balsall & Berkswell Parishes. Parishes must come up with proposals as to how new houses could be accommodated to influence SMBC's thinking. It was agreed that the Clerk should write to SMBC (Gary Palmer) saying the timescale to respond to the Housing Plan is too tight and request details (e.g. No of houses, locations, nature of houses etc) of which sites in Berkswell they are considering so that BPC can respond specifically on those options. Cllr Edwards informed Council that she has been asked to be on the Committee of the Reading Room. Council agreed to support this appointment.

Clerk

10. Planning Applications

- The following list of planning applications was discussed by Council.

Ref	Location	Proposal	Deadline
2016 - 01366	Old Post Office Meriden Road Berkswell Solihull	25% Crown reduction of 1 apple tree.	03.07.16
2016 - 01571	Hollybush Bradnocks Marsh Lane Bradnocks Marsh Solihull	Two storey side extension to extend kitchen and form utility room with 1 No. bedroom over.	14.07.16
2016 - 01531	Cherry Tree Cottage Truggist Lane Berkswell Solihull	Replacement of the existing septic tank with a new biodisk sewage treatment plant and drainage mound.	14.07.16
2016 - 01620	Wad Barn Berkswell Road Meriden Solihull	Ground floor garden room extension.	20.07.16
2016 - 01765	264 Station Road Balsall Common Solihull CV7 7EE	Two storey side extension and single storey rear and side extensions	03.08.16
2016 - 01770	Cherry Tree Cottage Truggist	Erection of agricultural building for the storage of machinery and the creation of	03.08.16

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	Lane Berkswell Solihull	access track and hardcore area to building.	
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2016 – 01620 Although there have been planning conflicts in this area before and it is in the green belt, Council decided it had no objection.

2016 – 01765 No objection

2016 – 01770 These are to replace ‘redundant’ premises at Village Farm. No objection.

11. Financial Matters

a. The following payments were approved:

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
Diane Malley – Payroll services Apr – Jun 2016	Regular Payment	001824	33.75	-
GR Dawson – Churchyard mowing Apr – Jun 2016	Regular Payment	001825	684.00	114.00
Royal Mail – renewal of PO Box service (see item 12)	Regular Payment	001826	312.00	-
Greenline Garden Services – June instalment of grass mowing contract	Regular Payment	001827	187.50	-
Greenline Garden Services – July instalment of grass mowing contract	Regular Payment	001828	187.50	-
Cllr R Lloyd – House of lords Petition fee	Cllr Expenses	001829	20.00	-
N Thompson – petrol for BBQ	BBQ	001830	6.61	1.10
Cllr Burrow – laminated plaques for planters	Cllr Expenses	001831	150.00	-
Cllr Burrow – Litter pickers and travel to HoL	Cllr Expenses	001832	159.30	12.97
Mr RD Wilson – July Salary	Clerk’s salary	001833	532.56	-
Mr RD Wilson – August Salary	Clerk’s Salary	001834	532.56	-
Mr RD Wilson	Clerk’s Expenses	001835	20.24	-
Greenline – hedge trimming June 2016	Contract	001836	210.00	-
AON * – Annual Insurance premium	Regular Payment	001823	821.17	-
Bullivant Media Ltd – Museum Closure Notice (see item 19 j)	Delegated power	001837	300.00	50.00
Jim Ellis – materials for bench repair (Item 23 c)	S137	001838	10.00	-
Open Spaces Society – annual membership (see item 14)	Admin	001839	45.00	-
Mr R Lloyd – Cllr expenses	Admin	001840	180.70	-
Total			4,392.89	178.07

*Council noted that emergency powers were used to make a cheque payment of £821.17 (cheque number 001823) to AON on 4 July in respect of the Council’s annual insurance to ensure cover continued following renewal of the policy. The cheque was signed by Cllr Burrow and Cllr Lloyd. This is included in the schedule of payments above.

b. Payments received: - A cheque for £50 had been received from Berkswell Society for the road closure barriers/signs regarding the fete.

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	<p>c. Grant Applications – No grant applications had been received. The Clerk was asked to add a note to the website offering a Word version of the Grant application form for those who wanted to apply electronically.</p> <p>d. Internal Audit Report – There was nothing new to report.</p>	Clerk
12.	PO Box Renewal – Council approved the annual renewal of the PO Box subscription at a cost of £312.00.	
13.	Council Accounts 2016/17 – In line with Standing Orders, Council agreed that Cllr Edwards would conduct an internal audit of the accounts for quarter ended 30 June 2016 and that Cllr Hitchcock would perform the audit for quarter ended 30 September 2016.	DE DH
14.	Open Spaces – Council agreed to the renewal of membership for 2016/17 (£45)	
15.	Risk Management <ul style="list-style-type: none"> • The Clerk reported that he is in the process of arranging a contract for the survey of all trees on Council land. The Clerk was asked to check when Mouseley’s last performed a survey. • The Clerk reported that he is in the process of arranging a contract for risk assessing all the Council physical assets 	Clerk
16.	IT Policy – The Clerk reported that he was investigating future options for the Council’s web site.	
17.	Jubilee Project – Council had received the Quarterly report from the Trustees. Council referred the matter to the Finance Working Group. Cllr Hitchcock gave an update and reported that the Project is not doing as well as hoped but that the future was optimistic. He commented that the Project is very much reliant on volunteers working with a paid youth worker. A resident reminded Councillors that the funding of the building should be separate from the funding for the youth activity. Cllr Hitchcock explained that the Youth Club rent the premises from the Trustees to ensure this separation existed. Councillors commented that they had noticed the Project had improved its marketing.	
18.	Correspondence: <ol style="list-style-type: none"> a. Letter regarding complaint – Council noted the contents and accepted that the matter was over. b. Email regarding the encroachment of hedges, etc. onto pavements and walkways in Balsall Common. Council agreed that an article should be put in the Bugle reminding residents to be responsible where trees and bushes overhang the highway. They should also be reminded that vision splays are a planning requirement and must not be contravened. The Clerk was asked to reply to the correspondent urging them to write to SMBC to take enforcement measures. c. Email regarding the closure of Hob Lane and Windmill Lane for sewage treatment works. The Clerk was asked to enquire why BPC were not consulted as Statutory Consultees. d. Email regarding the cordoning off of the Well by Severn Trent due to suspected contamination of the water. The Clerk updated Council on actions taken. STW has checked their sewers and reported that the contamination is not their responsibility. The matter is currently with SMBC Environmental Health. The Clerk was asked to clarify who has statutory responsibility for the private sewers from houses to the main sewer. 	Clerk Clerk Clerk

	<p>approved at the Annual Meeting of the Council on 12 May 2016 and specifically the following:</p> <ul style="list-style-type: none"> ▪ After seeking advice from the Finance Working Group, the Clerk is authorised to release any Museum exhibit for re-homing and imposing any conditions he sees as appropriate for re-homing organised by the History group. ▪ The Clerk is authorised to delegate to Richard Drake and Andrew Burrow any administrative work associated with the Museum closure plan. <p>k. Replacement of damaged waste bins – Cllr Burrow is liaising with Bruce Brant (SMBC) on this matter</p> <p>l. General condition of Parish area – There was nothing new to report</p> <p>20. Removal and additions to Ongoing References</p> <p>Removals: The Spinney</p> <ul style="list-style-type: none"> Aircraft Noise Churchyard maintenance Trimming on the A452 Planning enforcement Issues <p>Additions: General condition of Parish area</p> <p>21. Parish Council Policies – There was nothing to report</p> <p>22. Training and Meetings</p> <ul style="list-style-type: none"> • There were no reports from attendance at events and meetings <p>23. Heritage and Community</p> <ul style="list-style-type: none"> • Balsall Common CCTV – the following motions were considered: <ul style="list-style-type: none"> i. The Council will make a contribution of £5,000 towards the capital cost of CCTV equipment. This was agreed. ii. The Council will make a contribution of £1,000 p.a. towards the running/monitoring costs of the CCTV. This was agreed for the current year and Council agreed in principle to consider future contributions on a year by year basis. • Pruning of the Oak tree on the village green – Council noted that this had been arranged by the Clerk using delegated powers. The cost is still to be confirmed. • Spencer’s Lane Bench – Council noted that repairs have been undertaken by the Berkswell Society. Council agreed to pay for the materials at a cost of £10. Cllr Burrow agreed to produce a receipt for the cost incurred. • Risk Assessment (Trees) – Council considered the following motion: ‘In light of the fact that the Council’s trees have not been assessed for health and risk to the public for some considerable time the Clerk will engage with a specialist to conduct an assessment as soon as possible and the Clerk is authorised to incur a cost of up to £400 plus VAT to pay for this assessment’. This motion was passed. • Risk Assessment (Physical assets excluding trees) – Council considered the following motion: ‘In light of the fact that the Council’s physical assets have not been assessed for condition and risk to the public for some considerable time the Clerk will engage with a specialist to conduct an assessment as soon as possible and 	<p>AB</p> <p>Clerk</p>
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	<p>the Clerk is authorised to incur a cost of up to £800 plus VAT to pay for this assessment’. This motion was passed.</p> <ul style="list-style-type: none"> • Open Spaces Society – Council to approve the renewal of its annual membership at a cost of £45 (see item 14). <p>24. Council Administration</p> <ul style="list-style-type: none"> • New Finance and Risk Events <ul style="list-style-type: none"> i. Council noted that dead branches have been removed from the Oak tree on the village green ii. Council noted that a tree had fallen on a parked car on 2 July. It is believed not to be the responsibility of the Council <p>25. Next Meeting</p> <p>Ordinary Meeting of the Council, 15 September 2016 at 7.30pm, at the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.</p>	Clerk
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