

Berkswell Parish Council - Ordinary Meeting 15th September 2016

Minutes of the annual meeting of the Parish Council of Berkswell held in the Balsall & Berkswell Hornets Clubhouse, Berkswell on 15th September 2016 at 7.30 PM.

Item	Topic	Action by
1.	<p>Open Forum</p> <p>Parishioners of Berkswell were invited to address the Council on any relevant matter for a maximum of three minutes. The Chairman confirmed that he would take input from the public on specific agenda items at the time they were discussed.</p> <ul style="list-style-type: none"> • A resident was concerned to read in the Bugle that Balsall Parish Council are raising the issue of boundary again and asked if the Council has a view on this. After discussion Council agreed by 4 votes to 3 that it was best to do nothing at this stage • A Berkswell resident expressed concern that Truggist Hill Farm have submitted a new Planning Application. The Clerk reported that BPC have not received formal notification of the application as yet. Council agreed to deal with the application as and when formally notified. • A resident requested a return to meetings in Berkswell village. The Chairman commented that this would be discussed under Item 21b. 	
2.	<p>Attendance: Cllrs A Burrow, K Howles, D Hitchcock, R Drake, A Cambage, R Lloyd & D Edwards. Also in attendance were 7 members of the public.</p>	
3.	<p>Apologies for Absence: Cllr Bell</p>	
4.	<p>Acceptance of Apologies: Accepted</p>	
5.	<p>Declarations of Interest</p> <ul style="list-style-type: none"> • Council received the following declarations of interest from Councillors on items on the agenda. Cllr Burrow declared a possible interest in item 16b (NDP) depending on discussions and Cllr Lloyd regarding item 16d (HS2) due to being chairman of HHAG. • No written requests for disclosing pecuniary interests had been received • No requests for dispensations were made 	
6.	<p>Confirmation of Minutes</p> <p>Discussion took place on whether the Clerk can act on draft minutes or wait for minutes to be formally approved. Councillors agreed to review draft minutes and raise any concerns with the Clerk in an agreed timescale. Subject to this it was agreed that the Clerk could take action based on draft minutes.</p> <p>The following minutes were approved:</p> <ul style="list-style-type: none"> • Ordinary Meeting of the Council held on 21 July 2016 • Extraordinary Meeting of the Council held on 16 August 2016 • Extraordinary Meeting of the Council held on 30 August 2016 	Cllrs Clerk
7.	<p>Matters arising from the previous meeting for attention: None</p>	
8.	<p>Borough Councillor's Report and Parish Councillor's Opinion.</p> <ul style="list-style-type: none"> • Cllr Lloyd reported as follows: <ul style="list-style-type: none"> • He had attended a meeting of the Stakeholders Group on the Airport in August. The airport is still trying to make detailed improvements to the flight paths. It is not clear if the trial for turboprop flight paths will go ahead. 	

<p>9. 10.</p>	<ul style="list-style-type: none"> • The Surface Access Group had received presentations on proposed developments around the HS2 interchange. • A 12 month consultation on rail services to the West Midlands was nearing the end. Cllr Lloyd urged Councillors to review the Network Rail web site. • The Highways Agency also made a presentation on road works on the primary road network. Major road works can be expected for the foreseeable future. • Cllr Hitchcock reported that The Spinney requires a tidy up and recommended getting a further gang in to take down some Hollies and burn debris. Council agreed to employ a group to undertake this work. The Clerk was authorised to use his delegated responsibility to organise this work. The Clerk was asked to liaise with Cllr Hitchcock. <p>9. Committee Appointments: There was nothing to report.</p> <p>10. Planning Applications</p> <ul style="list-style-type: none"> • The following list of planning applications were discussed. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Ref</th> <th style="text-align: left;">Location</th> <th style="text-align: left;">Proposal</th> <th style="text-align: left;">Deadline</th> </tr> </thead> <tbody> <tr> <td>2016 - 01967</td> <td>Ivycroft Bradnocks Marsh Lane Bradnocks Marsh Solihull</td> <td>Prior notification for an agricultural building.</td> <td>07.09.16</td> </tr> <tr> <td>2016 - 02020</td> <td>The Whitehouse Kennels Back Lane Meriden Solihull</td> <td>Removal of existing cattery and kennels and construction of three detached 1.5 storey residential units with associated access road, hard standing and landscaping. Existing 2 storey house to remain.</td> <td>16.09.16</td> </tr> <tr> <td>2016/02146</td> <td>9 Kerly Close Balsall Common Solihull Solihull</td> <td>Single storey rear extension and two storey front extension.</td> <td>21.09.16</td> </tr> <tr> <td>2016/02216</td> <td>2 Lavender Hall Lane Berkswell Solihull CV7 7BN</td> <td>Erect new dwelling on existing plot.</td> <td>30.09.16</td> </tr> </tbody> </table> <p>2016 – 01967: No objection</p> <p>2016 – 02020: Council heard that a previous application had been turned down by SMBC. It was commented that the site was in Green Belt but was a brown field site. Council agreed they had no objection</p> <p>2016 – 02146: No objection</p> <p>2016 – 02216: The applicants were in attendance but didn't wish to comment too much. The Council noted that the site was in greenbelt but the proposal was recognised as infilling and agreed not to object.</p>	Ref	Location	Proposal	Deadline	2016 - 01967	Ivycroft Bradnocks Marsh Lane Bradnocks Marsh Solihull	Prior notification for an agricultural building.	07.09.16	2016 - 02020	The Whitehouse Kennels Back Lane Meriden Solihull	Removal of existing cattery and kennels and construction of three detached 1.5 storey residential units with associated access road, hard standing and landscaping. Existing 2 storey house to remain.	16.09.16	2016/02146	9 Kerly Close Balsall Common Solihull Solihull	Single storey rear extension and two storey front extension.	21.09.16	2016/02216	2 Lavender Hall Lane Berkswell Solihull CV7 7BN	Erect new dwelling on existing plot.	30.09.16	Clerk
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11.	<p>Financial Matters</p> <p>a. Payments approved are detailed below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Invoices for Payment</th> <th style="text-align: left;">Approval</th> <th style="text-align: left;">Cheque No</th> <th style="text-align: right;">Gross Amount £</th> <th style="text-align: right;">VAT £</th> </tr> </thead> <tbody> <tr> <td>Clerk's September salary</td> <td>Admin</td> <td>001843</td> <td style="text-align: right;">550.14</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Councillors' Allowances (July to September 2016) – 5 individual cheque payments</td> <td>Admin</td> <td>001844 to 001848</td> <td style="text-align: right;">663.60</td> <td style="text-align: right;">0</td> </tr> <tr> <td>The Bugle</td> <td>Regular Payment</td> <td>001849</td> <td style="text-align: right;">100.00</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Greenline – grass mowing contract - August</td> <td>Annual Contract</td> <td>001850</td> <td style="text-align: right;">187.50</td> <td style="text-align: right;">0</td> </tr> <tr> <td>RSC – General Risk Assessment review and report</td> <td>OM 21/07/16 Item 23(v)</td> <td>001851</td> <td style="text-align: right;">940.80</td> <td style="text-align: right;">156.80</td> </tr> <tr> <td>Jubilee Centre – room Hire*</td> <td>Admin</td> <td>n/a</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>HMRC – Tax & NI</td> <td>Admin</td> <td>001852</td> <td style="text-align: right;">464.11</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td style="text-align: right;">2,906.15</td> <td style="text-align: right;">156.80</td> </tr> </tbody> </table> <p style="text-align: center;">* This item was removed from the approved list of payments (see item 16 m below)</p> <p>b. Payments received: - Council noted that a VAT refund of £6,197.90 had been received in respect of VAT paid in 2014/15 and 2015/16 financial years.</p> <p>c. Grant Applications – None had been received</p> <p>d. Internal Audit Report – The Clerk reported he had prepared a draft document on “Managing the risk of the Clerk becoming unavailable” and that the document was with Cllr Drake for review.</p>	Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £	Clerk's September salary	Admin	001843	550.14	0	Councillors' Allowances (July to September 2016) – 5 individual cheque payments	Admin	001844 to 001848	663.60	0	The Bugle	Regular Payment	001849	100.00	0	Greenline – grass mowing contract - August	Annual Contract	001850	187.50	0	RSC – General Risk Assessment review and report	OM 21/07/16 Item 23(v)	001851	940.80	156.80	Jubilee Centre – room Hire*	Admin	n/a	0	0	HMRC – Tax & NI	Admin	001852	464.11	0	Total			2,906.15	156.80	RD
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12.	<p>Financial Regulations: Council approved the recommended changes to Financial Regulations regarding the authorisation of emergency payments outside a Council Meeting. The Clerk was asked to issue the new version of Financial Regulations and to put a copy on the Council website.</p>	Clerk																																													
13.	<p>Risk Management</p> <ul style="list-style-type: none"> • Contract for the survey of all trees on Council land – Council noted the appointment of Midland Forestry Ltd to undertake a risk assessment at a cost of £740 plus VAT. The Clerk confirmed the scope of the assessment was all trees in the Spinney together with the Oak tree on the village green. The Clerk was asked to chase up Midland Forestry Ltd who have now confirmed a site visit had been arranged for 27 September 2016. • Contract for risk assessing all the Council physical assets <ul style="list-style-type: none"> i. Council noted the appointment of Risk Safety Consultants Ltd (RSC) to undertake a risk assessment of Council's physical assets at a cost of £784 plus VAT. ii. Council approved the following motion: It is agreed to establish a group comprising 3 members of the Council to review the Asset Risk Assessment report produced by RSC and to draw up recommendations for actions the Council should take in response. This would include recommendations regarding maintaining the 	Clerk																																													

	<p>general condition/appearance of the Parish area. It was agreed that Cllrs Drake, Edwards & Burrow would undertake this work.</p>	<p>RD, DE, AB</p>
<p>14.</p>	<p>IT Policy – Council noted the current arrangements for the back-up of electronic data and agreed an amount of £50 to buy an external hard drive for the purposes of backing up the council laptop.</p>	<p>Clerk</p>
<p>15.</p>	<p>Correspondence:</p> <ol style="list-style-type: none"> a. Letter regarding a possible road route from A46 from Stoneleigh to A45 - Concern was raised by a resident that a request for more information on a proposed new road has been declined by Coventry CC and Solihull SMBC. Council noted the contents. b. Emails regarding the removal of the Taxibus service and the offer from TfWM to set up a meeting with parish councillors to talk through the new service 89 – Cllr Edwards reported that she had heard lots of complaints from residents. The service operator had stated that the service was uneconomic. Council noted that the alternative is a roaming bus with a fixed route between Balsall Common and Meriden with some flexibility to divert to rural areas but in Berkswell the service will be fixed. There is also a car scheme which need drivers (only for medical visits). West Midlands Combined Authority have been contacted and they are to have a workshop in Berkswell and offered to attend a BPC meeting at the Meeting Room in October. c. Email from Places Directorate (SMBC) regarding a request from Cemex to postpone the review of the relevant conditions for Berkswell Quarry until 13th September 2022. Before SMBC proceeds to make a decision on the matter, SMBC were giving BPC the opportunity to make any comments which Council may wish to be taken into account. Any comments must be submitted by 17 September. The planning conditions are being reviewed. It was agreed that the Clerk should write to Solihull in support in principle but request a meeting with Mr Wigfield to understand what Cemex have done to comply with planning conditions. Cllr Lloyd agreed to draft the letter. d. Letter from Managed Growth Directorate (SMBC) regarding highways issues including white lining and overhanging vegetation. Council noted the contents of the letter. 	<p>RL</p>
<p>16.</p>	<p>Ongoing References</p> <ol style="list-style-type: none"> a. Review of inventory of land and assets: The Pound – Council discussed the land owner’s reply to the Clerk’s request to work together to rectify the fact that the Registration of the Pound has been to them rather than to the Council. The response was that they were too busy at the present time to be involved. Council agreed to wait until November then make further contact with the land owner to request their input to the process. b. Neighbourhood Development Plan – Council discussed the report on the Site Exhibition held on 20 August 2016 and received a general update on the Solihull Local Plan process. Cllr Drake commented that the report has been issued to SMBC and that a copy had been sent to Council Members. The Clerk was asked to publish the report on the Council website. All attendees at the site exhibition will get a copy. The NDP Committee have agreed to send a delegation to SMBC to discuss the results of the consultation. Council noted this. Cllr Lloyd commented 	<p>Clerk</p> <p>Clerk</p>

	<p>that the test is to get all proposals to be judged against the criteria that residents have come up with. The next stage is when SMBC come out with their site rankings (they should be in consultation now but currently they are not). Cllr Drake reported that there had been minor changes to the NDP Committee Terms of References to no longer require a representative from the Residents Association on the committee but there should be 2 representatives from both Berkswell PC and Balsall PC. A comment was made that an otherwise objective report might have been devalued by the inclusion of anecdotal evidence.</p> <p>c. Traffic Calming – Cllr Edwards reported good progress. 2 consultants have met with the Group and both were very good. There is a need to finalised a proper brief and appoint a consultant to support the initiative. Cllr Edwards reported there had been a poster competition and that posters will go up imminently (at no cost to BPC). Cllr Hitchcock commented that the A452 is being used increasingly by heavy vehicles at peak times and that local lanes are also being used by heavy vehicles and asked “how are we going to deal with increased traffic in the area?” and “Who will enforce weight and width restrictions?”</p> <p>d. HS2 – Further to a recent meeting with a representative of HS2 (Jonathan Lord) the Council considered its response to the following:</p> <ul style="list-style-type: none"> • What are our concerns on construction routes for which we want SMBC to apply conditions on HS2 Ltd? HS2s advice has been to submit detailed concerns to SMBC and HS2. It was agreed that Cllr Burrow would draft a proposal for Council consideration. • Do we want a local engagement event for residents in the coming months? What are the issues we want to address? Council agreed to defer this question for the time being. • What CSR (Corporate Social Responsibility) projects do we want? Council noted the need to start thinking about putting in a bid to include smaller contracts as well as larger projects. The two traffic calming projects were thought to be obvious candidates. Cllr Hitchcock suggested that replanting trees is important. • What projects from the Community fund do we want? It was agreed that Councillors should bring forward proposals as soon as possible. <p>e. Unrecorded Rights of Way – Council noted the response from SMBC following a Freedom of Information request for details of recorded Rights of Way in Berkswell. Council felt that there were huge gaps in the information which was thought to be incomplete. The Clerk was asked to thank SMBC for the information. Cllr Lloyd agreed to draft a proposal on what should happen next and circulate to other Members for comment.</p> <p>f. No parking on pavements & verges – Council noted the response received from Chief Superintendent Murray regarding enforcement of parking violations.</p> <p>g. Damage to the Pound – Council agreed the following motion: The Clerk is authorised to obtain 3 quotations for the removal of the tree which is causing physical damage to the Pound and to report back to a subsequent Council meeting.</p> <p>h. Mowing of Berkswell Churchyard – Council noted that the Church is sending out an Invitation to Tender imminently.</p> <p>i. Traffic on Meeting House Lane – There was nothing new to report.</p> <p>j. Berkswell Museum Closure – Since responsibility for the disposal of Museum exhibits has transferred to the Council (as from 31 August 2016),</p>	<p>AB</p> <p>Cllrs</p> <p>Clerk</p> <p>RL</p> <p>Clerk</p>
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	<p>one request for an item to be returned has been received. The request has been referred on to Cllrs Burrow and Drake to expedite. Cllr Burrow outlined the next step which will be to ask Southerby's to value the remaining items and help with their sale. Once this has been done, the rest will be disposed as appropriate.</p> <p>k. Replacement of damaged waste bins – Cllr Burrow agreed to talk to Bruce Brant to expedite this matter.</p> <p>l. Annual Promotion of Honours and Queens Award – This item was deferred to a future meeting</p> <p>m. Hire of the Jubilee Centre – Council approved the £20 hire costs of the centre for the purposes of holding an Extraordinary Meeting of the Council in August 2016.</p> <p>17. Removal and additions to Ongoing References Removals: General condition of Parish area – covered by Item 13b Additions: None</p> <p>18. Parish Council Policies – There was nothing to report</p> <p>19. Training and Meetings – There had been no attendance at events nor meetings to report</p> <p>20. Heritage and Community</p> <ul style="list-style-type: none"> • Broadband in rural parts of the Parish – Council agreed that the Clerk should write to Open Reach (with a copy to Caroline Spelman MP) asking why parts of Berkswell does not have decent broadband so close to Coventry. Council noted that CSW broadband are active in Berkswell looking at the quality of service. • The Well – Council discussed the latest position regarding possible contamination of the well water. STW have declared their sewers are not responsible. Cllr Burrow reported that he had requested an investigation of some Berkswell Estates sewers to see if this is the cause of the problem. Council noted that The Environment Agency (EA) has ultimate responsibility and it was agreed to contact the EA if Nick Parry (Berkswell Estates) doesn't find a problem. In the mean time it was agreed to tidy up the Well area and erect signs warning against drinking the water. Council agreed a cost of up to £50 for signs. • Information Board for tourists in Berkswell village – Council agreed to making a contribution of up to £365 towards the cost of the information board although there is a chance the Quarries would pay the full cost. <p>21. Council Administration</p> <ul style="list-style-type: none"> • New Finance and Risk Events – There were no events to report • Meeting venues 2016/17 – Council discussed the calendar of meetings for the remainder of 2016/17. Council agreed to an aspiration that a 3rd of meetings should be held in the Meeting Room, Berkswell commencing at 8:00pm, a 3rd in the Jordan Room, Berkswell Church commencing at 7:15pm and a 3rd in the Balsall & Berkswell Hornets Clubhouse commencing at 7:15pm. The Clerk was asked to revise the Council calendar accordingly and to book the Jordan Room for the next meeting (13 October) instead of the Westlake Room at 7:15. <p>22. Next Meeting Ordinary Meeting of the Council, 13 October 2016 at the Westlake Room, Balsall Common, commencing at 7.15pm.</p>	<p>AB</p> <p>Clerk</p> <p>Clerk</p>
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