

Berkswell Parish Council - Ordinary Meeting 13th October 2016

Minutes of the annual meeting of the Parish Council of Berkswell held in the Westlake Room, Balsall Common on 13th October 2016 at 7.15 PM.

	Action by
<p>1. Open Forum Parishioners of Berkswell were invited to address the Council on any relevant matter for a maximum of three minutes.</p> <ul style="list-style-type: none"> • Cllr Burrow announced that Berkswell Parish had received a Silver Gilt award for Best Parish and Berkswell had achieved first place for best village in the Solihull Neighbourhoods in Bloom competition. • A Burton Green resident commented that a meeting had taken place in Burton Green to discuss the Hodgett's/Waste Lane junction as it is a real concern. The outcome of the meeting was to request that the junction should continue to be monitored. It had been agreed that the speed of vehicles round the blind bend is a problem. • A Balsall Common resident commented that there had been a Taxibus surgery in the jubilee centre and that 24 people had expressed comments. • A Burton Green resident asked if there were any firm plans for a Balsall Common by-pass. Cllr Burrow confirmed that nothing official had been announced. A resident commented that they understood a proposed road from The University of Warwick through to the A45 was in the Warwick plan. • The site owner at Hawkshurst Moor Farm (Mr Briscoe) asked if the Council was satisfied that a robust review had been held in making the decision to object to the Solar Farm Planning Application. Cllr Burrow replied that the Council was happy that they had followed a democratic process. Mr Briscoe asked why the Council had refused to allow the company, Earthworm, the opportunity to address a meeting. The Clerk indicated that he was unaware of this and asked that a copy of any appropriate correspondence be passed on to him so that he may look into the matter. Mr Briscoe also commented that local residents could have benefitted by up to £1m from the scheme and argued that BPC did not outline the potential benefits to residents. He requested a formal response to his concerns at the next meeting of the Council. Council discussed its position under Item 10b below. • A resident asked why the Council was meeting in Balsall Common. Cllr Burrow responded that the Council were perfectly entitled to meet outside the parish boundary and that the Westlake Room was readily accessible for Berkswell residents living in Balsall Common. <p>2. Attendance: Cllrs, Burrow, Drake, Howles, Cambage, Lloyd, Edwards, Hitchcock and 10 members of the public.</p> <p>3. Apologies for Absence: Keith Tindal, Malcolm Hickin, and Cllr David Bell</p> <p>4. Acceptance of Apologies: Accepted</p> <p>5. Declarations of Interest</p> <ul style="list-style-type: none"> • Declarations of interest were received as follows: <ul style="list-style-type: none"> • Cllr Lloyd on Item 17d in his capacity as Chairman of HHAG, & the 4th Planning App 	

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- Cllr Cambage regarding the grant application from the Heart of England school & item 17.
- Cllr Burrow stated that he would leave for part of item 17b
- No written requests for disclosing pecuniary interests had been received
- No requests for dispensation had been received

6. Confirmation of Minutes

Ordinary Meeting of the Council held on 15 September 2016 - approved

7. Matters arising from the previous meeting for attention - none

8. Borough Councillor's Report and Parish Councillor's Opinion

Cllr Hitchcock introduced the annual report from the Marsh Lane Nature Reserve and notified council that further work would be carried out in the Spinney on Nov 6th.

9. Committee Appointments: None to report

10. Planning Applications

- The following list of planning applications were discussed:

Ref	Location	Proposal	Response Date
2016/02319	The Hollies Windmill Lane Balsall Common Solihull	Replacement conservatory	17.10.16
2016/02363	Lavender Hall Park Lavender Hall Lane Berkswell Solihull	Cut back branches on 1 No. oak tree at Lavender Hall Park from one side of crown to ensure at least a 2m clearance from 19 Wilmot Close, plus remove ivy.	19.10.16
2016/02435	Oak House Back Lane Meriden Solihull	Proposed conversion of stable block for separate living accommodation to include extension, and extension to existing detached garage.	28.10.16
2016/02304	21 Meeting House Lane Balsall Common Solihull CV7 7FX	Removal of TPO oak tree (fell to ground level) within street frontage	28.10.16

2016/02319 - No objection

2016/02363 – Cllr Hitchcock commented that the tree in question was there before the house and that it would be a shame for the tree to lose a main branch. It was agreed not to object to the application but to ask the tree officer to ensure the minimum is taken off. The Clerk was asked to write to the tree officer asking him to ensure he is happy with the proposed work and to ensure the work is done to the standard he sets.

2016/02435 – Council were informed that 22 Planning Applications had been submitted for this site over the years. It was understood that the stable block was extended and modified 4 years ago for use as a stable. It was suggested that further extensions and change of use of the building would result in the over intensification of the site. Another view was that the building is there already and the use is academic and that any damage to the green belt had already been done. After a vote there were 3 votes in favour of not objecting, 3 in

Clerk

favour of objecting and one abstention. On the chairman's casting vote it was agreed to object.

2016/02304 – Cllr Lloyd left the meeting at this point as the application had been made by a close neighbour. Cllr Hitchcock had looked at the tree which was originally part of an old hedge with other trees in a similar position. He commented that many tree diseases can be cured and that he would like a professional opinion from the tree officer. Council agreed that the tree should only be felled if the Solihull Tree Officer confirms the diagnosis in the report. The Clerk was asked to submit these comments and ask Darren Parkin for his assistance in the matter.

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b. **Solar Farm Appeal** – Council discussed its position regarding the solar farm and heard that further information could be submitted by 18th October if wished. Cllrs restated that location was the problem not solar cells per se. Council felt it would be useful to clarify the priority BPC attaches to developments in the green belt. It was commented that solar cells belong on people's roofs. Regarding the community funding issue A councillor observed that any community funding was a “zero-sum” game, as it could only come from higher electricity prices. Council agreed to face challenges to the green belt by objecting to developments in the Meriden Gap. Council then considered the questions raised by the owner of Hawkshurst Moor Farm as follows:

- BPC did not refuse the planning application as it is Solihull MBC that make such decisions. Council submitted comments on the application in the usual way
- Council followed the same consultation process as with any planning application
- The availability of community funding should not affect the Council's policy on proposed developments in green belt

Council agreed to continue to maintain its position on this application and make the inspector aware of the green belt pressures.

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11. Financial Matters

a. The following payments were approved:

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
Clerk's October salary	Admin	001854	537.53	0
Balsall Common Village Hall – room hire	Admin	001855	28.00	0
Clerk's expenses	Admin	001856	63.19	8.33
Greenline – contract September instalment	Admin	001857	187.50	0
Diane Malley – 2 nd quarter payroll fee	Admin	001858	33.75	0
A Burrow – Cllr Expenses	Admin/maintenance	001859	43.43	2.49
Grant Thornton	Admin - audit	001860	390.00	65.00
Total			1,283.40	75.82

In addition, it was noted that a payment was made under Financial Regulation 6.6 to E-on for the sum of £83.08 on cheque No 001853. This payment was made necessary by responsibility for the electricity consumption in the ex-

<p>Museum building passing to the Council on 1 July 2016 following the Notice of Closure issued by the Museum Committee.</p>	
<p>b. Payments received: - The clerk reported that National Grid had arranged to send a cheque for £65 to compensate for damage caused to a grass verge in Berkswell village.</p>	
<p>c. Grant Applications – the following grant applications were considered. i. Heart of England School – Request for £2,000 as a contribution to the purchase of Duke of Edinburgh Award equipment. All Cllrs supported the application</p>	<p>Clerk</p>
<p>ii. Balsall & Berkswell Hornets – Request for £1,500 towards lighting & drainage works. All Cllrs supported the application and agreed this would be the only grant awarded to Balsall & Berkswell Hornets for this year.</p>	<p>Clerk</p>
<p>d. Internal Audit Report – There was nothing new to report.</p>	
<p>12. Notice of Conclusion of Audit – Council noted that the external audit of the Council’s 2015/16 accounts has been concluded and that the annual governance statement; accounting statements; and the external audit certificate and report; (the Annual Return) has been published on the Council’s website.</p>	
<p>13. Management Accounts – Council noted the accounts to 31 August 2016.</p>	
<p>14. Council Budget 2016/17 – Council discussed arrangements for setting next year’s budget. It was agreed to set up a group to do the ground work in late Nov/Dec to help the Clerk prepare a proposal to be brought forward to the 12 January 2017 meeting. Cllr Lloyd commented that Council needed to agree a policy on paying for work that SMBC should be paying for - “Double Taxation”. It was agreed to put this on the agenda for the Council’s meeting on 10 November meeting. Council would appreciate input from the public on this matter.</p>	<p>Clerk</p>
<p>15. Risk Management</p>	
<ul style="list-style-type: none"> • Contract for the survey of all trees on Council land <ul style="list-style-type: none"> i. the survey was conducted on 27 September and a report is awaited. Clerk to Chase 	<p>Clerk</p>
<ul style="list-style-type: none"> ii. Council agreed the following motion: The Clerk is requested to seek quotations for the removal of trees from the spinney, as recommended by the assessor, and from around the Pound, as previously discussed. The Clerk is further requested to obtain approval from SMBC for any necessary tree removal from the spinney in accordance with the assessor’s report. It was further agreed that the Clerk should prepare a proposal for the November meeting. 	<p>Clerk</p>
<ul style="list-style-type: none"> • Contract for risk assessing all the Council physical assets – Council agreed that the Risk Assessment Working Group will make recommendations on securing the services of a handyman and the scope of such services, given that this is a recommendation of the risk assessor. Council noted this transfers the task from the Finance Working Group. 	<p>Clerk</p>
<p>16. Correspondence:</p>	
<p>a. A letter had been received regarding accidents at the junction of Hodgett’s Lane and Waste Lane. Council noted that correspondence had</p>	

<p>taken place between the Clerk and SMBC on this matter. The Clerk had also written to Solihull police.</p> <p>b. A letter of complaint. Council noted that the Clerk had commenced an investigation under the Council’s Complaints Policy.</p>	<p>Clerk</p>
<p>17. Ongoing References</p>	
<p>a. Review of inventory of land and assets: Cllr Edwards reported that the small parcel of land at ‘Catchems Corner’ appears to be registered to another person/body. It was agreed to discuss the implications of this at a future date.</p> <p>b. Neighbourhood Development Plan</p> <ul style="list-style-type: none"> o NDP – Cllr Drake gave an update on changes to the Terms of Reference of the steering group. Cllr Bell has agreed to act as interim Chair. Cllr Burrow commented that the ToRs must continue to offer a place to the Balsall Common Village Resident’s Association and the Berkswell Society to facilitate an NDP which is acceptable to both parishes. The Clerk was asked to write to the temporary chairman along the above lines stating Council’s position. o Local Plan Review – Cllrs Burrow & Cambage left the meeting for this item. Council discussed proposals for preparing for and responding to the forthcoming consultation on the Draft Solihull Local Plan. Council’s understanding was that SMBC would publish the Green Belt Review, Strategic Housing and Economic Land Availability Assessment, Transport Review, and Housing Needs Analysis at the beginning of September, and BPC would have a chance to comment on the evidence base before the Draft Local Plan was finalised. The evidence will not now be published in advance of the Plan in November. It was agreed this justified the Council changing its position of 30 August, and that BPC should submit a proposal on potential revisions of green belt boundaries based on the 4 purposes set out in NPPF and issues affecting development site selection. Council agreed the following proposal from Cllr Lloyd: <ul style="list-style-type: none"> o To set up a local plan working group (including all Cllrs except Burrow & Cambage) with a remit to analyse and propose responses to Local Plan proposals, as required o To put together a submission on site selection based on the green belt analysis for the parish to be delivered first thing on Monday 17 October to Gary Palmer at SMBC. <p>c. Traffic Calming – Cllr Edwards reported that, in next 2 months the working group hope to be able to bring forward a costed proposal for approval by the Council.</p> <p>d. HS2 – Council considered the response from SMBC on the deletion of proposed roundabouts on A452. Council felt that the response did not address the issues raised and asked the Clerk to write to SMBC. Cllr Lloyd agreed to help draft the letter.</p> <p>e. Damage to the Pound – see item 15ii</p> <p>f. Mowing of Berkswell Churchyard – Council noted Mr Dymond’s report that 12 companies had requested an Invitation to Quote for the work and</p>	<p>Clerk</p> <p>Clerk RL</p>

<p>that 5 companies had visited the site and 1 quotation has been received to date. This means that there are currently 6 interested parties (including the existing contractor).</p> <p>g. Traffic on Meeting House Lane – Council noted that this matter will be covered in the NDP</p> <p>h. Berkswell Museum Closure – Cllr Burrow reported that he and Cllr Drake were now in a position to get the best value from remaining exhibits. Arrangements have been made for Bonhams to advise on items that could be sold at auction. Anything left will be disposed of e.g. via a jumble sale (possibly organised by the scouts). The Council will continue to be responsible for the cost of the electricity supply to the building until the clearance has been completed, hopefully by the end of November. Council noted that the cost of installing a separate electricity supply to the archive area was estimated to be £1,300. Cllr Burrow agreed to talk to Norman Thompson to see if the scouts would be interested in organising a jumble sale.</p> <p>i. Annual Promotion of Honours and Queens Award – Council agreed to defer this item to another meeting.</p> <p>j. Broadband in rural parts of the Parish – The Clerk reported that he had not received a response from OpenReach as yet. The Clerk was asked to write to CSW broadband to establish what can they might be able to offer.</p> <p>k. The Well – Council noted that a survey has shown that the sewers from Berkswell Estate properties are not causing any pollution. The Proposal is to dig an inspection trench with the expectation that Berkswell Estates would contribute to the cost (possibly all the cost). It was agreed to write to conservation Officer to get advice.</p> <p>l. Unrecorded Rights of Way – Council discussed making a request to SMBC that Marsh Lane Right of Way should be added to the Definitive Map – 2026 is a cut-off date for updates to be notified to SMBC. Cllr Lloyd reported that there are other details missing off SMBC records. It was agreed to write to SMBC with the missing details. Cllr Lloyd agreed to help draft the letter.</p> <p>m. Obstructions on Public Rights of Way – Council discussed the current position in the parish and concluded that SMBC are not clearing as they used to. Council also discussed whether or not they were prepared to take on responsibility (and cost) and noted that they have the power to serve section 130a notices. It was agreed to write to Ward Councillors about specific issues.</p> <p>18. Removal and additions to Ongoing References Removals: No parking on pavements & verges Replacement of damaged waste bins Hire of the Jubilee Centre Additions: Broadband in rural parts of the Parish The Well</p> <p>19. Parish Council Policies – There was nothing to report</p> <p>20. Training and Meetings</p> <ul style="list-style-type: none"> • Cllr Cambage reported that she had attended a Lant Trust meeting and asked if Council would nominate 2 representatives from BPC? Council agreed to consider the matter. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk RL</p>
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<p>21. Heritage and Community</p>	<ul style="list-style-type: none"> • Consultation on Changes to the Precept – The Clerk was asked to submit a response. • Taxibus Service and Bus service 89 – DE reported that she has emailed asking for a clinic in Berkswell Village. No response has been received as yet. • Hodgett’s Lane/Waste Lane junction <ul style="list-style-type: none"> i. Council had received a response from SMBC regarding an FOI request for details of accidents at the junction between Hodgett’s Lane and Waste Lane. Council also noted that a private consultant had been arranged by a resident to look at details of the latest accident on 30 September. ii. Council discussed the following proposals for making a written request to SMBC for changes to the junction as follows: <ul style="list-style-type: none"> 1. A 30 mph speed limit on Waste Lane/Nailcote Lane junction close to the junction with Hodgett’s Lane as part of a coordinated request with Burton Green and Balsall Parish Councils 2. Realignment of the south western part of Hodgett’s Lane to create a staggered junction Council agreed to support the above and to add other recommendations that may come out of the engineer’s report. • Flower and Tree Planting – Council approved a flower and tree planting plan for the Berkswell Parish areas of Balsall Common as circulated. 	<p>Clerk</p>
<p>22. Council Administration</p>	<ul style="list-style-type: none"> • New Finance and Risk Events – none were reported • Additional administrative assistance – Council requested the Clerk to bring forward proposals for additional administrative assistance giving the on-going workload. • Meeting venues 2016/17 – Council discussed the proposed revisions to the calendar of meetings for the remainder of 2016/17 and agreed the Clerk’s proposals. • Anti-virus renewal – Clerk request authorisation to renew the Norton Ant-Virus software for the Council laptop at an annual charge of £59.99. This was approved. 	<p>Clerk Clerk Clerk</p>
<p>23. Next Meeting</p>	<p>Ordinary Meeting of the Council, 10 November 2016 at 7.15pm, the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell. As the Clubhouse does not have external lighting residents will be advised on the agenda to bring a torch.</p>	<p>Clerk</p>