



- 8. Borough Councillor’s Report and Parish Councillor’s Opinion:** Cllr Cambage reported that she had received an email from John Cairns (a resident) expressing concern about the way SMBC might consider existing housing when agreeing any development. Also, John Dallow (a resident) had expressed concern about farm traffic going up and down Meeting House Lane. Council commented that there was no width restriction for most of Meeting House Lane and as such, farm traffic is entitled to use the road.
- 9. Committee Appointments:** Council considered the appointment of representatives to sit on the Lant Trust Committee. Cllr Cambage reported that the Lant trustees have asked for a second representative from Berkswell Parish Council (Cllr Cambage is already a representative). Cllr Drake volunteered to be the second representative and Council accepted.

RD

**10. Planning Applications**

- a. The following list of planning applications were discussed:

Ref	Location	Proposal	Response Date
2016/02654	1 Wellfield Close Balsall Common Solihull CV7 7SZ	Ground floor side extension.	11.11.16
2016/02619	11 Pound Close Berkswell Solihull CV7 7BA	Remedial rework to rebalance the crown of 1 No. beech tree (B1) and remove some large lower branches to relieve any further excessive weight and reduce wind resistance to lower the chance of further limb failure	11.11.16
2016/02596	Barn At Larges Farm Back Lane Meriden Solihull	Prior notification regarding a change of use from agricultural building to dwelling house	21.11.16
2016/02716	17 Floyd Grove Balsall Common Solihull CV7 7RP	20% Crown thin and remove deadwood - Oak Tree	23.11.16

2016/02654 – council had no objection to this application  
 2016/02619 – the Clerk was asked to report concern that there was not enough detail in support of this application and ask that the tree officer investigates in more detail.  
 2016/02596 – council objected to this application as they didn’t believe it is a ‘conversion’ and therefore, should not be a ‘permitted development’.  
 2016/02716 – the Clerk was asked to report concern that there was not enough detail in support of this application and ask that the tree officer investigates in more detail This is believed to be a SMBC tree.

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**11. Financial Matters**

- a. The following payments were approved:

Berkswell Parish Council – Ordinary Meeting 10 November 2016

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
Clerk's November salary	Admin	001865	537.53	0
Balsall Common Village Hall – room hire	Admin	001866	14.00	0
Greenline – contract October instalment	Admin	001867	187.50	0
Grant to HoE School	13/10/16 11ci	001868	2,000.00	0
Grant to Balsall & Berkswell Hornets	13/10/16 11cii	001869	1,500.00	0
A Burrow – reimbursement of cost of trees and compost for Riddings Hill.	Project	001870	358.25	18.21
D Edwards – reimbursement of Land Registry Title fee re Catchems Corner	Admin	001871	6.00	
Midland Forestry Ltd – tree assessment	Risk	001872	888.00	148.00
<b>Total</b>			<b>5,491.28</b>	<b>166.21</b>

In addition, Council noted the following payments had been made under Financial Regulation 6.6:

Invoices Paid	Approval	Cheque No	Gross Amount £	VAT £
E-on – electricity supplied to former museum building	Admin	001861	38.26	
Greenline – hedge trimming	Contract	001862	415.00	
GR Dawson – churchyard maintenance	Contract	001863	684.00	114.00
RD Wilson – reimbursement for anti-virus software	Admin	001864	59.99	10.00
<b>Total</b>			<b>1,197.25</b>	<b>124.00</b>

- b. Payments received: - A cheque for £65 had been received from National Grid (noted at the last meeting). Work has now been completed by Greenline.
- c. Grant Applications
- Berkswell CoE School - There was a long discussion on the grant application for the Busy Ants maths teaching scheme for Berkswell Primary School. It was noted that this was primarily for core curriculum and councillors felt uncomfortable with the principle of funding core curriculum that should be funded by the state. It was resolved that
    - a. A grant of £2,500 would be made as an exceptional case on this occasion only
    - b. The Grants policy would be changed to specifically state that grants to schools would not be made for core curriculum work or projects
    - c. The Council would write to our MP expressing concern that our local primary school felt so short of funds that it had made a grant application for core curriculum to the PC
    - d. The Clerk would politely make it clear to Berkswell School that whilst the grant had been approved on this one occasion that the PC could not make grants for core curriculum projects in the future.
    - e. Berkswell Scouts - There was considerable discussion on a second grant application towards a new scout house. It was noted that the

	<p>Berkswell Scouts had not met their fund raising target and some councillors expressed concern that a second grant application was being made and also at the cost of the new building relative to its use. It was agreed to increase the Council's grant pledge from £2,500 to £4,000 on the same basis as before but with the condition that the monies must be spent by 30 July 2018. This was agreed by 4 votes in favour and 3 votes against.</p> <p>d. Internal Audit Report – Cllr Howles volunteered to perform an internal audit of the Council's accounts in December.</p> <p><b>12. Management Accounts</b> – Council received the management Accounts for the period to 30 September 2016. Council noted the position.</p> <p><b>13. Risk Management</b></p> <p>a. Risk Management Team – a representative of the Council's Risk Management Team presented a recommended plan of work for Council's approval. Council considered a draft plan which had been previously circulated which included;</p> <ul style="list-style-type: none"> <li>• proposal to take no action regarding the putting up of 'be careful' signs in the spinney;</li> <li>• to replace the bench around the oak on the Green which is badly damaged and will get worse (Alistair Dymond agreed to ask the original donor, Ann Marshall, what her wishes are). Council agreed in principle to replace the bench and to establish the likely price (expected to be c. £2,000);</li> <li>• make do and mend the fencing around the Well;</li> <li>• take no action on the Church Notice Board;</li> <li>• to leave the cannon where it is;</li> <li>• Meriden Road shelter has been attended to;</li> <li>• not to lock the door of the phone box;</li> <li>• to repair the Pound;</li> <li>• to dispose of burnable stuff on the floor of the Spinney.</li> <li>• to replace the Catchem's Corner bus shelter;</li> <li>• to replace the fence post between Church Lane and the Well with low level stumps (as on the green</li> <li>• to carry out masonry work to include both repairs to the Pound and levelling the drain by the war memorial (if possible).</li> <li>• to obtain quotes for all necessary work</li> </ul> <p>Council agreed the proposed actions</p> <p>b. Council noted that the following work has already been undertaken and agreed appropriate actions as follows:</p> <ul style="list-style-type: none"> <li>• Temporary repairs to bus shelter roof have been carried out but more major repairs were required. It was agreed to defer any further consideration pending completion of study into replacing the shelter minute number 19e.</li> <li>• The Chairman had checked the loose wires in the Meriden Road bus shelters with a non-contact tester and confirmed that they were not live and he had tidied the wires away as recommended.</li> <li>• The Council agreed to set up a quarterly rota to inspect the Council's physical assets for damage etc as recommended.</li> </ul>	<p>Clerk</p> <p>KH</p>
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	<ul style="list-style-type: none"> <li>• Council agreed to repair the rails around the well and replace the rails by church Lane with posts.). Council agreed that a working group of Cllrs Burrow, Lloyd &amp; Edwards would look at a plan for Posts, including a look at where other anti-parking posts should be installed with a view to obtaining a full costing for discussion by Council.</li> </ul> <p><b>14. Correspondence:</b></p> <ol style="list-style-type: none"> <li>a. A letter had been received from the site owner at Hawkhurst Moor Farm regarding a proposed Solar Farm. The Clerk reported that a response had been sent</li> <li>b. A letter had been received from CSW Broadband in response to the Clerk’s letter regarding slow broadband speeds in rural parts of the Parish. It was noted that a similar letter from the Clerk to BT Openreach had not resulted in a reply as yet. The Clerk was asked to send a follow up letter to BT Openreach.</li> </ol> <p><b>15. Ongoing References</b></p> <ol style="list-style-type: none"> <li>a. Review of inventory of land and assets: There was nothing new to report</li> <li>b. Neighbourhood Development Plan – Cllr Drake reported the following:             <ul style="list-style-type: none"> <li>• Berkswell PC had rejected the suggested changes to ToRs but Balsall PC had not accepted Berkswell PC’s position so the NDP Committee agreed to continue with the current ToRs. Cllr Drake was asked if the NDP Committee was making progress to which Cllr Drake responded that:                 <ul style="list-style-type: none"> <li>• The Committee had reaffirmed that the objectives remained the same.</li> <li>• The Committee had agreed to recruit a paid clerk to the NDP Committee.</li> <li>• There is now a questionnaire working group to ask about the remaining 5 other questions (infrastructure, finance etc) and the NDP Committee has agreed to use professional expertise in developing the questionnaire.</li> <li>• The NDP Committee is intended to provide an input to the Solihull Local Plan. Malcolm Hickin asked for Berkswell PC and Balsall PC to work together in harmony on this task as he thought that bureaucracy was getting in the way of work. MH asked for clarification on where Berkswell PC is coming from and what problems there are and he asked for Berkswell PC to help him understand the issues.</li> </ul> </li> <li>• Councillors Lloyd and Drake gave a verbal update on the NDP Steering Group meeting on 8th October.</li> <li>• Council noted the responses to the Clerk’s letter to NDP Committee members regarding the Committee’s Terms of Reference.</li> <li>• Council discussed the recent disclosure by SMBC of specific sites under consideration for the Balsall Common area as part of the Draft Local Plan. At this point Cllr Burrow left the meeting. Council noted the present situation is that SMBC are deciding when to go to consultation on the local plan. A draft Local plan was published last week but without the supporting criteria/evidence. These are key documents which have not yet</li> </ul> </li> </ol>	Clerk
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	<p>been published. It is likely that an 8 week public consultation will kick off imminently. The local plan shows a number of housing sites in Berkswell Parish, including Barratt’s Farm &amp; Windmill Lane. SMBC have left out proposals for Berkswell Village. Berkswell PC need to determine if the two sites should be supported. After discussion, Council believed that other sites would be more suitable and one councillor believed that Berkswell PC should oppose the Barratt’s farm proposal, which doesn’t have a ‘defensible boundary’. A new service road, it was thought, would not be a green belt boundary. It was noted that a by-pass is included in the draft plan. It was observed that a by-pass would turn Hall Meadow Road into the ‘A452’ and should be opposed. Council were reminded that Berkswell PC has formed a working group of Councillors and that a submission to SMBC of a Green Belt review had been made. This group will co-ordinate the consultation when it is announced and it was proposed by Cllr Lloyd that the working group should meet promptly after the draft plan is issued. This was seconded by Cllr Howles and approved with no objections from the other Members. It was also proposed by Cllr Lloyd that Council should allocate up to £1,000 for the production of newsletters to residents, this was seconded by Cllr Drake and approved with no objections. Cllr Lloyd proposed that council should obtain expert opinions to validate what has been proposed by SMBC at a maximum cost of £5,000. This was seconded by Cllr Drake and approved with no objections. The Clerk was asked to identify an appropriate source of professional advice.</p> <p>c. Traffic Calming – Cllr Edwards reported that 3 quotes for professional assistance had been requested and that responses are awaited.</p> <p>d. HS2 – After discussion, Council agreed to write to the SMBC highway engineer to confirm BPC’s interest in a discussion on Park lane and Waste Lane roundabouts. The discussion on the roads/junctions impact by HS2 traffic was deferred to next month.</p> <p>e. Damage to the Pound – This was covered under Item 13 above</p> <p>f. Mowing of Berkswell Churchyard – Alistair Dymond provided a list of quotes received for the renewal of the joint contract between the Church and BPC for mowing of the churchyard. The Church PCC were due to review the quotes and were likely to accept the lowest price. Council agreed to award a contract to the current contractor (GR Dawsons), who were the cheapest, and that the Clerk would place an order for the Council’s 50% share on receiving confirmation that the PCC had also approved to renew the current contractor’s contract.</p> <p>g. Berkswell Museum Closure – The following motion: ‘that the Parish Council agrees to meet the cost of the ex-museum electricity for a period of up to 3 more months (end February) to allow the Berkswell History Group time to get the metering arrangements changed in view of the complexities in the project’ was not tabled as it proved not to be necessary. Council noted that the Berkswell Charities have agreed to fund the electricity going forward. Cllr Burrow reported that all remaining exhibits had now been disposed of. Council noted that the museum sale</p>	<p>Clerk</p> <p>Clerk</p>
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	<p>comprising Cllrs Burrow, Lloyd &amp; Cambage to consider the options on the basis that the likely cost could be from £7,000 to £10,000.</p> <p>f. Defibrillator – Council discussed the provision of defibrillators for use in the Parish. Council noted that the Lions have agreed to pay for one unit. Council agreed in principle to support fixing the unit to a wall in the village if necessary.</p> <p>g. Unrecognised Rights of Way – Council discussed the recent request to SMBC for advice on unrecognised Rights of Way in the Parish and the response from SMBC. Council noted it would be best to register the village green to avoid any future issues. Regarding Marsh lane, Cllr Lloyd agreed to draft a response.</p> <p>h. Public Rights of way – Council discussed issues regarding the condition of certain Public Rights of Way in the Parish, including the recent response from David Keaney. Cllr Lloyd reported that some obstructions have been removed. Council agreed to write to SMBC to ask how the reporting of obstructions process could be short circuited. Cllr Lloyd agreed to draft a letter.</p> <p><b>20. Council Administration</b></p> <p>a. New Finance and Risk Events – there was nothing new to report</p> <p><b>21. Meeting venues 2016/17</b> – Council agreed the Clerk’s proposal for a revised calendar of meetings for the remainder of 2016/17 which would enable all Council meetings to take place within the parish. The Clerk was asked to liaise with Grahame Lock regarding a date and a venue for the 2016 Parish Assembly. Suggested possible venues included the Methodist Church Hall and the British Legion.</p> <p><b>22. Complaint</b> – This item is Private &amp; Confidential</p> <p><b>23. Next Meeting</b>          Ordinary Meeting of the Council, 8 December 2016 at 7.15pm, the Jordan Room, St John Baptist Church, Berkswell.</p>	<p>RL</p> <p>RL</p> <p>Clerk</p>
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