

Berkswell Parish Council – Ordinary Meeting 8 December 2016

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Jordan Room, St John Baptist Church, Berkswell on 8th December 2016 at 7.15 PM.

Item	Topic	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. No member of the public wished to speak but it was agreed that Mr J Leach would present plans for proposed developments at South Lodge, Spencer’s Lane, Berkswell under Item 10 below.</p> <p>2. Attendance: Cllrs Burrow, Cambage, Howles, Drake, Edwards, Hitchcock, Lloyd (arrived late in time for Item 22). 3 members of the public were also present.</p> <p>3. Apologies for Absence: Cllr Lloyd (who had been summoned to the meeting of Balsall PC which had been convened for the same date.), Cllr Bell, Keith Tindall and Malcolm Hickin.</p> <p>4. Acceptance of Apologies: Accepted</p> <p>5. Declarations of Interest</p> <p style="padding-left: 20px;">a. The following declarations of interest from Councillors on items on the agenda were received: Cllr Burrow on any discussion related to Barratt’s Farm but he stated that he would report on a meeting with SMBC CEO on the Solihull Plan. Cllr Burrow also stated that he was the Secretary to the Berkswell Society Cllr Cambage has a property backing on to Barratt’s Farm land and agreed not to vote on any item where Barratt’s Farm is discussed.</p> <p style="padding-left: 20px;">b. No written requests for disclosing pecuniary interests had been received</p> <p style="padding-left: 20px;">c. No requests for dispensations had been received</p> <p>6. Confirmation of Minutes The minutes of the Ordinary Meeting of the Council held on 10 November 2016 were approved.</p> <p>7. Matters arising from the previous meeting for attention. There were no matters arising.</p> <p>8. Borough Councillor’s Report and Parish Councillor’s Opinion. Cllr Howles expressed concern about the noise from the Cornets End Quarry and reported that a number of complaints had been received. She wanted to know how long the work will be going on. Cllr Burrow commented that Cllr Tony Dicicco has asked SMBC to investigate. It was noted that if the noise is above a certain level it can be stopped. Cllr Burrow has suggested to Cllr Bell that the SMBC Planning Committee should consider the control of pile driving in the Borough. The Clerk was asked to write to SMBC expressing concern and asking what their policy is on piling.</p> <p>9. Committee Appointments: Council endorsed Cllr Dinah Edward's membership of the Reading Rooms Committee on behalf of the Parish Council.</p> <p>10. Planning Applications</p> <p style="padding-left: 20px;">a. The following planning applications were discussed:</p>	Clerk

Berkswell Parish Council – Ordinary Meeting 8 December 2016

Ref	Location	Proposal	Response Date
J2016/02838	7 Meeting House Lane Balsall Common Solihull CV7 7FX	Reduce by 20% oak tree (T1), remove dead wood and crown lift.	09.12.16
2016/02807	Garage Oakfield Farm Bradnocks Marsh Lane Bradnocks Marsh	Garage conversion to form 1 No. new dwelling.	09.12.16
2016/02939	South Lodge Spencer's Lane Berkswell Solihull	Two storey extension and new dormer windows to front and rear elevation	21.12.16
2016/02933	4 Sunnyside Close Balsall Common Solihull CV7 7FZ	Proposed kitchen/breakfast room/utility and bedroom/ensuite	22.12.16
2016/03003	Churchfields Lavender Hall Lane Berkswell Solihull	Works to 2 No. Scots pines located in rear garden: reduce the branch lengths of each tree by one metre and remove dead wood	23.12.16

Council's views were as follows:

2016/02838	Subject to tree Officer Council have no objection.
2016/02807	No objection providing an agreement that no further garages are built (S.106 agreement).
2016/02939	Jem Leach presented the plans which represented about a 40% expansion on the original footprint. Council had no objection providing the plans are within planning rules.
2016/02933	No objection
2016/03003	No objection subject to Conservation Officers permission and the Tree Officer's advice.

11. Financial Matters

a. The following payments were approved:

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
Clerk's December salary	Admin	001873	537.53	0
Councillor Allowances – Sep to Dec 2016	Admin	001874 to 001878	663.60	0
Cllr Hitchcock – reimbursement for cost or wreath	Admin	001879	20.00	0
Grant to Berkswell CoE Village School	Grant – Section 137	001880	2,500.00	0

Berkswell Parish Council – Ordinary Meeting 8 December 2016

Cllr Burrow – reimbursement of cost of bulbs for the Council planting project	Admin	001881	50.00	8.34
Berkswell Reading Room – room hire (4 x £20)	Admin	001882	80.00	0
HMRC – Tax & NI Oct – Dec 2016	Admin	Direct Debit	460.80*	0
The Bugle – Winter Edition contribution	Admin	001883	100.00	0
Eon – final electricity bill for former Museum building	Admin	001884	54.91	0
Total			4,466.84	8.34

Note

*HMRC have written to the Council asking for all future payments to be made electronically rather by sending cheques through the post. As the Council does not have on-line banking nor a debit card, the only option is to set up a Direct Debit from the Council's bank account. Members were requested to accept this approach and to sign the appropriate instruction to the Council's bank. This was agreed.

- b. Payments received: - no monies had been received
- c. Grant Applications – no grant applications had been received.
- d. Internal Audit Report – there was nothing new to report
- e. Councillor Allowances – Council noted that Cllr Drake has advised the Clerk that he intends to claim Councillor Allowance with effect from 1 January 2017

12. Contracts – Churchyard Grass Mowing & Maintenance – Council confirmed the appointment of GR Dawson Garden Services on a 3 year contract from 1 April 2017 to 31 March 2020 at an annual cost of £2,508 + VAT and agreed that the Clerk should send GR Dawson Garden Services an official order for the work.

13. Budget and Precept setting process for 2017/18 – Council agreed the arrangements for the Budget & Precept setting process for 2017/18. Council agreed that an Extraordinary Meeting should be held to discuss the Budget in the Parish of Berkswell on either Monday 16th or Tuesday 17th January, venue to be confirmed.

14. Grant Policy – Council discussed and agreed the wording tabled by Cllr Burrow.

15. Risk Management – Council considered the progress on the agreed Risk Assessment actions including damage to the Pound. Cllr Burrow presented a proposal by J Hubbard and Son Ltd Section for Consideration by the Council, as follows:

Section A - Well area (£1,405.13 + VAT) was approved

Section B – Well Gates - requires further investigation and wasn't approved

Section C – Spinney Park (£35.55 + VAT) was approved

Section D – verge protection posts – it was agreed to fit 3 new posts (£234.33 + VAT).

The Clerk commented that, as the nature of this work was reasonably specialised (to accommodate requirements of the Conservation Area) and was within the De Minimis value of between £500 and £2,000, that Financial Regulation 11.1h will apply. Consequently, three quotations

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	<p>will not be sought but value for money must be obtained from J Hubbard & Son Ltd. Cllr Burrow agreed to talk to Hubbard to discuss the Council’s requirements. Finally, Cllr Burrow advised on the need to take the trees out from the Pound before repairing the wall.</p> <p>16. Correspondence: Council considered an email received from a resident requesting that The Well water is analysed to help cast light on the possible cause of the pollution. Nick Parry (Berkswell Estates Manager) has offered his water expert to get in touch to see what can be done. The source of the pollution could be identified by what a water sample shows. It is envisaged that tests will be done in due course. The Clerk was asked to chase the Environment Agency for a reply to the last letter sent by the Council on the matter.</p> <p>17. Ongoing References</p> <p>a. Review of inventory of land and assets: There was nothing new to report. It was agreed that Registering the Spinney, the Village Green and the Well was the first priority.</p> <p>b. Neighbourhood Development Plan – Cllr Drake reported that Balsall Parish had an emergency meeting at the same time as this meeting of the Council, to discuss the future structure of the NDP Committee. Council noted that Cllr Drake had issued the next agenda of the NDP Committee to be held on Tuesday 13 December. Also see Item 21.</p> <p>c. Solihull Plan – Council discussed the latest developments regarding the Solihull Local Plan. On this subject Cllr Burrow reported on his meeting with Nick Page (CEO of SMBC) about the Solihull Plan. In summary, Nick Page agreed the following:</p> <ul style="list-style-type: none"> - Ask Perry Wandle (Assistant Director) to contact Cllr Burrow with a view to discussing the process by which SMBC and the Parish Councils can work together on improving the centre of Balsall Common so that it is fit for ongoing purpose, including actions to cope with the significant increase in residents and parking issues. - Ask Gary Palmer to contact Cllr Burrow with a view to: <ul style="list-style-type: none"> - Him explaining in more detail to the PC why the sites in the draft plan were chosen so that BPC can understand the rationale - Him listening to any ideas that the PC might have and fully considering them - Discussing the development on Village Farm in Berkswell village of a small number of 2/3 bedroom family homes to revitalise the village through improved demographics (i.e. families with children) - Discussing the design of any eventual housing developments to mitigate the impact on current residents - Considering thoughts on infrastructure, other than the centre of Balsall Common and the process for identifying and then meeting those needs. - All this within the context of the ‘houses have to go somewhere or the government will impose them’. <p>Cllr Burrow suggested that he should email his note to the Secretary of the NDP Committee for circulation, as well as the Chair of Balsall Parish Council. Council agreed to this.</p>	<p>Clerk</p> <p>Clerk</p> <p>AB</p>
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Berkswell Parish Council – Ordinary Meeting 8 December 2016

	<p>Cllr Burrow to set up meetings of available Councillors with Perry Wandle and Gary Palmer, once they have contacted him.</p> <p>d. Local Plan Working Party – Cllr Burrow left the meeting at this point and Cllr Drake took the Chair. Council discussed a report on the following:</p> <ul style="list-style-type: none"> o SMBC consultation o PC planning consultant o PC circular to residents. <p>Cllr Drake reported that a meeting of the LPWP took place with Keith Williams (Stansgate Planning) and asked him to comment on SMBCs proposal. KW has had no involvement with any sites in Balsall Common but is involved with other sites in Solihull area. KW will report next week. There is a firm intention to do a communication to residents but plan is not to regurgitate other material written and will invite comment. The LPWP is awaiting KWs response. Council encouraged all residents to consult the SMBC proposal and make personal representations.</p> <p>e. Traffic Calming – Council discussed the commissioning of a consultant to undertake a traffic calming study within Berkswell village as per the recommendation of the Traffic Committee. Cllr Burrow reported that the Berkswell Traffic Improvement Group (BTIG) had reviewed the 3 quotations received (tabled) and had selected ‘B’ & ‘C’ for further consideration, ‘C’ being the most expensive. ‘A’ was considered to be thin and suggested they were disinterested in the work. Cllr Burrow is to meet with representatives of each company to help decide who would provide the most appropriate service. It was not clear what the actual deliverable will be. AB & Jane Edwards will flesh out what the deliverable should be. The intention is for the BTIG to have one final meeting before deciding. Council agreed in principle to let a contract subject to the shortfall above BPC’s agreed contribution being donated to the Council (Berkswell Society £1k & £3.95k from Berkswell Charities). Council authorised the Clerk to issue an order with the preferred supplier based on advice from BTIG. Council agreed to increase the Council funding to £6k (subject to £4.95k being guaranteed) SMBC had advised Cllr Burrow that traffic volumes should be recorded to set a benchmark. Council authorised the Clerk to organise up to three traffic surveys from Paul Tovey (SMBC Senior Road Safety Engineer) at a cost up to £900 at locations to be agreed with SMBC.</p> <p>f. HS2 – Council to consider the following</p> <ul style="list-style-type: none"> o Agree the contents of a draft letter to SMBC and HS2 Ltd regarding the road issues that must be addressed unless a continuous haul route is provided. This is to address the request from SMBC and HS2 Ltd for a list of detailed issues requested at PC/HS2 Ltd consultation meeting held on 7th September 2016. Council agreed the contents subject to including Sunnyside Lane. Council also agreed to share the letter with Balsall PC and to consider incorporating any minor amendments suggested by Balsall PC. Council authorised any 3 Councillors to agree any changes. The letter should be sent by early January. Council agreed that Cllr 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<ul style="list-style-type: none"> • There were no reports from attendance at events or meetings <p>21. Heritage and Community</p> <ul style="list-style-type: none"> a. Principles for spending Community infrastructure levy arising from development in Berkswell Parish - Council approved the following motion and asked Cllr Drake to keep them informed: <p><i>“In making judgements concerning the spending of Community Infrastructure Levy, Berkswell Parish Council will be guided by the following principles:</i></p> <ul style="list-style-type: none"> i. <i>CIL Payments arising from the proposed Solihull Plan housing extension to Balsall Common will be spent to provide facilities/infrastructure for Balsall Common particularly to address the following issues:</i> <ul style="list-style-type: none"> 1. <i>To provide infrastructure/facilities to mitigate or compensate for the impact of the development on existing residents near the new homes</i> 2. <i>To provide infrastructure/facilities for the new homes</i> 3. <i>To provide infrastructure/facilities for all residents of Balsall Common particularly where existing facilities become stretched by the new housing</i> 4. <i>Berkswell Parish Council will work with the NDP Steering Committee, which reflects all sectors of the community, to identify options and priorities as part of the Neighbourhood Planning Process. This principle is already set as a purpose of the NDP Steering Committee.</i> ii. <i>CIL payments arising for other development in Berkswell Parish</i> <ul style="list-style-type: none"> 1. <i>CIL payments from this source will be used to provide infrastructure/facilities for residents anywhere in the Parish based on an assessment of need and cost/benefit”.</i> b. “Double Expenditure” – Council to discuss its policy on funding work which is the responsibility of SMBC but for which limited funds are available. This item was deferred to the next meeting. c. Unrecognised Rights of Way – Council to discuss the recent request to SMBC for advice on unrecognised Rights of Way in the Parish. This item was deferred to the next meeting d. Public Rights of way – Council to discuss issues with the condition of certain Public Rights of Way in the Parish, including the recent response from David Keaney. This item was deferred to the next meeting. e. Removal of public phone boxes – Council considered the SMBC draft decision in response to British Telecom’s decision to remove public phone boxes in Berkswell Parish. Council decided they had no view to offer. f. Cornets End Quarry restoration – to discuss the restoration of the land as promised. This item was deferred to the next meeting. <p>22. Council Administration</p> <ul style="list-style-type: none"> a. New Finance and Risk Events – there were none to report 	
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Berkswell Parish Council – Ordinary Meeting 8 December 2016

	<p>b. Recording of Council Meetings – Council considered the principle of recording Public Council Meetings. In light of a recent complaint Council considered if Council Meetings should be recorded in future. Council asked the Clerk to investigate the practicalities, options and cost and to report back to the next meeting.</p> <p>c. Replacement of Council PC – due to problems with the existing Council laptop, Council considered spending up to £750 to purchase a new laptop. The Clerk was authorised to replace the Council Lap Top at a cost of up to £750.</p> <p>23. Complaint – The Clerk advised the Council on the outcome of his investigations. The Clerk had written to the complainant, based on advice received from WALC and the SMBC Monitoring Officer. This concluded the Council’s investigations.</p> <p>24. Staff Issues – This item was considered in private. The Council agreed a one off payment of £2,500 to its Clerk Richard Wilson in recognition of the additional workload and associated additional hours he had worked since September 2015. Cllr Burrow was authorised to confirm this in writing to Mr Wilson. The Council also approved that the Clerk could send a thank you gift to the individual Pat Gibbs who had "repaired" the infrastructure of the Council's web site and who would not accept any payment for this work despite having to take considerable action to get the web site operational again after changes by others. The Clerk was authorised to spend up to £50</p> <p>25. Next Meeting Ordinary Meeting of the Council, 12 January 2017 at 7.15pm, the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.</p>	<p>Clerk</p> <p>Clerk</p>
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