

## Berkswell Parish Council – Ordinary Meeting 12 January 2017

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Balsall & Berkswell Hornets Clubhouse, Berkswell on 12 January 2017 at 7.15 PM.

Item	Topic	Action by
	<p><b>1. Open Forum</b> Parishioners of Berkswell were invited to address the Council on any relevant matter for a maximum of three minutes. There were no requests made.</p> <p><b>2. Attendance:</b> Cllrs Burrow, Lloyd, Edwards &amp; Hitchcock the Clerk and 31 members of the public</p> <p><b>3. Apologies for Absence:</b> Cllr Cambage, Cllr Howles, Cllr Drake &amp; Malcolm Hickin</p> <p><b>4. Acceptance of Apologies:</b> All apologies were accepted.</p> <p><b>5. Declarations of Interest</b></p> <ol style="list-style-type: none"> <li>a. There were no declarations of interest from Councillors on items on the agenda (also see item 5c below).</li> <li>b. There had been no written requests for disclosing pecuniary interests.</li> <li>c. Councillor Burrow requested a dispensation in respect of his declared pecuniary interest in the proposed development on the Barratt's Farm. Cllr Burrow proposed that:               <ol style="list-style-type: none"> <li>1. He would not participate in any discussion or vote on Barratt's Farm</li> <li>2. He would withdraw from the table to the back of the room if such a discussion took place, there being no other suitable room to withdraw to</li> <li>3. He would take part in process discussions on how the Council responds to the Solihull Plan</li> <li>4. He would help to draft letters to residents/SMBC etc, and if requested explain Council decisions, even if part of those decisions relate to Barratt's Farm</li> <li>5. He requested that, given the change in SMBC timescales, this dispensation should last until 17th February 2017</li> </ol> <p style="margin-left: 40px;">Council agreed this dispensation</p> </li> </ol> <p><b>6. Confirmation of Minutes</b> Council approved the minutes of the Ordinary Meeting of the Council held on 8 December 2016.</p> <p><b>7. Matters arising from the previous meeting for attention</b> – there were no matter arising.</p> <p><b>8. Borough Councillor's Report and Parish Councillor's Opinion</b> - There were no reports or opinions</p> <p><b>9. Committee Appointments:</b> There were no appointments to report</p> <p><b>10. Balsall Common Primary School:</b> Headmaster, Graeme Burgess, presented plans/thoughts on the future of the school. In summary the school believes the way forward is to build new premises on a site to be nominated by SMBC.</p> <p><b>11. Planning Applications</b></p> <ol style="list-style-type: none"> <li>a. The following planning applications were considered:</li> </ol>	

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Ref	Location	Proposal	Response Date
2016/02925	Land Adjacent To Sunnyside Farm Barretts Lane Balsall Common	Outline application for removal of existing building(s) and erection of new dwellinghouse to include approval for access, layout and scale. Appearance and landscaping reserved for later determination	13.01.17
2016/03164	The Spinney Spencers Lane Berkswell Solihull	Works to trees in conservation area: fell 3 Sycamore trees (identified in arboricultural report as 856, 857 890), fell 2 dead Elms (identified in arboricultural report as 832 835) and reduce in height/prune out dead branches/squirrel damage on 3 No. Sycamore trees (identified in arboricultural report as 806, 845 821)	12.01.17
2016/03084	The Retreat Hob Lane Burton Green Solihull	Alterations to garage, removal of existing concrete sectional garage. Replace garage with oak frame construction on original footprint. Dormer windows to front elevation as part of attic conversion	12.01.16

The following comments were made:

2016/02925 – Fred Naylor (site owner) attended to answer any questions on the application. He told council the site was in Green belt but that it is a brown field site and that the Barns were considered to be too derelict to renovate. The foot print of the proposed development has been set back from the road as the original building abuts the road in places. Letters in support of the development were presented to Councillors. Cllr Burrow reported that one resident was against the application. Cllr Lloyd commented that the ecological report undertaken on the site requires the demolition of the existing barns to be done by hand (in case of bats). Council agreed to support the planning application providing that the recommendations in the ecological report are enforced. Cllr Hitchcock stated that he would like to see more (suitable) trees on the site.
2016/03164 – Council had no objection
2016/03084 – Council had no objection

**12. Financial Matters**

a. The following Payments were approved:

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
Clerk's January salary	Admin	001886	537.53	0

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Clerk's Expenses – reimbursement of stationery and stamps	Admin	001887	16.90	0
Greenline – removal of leaves in Berkswell Village	Maintenance	001888	90.00	0
Diane Malley – Payroll services 3 <sup>rd</sup> quarter 2016/17	Admin	001889	33.75	0
GR Dawson Garden Services	Contract	001890	684.00	114.00
A Burrow – reimbursement of materials for Council's Planting Programme	Item 7 OM 10/11/16	001891	40.36	8.07
<b>Total</b>			<b>1,402.54</b>	<b>122.07</b>

- b. Payments received: - Council noted that a donation of £1k had been received from the Berkswell Society in respect of the Traffic Improvement Project
- c. Grant Applications – no grant applications had been received.
- d. Internal Audit Report – There was nothing to report

**13. Payment of PAYE to HMRC:**

- a. Council were reminded that the Clerk had obtained approval at the Ordinary Meeting held on 8 December 2016 for future payments to HMRC to be paid by Direct Debit as requested by HMRC. However, Council noted that, unfortunately, this option had proved not to be possible as it required the Clerk to be able to solely authorise the transaction, which would be in breach of Council Financial Regulations. Consequently, the December 2016 payment was made by cheque and the Clerk has written to HMRC requesting guidance on how future payments can be made.
- b. Council considered the advice from WALC regarding future payments to HMRC. Council approved the following process: that approval is given for the setting up of a direct debit for the year commencing 1 April 2017 consisting of 4 quarterly payments. This process should be repeated each financial year. Each quarter the Clerk will report to the Council that the payment has been made. The Financial Regulations requirement for two signatures will be modified to allow for the setting up of a Direct Debit, by the Clerk alone, as a specific exception to FR 6.

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**14. Budget and Precept setting process for 2017/18:** Council noted that an Extraordinary Meeting will be held on 17 January 2017 to agree the 2017/18 Budget and Precept.

**15. Risk Management** – Council noted that the following work has been commissioned from J Hubbard & Son in line with a quotation received on 3 December 2016:

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	<p>a. Proceed with the Section A work in the Well. Council accepted Hubbard’s recommendation as to the positioning of the posts from the road. £1,405.13 plus VAT</p> <p>b. Proceed with Section C - Spinney car park £36.55 plus VAT</p> <p>c. For Section D, Council agreed to progress with just 3 posts on the village green on the assumption that this will cost 1/3 of the quoted amount for 9 posts i.e. a cost of £234.34 plus VAT.</p> <p>d. Total cost £1,676.02 plus VAT.</p> <p><b>16. Correspondence:</b> A number of letters from residents in response to SMBC’s Local Plan consultation have been copied to the Clerk. Council discussed how these letters should be dealt with. Council stated that copies of such correspondence were welcomed but that the Clerk should respond to each asking the correspondent to ensure that they had sent their comments directly to SMBC in line with the local plan consultation arrangement.</p> <p><b>17. Ongoing References</b></p> <p>a. Review of inventory of land and assets: Cllr Edwards informed Council that she is currently undertaking searches on Registrations around key areas such as the Spinney, the Green and the Well area.</p> <p>b. Neighbourhood Development Plan</p> <ul style="list-style-type: none"> <li>o Council noted that there was a planned meeting with Perry Wardle on 13th January 2017 regarding Balsall Common centre improvement. Council want an Official Solihull Project on the centre of Balsall Common. It was planned that Keith Tindal, Cllr Burrow and a representative from Balsall PC would attend the meeting.</li> <li>o Council resolved to write to Balsall Parish Council expressing regret about their withdrawal from the joint NDP. Concerned was expressed whether an individual parish NDP will succeed.</li> <li>o Council resolved not to agree to the cancellation of the NDP Area covering both Balsall and Berkswell parishes until (a) the Planning Authority has confirmed outline acceptance of NDP areas based on parish boundaries, and (b) the two parish councils have agreed a system of working together to prevent any mismatch or conflicts between their respective separate NDPs, and (c) the Council has received expert opinion confirming that an NDP based on the Berkswell parish boundary is likely to be acceptable to the Examiner. It was agreed to include these items in the letter to Balsall Parish Council (Item 17 bii)</li> </ul> <p>c. Solihull Plan – Council discussed the latest developments regarding the Solihull Local Plan. The proposed attendees at the meeting with Gary Palmer (SMBC), organised for 16th January 2017, were Cllrs Burrow, Lloyd, Hitchcock &amp; Drake. Cllr Burrow confirmed that he would not take part in any discussions on Barratts Farm. Cllr Burrow reported that Stansgate Consulting has been commissioned to review the Plan to feed into the Council’s response. The Council plans to write to residents offering guidance on how to respond to the Consultation process. Council meets on 9<sup>th</sup> Feb with the final submission due to SMBC by 17 February. Council agreed the need for a public</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>session to allow residents to meet representatives (a surgery) from BPC before 9<sup>th</sup> February. The Clerk was asked to check the legality of such an event. Council agreed to issue its thoughts to residents after the Surgery but before the Council meeting on the 9 February. Wendy Wilson was concerned if the PDL sites have not been considered, and asked if the consultant would raise this in his report. Council agreed to ensure that Wendy is spoken to when drafting the BPC response. Wendy also raised the issue of the parish boundary going through the proposed Kenilworth Road development site. Council agreed to use the Communicator, the Council website and social media to keep residents informed of developments. Council were asked by a resident how Berkswell PC &amp; Balsall PC will ensure their responses to the Plan are consistent. Cllr Burrow advised that the Local Plan Working Group will seek to address this. It was agreed to raise with SMBC what the mechanism should be for responding to them under these circumstances. Cllr Burrow agreed to put this on the agenda for Monday’s meeting with Gary Palmer. John Haines commented that he had come across consultants working for Spitfire Developments near Meeting House Lane seeking resident’s opinion on proposed developments.</p> <p>d. Local Plan Working Party – Covered in item c above.</p> <p>e. Traffic Calming</p> <ul style="list-style-type: none"> <li>o Council noted that ARUP had been contracted to provide consultancy services at a cost of £9,500 plus VAT in accordance with minute 17e of the Ordinary Meeting held on 8 December 2016. Council noted that contributions, by way of a donation to BPC, have been guaranteed as follows: Berkswell Society - £1k &amp; Berkswell Charities – up to £3.95k.</li> <li>o Council authorised 4 traffic survey points in Berkswell village at a cost of £300 each through SMBC. The total cost to the PC £1,200 excluding VAT was approved.</li> <li>o Council agreed to delegate to the Clerk to arrange a Turning Survey, from within the authorised sum of £12,150, up to £700.</li> </ul> <p>f. HS2</p> <ul style="list-style-type: none"> <li>o Council noted that the Clerk had written to Jonathan Lord (HS2) (copied to SMBC) attaching detailed concerns about the proposed construction of haul routes through Berkswell Parish in order that they can be fully considered by HS2 Ltd and its appointed contractors.</li> <li>o Council considered the validation of haul-route along the ‘trace of the railway’. Cllr Lloyd reported on this item. A key issue concerns undertaking work close to and over a live railway line (West Coast Line) but technically it could be done. Cllr Lloyd reported that he is investigating the practicalities of building a haul-route and that the discussion is still ongoing. Cllr Lloyd suggested that it might be worth contracting with a consultant engineer to look at the feasibility to have an answer to argue against potential traffic problems. Cllr Lloyd agreed to report back on progress at a</li> </ul>	<p>Clerk</p> <p>LPWG</p> <p>Clerk</p> <p>Clerk</p> <p>RL</p>
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	<p>future meeting. Council noted that the HS2 project is 2 years behind plan as it goes through Parliament. C Hubbard reported that he had been informed by HS2 that major construction work would not start until 2019 but minor infrastructure work could start before that.</p> <p>g. Broadband in rural parts of the Parish – The Clerk reported that BT had investigated a number of specific broadband connections in the Parish but were unable to advise on services provided by non BT providers. BT have indicated there is nothing more they can do to help at this stage other than to investigate specific lines. The Clerk was asked to find out which officer in SMBC is co-ordinating Broadband development. Cllr Bell said that he would make enquiries also.</p> <p>h. The Well – Council considered a quote from Daniel Harman (Eaton Environmental Services Ltd) to carry out a standard effluent test and bacterial sample from the Well to test if it is sewage/fowl water rather than naturally stagnating water and the bacterial test will indicate if the white glup is Pseudomonas based or not as a start point. The cost for this work would be £273.00 plus VAT. Approval was given by Council and the Clerk was authorised to contract the work for a time when pollution is evident.</p> <p>i. Kelsey Lane bus shelter improvement – Cllr Burrow reported that a quote for £1,489.74 had been received from J Hubbard based on the specification provided. Council agreed to proceed with this work and delegated the Clerk to arrange to cut back vegetation from the Bus Shelter to facilitate access by Hubbards.</p> <p>j. Tree Issues – Council noted that a planning application (2016/03164) has been submitted to SMBC regarding proposed work to be conducted in the Conservation area (consultation period expires on 12/12/17). Council also received an analysis of bids received to undertake tree felling and other works in accordance with the Midland Forestry Arboricultural Report. Council agreed to use Midland Forestry at a cost of £3,090 plus VAT.</p> <p>k. Taxibus service – Council noted that Centro will very shortly be consulting with users and non-users regarding proposed improvements to the flexible local bus service (89) in the Berkswell area. Cllr Edwards reported on proposals and agreed to help coordinate the consultation process.</p> <p>l. Jubilee Project – Cllr Hitchcock reported that the charity has been running for 17 years as a youth and community centre. The youth no longer wish to attend so the trustees could now hand the premises back to SMBC (who would probably sell it) or set up a new local regime to provide community services. The latter is the agreed way forward and the Project now require a Chairman, Secretary, Treasurer and a booking clerk to continue. It is proposed to keep the charitable status. 5 volunteers are willing to work on this project but new people need to get involved. The building will hold up to 70 people. Cllr Lloyd commented that the Balsall Common Village Hall Committee is supportive of this initiative as the Village Hall is over subscribed. A meeting will be held on 24 January 2017 from 7:45pm to discuss future proposals.</p> <p><b>18. Removal and additions to Ongoing References</b> Removals: Churchyard Mowing</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>DE</p>
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	<p>Annual Promotion of Honours and Queens Award Museum Closure Additions: None</p> <p><b>19. Training and Meetings</b></p> <ul style="list-style-type: none"> <li>• There were no reports from attendance at events or meetings.</li> </ul> <p><b>20. Heritage and Community</b></p> <ol style="list-style-type: none"> <li>a. “Double Expenditure” – Council discussed its policy on funding work which is the responsibility of SMBC but for which limited funds are available. Cllr Lloyd reported that BPC are paying for things (e.g. footpath maintenance) that SMBC pay for elsewhere in the borough. Council agreed there was a risk that the more BPC does the less will be done by SMBC. It was agreed that the Council should keep pushing SMBC to meet their obligations.</li> <li>b. Unrecognised Rights of Way – Council discussed the recent request to SMBC for advice on unrecognised Rights of Way in the Parish. It was agreed to write to SMBC asking what they will do about this issue. RL agreed to help draft the letter.</li> <li>c. Public Rights of way – Council discussed issues concerning the condition of certain Public Rights of Way in the Parish, including the recent response from David Keaney. Cllr Lloyd reported that a broken style took 3 months to fix. It was agreed to ask SMBC how BPC can help them solve the problem and speed up repairs. The Clerk was asked to write (RL agreed to help draft the letter). Cllr Hitchcock raised an issue concerning the path from Lavender Hall Park to Hallmeadow Road leading to the station. Also, many trees are in a bad state. Cllr Burrow &amp; Cllr Hitchcock agreed to talk about these issues outside the meeting.</li> <li>d. Cornets End Quarry restoration – Council discussed the status of restoration of the land as required in Planning Approvals. It was agreed there was a need for a meeting with David Wigfield to understand what the Planning Consents were. The Clerk was asked to set up a meeting.</li> <li>e. Defibrillator for Berkswell village – Cllr Burrow reported that John Thomas (Lions Chairman) has a free defibrillator and his advisers have determined it will be sited in the car park entrance to the Bear Inn. The Lions are just waiting for the brewery to give approval. Council agreed in principle to pay half the installation cost.</li> <li>f. Tourist information sign in Berkswell village – Council noted that the sign has now been installed and offered its thanks to Kinorigo for part funding it.</li> <li>g. Flower and tree planting in Balsall Common – Cllr Burrow reported that ‘thousands’ of crocuses have been planted, 3 apple trees and 3 plum trees. He also reported that the station has now been adopted and that London Midland have paid for planters. Also bulbs have been planted around the Gum Tree.</li> <li>h. Nominations for Attendance at A Royal Garden Party at Buckingham Palace On Tuesday 16 May 2017 – Council agreed to nominate Cllr Edwards.</li> </ol> <p><b>21. Council Administration</b></p> <ol style="list-style-type: none"> <li>a. New Finance and Risk Events – there had been no new events to report</li> <li>b. Recording of Council Meetings – Council received feedback from the clerk over the practicalities, options and cost. Council agreed in</li> </ol>	<p>Clerk/ RL</p> <p>Clerk/ RL</p> <p>AB &amp; DH</p> <p>Clerk</p> <p>Clerk</p>
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