

Berkswell Parish Council – Ordinary Meeting 16 March 2017

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Jordan Room, St John Baptist Church, Berkswell on 16 March 2017 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. As there were no matters other than in relation to item 14d (Boundary Review), the chairman suggested the public would be invited to comment at that time.</p> <p>2. Attendance: Cllrs Burrow, Howles, Cambage, Drake, Hitchcock, Edwards, and Lloyd (arrived 7:30) & Cllr Bell (arrived 8:10) plus 42 members of the public and the Parish Clerk.</p> <p>3. Apologies for Absence: Malcolm Hickin</p> <p>4. Acceptance of Apologies: Accepted</p> <p>5. Declarations of Interest</p> <ul style="list-style-type: none"> a. Declarations of interest were received from Cllr Cambage & Burrow re the proposed development on Barratt’s farm due to the close proximity of their respective homes to the land concerned b. No written requests for disclosing pecuniary interests had been received c. No requests for dispensations were received <p>6. Confirmation of Minutes The minutes of the Ordinary Meeting of the Council held on 9 February 2017 were agreed & signed by the Chairman</p> <p>7. Matters arising from the previous meeting for attention. There were no matters arising requiring attention</p> <p>8. Borough Councillor’s Report and Parish Councillor’s Opinion. Cllr Hitchcock made Council aware of the recent quarterly report publication produced by Marsh Lane Reserve of which BPC is a member. Cllr Drake updated the Council that an informal meeting (involving Cllr Drake & Cllr Edwards) had taken place with Pegasus who are representing the potential development of Barratt’s farm. Cllr Drake promised a written report to the next Council meeting.</p> <p>9. Committee Appointments: None to report</p> <p>10. Planning Applications</p> <ul style="list-style-type: none"> a. The following list of planning applications were discussed and it was agreed that the Council had no objections to any of them: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Ref</th> <th style="width: 25%;">Location</th> <th style="width: 45%;">Proposal</th> <th style="width: 15%;">Response Date</th> </tr> </thead> <tbody> <tr> <td>2017/00381</td> <td>The Byre Back Lane Meriden Solihull</td> <td>Convert existing garage into swimming pool with single storey extension</td> <td>17/03/17</td> </tr> <tr> <td>2017/00445</td> <td>Shiloh Hob Lane Burton Green Solihull</td> <td>Raised roof modifications and rear two storey extension.</td> <td>20/03/17</td> </tr> <tr> <td>2017/00506</td> <td>Bridge House Bradnocks Marsh</td> <td>Two storey extensions and improvements to side, front and rear</td> <td>23/03/17</td> </tr> </tbody> </table>	Ref	Location	Proposal	Response Date	2017/00381	The Byre Back Lane Meriden Solihull	Convert existing garage into swimming pool with single storey extension	17/03/17	2017/00445	Shiloh Hob Lane Burton Green Solihull	Raised roof modifications and rear two storey extension.	20/03/17	2017/00506	Bridge House Bradnocks Marsh	Two storey extensions and improvements to side, front and rear	23/03/17	
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	Lane Bradnocks Marsh Solihull	and demolition of existing single storey garage.	
2017/00581	Cherry Trees Waste Lane Balsall Common Solihull	Two storey rear extension and a single storey side extension	31/03/17

11. Financial Matters

a. The following list of payments were approved:

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
Clerk's March salary	Admin	001897	551.67	0
RD Wilson – reimbursement of cost of new Council laptop	08/12/17 Item 22c	001898	899.00	149.83
HMRC – 4 th quarter Tax & NI	Admin	001899	1,642.83	0
Councillor Allowances – 4 th quarter	Admin	001900 – 001905	779.04	0
Eaton Environmental – water testing (The Well)	12/01/17 Item 17h	001906	192.00	32.00
Diane Malley – 4 th quarter payroll services	Admin	001907	33.75	0
Stansgate – planning consultancy services re local plan response	10/11/17 Item 15b	001908	6,000.00	1,000.00
The Bugle	Admin	001909	100.00	0
Greenline – removal of leaves	Contract	001910	60.00	0
Greenline – 2017/18 Grass mowing contract – 1 st instalment	Contract	001911	187.50	0
Jubilee Centre - grant	09/02/17 Item 12c	001912	2,000.00	0
Caroline Joyner - Plants for Station planters	13/10/16 Item 21	001913	46.20	0
Total			12,491.99	1,181.83

b. Payments received: - Council noted that £40.60 had been received from Special Auction Services being the net proceeds of an auction of museum exhibits

c. Internal Audit Report – Cllr Howles reported that she had carried out an audit of the Council's cash book and bank reconciliation as at 28 February 2017. No issues had been identified. It was agreed that Cllr Burrow would carry out the next audit.

12. Risk Management – There was nothing new to report

13. Correspondence: Council noted the following letters:

a. letter of thanks from Cllr Dicicco regarding the grant of £2,000 to the Jubilee Centre.

	<p>b. Letter of complaint from a resident regarding the parking of foreign HGVs on Meriden Road. Cllr Edwards reported that she had only seen the vehicle parked once. Council decided there was no action to take at this time.</p> <p>c. Email of complaint regarding parking on the Berkswell village green during school drop off/pick up time. Cllr Burrow reminded Council that an order has already been placed for 3 additional posts to be put on the village green as a deterrent to the parking of cars.</p> <p>d. Request by Graham Lock of the Berkswell Society to install a planter on the village green made on behalf of a resident who has offered to look after one on the village green. Council agreed the suggestion that a new planter should be located next to the new village information sign on Lavender Hall Lane.</p> <p>e. Letter of thanks from Keith Tindall for the letter of thanks from BPC for work on the joint NDP cttee.</p> <p>f. Council was asked to note that a recent appeal to the Secretary of State regarding the proposed solar farm on Hawkhurst Moor Farm had been rejected.</p> <p>14. Ongoing References</p> <p>a. Review of inventory of land and assets: Cllr Edwards reported that she had met with a representative of HM Land Registry and had handed over documents in support of a request to register The Spinney. Council were advised that they should hear in 6 months if the application has been successful. In respect of The Pound and the bus stop at Catchems Corner, it has been established that these had been registered to third parties in error. HMLR have advised Cllr Edwards on how to approach this matter. Council agreed to circulate advice to residents on how to ensure their assets are correctly registered via the “Communicator”.</p> <p>b. Neighbourhood Development Plan</p> <p>i. Council discussed the analysis of costs incurred by the Joint NDP committee as provided by Councillor Will Heard (Proper Officer of Balsall Parish Council) . Cllr Burrow & Cllr Drake reported that they had checked through the numbers and all were valid. Payment for the hire of the Jubilee Centre will be considered by BPC in due course. Cllr Lloyd agreed to ask the Trustees to write to BPC requesting payment.</p> <p>ii. Council noted the legal advice from Peyto Law with respect to various NDP issues. Key advice received was that BPC can’t object to the joint NDP being closed down. Advice is now required on how Balsall PC & Berkswell PC should best coordinate their NDPs. The Peyto Law letter also provided advice on how Berkswell PC should coordinate with community bodies and Balsall PC on cross boarder issues to coordinate the NDPs</p> <p>iii. Council approved the following 3 letters with respect to NDP</p> <ul style="list-style-type: none"> ▪ Letter requesting SMBC to designate the whole of Berkswell Parish as a Neighbourhood Area for purposes of an NDP and in doing so resolved to apply for the designation of the Parish for a Neighbourhood Area and to establish a committee to develop the Development Plan. 	<p>AB</p> <p>RL</p>
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	<ul style="list-style-type: none"> ▪ Letter in response to Gary Palmer’s email with respect to the dissolution of the joint NDP area with Balsall PC ▪ letter in response to Balsall PC’s letter of 10th February <p>Cllr Burrow reported that Council are talking to consultants with a view to contracting services to help with the NDP development.</p> <p>c. Local Plan</p> <ul style="list-style-type: none"> i. Council discussed what action it wished to take (if any) on positively lobbying SMBC on Concept Plans. The Council’s Part 2 response to the Local Plan had made suggestions about what could be included in Concept Plans. Council agreed that they could request a meeting to with SMBC to press home issues in the Local Plan Consultation response and noted that there are discussions ongoing between developers and SMBC. Council agreed that Cllr Drake & Cllr Edwards (plus anyone else) would write to SMBC asking for a meeting to discuss the details of the BPC submission and the process of how the Local Plan will be finalised. ii. Brownfield Vs Greenfield development in the Solihull Plan – Council discussed what the next steps should be. Cllr Burrow suggested the Council could write to the 3 Ward Borough Councillors asking them to vote against the Local Plan unless some sites are moved to brownfield. This was agreed. <p>d. Parish Council Boundary Review – Cllr Burrow set the context of this item which was primarily in response to Balsall PC’s stated intent to apply for a governance review (boundary review). Council noted that Parish boundaries are for Local Authorities to determine, in our case it would be for SMBC to decide, and that the Local Authority has a legal requirement to keep boundaries under review and up to date. At any time, Local Authorities can perform a boundary review. Cllr Burrow suggested that BPC had three options:</p> <ol style="list-style-type: none"> 1. do nothing 2. make a boundary change suggestion of our own 3. request the area is “de-parished” <p>Cllr Burrow advised Council that once SMBC have received the request from Balsall PC, Berkswell PC could object. Cllr Burrow asked Cllr Bell if he would establish the likely reactions from SMBC to an objection from Balsall PC. He also reported that Deborah Merry had indicated that the SMBC Governance Committee would be prepared to consider a request for a boundary review and that if Berkswell PC were to support the review that would carry more weight. If a review is agreed then SMBC would conduct it. It is believed that SMBC think the current boundary position is not satisfactory. Council noted that in any event the Church Parish boundary would not be affected. Cllr Lloyd suggested that now would not be a good time for a governance review with the Local Plan and NDP process ongoing. At this point Cllr Burrow invited comments from the public, summarised as follows:</p> <ul style="list-style-type: none"> - A member of the public asked – “Do we know what the process is?” Cllr Burrow replied yes, SMBC will consult with the “community” before deciding. SMBC then define the change & then agree how Councillors would be selected. SMBC will determine when the changes will apply (usually when the next election is due) 	<p>RD/DE</p> <p>Clerk</p> <p>DB</p>
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	<ul style="list-style-type: none"> - Cllr Lloyd’s point was echoed that NDP/Solihull Plan and boundary have to be in line, questioning whether this is the right time for a review - A member of the public asked what motivation Balsall Parish Council has to want a Governance review alongside dissolving the joint NDP process and their response to the Local Plan. They wondered if this is part of an overall strategy? - Concern was expressed that Residents will not have a say whether a review takes place or not. - A debate ensued on whether it would be best for Berkswell PC to make its views known or not. - Residents asked to be kept informed of developments. - It was suggested that Residents may wish to write in to SMBC now before any further developments. - A view was expressed that a unified parish seems to be a logical long term plan. - A view was expressed that the ideal situation is that Balsall Common is treated as an entity (regardless of parish boundaries) - A Balsall Common resident said they could see benefits of a merger of parishes but they see no engagement with residents from Balsall PC only from Berkswell PC. - A Berkswell resident saw some merit in a merger – money from development at Barratt’s Farm is probably driving these behaviours. She didn’t agree with HS2 being the new boundary for a Balsall Common focussed parish and was concerned that the rest of Berkswell will be left impoverished. - Cllr Bell commented that he thought Berkswell PC suggesting the timing was wrong for a review would carry weight with SMBC in deciding what action to take. In theory a Governance Committee could discuss this on 20 April. - Cllr Howles stated that this was completely the wrong time for a Boundary Review but agreed that in the longer term a merger should be considered. - Cllr Cambage agreed with Cllr Howles and felt the current focus should be on the NDP. - Cllr Edwards also agreed with Cllr Howles and ideally would rather the status quo is maintained but thought that this was unlikely to happen. She didn’t think a new boundary, including all of Balsall Common in one parish, leaving the rest of Berkswell, was the right option. - Cllr Hitchcock also agreed with Cllr Howles and added that Berkswell’s environment is important and, therefore, he was against a merger. Cllr Hitchcock stated he believed that BPC run a tight ship and that it is more expensive to live in Balsall Parish. He concluded that if there is a merger, boundary areas would be at risk. - Cllr Drake commented that he had attended the Balsall Parish Council meeting the previous night and had heard their arguments for a boundary change. Cllr Drake stated that he couldn’t see an argument against Balsall Common being in one Parish but could see no logic in expanding a Balsall based Parish which excluded 	
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	<p>Berkswell. He believed the area needs one new, merged council but was unsure about the timing.</p> <ul style="list-style-type: none"> - Cllr Lloyd suggested that an option is to “de-parish” arguing if neither Parish Council existed, funding could come from the residents’ associations, amenity bodies and SMBC (he commented that Knowle doesn’t have a council). - Cllr Burrow stated his original view was that BPC should go for a merger now to head off a move of the boundary to HS2 line. However, having heard the views of residents and debated the options at some length, he was now sold on waiting until a better time. - Following the above discussion Cllr Burrow proposed the following motion: “Council will write to SMBC stating that there may or may not be a good reason to change the parish boundaries but that Berkswell Parish Council believe this is the wrong time to undertake a governance review, particularly with Local Plan and NDP processes ongoing. This Council does not agree with the proposal considered by Balsall Parish Council at its meeting on 15 March 2017 and advocates that the options of a full merger or “de-parishing” should be seriously considered”. The motion was seconded by Cllr Lloyd and carried unanimously. <p>e. Traffic Calming – Cllr Edwards advised Council that on Saturday morning (18 March 2017) there is to be a consultation meeting with ARUP. Residents were encouraged to attend. Cllr Burrow reported that the Council had secured a meeting with Ashley Prior and Paul Tovey (both of SMBC) on 3rd April to discuss possibilities for Meeting House Lane.</p> <p>f. HS2 – Cllr Lloyd reported that HS2 gave an update to The Implementation Advisory Group HS2 indicating that works will be taking place locally this year and next year (relocating wildlife, utility works etc). HS2 are proposing to update Berkswell PC in June 2017. Groundwork have now opened a Community and Environment Fund for applications up to £75k for local schemes, with a budget of £7.5m for the Birmingham/Solihull area. There is also a Business & Local Economy Fund and a Road Safety Fund.</p> <p>g. The Well – Council noted the results of water tested by Eaton Environmental Ltd which shows that the well water was contaminated with domestic effluent. Council noted that the Clerk had written to Oliver Monk at SMBC, including the water analysis, and requesting that SMBC take action as suggested by the Environment Agency. Cllr Burrow asked Cllr Bell if he would chase up a response.</p> <p>h. Kelsey Lane bus shelter improvement – Cllr Burrow obtained Council approval to put up a notice in the bus shelter advising users of the forthcoming refurbishment.</p> <p>i. Tree Issues – The Clerk reported that a start date for tree works has not yet been confirmed by Midland Forestry Ltd. The Clerk was asked to chase for a date.</p> <p>j. Taxibus service (Council agreed to change this item to “Service 89”) – Cllr Edwards reported the decision to go with Option 1 has been taken and that a new timetable is imminent</p>	<p>DB</p> <p>AB</p> <p>Clerk</p>
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	<p>f. Outstanding Citizen Award – Council decided not to make a nomination.</p> <p>g. Ward Action Plan – Council received an update on the progress on the Ward action plan as follows; Meriden Road car park will be resurfaced and SMBC will pay for it; waste bins had been replaced; SMBC had agreed to the “fruit for free” scheme, station planters are now in place; the Berkswell Village information board has been installed; permission was given to landscape Hall Meadow Road roundabout; and a red telephone box has now been installed on Old Waste Lane. SMBC would like a meeting with Berkswell councillors to agree ways of working and a process for doing things. Council agreed to set this up. Thanks were extended to the various litter pickers. Cllr Edwards mentioned that the footpath down the Coventry Road needs attention. Cllr Burrow agreed to speak to Bruce Brant.</p> <p>h. Night flights – Council discussed whether to write to the SMBC airports working party objecting to a proposed increase in night flights from Birmingham Airport. Council were informed that every 3 years the night flight policy is reviewed. The extension to the runway has caused an increase in low cost flights which will increase the number of night flights. Council agreed that the Clerk should write to the working party requesting that the number of flights does not increase but if this really cannot be avoided, insist that the noise limit is reduced. Cllr Lloyd to help draft.</p> <p>18. Council Administration</p> <p>a. New Finance and Risk Events – there were no new events to report</p> <p>b. Recording of Council Meetings – This item was deferred to the next meeting.</p> <p>19. Staff Committee (considered in private) – Council voted to consider this item in private. Council considered the recommendations from the Staff Committee and approved the recommendations set out in the “Salary Policy Adjustment for Berkswell Clerk” document. This included the following:</p> <p>a. Council approved the following salary & allowances increase with effect from 1 April 2017 Salary from £7,763 to £7,918 Allowances from £550 to £561</p> <p>b. The Chairman was authorised to write to the Clerk and confirm the changes</p> <p>The following motion was also approved “that the Council offer to make a 3% pension contribution on Mr Wilson’s total earnings subject to Mr Wilson making a matching contribution to a personal pension. Mr Wilson can then make a judgement based on his personal circumstances about whether he wishes to participate”</p> <p>20. Next Meetings Ordinary Meeting of the Council, 13 April 2017 at 7.15pm, at the Balsall & Berkswell Hornets Clubhouse, Berkswell.</p>	<p>AB</p> <p>Clerk RL</p> <p>AB</p>
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