

Berkswell Parish Council – Ordinary Meeting 09 November 2017

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Hornets Clubhouse, Lavender Hall Lane, Berkswell on 09 November 2017 at 7.15 PM.

Topic	Action by												
<p>1. Evacuation Procedure – the Chairman instructed those in attendance of the evacuation procedure</p> <p>2. Open Forum Parishioners of Berkswell were invited to address the Council on any relevant matter for a maximum of three minutes. A resident asked if the lamp at the crossroads in Berkswell Village will be replaced following a recent car accident. Cllr Edwards commented that Highways would deal with it in due course. Cllr Bell agreed to give SMBC a nudge.</p> <p>3. Attendance: Cllrs Burrow, Lloyd, Drake, Howles, Hitchcock, Cambage & Edwards, Cllr Bell (SMBC) & Clerk plus 18 residents</p> <p>4. Apologies for Absence: None</p> <p>5. Acceptance of Apologies: Not applicable</p> <p>6. Declarations of Interest</p> <p style="margin-left: 20px;">a. The following declarations of interest were received from Councillors with respect to items on the agenda. Cllr Cambage declared an interest in the possible development of land backing onto Allocation 1 which is behind her family residence. Cllr Burrow declared an interest with respect to Allocation 1 due to the proximity of his family residence; consideration of a further green belt review (Item 17c); & consideration of the reimbursement of Cllr Burrow for the purchase of Christmas tree lights under Item 12. Both Cllr Cambage and Cllr Burrow stated they would leave the meeting for appropriate agenda items.</p> <p style="margin-left: 20px;">b. There were no written requests for disclosing pecuniary interests</p> <p style="margin-left: 20px;">c. There were no requests for dispensations</p> <p>7. Confirmation of Minutes The minutes of the Ordinary Meeting of the Council held on 12 October 2017 were agreed & signed by Cllr Burrow</p> <p>8. Matters arising from the previous meeting for attention: There were no matters arising</p> <p>9. Borough Councillor’s Report and Parish Councillor’s Opinion There were no reports or opinions for Council to hear.</p> <p>10. Committee Appointments –there was nothing to report</p> <p>11. Planning Applications</p> <p style="margin-left: 20px;">a. The following list of planning applications were considered by Council:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <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>2017/02764</td> <td>247 Station Road Balsall Common Solihull CV7 7EG</td> <td>Two storey front extension.</td> <td>10.11.17</td> </tr> <tr> <td>2017/02743</td> <td>The Cottage Kenilworth Road</td> <td>Erect new garage.</td> <td>15.11.17</td> </tr> </tbody> </table>	Ref	Location	Proposal	Response Date	2017/02764	247 Station Road Balsall Common Solihull CV7 7EG	Two storey front extension.	10.11.17	2017/02743	The Cottage Kenilworth Road	Erect new garage.	15.11.17	DB
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	Balsall Common Solihull		
2017/02826	Barretts Lane Farm Barretts Lane Balsall Common Solihull	Conversion of a listed barn to a dwelling, small rear extension and construction of timber garage.	16.11.17
2017/02761	The Nursery Windmill Lane Balsall Common Solihull	Modifications & alterations of 3 No. outbuildings to form 4 No. habitable buildings, including small side extension to one of the three.	29.11.17
2017/02903	Westgate Benton Green Lane Berkswell Solihull	Single storey and replacement extensions	29.11.17

Council agreed the following:

2017/02764 No comments
2017/02743 No Comments
2017/02826 No Comments
2017/02761 No comments
2017/02903 No Comments

12. Financial Matters

- a. Council noted that the Clerk has exerted delegated powers to contract with Midland Forestry for the removal of branches overhanging Berkswell Primary School. This work was undertaken as a Health & Safety matter. The Cost of the works was £690 (excl VAT) and is included in the list of invoice payments below.
- b. Council noted that ARUP have invoiced the Council for the sum of £10,735.00 (ex VAT) for consultancy services and a PCC survey, included in the list of invoice payments below. The funding for this was originally approved as follows:
 - Berkswell Parish Council £6,000 (for consultancy services approved 08/12/16 Item 17e)
 - Berkswell Parish Council £ 900 (for traffic surveys approved 08/12/16 Item 17e)
 - Berkswell Society £1,000 (received in December 2016)
 - Berkswell Charities £3,950 (received in 2017)
 - **Total** **£11,850**

- c. Budgetary Control – Council noted that the payment of the ARUP invoice will require an increase in the ‘Public Safety’ budget to prevent an overspend. Council to approve the following motion: “The sum of £10,735 will be transferred from earmarked reserves into the ‘Public Safety’ budget”. Council also noted that the full impact on its’ year end accounts will not be £10,735 as grant funding from the Berkswell Society and Berkswell Charities will be applied to reduce the cost to the Council.
- d. The Council noted that the following invoice payments had been examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council: Cllr Burrow left the meeting and Cllr Drake took the Chair. Council approved all the payments.

Clerk

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk’s Salary November 2017	Admin	002000	562.20	0
ARUP – Berkswell Traffic Improvement Project – see Item 12c above	Contract	002001	12,882.00	2,147.00
Midland Forestry – Tree Works	Health & Safety	002002	828.00	138.00
Balsall & Berkswell Jubilee Project – NDP Room Hire	NDP	002003	30.00	0
GR Dawson – churchyard maintenance contract	Contract	002004	752.40	125.40
Berkswell Village Stores - exclusive use of the Berkswell Tea Room and other services provided to the Parish Council for 2016/17	12/10/17 Item 20a	002005	840.00	140.00
DM Payroll Services Ltd – 1 st half 2017/18	Admin	002006	67.50	0
A Burrow – reimbursement of costs re the purchase of Christmas tree lights at the request and approval of the Clerk	12/10/17 Item 17k	002007	102.36	17.06
Greenline – clearing the spinney of old saplings	12/10/17 Item 14	002008	280.00	0
Greenline – risk assessed maintenance	12/10/17 Item 14	002009	280.00	0
Total			16,624.46	2,567.46

In addition to the above payments Council approved the following payment using Financial Regulation 5.2:

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
D Hitchcock – Reimbursement for Remembrance Day Wreath	09/11/17 Item 20b	002010	20.00	0

- e. Payments received – Council noted that a cheque from Berkswell Charities for £3,950 had been received as a contribution to the Berkswell Traffic Improvement Project

<p>f. Grant Applications – none</p> <p>g. Standing Orders – Council discussed the wording of Standing Order 24a as it relates to planning applications. This item was deferred to the next meeting of the Council and Cllr Lloyd agreed to propose a motion clarifying how Parish Councillors should carry out inspections regarding planning applications. It was agreed that Cllr Lloyd would circulate relevant extracts from the SMBC handbook in preparation for discussion at the next meeting.</p> <p>13. 2017/18 Accounts</p> <p>a. Council noted that Cllr Drake has undertaken an internal verification of the bank reconciliation for the period 1 July to 30 September 2017 as required under Financial Regulation 2.2. No issues had been identified.</p> <p>b. Council noted the management accounts for the 6 month period to 30 September 2017 (available on the Council website). Council thanked the Clerk for providing this information in such a timely fashion.</p> <p>14. Risk Management</p> <p>a. Council noted outstanding actions on the Risk Register</p> <p>15. Correspondence</p> <p>a. Letter from Mr & Mrs Williams to SMBC (Copied to BPC) regarding speeding on Station Road by the Brickmakers Arms. Keith Tindall informed councillors that Mr Williams was looking for support from the Parish Councils and the resident’s association. Mr Williams couldn’t attend the Council meeting to make representations. Council agreed to note this.</p> <p>b. Email from Balsall Parish Council responding to BPC’s consultation on the Issues and Options associated with the preparation of an NDP for Berkswell Parish. Cllr Burrow reported that he had received the report from Balsall PC. It was agreed to delegate consideration of the response to the NDP Committee.</p> <p>16. Actions from Previous Meetings</p> <p>a. Council noted the status of agreed actions as circulated (a copy is available on the Council website). Regarding the hardstanding at bus stops near the junction of Hodgetts Lane and Waste Lane, Cllr Lloyd reported he was having difficulty contacting the person who promised to arrange for the work to be carried out. Cllr Lloyd agreed to continue to press. Cllr Burrow reported that the paint for Kelsey Lane bus shelter had been purchased and now we need volunteers to paint the shelter. Cllr Burrow agreed that he would work with the Clerk to update the action list and circulate to Councillors.</p> <p>17. Ongoing References</p> <p>a. Review of inventory of land and assets – there was nothing new to report. David Felthouse confirmed the Balsall & District History Group will take care of the Council’s historic documentation, including conveyances etc, by including them in the Group’s archives.</p> <p>b. Neighbourhood Development Plan</p> <ul style="list-style-type: none"> • Council received a verbal report from Cllr Burrow on the response to the Issues and Options consultation and feedback on how the NDP 	<p>RL</p> <p>RL</p> <p>AB & Clerk</p>
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Steering Committee plans to analyse the data following the NDP Steering Committee meeting on 8th November 2017. In summary:

- 405 responses to the general questionnaire had been received and 19 to the Business Questionnaire.
- The NDP Committee will start to analyse the data at a meeting on 14 November.
- Council plan to use people’s responses to inform Council policy.

Jeff Wheeler commented on the Balsall Questionnaire, particularly the questions relating to the Parish boundary, and asked if Berkswell Parish Council had a view? Cllr Burrow stated that Council would not offer an opinion at this stage. Wendy Wilson asked how the NDP committee will mitigate against bias in our analysis? Cllr Burrow stated that each Member of the NDP Committee have signed the ‘Code of Conduct for Councillors’ and that every comment will have a response (for transparency), following the advice and process set by our consultants.

c. Solihull Draft Local Plan

- Next stage of the Greenbelt review - Cllr’s Burrow & Cambage left the room and Cllr Drake took the chair. Council considered the quotation from LUC for the next stage of the greenbelt review work, noting that the revised quote was £5,145 + VAT, and that the work can be completed by mid-December which would be an acceptable timeframe. Cllr Edwards commented that the Council need to show we are doing all we can for Berkswell residents. Cllr Hitchcock commented on the gap in price between the original estimate and the revised estimate for this follow-on review. He acknowledged the significant increase in scope since the first estimate had been received and accepted that we must take the quote on trust. Cllr Drake commented that the revised estimate is well within the original budget envelope. Cllr Hitchcock proposed the quote, this was seconded by Cllr Edwards and agreed unanimously.
- Report on potential brownfield/PDL sites outside the Berkswell Parish/Balsall Common area that have not been included as allocated for development in the draft SMBC Plan – Council noted this report. Several volunteers had visited the sites which included a redundant golf course in Tidbury Green which looked to be ideal for housing development but hadn’t been included in the draft plan. Council decided to keep the detailed information from the exercise until SMBC publish the Local Plan.
- Council received a report on the meeting with Dame Caroline Spelman MP re the Solihull Plan. Wendy Wilson spoke to this. Wendy Wilson, Cllr Burrow & Cllr Bell went to see Caroline Spelman. Caroline Spelman was concerned about sites backing onto the West Coast Main Line and the interaction of house building with HS2 construction. To meet this concern, photographic evidence had been supplied showing examples of previous developments next to the WCML approved by Solihull and Coventry Councils. Dame Caroline agreed to talk to Nick Page (SMBC) to ask why PDL sites have been put behind greenbelt sites in the draft plan and to find out

<p>meeting should seek to establish from SMBC (members and officers), can it be done; will the proposals achieve the stated objectives and if SMBC support the principle at the estimated cost (i.e does it represent value for money)?</p>	<p>AB, GL, DB</p>
<p>2. To establish if residents are on-board with the proposals and to work through the school (most pupils come from outside the village) to get the views of people on the daily school run. It was agreed to continue to use the volunteers who have been involved so far to gather public opinion</p>	
<p>3. Get Borough Councillors on-board</p>	
<p>e. HS2 – Council discussed recent correspondence with HS2 regarding the temporary re-routing of the Green Way. Cllrs Burrow, Cambage & Hitchcock volunteered to represent the Parish on this</p>	<p>AB, AC, DH</p>
<p>f. Public Rights of Way – Council considered a report from Cllr Lloyd following a meeting on FP M229. Cllrs Lloyd & Hitchcock had visited Cornets End quarry and met quarry people & Rights of Way people from SMBC. The quarry footpath has been closed for 13 years and it has been promised to re-open the footpath in 4 year’s time, which doesn’t have to follow the original route. There will have to be a safe crossing point on the re-instated footpath for use by quarry vehicles.</p>	
<p>g. Ward Action Plan – Council discussed a copy of the draft ward action plan provided by SMBC. Council agreed to go through the document outside of the meeting, to identify if any issues were missing .</p>	<p>AB</p>
<p>h. Handyperson – Cllr Burrow reported that the specification and advert had been updated and that an advert will be posted soon.</p>	<p>Clerk</p>
<p>i. Trees overhanging the school playground – Council noted that the tree works were undertaken on 24 October.</p>	
<p>j. Christmas trees - Council noted that the trees and lights have been ordered and that Cllr Howles has supplied some decorations for use, thanks to her. The cost of the trees has been confirmed as being substantially less than first thought, consequently, Council agreed to increase the size of all the trees by 1 foot. The Clerk was asked to confirm the revised order with Alastair Dymond.</p>	<p>Clerk</p>
<p>k. Review of the Airport Night Flying – Council agreed to consider the following amended motion:</p>	
<p>1. Council agrees not to object to the current offer from the Airport, subject to ...</p>	
<p>2. the agreement running for the 3 years of the current review period and not rescinding the obligation of the Airport Company to reduce night Air Traffic Movements to 4% of total ATMs as soon as practicable thereafter,</p>	
<p>3. the night noise violation limit being reduced to 81dB or less, and</p>	
<p>4. the Airport Company taking note of the Council's concern that the noise Quota Count is not being reviewed, despite the Quota Count system not being operated in a way that provides an incentive to introduce quieter aircraft.</p>	
<p>Cllr Burrow proposed the motion which was seconded by Cllr Drake and agreed unanimously.</p>	
<p>l. Berkswell Village Shop – Council considered future use of the village tea rooms by the Council. It was confirmed that the old arrangement, whereby</p>	

<p>the Clerk held a weekly surgery in the tea rooms, is at an end. Council agreed that the tea rooms provide a useful location for meetings (e.g. for consultation events) but that there was no requirement for a regular booking. The Clerk was asked to negotiate a rate per hour for future use of the tea rooms with the proprietors.</p>	<p>Clerk</p>
<p>18. Removal and additions to Ongoing References Removals: Green Belt Review – now incorporated into ‘Solihull Draft Local Plan’ Additions: Berkswell Village Shop</p>	
<p>19. Training and Meetings</p> <ul style="list-style-type: none"> • There were no reports of attendance at events or meetings 	
<p>20. Heritage and Community</p> <ol style="list-style-type: none"> a. Green Belt SHELAA report - Council discussed whether to appoint a planning consultant to work on the concerns Wendy Wilson raised about SMBCs Green Belt SHELAA report, Wendy is preparing a report on all the errors in the SHELAA. This report would need to be verified and a decision taken about whether it can be taken further i.e. are there substantive issues which cause doubt about the evidence base which can be taken to SMBC. Council agreed to ask our current advisers to quote for this work. Cllr Burrow agreed to discuss with Wendy Wilson outside the meeting. b. Remembrance Day service - Council noted the Remembrance Day service will be held on Sunday 12 November at St John Baptist Church, Berkswell. Council reviewed the arrangements and agreed the purchase of a wreath on behalf of Berkswell Residents at a cost of £20. It was agreed that Cllr Burrow would lay the wreath. c. Village Green seat - Council noted the progress on the repair of the circular seat from the village green and thanked Alastair Dymond for his voluntary work renovating the seat. d. Hodgetts Lane/Waste Lane Junction – Council noted SMBCs proposed signing improvements at the junction which it is hoped to be completed during the 2017/18 financial year. Cllr Burrow agreed to advise SMBC of the latest accident. 	<p>AB, WW</p> <p>AB</p>
<p>21. Council Administration – nothing to report</p>	
<p>22. Next Meeting - Ordinary Meeting of the Council, 7 December 2017 at 7.15pm, in the Jordan Room, St John Baptist Church, Berkswell.</p>	