



Berkswell Parish Council – Ordinary Meeting 15 March 2018

a. The following list of planning applications received since the last meeting were discussed.

Ref	Location	Proposal	Response Date
2018/00069	88 Meeting House Lane Balsall Common Solihull CV7 7GE	Crown reduce by approximately 15% and remove 2 lower limbs overhanging the road and driveway on 1 No. oak tree in front garden.	27.02.18
2018/00418	Land Adjacent To Beanit Farm Hob Lane Burton Green Solihull	Prior notification for change of use of an agricultural building to a residential dwelling at land adjacent to Beanit Farm.	06.03.18
2018/00377	The Firs Bradnocks Marsh Lane Bradnocks Marsh Solihull	First floor rear extension and balcony to front elevation, rear dormer window and detached double garage.	19.03.18
2018/00496	Truggist Hill Truggist Lane Berkswell Solihull	Erect tree house to rear right of main house.	16.03.18
2018/00511	The Cow Shed Barretts Lane Farm Barretts Lane Balsall Common	Conversion of an agricultural barn to 1 No. residential dwelling.	20.03.18
2018/00580	The Willows Hob Lane Burton Green Solihull	First floor side extension.	26.03.18
2018/00577	177 Duggins Lane Berkswell Solihull CV4 9G	Two storey side extension and single storey rear extension plus internal alterations.	26.03.18
2018/00646	Eardley Cottage Meriden Road Berkswell Solihull	Conservatory to rear of property.	26.03.18

The following comments were agreed:

2018/00069 No comment as the consultation period has expired

2018/00418 No Comment as the consultation period has expired

2018/00377 Council felt that the proposed extension must be bigger than 40% of the original building and it is in green belt. Council agreed to ask SMBC to confirm that this application conforms with planning regulations. The Clerk asked to respond accordingly.	Clerk																																																		
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<p><b>12. Financial Matters</b></p> <p>a. The following invoice payments were presented for approval having 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</p> <p>b. Council noted, before approving the payment to A Dymond, that the original budget set for this work was £250 (ex VAT) and that the actual invoiced cost was £368.01 (ex VAT). Council were reminded that a total sum of £400 had been set aside for maintenance work and no other work had been commissioned. Council, therefore, agreed to reimburse the full amount.</p>																																																			
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GR Dawson – churchyard maintenance January to March 2018 (if invoice received in time)	Contract	002057	752.40	125.40
<b>Total</b>			<b>6,052.78</b>	<b>699.01</b>

In addition to the above payments Council was asked to note that a cheque for £25 made payable to Balsall & Berkswell Jubilee Centre has been raised to be signed under Financial Regulation 6.6 in respect of room hire

c. Payments received – none

**13. Appointment of Internal Auditor 2017/18**

a. Council approved the appointment of W.J Robinson to undertake the 2017/18 internal audit at an estimated cost of £140.

**14. Grant Policy 2018/19**

a. Council reviewed its grant policy to reflect a limited grants budget set for 2018/19 and a desire to ensure that grants are allocated to the most needy causes rather than on a first come first served basis. Council agreed the following motion:

- This Council agrees to have two decision meetings for grant applications in the coming year.
- The grant policy is amended accordingly
- The current applicants to be informed that this is the Council’s approach to manage limited funds
- This policy adaptation is communicated via the communicator, Society newsletter and the Council’s web site to ensure fairness

In addition to the above, Council agreed to delegate to the Clerk the task of drafting an equitable approach to be adopted in 2018/19 for the allocation of grants. The following approach was recommended by the Clerk: *“Council will consider all grant applications received by 7 June 2018 at its meeting on 14 June 2018. This date has been set to give all potential grant applicants time to submit their grant claim. In the event that not all the Council’s Grant budget is allocated on 14 June, a second tranche of applications will be considered in November 2018”.*

b. Grant Applications – the following grant applications had been received:

- Berkswell Cricket Club – contribution to the cost of ground equipment for second ground £2,000
- 2<sup>nd</sup> Balsall Common Scout Group – contribution to the cost of new kayaking equipment £2,394
- Berkswell Pre-School – contribution to cost of improvements to the facilities and activities available to the children £2,500

Council noted that there were no funds available in the 2017/18 budget so it was agreed that new applications should be assessed with reference to the Grants budget allocated for the year commencing 1 April 2018 (see 14a above).

**15. General Data Protection Regulations** – In light of the impending changes to the data protection regulations Council agreed the following motion: *“The Clerk is authorised to undertake all the work*

Clerk

Clerk

<p>necessary and incur the legally required registration fees, associated with the General Data Protection Regulations”.</p>	<p>Clerk</p>
<p><b>16. Risk Management</b></p>	
<p>a. Council noted the following:</p>	
<ul style="list-style-type: none"> <li>• The Head Teacher at Berkswell School has not yet been approached by BPC re closing the car park in extreme weather. Cllrs Edwards &amp; Burrow agreed to visit Tracey Drew to discuss the matter.</li> </ul>	
<ul style="list-style-type: none"> <li>• The pollution of the Well appears to be coming from the School. As the school is direct grant funded, SMBC has stated it is not their concern.</li> </ul>	
<ul style="list-style-type: none"> <li>• It was agreed that Clerk should buy a cork board for the Masala club notice board to make it easier to post notices.</li> </ul>	<p>Clerk</p>
<p>b. Risk Framework – there was nothing new to report</p>	
<p><b>17. Actions from Previous Meetings</b></p>	
<p>a. Council to note the status of agreed actions from previous meetings as circulated (a copy is available on the Council website)</p>	
<p><b>18. Correspondence</b></p>	
<p>a. Council noted the letter from Steve Hawley (SMBC) re parking restrictions on Hall Meadow Road which indicated no money was available for this. Council agreed to ask Cllr David Bell if funding could be found for posts on the verge.</p>	<p>Clerk</p>
<p><b>19. Ongoing References</b></p>	
<p>a. Review of inventory of land and assets</p>	
<ul style="list-style-type: none"> <li>• Council noted that an application to Register the Pound has been submitted to HM Land Registry and that an acknowledgement of the application has been received by the Clerk.</li> </ul>	
<ul style="list-style-type: none"> <li>• Council approved the following motion; “The Clerk is authorised to organise the registration of the Kelsey Lane bus shelter in the Council's name with HM land Registry and to incur a cost of fees up to £300”.</li> </ul>	<p>Clerk</p>
<ul style="list-style-type: none"> <li>• Council noted that Wendy Gaunt has agreed to obtain signatures from residents in support of the Registration of the Well area as a village Green and Cllr Edwards agreed to look at what is needed.</li> </ul>	<p>DE</p>
<ul style="list-style-type: none"> <li>• Council considered the current status of its Asset Register. The Clerk stated that it was work in progress but that the register makes it clear which assets are; a) owned by the council; b) not owned by the Council; and c) under investigation. The Clerk plans to have a debate with insurance companies to assess if there is public liability cover for use of assets not owned by the Council (e.g. posts on the Well area)</li> </ul>	<p>Clerk</p>
<ul style="list-style-type: none"> <li>• Cllrs Edwards and Drake reported that they are in arrears on the asset inspection but this will be carried out soon.</li> </ul>	<p>DE/RD</p>
<p>b. Neighbourhood Development Plan – Cllr Burrow introduced the whole NDP item by explaining that there would be 3 consultations on the draft NDP. This first consultation is a non-statutory consultation which is particularly a last opportunity for the PC to check that it has considered all of the Community wishes and views. Council would also specifically consult SMBC and Balsall Parish Council, amongst others, but anyone can comment. It would be followed by a Regulation 14 consultation undertaken by the PC which would specifically include a range of</p>	



<p><i>from Berkswell PC will gladly be received in the form of a cheque for £1,000 made payable to Burton Green Parish Council.”</i></p> <ul style="list-style-type: none"> <li>• Council also noted that a list of proposed road changes (as previously circulated) has been submitted to Burton Green PC on behalf of Berkswell Parish Council for inclusion in the Byng study.</li> <li>• Cllr Lloyd reported that he had met Mr Byng yesterday, and had learned the following: Bing set up the original system for estimating the cost of rail projects. Apparently, the Government has only had high level cost indications and if Byng can show the actual cost will be much more than the cost estimate then money and resources will be short in supply. This is, therefore, a significant study. If costs need to be cut, there may have to be a revisiting of tunnelling v. surface running. The output of the review will be a cost report.</li> </ul> <p>f. Handyperson – Council noted that the Clerk had received three applications by the revised closing date of 8 February but that only one complied with the request for a quotation and that the one valid quote was considerably higher than the budget set for this activity. Consequently, Council considered next steps and concluded that an appointment could not be made at this time. Cllrs Burrow and Edwards agreed to sound out possible residents who might be interested.</p> <p>g. Review of the Airport Night Flying – Council noted that the ACC has adopted the proposed policy which has been submitted to SMBC.</p> <p><b>20. Removal and additions to Ongoing References</b>  Removals: Traffic Calming  Additions: None</p> <p><b>21. Training and Meetings</b> – There were no reports</p> <p><b>22. Heritage and Community</b></p> <p>a. Footpaths from Floyd Grove to Station Road and the footpath at the Marsh lane junction with the Kenilworth Road - Council noted the correspondence on these footpaths as received by the Clerk and Councillor Burrow which state that both these footpaths are on the list of streets and maintainable at SMBC expense by reference to the list of streets and clarification drawings. In order to ensure that there is no doubt, the Council considered the following motion; “The Clerk is asked to write a letter to David Keaney (SMBC Highways) in accordance with the draft circulated to councillors, stating that the Council fully understands that a word description in the list of streets cannot always fully cover all the intricate details and that the drawings supplied clarify the entry on the list of streets and as such, both paths in question are on the list of streets. The letter will express Council’s gratitude for the work Mr Keaney has put in to clarify the situation”. After a discussion, where differences of opinion were expressed in terms of whether or not SMBC were fulfilling their statutory duty, Council approved the motion and agreed to take the matter off the agenda. Cllr Lloyd asked for his objection to be registered as he believes that the Parish Council should deplore the fact that SMBC is not operating legally.</p>	<p>DE/AB</p> <p>Clerk</p>
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**23. Council Administration**

a. Clerks Salary – Council approved the following motion:

- “The Council is pleased to note that the Clerk has met the full criteria to move to the top of the Berkswell Clerk's salary range which is broadly equivalent to pay point 32 on the NALC scale, which is just one factor that the Council considers when setting the Clerk's salary. Furthermore, the Council considers that a 3% increase should be applied with effect from 1 April 2018 to salary and allowances to reflect inflation and moves in market salaries for accountants”.
- Council noted that the 2018/19 salary budget of £9,450 should be increase accordingly to £10,150.
- Cllr Burrow thanked the Clerk for all his hard work.

**Next Meeting** – Ordinary Meeting of the Council, 12 April 2018 at 7:15pm in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.