

## Berkswell Parish Council – Ordinary Meeting 12 April 2018

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell on 12 April 2018 at 7.15pm.

Topic	Action by
<p><b>1. Evacuation Procedure</b> – the Chairman instructed those in attendance of the evacuation procedure</p> <p><b>2. 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 takers.</p> <p><b>3. Attendance:</b> Cllrs Burrow, Howles, Hitchcock, Edwards, Lloyd, Drake and Cambage, the Parish Clerk, and 5 members of the public.</p> <p><b>4. Apologies for Absence.</b> None received.</p> <p><b>5. Acceptance of Apologies.</b> Not required</p> <p><b>6. Declarations of Interest</b></p> <p>a. The following declarations of interest were made by Councillors on items on the agenda:</p> <ul style="list-style-type: none"> <li>• Cllr Burrow stated that he owns land which under Solihull's draft plan would be taken out of greenbelt. He asked for a dispensation to talk but not to vote on item 18c. Council agreed to this.</li> <li>• Cllr Cambage stated that her house backed on to Barratts Farm. She asked for a dispensation to talk but not to vote on item 18c. Council agreed to this.</li> <li>• Cllr Lloyd declared an interest in HS2 &amp; stated that he was a Balsall PC representative on their Village Centre working group</li> </ul> <p>b. There were no written requests for disclosing pecuniary interests</p> <p>c. There were no requests for dispensations other than those agreed in 6a (above)</p> <p><b>7. Confirmation of Minutes</b> The Ordinary Meeting of the Council held on 15 March 2018 were approved and duly signed by the Chairman.</p> <p><b>8. Matters arising from the previous meeting for attention</b> Council discussed the decision to extend the closing dates for Council Grants to 7 June 2018. Cllr A Burrow agreed to draft a note to inform potential grant applicants of the agreed process for use in the Berkswell Society Newsletter and other circulars.</p> <p><b>9. Borough Councillor's Report and Parish Councillor's Opinion</b> – Cllr Burrow reported his understanding that SMBC are still awaiting numbers of dwellings regarding the Village Farm planning application. As nothing has been provided to date, there has been no progress. Cllr Hitchcock suggested a gathering be organised at the Marsh Lane Nature Reserve later this month (e.g. Weekend of 28 - 29 April). Cllr Burrow reported that the bench on the village green is being reinstalled on Saturday 28 April.</p> <p><b>10. Committee Appointments</b> – nothing to report</p> <p><b>11. Planning Applications</b></p> <p>a. a list of planning applications received since the last meeting is detailed below. Council noted that the response dates for the first three of these applications had passed at the time of this meeting.</p>	

Berkswell Parish Council – Ordinary Meeting 12 April 2018

Ref	Location	Proposal	Response Date
2018/0067	Beehive Cottage Lavender Hall Lane Berkswell Solihull	Fell one Spruce tree in a conservation area	03.04.18
2018/00764	441 Station Road Balsall Common Solihull CV7 7EF	Single storey extension to front, side & rear.	06.04.18
2018/00767	Craigside Hodgetts Lane Berkswell Solihull	Two storey side extension, single storey rear extensions	09.04.18
2018/00768	Willows, Sunnyside Lane Balsall Common Solihull	Erect 4 bedroom detached dwelling with attached garage.	24.04.18

Council agreed the following comments:

2018/0067 No comment
2018/00764 No comment
2018/00767 No comment
2018/00768 Council suggested that the Highway office may want to comment as the access to this site is directly off a roundabout. The majority of the Members agreed not to comment.

**12. Financial Matters**

- a. The following invoice payments were approved having been examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates had been received/carried out, and represented expenditure previously approved by the Council:

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk's Salary April 2018	Admin	002061	656.57	0
R Wilson – reimbursement of admin costs	Admin	002062	79.22	13.20
A Burrow – reimbursement to Cllr Burrow the cost of printed envelopes for the NDP consultation as authorised by the Clerk.	NDP	002063	288.00	48.00
S Bentley-Green – 2 <sup>nd</sup> instalment of 2018/19 grass mowing contract	Contract	002064	187.50	0

Berkswell Parish Council – Ordinary Meeting 12 April 2018

WALC – 2018/19 subscription (see Item 13 below)	12/04/18 Item 13	002065	747.00	0
<b>Total</b>			<b>1,958.29</b>	<b>61.20</b>

In addition to the above, Council noted that payments were made using Financial Regulation 6.6 in respect of essential NDP printing at a cost of £1,732.12 as approved under minute 19b at the Ordinary Meeting held on 15 March 2018 and a payment of £250.00 to Warwickshire County Council in respect of the Historic Environment Report as approved under minute 17b at the Ordinary Meeting held on 11 January 2018.

b. Payments received – the Clerk reported that the first half of the 2018/19 precept should have been received from SMBC but he would have to wait for the bank statement to confirm this.

**13. WALC Subscription 2018/19** – A resident asked for clarification on what value this subscription represented to the Council. The Clerk responded that membership gives him access to a wide range of useful material as well as the ability to ask for specific advice. Council approved the payment of the annual subscription to WALC at a cost of £747.00 (unchanged from 2017/18).

**14. External Audit 2017/18**

a. Council noted the following key dates:

<b>Key dates for the 2017/18 reporting season</b>	
Deadline by which completed & approved AGAR and all applicable supporting documents or Exemption Certificate must be submitted to us	Monday 11 June 2018
Statutory common period to be included in the smaller authority’s period for the exercise of public rights. The external auditors have suggested the dates for the inspection period should be 4 June to 13 July 2018.	Monday 2 July – Friday 13 July 2018
Statutory deadline by which AGAR & signed external auditor report must be published by the smaller authority (this includes publishing on the smaller authority’s website). The Notice of Conclusion of Audit must be published at the same time.	Sunday 30 Sept 2018

**15. Risk Management**

a. Council noted that the quarterly physical asset check had been undertaken on 26 March and that there was nothing significant to report (a report had been circulated to members prior to the meeting). After a discussion, Council agreed the principle that if any asset not owned by the council is beyond repair or dangerous it will be either removed or replaced.

b. Risk Framework – there was nothing to report.

c. Council considered the following motion: “Council agrees that an ad hoc working group is established to draft the risk policy items

<p>on the action list”. Council approved the motion and noted that this policy is required by the May meeting. Cllr Drake agreed to draft a policy for circulation and comment.</p>	<p>RD</p>
<p><b>16. Actions from Previous Meetings</b></p>	
<p>a. Council noted the status of agreed actions from previous meetings as circulated (a copy is available on the Council website)</p>	
<p>b. Council considered and noted/approved the following updates to the Agreed Action List:</p>	
<ul style="list-style-type: none"> <li>• Council agree that action 10 is deleted and replaced with “Council agreed that discussions on concept plans should be in accordance with the draft NDP” to be actioned by Cllrs Drake, Howles and Edwards.</li> </ul>	<p>Clerk</p>
<ul style="list-style-type: none"> <li>• All completed items in grey should be removed</li> </ul>	<p>Clerk</p>
<ul style="list-style-type: none"> <li>• Action 38 TPOs – Councillor Burrow requests help from someone willing to make the TPO applications. AB, RL &amp; DH agreed to do this next week.</li> </ul>	<p>AB/RL /DH</p>
<ul style="list-style-type: none"> <li>• Delete action 37 (Bugle article on 89 bus service)</li> </ul>	<p>Clerk</p>
<ul style="list-style-type: none"> <li>• Action 58 – Councillor Lloyd to report action and this item to be closed. Cllr Lloyd reported that he had completed the action by attending a meeting with SMBC. Council agreed a new action which was for the Clerk to chase SMBC for an update on any action taken.</li> </ul>	<p>Clerk</p>
<ul style="list-style-type: none"> <li>• Action 64 – Councillor Lloyd to report on any progress – Cllr Lloyd reported that this was work in progress</li> </ul>	
<ul style="list-style-type: none"> <li>• Action 79 Council to note that the Chairman had written to the Head of the school requesting a meeting concerning the car park in icy weather but no reply had been received.</li> </ul>	
<p><b>17. Correspondence</b> – Council noted the letter of thanks for the grant to the Jubilee Project received from Sue White. Cllr Burrow reported that he intends to attend the Jubilee Project AGM on Tuesday 17 April. Cllr Lloyd reported that the Jubilee Centre is setting up a community café (for people in need) with free food available (courtesy of Tesco). Cllr Lloyd agreed to write a short article for David Felthouse to put in the Communicator. Cllr Hitchcock reported that the Jubilee Project is coping financially but may need help with building work in the future.</p>	<p>RL</p>
<p><b>18. Ongoing References</b></p>	
<p>a. Review of inventory of land and assets – Council noted the report on the recent Asset Inspection conducted by Councillors Edwards and Drake. See Item 15a above.</p>	
<p>b. Neighbourhood Development Plan</p>	
<ul style="list-style-type: none"> <li>• Council noted the circulated report prepared by a working group of the Berkswell NDP on the responses received regarding the Balsall Common village centre from the residents’ consultation and agreed this should be tabled at the upcoming meeting with Balsall PC on the Village Centre. Cllr Drake reported that Council had sent the data used to draft our policies, together with all the comments received on the village centre, to Balsall Parish Council. Council noted that Balsall Parish Council had declined to use this data but had invited BPC to a focus group. In preparation for this, Cllr Drake and others extracted themes from written comments, with lots of</li> </ul>	

Berkswell Parish Council – Ordinary Meeting 12 April 2018

<p>support or the occasional ‘nugget’, to prepare an input to the focus group on 16 April. Council noted that Balsall Parish Council had subsequently written to withdraw the invitation to the focus group. Council then discussed a proposed response which had been circulated to members prior to the meeting. Council agreed the content of the response and asked the Clerk to communicate with Balsall PC. Part of the response would be to offer a councillor (Richard Drake) to join the Balsall PC consultation group on the Village Centre to act as a representative and contribute to discussions.</p> <ul style="list-style-type: none"> <li>• Council considered the following motion: “The Council approves an extension of the first draft plan consultation period to midnight on 26th April 2018 to facilitate a full verbal and written response by SMBC. The Clerk/NDP Committee members to organise appropriate communication of this change via the web site, Communicator and Berkswell Society e-newsletter”. This motion was agreed.</li> <li>• Local Green Spaces – Council discussed the intention to register public spaces. Cllr Lloyd suggested that the Clerk should contact the Open Spaces Society to ask how to make a successful application. Cllr Burrow agreed to talk to our planning consultant for their advice.</li> <li>• Traffic Calming – Cllr Burrow reported that there had been a disappointing response to proposals and suggested a meeting on 24 April to generate more support for the proposals from residents of Berkswell Village. This was agreed.</li> </ul> <p>c. Solihull Draft Local Plan</p> <ul style="list-style-type: none"> <li>• Cllr Lloyd reported on progress of the working group evaluating the LUC report (green belt review). Cllr Lloyd had circulated a report which highlighted that a number of questions required clarification. In summary the working group were recommending that LUC should prepare a report on the essential key findings and main recommendations (one pager) to be submitted to SMBC sooner rather than later (i.e. in a month’s time). Council noted that LUC would need to be asked for a quote to do this. Council agreed to ask LUC for a meeting at no cost to discuss issues raised by the working group as a precursor to producing the Public Facing Report.</li> <li>• Cllr Burrow reported that the Brown Field sites register has now been approved by SMBC and that Cllr Bell is trying to get a meeting with the Leader of the Council to discuss potential development on these brown field sites. Cllr Burrow and Cllr Edwards agreed to go to this meeting to represent BPC.</li> </ul> <p>d. Governance Review - Council noted that the Solihull Governance Committee met on 27th March to consider the report by Officers on the Terms of Reference for the parish boundary review. There was considerable open discussion. Cllr Burrow reported that he was able to explain the Parish Council’s position that it was an issue primarily for Berkswell Parish residents and that there should be a full range of options in the main consultation with residents. Cllr Burrow had stated</p>	<p>Clerk</p> <p>AB/ Clerk</p> <p>AB</p> <p>AB/DE</p>
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<p>that BPC had supported the BCVRA petition on that basis. Council noted that the TORs for the main review were then changed by the Governance Committee to include 3 options – ‘de-parishing’, merger, (Council agreed to add a comma after the word ‘merger’ to the wording on the agenda to clarify that this was one of the 3 options) and a move of the Balsall PC boundary to the HS2 line. Residents will also be able to object to any change. The TORs had also been changed to invite proposals for ‘warding’ rather than present very limited options. Consultation documents will be issued by SMBC in due course.</p> <p>e. HS2 – Cllr Lloyd reported that he had spoken to Cllr Bell, as HS2 appear to have started work chopping down hedgerows apparently without planning permission.</p> <p>f. Handyperson – The Clerk reported that he had tried to make contact with the only person who had submitted a compliant bid for the work to see if a mutually attractive arrangement could be reached. He reported that his initial approach had not been replied to. The Clerk was asked to follow up his initial approach.</p> <p>g. Review of the Airport Night Flying – Cllr Lloyd reported that the Airport Night Flying policy been approved by SMBC.</p>	
<p><b>19. Removal and additions to Ongoing References</b>  Removals: None  Additions: None</p>	Clerk
<p><b>20. Training and Meetings</b> – There had been no attendance at events nor meetings to report.</p>	
<p><b>21. Heritage and Community</b></p> <p>a. Damage caused to grass verges by the parking of cars – Council discussed the issue which was raised at the last meeting of the Council. Cllr Hitchcock stated that he had reported problems on Hallmeadow Road and Lavender Hall Lane to a number of authorities but nothing had been done to date. The Clerk was asked to write to SMBC expressing concern.</p> <p>b. Spring and Autumn Planting Scheme - Council approved the following motion: “Council approves that the Clerk can spend the budgeted sum of £600 for the spring and autumn planting of the station planters, station roundabout and Marsala club flower bed in concert with Berkswell Society volunteers”. The Clerk was asked to liaise with Caroline Joyner to apportion the budget.</p>	Clerk
<p><b>22. Council Administration</b></p> <p>a. GDPR – Council noted the draft Privacy Notices and Consent Form circulated by the Clerk, in response to new Data Protection Laws. The Clerk was asked to work up a recommendation for both documents for approval at the Annual Meeting of the Council in May.</p> <p>b. Clerk’s Employment - Council approved the following motion: “Council approves the Chairman to update and reissue the Clerk’s statement of terms and conditions of employment to reflect current compensation (agreed 15th March 2018) and policy agreed on 9th February 2017 with respect to CILCA and pensions. The Council also approves that the Chairman formally signs this year’s appraisal on behalf of the Council as circulated</p>	Clerk

Berkswell Parish Council – Ordinary Meeting 12 April 2018

<p>confidentially to Councillors prior to the 15th March 2018 meeting”. It was also agreed that the Vice chairman should also sign the documentation.</p> <p><b>Next Meeting</b> – Annual Meeting of the Council, 17 May 2018 at 7:15pm in the Balsall &amp; Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.</p>	<p>AB/RD</p>
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