

Minutes of the Annual Meeting of the Parish Council of Berkswell, held in the Jubilee Centre, Balsall Common on 14 May 2015 at 7.15pm

1. Attendance

Councillors G Lock (Chairman), K Howles (Vice-Chair), A Cambage, S Cooper, D Hitchcock, A Burrow

Councillors W Heard, L Macdonald (Balsall PC), Mr Stan Green, Mr A Dymond, Mr K Tindall, Mr M Hickin, Mrs C Sullivan, Ms W Wilson, Mr P Bray, Mrs D Edwards
Mrs S Butterworth (Clerk)

2. Apologies

Councillor R Lloyd, Borough Councillor D Bell

3. Declarations of Interest

None

4. Election of Chairman

Councillor Lock thanked everyone for attending the first meeting of the new council.

Councillor Lock requested nominations for the position of Chair.

Councillor Hitchcock proposed Councillor Howles. Seconded by Councillor Burrow.

Councillor Howles accepted the position of Chair and took possession of the Chairman's Badge of Office.

Councillor Lock left the Council table and joined members of the public.

On behalf of the Council, Councillor Howles thanked Graham Lock for his contribution to the Council and in particular his work in opposing HS2.

Councillor Howles requested nominations for the position of Vice-Chair.

Councillor Cambage proposed Councillor Burrow. Seconded by Councillor Hitchcock.

Councillor Burrow accepted the position of Vice-Chair.

Councillor Howles proposed Councillor Burrow be responsible for communications, to increase the status of the role of Vice-Chair. All agreed.

5. Confirmation of Minutes

The minutes of the Ordinary Meeting of the Parish Council held on 12 March 2015 confirmed as accurate by all present, and signed by the Chairman.

The minutes of the Extraordinary Meeting of the Parish Council held on 24 March 2015 confirmed as accurate by all present, and signed by the Chairman.

The minutes of the Planning Committee Meeting held on 23 April confirmed as accurate by all present, and signed by the Chairman.

6. Matters arising from Parish Assembly held on 26 March 2015

- *Mr Beasley suggested the Parish Council should have a fact/noise argument to put to the ACC and SMBC on behalf of Berkswell and Balsall Common. He felt there had not been enough of an argument put forward by SMBC. There should be active work on noise based data. Councillor Lock confirmed this should be an item for the first agenda of the new Parish Council.*

- ***Mr C Jagger commented on the noise from planes taking off causing doors to vibrate and how this could be measured. Councillor Lock asked Mr Burrow to comment and he suggested the parish should purchase sound monitoring equipment. Mr Burrow asked for this to be on the next agenda and request Mr M Tattum and Mr M Beasley attend. Councillor Lock requested Mr Burrow investigate equipment available and report at the next meeting in May.***

Councillor Burrow reported to buy a noise meter would cost £10,000. He had been advised to rent a meter at £40/day. Councillor Burrow had used a meter previously and birds had been the main noise source. A more technical meter was recommended and Councillor Burrow was willing to trial further. Councillor Cooper referred to a hand-held meter at a cost of £20. Councillor Burrow suggested it would not be advisable to do anything without the advice of Mr M Tattum. Equipment would be rented if advised to do so.

- ***Mrs D Jagger commented on another accident in the village that morning and asked for the Parish Council's thoughts on traffic calming.***

Councillor Lock stated the Parish Council had appointed, and would fund, consultant, Ben Hamilton-Baillie to produce a scheme for shared use places i.e. motorists, pedestrians, cyclists. He would visit the area on 15 April 2015 and hold a public presentation at 6.30pm in the Reading Room. Information available on his website – www.hamilton-baillie.com

The Parish Council could then approach SMBC with the findings and move forward. Mrs D Jagger asked for SMBC's thoughts? Councillor Lock confirmed Ben Hamilton-Baillie had been introduced to the Parish Council by SMBC.

Councillor Bell reported on the involvement of the Chief Executive and Head of Places. He had stressed the needs of Balsall Common and had requested results. He offered assurances of some action and referred to a meeting to be held on 27 March 2015 between SMBC and local representatives.

Councillor Howles reported on the presentation made by Mr Ben Hamilton-Baillie. This had been a longstanding agenda item and it was now moving forward.

Mr Lock reported he was in communication with Mr Ashley Prior who was confident of support from SMBC in moving this forward and advised the PC to liaise with SMBC. Councillor Cooper advised all to visit Dorridge to view the traffic calming scheme in operation.

Councillor Burrow suggested the formation of a steering group.

- ***Mrs J Edwards expressed concern re the lack of shelter at Berkswell Station when travelling north. The ticket office is rarely manned and the shelter is closed when the ticket office is closed. Removal of doors would allow the shelter to remain open. Councillor Bell agreed to follow up with Centro. The gap from the platform to train is too large and a danger. Councillor Bell to raise the issue of a safer platform level with Centro and provide Clerk with an update.***

Councillor Lloyd stated the coldness of the material used for the seats was also a problem.

Councillor Howles referred to an email from Councillor Bell forwarding an apology received from Centro stating there had been a technical fault and the waiting room would now be open when the ticket office was open.

There were no plans to alter the platform structure to resolve the problem of the gap but the PC would continue to make the point re disabled access.

Mr Hickin stated he would like to approach Centro, on behalf of Berkswell Society, re the appearance of the station. Clerk to forward contact information.

7. Public Opinion, Borough Councillor's Report and Parish Councillor's Opinion

- Discussion took place regarding the positioning of this item on the agenda. Consideration would be given to inviting public opinion throughout the meeting rather than at the start.
Councillor Hitchcock stated there should be space for general topics and there should be the opportunity to discuss additional items.
Mr A Dymond reported on the danger from lorries on a sharp bend at the Duggins Lane development. He envisaged a line of traffic when the full development was up and running. PC to write to Mr J Cassidy, copy to SMBC, re concerns raised by residents.
- Mr Tindall informed the meeting the planning application at 208 Station Road for a fast food takeaway would be discussed by the Planning Committee on 20 May. Councillor Howles requested a representative to attend. Councillor Cooper confirmed should would try to attend.
- Councillor Hitchcock reported on the Spinney. Work was on hold due to the bird nesting season. Some works had been completed. Dangerous trees had been assessed and there was no immediate risk. There was a plan for the island. Mr Hickin stated he would prefer to include the Spinney in the judging for the Britain in Bloom Award, providing evidence of planned works. Mr Hickin to liaise with Councillor Hitchcock.
- Councillor Cabbage asked whether there were plans for replacement trees along the railway bank. Councillor Cooper had asked Mrs C Spelman to investigate but no update had been received. There were concerns re landslip. PC to follow up.

8. Administrative Matters

- ***Councillors' Declaration of Appointment of Office, Councillors' Declaration of Interests, Councillors' Code of Conduct***
Councillors K Howles, A Cabbage, S Cooper, D Hitchcock and A Burrow signed Declarations of Appointment of Office. Witnessed and signed by Clerk.
Code of Conduct on WALC website should be adhered to. Clerk to provide paper copies at next meeting.
- ***Councillor Vacancy***
Clerk to update notice of vacancy on website and noticeboards. Mrs D Edwards had expressed an interest in the vacancy and procedures to be put in place for co-option at the next meeting.
- ***Clerk Vacancy***
Two candidates were to be interviewed on 20 May 2015.

9. Annual Meeting Business

- ***Committees and Representation***
Representation on Committees discussed.
Councillor Howles stated appointments would not be made until clarification was received regarding the role of a trustee on a charity. Councillor Macdonald agreed to send Clerk further information re legal implications. Carry forward.
- ***New Committees***
None at present.

- ***Review Standing Orders and Financial Regulations***
Carry forward.
- ***Review of arrangements with other local authorities***
Carry forward.
- ***Review of inventory of land and assets***
Carry forward.
- ***Review of insurance***
Carry forward.
- ***Review of representation on other bodies***
Carry forward.
- ***Review of complaints procedure***
Carry forward.
- ***Review of information handling***
Carry forward.
- ***Review of press/media***
WALC information to be uploaded on website.
Clerk to check why Berkswell PC website was down.

Councillor Burrow stated the internal audit report should contain procedural matters to be reviewed. Standing Orders and Financial Regulations to be updated in line with internal audit.

Councillor Cambage confirmed the Grant Policy would be made available on the website. Councillor Howles confirmed holding letters had been sent and the PC would be responding to all grant requests in the near future.

10. HS2

Response to First Special Report of the Select Committee

In the absence of Councillor Lloyd, it was agreed to carry this item forward.

11. Ordinary Business

• ***Jubilee Project – Constitution***

Councillor Cooper suggested joint meetings between Balsall and Berkswell PC to discuss the current situation. Councillor Hitchcock disagreed and felt it more advantageous to work separately. Councillor Heard confirmed Balsall PC findings would be shared with Berkswell PC. The Jubilee Project Committee had been requested to inform PCs of requirements. Councillor Howles requested Councillor Cooper report back to Berkswell PC. Councillor Cooper was uncomfortable regarding the sharing of information and it was suggested there should be Clerk to Clerk communication.

Councillor Heard confirmed confidentiality within committees but PCs would be sharing information as per Communications Policy.

Councillor Burrow confirmed the Committee had asked Parish Councils to consider the Constitution. Berkswell PC to reply deferring until next meeting.

• ***Berkswell Traffic Issues – Ben Hamilton-Baillie Proposal for discussion***

Councillor Burrow reported Mr Lock had suggested the PC set up a steering group. This would be an agenda item for the next meeting. Mr Lock would be invited to attend. Mr Hickin requested Berkswell Society be invited to contribute.

- **Discussion re BBNDP Steering Group TOR**
Councillor Howles confirmed both parishes had been designated. Councillor Burrow requested inclusion of a Berkswell Society representative. Councillor Macdonald confirmed this would be amended.
- **Additional posts for Village Green**
The three wooden posts on the Village Green had been successful in preventing vehicle damage to the Green. A resident had requested an additional post on Church Lane (situated by Church Lane road sign by Spinney car park entrance) to prevent traffic mounting the kerb. Clerk to approach Mr B Brant.
- **Request for assistance re parking issues at Village Store**
Constant problem with vehicles being parked across Village Store private driveway. Resident had requested white I-I line across driveway. Clerk to approach Mr B Brant.

12. Planning Applications

- **Discussion re joint planning meetings between Berkswell and Balsall Parish Councils**
Councillor Cooper reported on recent planning applications which crossed parish boundaries and suggested joint planning meetings between both PCs. Councillor Hitchcock suggested this was only relevant as and when these situations arose. Councillor Howles disagreed with the suggestion of a joint committee.
Councillor Burrow noted Councillor Bell had agreed to request the Planning Department to forward Balsall and Berkswell applications to both Clerks. Councillor Howles suggested Clerks could access these from the planning department website. Councillor Macdonald suggested Clerks should notify the other PC when submitting responses to enable neighbouring parish supporting responses.
- **Communication received re SMBC Consultation on Local Validation Criteria for Planning Applications**
Councillor Howles to review.
- **Communication received re Report into the National Planning Policy Framework**
Councillor Howles to review.
- **Communication received re Kenilworth Road developments**
Mrs W Wilson presented a request made by Mrs J McGarry for the PC to pass a resolution opposing further development within the triangle of land bounded by Windmill Lane, Kenilworth Road and Kelsey Lane.
Councillor Burrow read the resolution to the meeting as follows:
'This Parish Council is opposed to any further development on the remnants of the Ancient Forest of Arden, within the triangle of land bounded by Windmill Lane, Kenilworth Road and Kelsey Lane, and indeed all green belt land within the Parish. Further, we support residents who want to protect the area from windfall developments whilst the NDP is developed. We will fight to ensure the protection of Green Belt land'
Councillor Howles confirmed the PC continued to object to applications within the green belt. Councillor Burrow proposed the resolution. Seconded by Councillor Cambage.
- **Communication received re Whitehouse Boarding Kennels**
Councillor Howles referred to communication received from Cassidy Group proposing the development of four detached dormer bungalows on land currently occupied by Whitehouse Boarding Kennels and Cattery.

The Parish Council must await notification of the planning application before submitting any objection. The development must include affordable housing.

<i>Application No.</i>	<i>Site</i>	<i>Proposal</i>
2015/50546	Lanscombe, Truggist Lane	Two storey side/rear extensions to roof and single storey rear extension Councillor Howles reported this was a large extension within green belt and PC would complain as the % increase was not indicated. No objection.
2015/50532	254 Station Road	Demolish existing garage and erect new double garage with new open porch to side elevation No objection.
2015/50459	Sports Ground North of Rough Close, Tanners Lane	Sports pavillion and associated parking and ancilliary development Replacement of original building which was burned down. No objection.
2015/50781	Telecom Mast and Cabinet, Hallmeadow Road	Prior notification (telecommunications) for the installation of a Pogona equipment cabinet and the replacement of the existing 13.9 metre high Phase 1 streetworks monopole with a 14.7 metre high Phase 4 streetworks monopole with cabinet at base, the swap out for like for like antennas, installation of additional mast head amplifiers (MHAs) and associated development thereto No objection
2015/50753	Mobile Home, Beanit Farm, Hob Lane	3 year temporary consent for retention of rural occupation dwelling Councillor Cooper expressed concern as the owner did not live on site. Councillor Howles to provide wording for PC objection.

13. Correspondence

- **Invitation to the Investiture of the Mayor – 19 May 2015.**
Clerk to accept invitation on behalf of Councillor Howles.
- **Invitation to the Annual Dinner of the Berkswell Assoc. for the Prosecution of Felons – 20 May 2015.**
Clerk to accept invitation on behalf of Councillor Howles.
- **Request from Open Spaces Society for donation to ‘Lost Commons’ Appeal.**
Defer awaiting grant application agreement.
- **Response from Chairman of Fundraising Committee re request for grant towards Scout House.**
Defer awaiting grant application agreement.

14. Accounts for Payment

It was resolved to approve the following payments:

<i>Payee</i>	<i>Cheque</i>	<i>Amount</i>
Balsall Common Village Hall (24.3.15)	001715	£14.00
Balsall Common Village Hall (27.3.15)	001716	£16.00
Berkswell Society (Annual Grant 2015)	001717	£450.00
Earth Anchors (Noticeboard Magnets)	001718	£16.79
Hamilton-Baillie Associates (Berkswell Traffic Issues 15.4.15)	001719	£1070.70
Stansgate Planning Consultants Ltd (Planning Advice Sept & Oct 2014)	001720	£571.20
Thistle Loo Hire (Parish BBQ 20.6.15)	001721	£168.00
Ian Geddes (Website Jan-Apr 2015)	001722	£34.65
Mrs S Butterworth (Clerk's Expenses Feb-Mar 2015)	001723	£161.70
Aon UK Limited (Annual Insurance)	001724	£874.36

15. Next Meeting

Ordinary Meeting of the Council, 18 June 2015 at 7.45pm, The Reading Room, Berkswell.

The meeting closed at 9.20pm.

Mrs S Butterworth

Clerk to Berkswell Parish Council

The Old Granary

Holly Lane

Balsall Common

CV7 7EB

07443 644896

clerk@berkswellparishcouncil.org.uk

14 May 2015