

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 14 SEPTEMBER 2017

Clerk to Berkswell Parish Council
Mr R Wilson
PO Box 6379
Coventry
CV6 9LP

Tel: 07801 042623

Email: clerk@berkswellparishcouncil.org.uk

TO ALL PARISH COUNCILLORS

Sir/Madam

You are hereby summoned to attend the Ordinary Meeting of the Parish Council of Berkswell to be held in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell on 14 September 2017 at 7.15pm for the purpose of transacting the following business.

Mr R Wilson
Clerk to Berkswell Parish Council

8 September 2017

Agenda

- 1. Evacuation Procedure** – the Chairman will instruct those in attendance of the evacuation procedure
- 2. Open Forum**
Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes.
- 3. Attendance**
- 4. Apologies for Absence**
- 5. Acceptance of Apologies**
- 6. Declarations of Interest**
 - To receive declarations of interest from Councillors on items on the agenda
 - To receive written requests for disclosing pecuniary interests
 - To consider any requests for dispensations as appropriate
- 7. Confirmation of Minutes**
Ordinary Meeting of the Council held on 20 July 2017
- 8. Matters arising from the previous meeting for attention**
- 9. Borough Councillor's Report and Parish Councillor's Opinion**
- 10. Committee Appointments** – nothing to report
- 11. Planning Applications**
 - a list of planning applications is detailed below for Council to discuss possible actions.

Ref	Location	Proposal	Response Date
2017/02100	Beechwood Cottage Hodgetts Lane Berkswell Solihull	Ground floor kitchen extension and glazed link.	11.09.17
2017/02196	The Woodyard Home Farm Meriden Road Berkswell	Prior notification for a change of use of existing building to provide workshop, storage and associated offices.	19.09.17

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2017/02254	Lavender Hall Fishery Lavender Hall Lane Berkswell Solihull	Change of use of grounds and installation of 12 No. glamping eco pods.	20.09.17
2017/02273	Oakview Green Lane Balsall Common Solihull	First floor side extension over existing garage.	21.09.17
2017/01907	Tarmac Building Products Limited Cornetts End Lane Meriden Coventry	Variation of condition No. 4 of planning permission PL/2002/02459/FULL (2002/2169) to allow continued operation of the dry silo mortar plant	22.09.17
2017/02317	Barn 3 Truggist Hill Farm Truggist Lane Berkswell	Lawful development certificate for the existing use as a Class 3 dwelling house from a farm office.	26.09.17
2017/02310	Barn 3 Truggist Hill Farm Truggist Lane Berkswell	Lawful development certificate for the existing use as a Class 3 dwelling house from a farm office.	26.09.17
2017/02312	Buildings Truggist Hill Farm Truggist Lane Berkswell	Lawful development certificate for the existing use as a Class 3 dwelling house from an ancillary building to Truggist Hill Farm.	26.09.17
2017/02318	Flat At Truggist Hill Farm Truggist Lane Berkswel	Lawful development certificate for the existing use as a Class 3 dwelling house from a garage.	26.09.17
2017/02357	Penard Hodgetts Lane Berkswell Solihull	Side extension to realign gable end wall on south east elevation, install new windows on south west and north west elevations.	28.09.17
2017/02040	Woodland Opposite Berkswell Church of England Voluntary Aided Primary School Church Lane Berkswell	Remove squirrel damaged branches and face back from school playground by 2 metres 5 No. sycamore trees (812, 813, 819, 822 & 844), back from school playground by 2 metres 1 No. sycamore tree (820) on woodlands area opposite Berkswell Church of England Primary School.	29.09.17

12. Financial Matters

a. Payments for approval are detailed below

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk's Salary September 2017	Admin		562.00	0
R Wilson – Admin expenses	Admin		12.43	0
Cllr Allowances Jul- Sept 2017	Admin		735.20	0
Cash – Petty cash float	Admin		100.00	0
HMRC – PAYE Jul- Sep 2017	Admin		560.18	0
S Bentley-Green – Grass mowing contract 7 th instalment	Contract		187.50	0
Boothroyd & Co Ltd – asset valuation	Contract		360.00	60.00
Balsall & Berkswell Jubilee Project – room hire	Contract		60.00	0
WALC – ‘Local Council Explained’	Admin		25.00	0
WALC – ‘Local Council Administration – 10 th Edition’	Admin		76.50	0
Heart of England School - grant	Grant		2,000.00	0
Balsall Common Festival – grant	Grant		950.00	0

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Berkswell Scouts – grant (see item 12c)	10/11/16 Item 11 c (e)		4,000.00	0
The Bugle – Autumn edition	Admin		100.00	0
A Burrow – reimbursement of; printing for the Solihull Plan (20/07/17 item 12d) and first aid kit/hazard tape (20/07/17 item 12d)	Admin		131.74	8.40
Balsall Common Village Hall – room hire re NDP meeting	NDP		14.00	0
Grant Thornton – external audit fee re 2016/17	Admin		360.00	60.00
Kirkwells – consultancy support for NDP	NDP		3,540.00	590.00
Greenline – re-pointing in the Pound, War Memorial & allotment area	Contract		350.00	0
Greenline – hedge cutting	Contract		560.00	0
Open Spaces Society (see Item 24)	Annual		45.00	0
R Lloyd – reimbursement of rail fare re LUC meeting (less a refund of £16 compensation for late running)	Admin		9.00	0
Total			14,738.55	718.40

b. Payments received:

- London Midland - Compensation for delayed rail journey made by Cllr Burrow - £16.00
- Groundwork UK – NDP Grant - £5,650.00
- VAT refund from HMRC in respect of 2015/16 - £2,613.02

c. Grant Applications

- Jubilee Project – Council to consider a grant application for £3,500 being a contribution to additional refurbishment of the Jubilee Centre. Council to agree the following motion; “in the event that Council approve the grant, the Clerk is authorised to make the payment and obtain cheque signatures, outside a Council meeting”.
- Scouts – Council to agree the following motion; “Council agrees to the release of the approved grant following a request from the treasure of the 53rd Coventry Scout Group for the release of the £4,000 grant approved by Council on 10 November 2016, and to authorise the Clerk to make the payment and obtain cheque signatures, outside a Council meeting”.

d. Cheques signed outside a Committee meeting - Council to note that the following payments were made in August under Financial Regulation 6.6:

- Clerk's Salary (August) £562.20 cheque No 001963
- Grass Mowing Contract (6th instalment) £187.50 cheque No 001964.

13. Internal Review of 2017/18 cashbook – Council to note that Cllr Burrow undertook a review of the Council’s cashbook and bank reconciliation on 10 August. The review confirmed that the bank reconciliation was in order. The following issues were identified:

- A clerical error had been made in the calculation of Councillor Allowances for the quarter ended 30 June 2017 resulting in an overpayment to Councillors amounting to £14.64. An adjustment has been made to the allowances for the quarter ended 30 September 2017 paid (see Item 12a).

14. 2016/17 Annual Return – Council to note that the external auditors (Grant Thornton) have finalised their certification of the Annual Return for the year ended 31 March 2017 and that the certified copy of the Annual Return is available to view on the Parish Council’s website.

15. 2017/18 Management Accounts – Council to note the management accounts (available on the website) for the period 1 April to 30 June 2017. Council to approve the following

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motion; “Council agrees to increase the ‘Heritage and Maintenance’ budget for 2017/18 by £7,200 to £14,300 to cover items budgeted for in 2016/17 paid for in 2017/18”.

16. Review of Council’s Policies and Procedures

- Council to approve the following motion; “Council agrees to adopt the updated Complaints Procedure which will be available to view on the Council’s website”
- Approval of revisions to policies and procedures – Council to note that it was agreed at the Ordinary meeting on 15 June 2017 that a Finance Committee will be convened before the end of September 2017 with the following agenda items:
 - i. Review of Council’s Standing Orders
 - ii. Review of Council’s Financial Regulations
 - iii. Review of Council’s Asset List
 - iv. Review the practice of councillors purchasing items on behalf of the CouncilThe Clerk recommends that a formal Finance Committee is not necessary for him to prepare proposed revisions. Council to approve the following motion; “the Clerk will bring forward recommendations on the above for approval by full council at the Ordinary meeting on 12 October 2017”

17. Risk Management

- Council to review outstanding actions on the Risk Register
- Council to receive a report on the inspection of physical assets undertaken by Cllrs Burrow and Drake.
- Kelsey Lane Bus Shelter - Council to agree the following motion: “The Parish Council authorises the Clerk to spend up to £100 for materials, brushes etc to paint the Kelsey Lane bus shelter with OSMO natural oil wood stain with ebony (black) pigment using volunteer labour”.

18. Correspondence:

- Letter from the Treasurer of St Peter’s Hall to thank the Council for the £1,000 grant towards a hearing loop in the hall.

19. Actions from Previous Meetings

- Council to discuss the status of agreed actions as circulated (a copy will be available on the Council website)

20. Ongoing References

a. Review of inventory of land and assets

- Council to note that Boothroyd & Co Ltd have provided certified valuations of the following assets: The Pound; The Spinney & car park; The Village Green; The Old Well; and the War Memorial. These valuations; will enable the Council to Register any of the above if it so wished; will be incorporated in the Council’s updated asset list; and will facilitate obtaining quotes for future insurance policies. The valuation for the Spinney & Car Park has enabled the Council’s request to Register these assets with HM Land Registry to be progressed.
- The Council to individually consider and individually approve or otherwise, to seek Registration of the following parcels of land in the Parish Council’s name and thereby affirm ownership.
 - The Pound (Sale conveyance held by the PC)
 - The Kelsey Lane Bus stop (sale conveyance held by the PC)
 - The Berkswell village green (unregistered land)
 - The Berkswell village well area (unregistered land)

b. Neighbourhood Development Plan

- Council to note the draft minutes of the committee meeting held on 24 July 2017
- Council to receive a report on progress
- Council to agree the following motion; “Council agrees;

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1. To the draft vision and objectives prepared by the NDP Steering Committee
 2. To the draft Issues and Options document prepared by the NDP Steering Committee and also authorises the NDP Steering Committee to make any necessary minor amendments to the text prior to publication.
 3. A 4 week consultation process on the Issues and Options document commencing 30 September 2017 including residents drop in sessions on 30th September (Balsall Common) and 7th October (Berkswell village)
 4. A more detailed survey of businesses to run in parallel with the general consultation”.
- c. Local Plan – Council to note that the Clerk has written to Gary Palmer requesting clarity on how discussions on Concept Plans will be conducted.
- d. Traffic Calming – Council to agree the following motion: “The Council agrees that the Clerk should organise an informal briefing of Councillors regarding the ARUP proposals for traffic calming in Berkswell village. The meeting will be for information only, no decisions will be taken and it will be informal. However, the briefing will be held in public in the interests of transparency. At some subsequent date, the Council will receive a report and recommendations of the Steering Committee and agree appropriate next steps”.
- e. HS2 – There is nothing new to report
- f. The Well – Council to approve the following motion; “The Council notes that Severn Trent have reported that they can find no source local to the well causing the pollution. The Council notes that it is not the owner of the Well area, the land being unregistered. Whilst the Council undertakes some maintenance work on the grass and safety railings using its Section 137 powers, the Council considers that it has no power to restrict public access or take substantive action. The Council approves that the Clerk notifies the appropriate person within SMBC of the environmental risk to the public and takes no further action”.
- g. Public Rights of Way
- Unrecognised rights of way issues - Council to note that SMBC have not responded to the issues raised by BPC. Council to agree the following motion; “Council instructs the Clerk to write to SMBC requesting a response to issues raised”.
 - Reinstatement of M229 – Council to note that SMBC have offered a meeting with the quarry operators and the Parish Council and that Cllrs Lloyd and Hitchcock plan to attend.
 - Maintenance issues – Council to receive a verbal report from Councillor Lloyd
- h. Ward Action Plan – Council to note that a meeting has been organised with SMBC at 13.00 on 27th September. Council to confirm who will be attending.
- i. Green Belt Review – Council to note that it's greenbelt consultant is scheduled to commencement the project in September
- j. Parish Boundary Review – Council to note that the BCVRA is seeking signatures for a petition to merge the Berkswell and Balsall Parishes to form a single parish with wards.
- k. Handyperson – Council to receive a report by Councillor Burrow on his approach to SMBC to establish whether AMEY could regularly clean the Parish Car park as the PC's expense
- l. Trees overhanging the school playground – Council to note that Midland Forestry have recommended tree works but, as the trees are in the conservation area, planning permission is required. Planning Permission has been applied for but no decision has as yet been notified to the Clerk

21. Removal and additions to Ongoing References

Removals: None

Additions: Trees overhanging the school playground

22. Training and Meetings

- To receive reports from attendance at events and meetings

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23. Heritage and Community

- a) Christmas tree lights
 - Council to consider the proposal suggested by a resident at the July meeting that extra Christmas lights (white) should be put around the tree and elsewhere in the village
 - Council to consider the proposal received from SMBC to supply and install lights on the Berkswell PC end of the Station Road Shops.
- b) Tree Survey – Council to approve the following motion; “The Parish Council agrees to a tree survey to be conducted by volunteers with the objective of submitting TPO requests for potential areas of housing development”.
- c) Honours and Queen’s Awards for Voluntary Service - Council to nominate a citizen for an Honour and agree the following motion; “The Council agrees to discuss this issue in private session so as not to cause any distress if the nomination is not successful”.
- d) Balsall Common Planting Programme – Council to approve the following motion; “The Council notes the expenditure over the last 12 months for the Balsall Common planting programme was £783.89 plus VAT versus a budget of £1,002 plus VAT. The underspend was due to London Midland meeting the costs of the wooden planters on the Station. The Council approves the expenditure of up to £300 plus VAT for the winter planting programme for Balsall Common which will cover a replacement tree, flowers for the station, the station roundabout, the bed outside the Marsala Club and some crocus bulbs.”
- e) Traffic Problems at Truggist Hill Farm – Council to discuss issues raised by a resident which were apparently caused by HGV vehicles going to and from Truggist Hill Farm.
- f) Review of the Airport Night Flying Policy – Council to receive and consider a report on the activities of the Night Flying Policy Review Group.
- g) Bus Service 89 – Council to consider the latest update from Transport for West Midlands who have reported a sustained drop in patronage.
- h) NALC consultation on broadband access – Council to approve the following motion; “This Council supports the proposed NALC consultation on broadband access and authorises and asks the Clerk to send this view to NALC”

24. Council Administration

- Council to note there will be an ad hoc meeting to discuss the specification of a new Parish Council website on 2 November 2017.
- Council to agree who will undertake the next quarterly internal review of accounts and assets
- Open Spaces Society subscription – Council to agree the following motion; “Council approves the renewal of its annual subscription to the Open Spaces Society at a cost of £45.

25. Ordinary Meeting of the Council, 12 October 2017 at 7.30pm, the Jordan Room, St John Baptist Church, Berkswell.

Signed: Mr Richard Wilson



Clerk

Public and Press are welcome to attend