

# BERKSWELL PARISH COUNCIL – ORDINARY MEETING 08 FEBRUARY 2018

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

Tel: 07801 042623

Email: [clerk@berkswellparishcouncil.org.uk](mailto: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 Jordan Room, St John Baptist Church, Berkswell on 8 February 2018 at 7.15pm for the purpose of transacting the following business.**

Mr R Wilson  
Clerk to Berkswell Parish Council

2 February 2018

### 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**
  - a. To receive declarations of interest from Councillors on items on the agenda
  - b. To receive written requests for disclosing pecuniary interests
  - c. To consider any requests for dispensations as appropriate
- 7. Confirmation of Minutes**  
Ordinary Meeting of the Council held on 11 January 2018  
Extraordinary Meeting of the Council held on 18 January 2018
- 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. a list of planning applications received since the last meeting is detailed below. Council to note that the response dates for the first of these applications have passed at the time of this meeting.

Ref	Location	Proposal	Response Date
2017/03385	The Nursery Windmill Lane Balsall Common Solihull	Conversion of existing timber flat roof, to duo pitched roof to existing single storey building.	05.02.18
2018/00012	Berkswell Museum Lavender Hall Lane Berkswell Solihull	Change of use from a museum to domestic residence	09.02.18

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2017/03254	Shiloh Hob Lane Burton Green Solihull	Erect a replacement dwelling.	08.02.18
2017/03395	Truggist Hill Farm Truggist Lane Berkswell Solihull	Remove condition No. 1 on planning approval PL/2017/00673/COU	14.02.18
2018/00262	Barretts Lane Farm Barretts Lane Balsall Common Solihull	Erect new garage to front of property.	19.02.18
2018/00247	231 Station Road Balsall Common Solihull CV7 7EG	Fit a bi-folding window and front door to shop front, with sash to open in.	21.02.18
2018/00092	Truggist Hill Farm Truggist Lane Berkswell Solihull	Extension to existing commercial building.	21.02.18
2018/00252	231 Station Road Balsall Common Solihull CV7 7EG	Amend condition to extend cafe opening hours from the existing 8am - 4pm to 7am - 6pm, plus open on Sunday 10am - 2pm, and open in evenings once a month on planning approval PL/2016/02514/COU.	22.02.18
2018/00310	Emscot Barn 85A Meeting House Lane Balsall Common Solihull	Amendments to existing windows, replacement of existing extension roof with thatch, addition of dormer, addition of glass extension.	23.02.18

**12. Financial Matters**

- a. The following invoice payments presented for approval have 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
- b. Council to note that, by agreeing the payment of the invoice to LUC regarding the Green Belt Review the ‘Specialist Advice’ budget will be over spent. Furthermore, there is an additional piece of work in the pipeline with LUC which has been contracted at £1,725. Consequently, Council to agree the following motion: “Council approves the reallocation of £6,060 from General Reserves into the Specialist Advice Budget for 2017/18”

<b>Invoices for Payment</b>	<b>Approval</b>	<b>Cheque No</b>	<b>Gross Amount £</b>	<b>VAT £</b>
R Wilson - Clerk's Salary February 2018	Admin		562.00	0
R Wilson – Reimbursement of stationery costs	Admin		84.96	14.16
Balsall & Berkswell Hornets Football Club – room hire	Admin		125.00	0
S Ebbans – reimbursement of cost of plug for Xmas lights	Xmas Lights		8.35	0.83
DM Payroll Services Ltd – Payroll fee	Admin		67.50	0
WALC – Cllr training	Admin		46.00	0
LUC – Green Belt Review	Contract		8,940.00	1,788.00
Warwickshire Wildlife Trust – ecological report	Contract		600.00	100.00
<b>Total</b>			<b>10,433.81</b>	<b>1,902.99</b>

- c. Payments received - none
- d. Grant Applications – none

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- 13. Q3 2017/18 Management Accounts** – Council to note the management accounts for Quarter 3 of 2017/18 are available for inspection on the Council’s website.
- 14. Internal Review of 2017/18 cashbook** – Council to note that Cllr Cambage undertook a review of the Council’s Q3 cashbook and bank reconciliation on 12 January. The review confirmed that the bank reconciliation was in order and no issues were identified
- 15. Budget and Precept Setting 2018/19** - Council to note that an Extraordinary Meeting of the Council held on 18 January agreed the budget and precept for 2018/19
- 16. Risk Management**
  - a. Council to discuss any new finance and risk events
  - b. Risk Framework – update
- 17. Actions from Previous Meetings**
  - a. Council to note the status of agreed actions from previous meetings as circulated (a copy is available on the Council website)
- 18. Correspondence**
  - a. Council to note an email from David Felthouse regarding Phlebotomy Services at the Balsall Common Health Centre. David had kindly investigated an issue raised during the January Ordinary Meeting of the Council.
- 19. Ongoing References**
  - a. Review of inventory of land and assets – No progress to report
  - b. Neighbourhood Development Plan
    - Council to note that the NDP Consultant is working to deliver a version 1 of a draft NDP by early February 2018. Following amendment/adoption by the NDP Committee it is expected that the Council will be asked to approve a consultation process commencing in March 2018. The Council is also asked to approve an increase in cost for the Natural Environment Report from the £250 agreed at the January 2018 meeting to £500 in line with the schedule of costs issued by Warwickshire Wildlife Trust. A first draft of the ecological report has recently been received and circulated to Councillors.
    - Council to approve the following motion: “The Chairman is authorised to write on Berkswell PC headed note paper to express the Council's thanks to the staff and students of the Heart of England School for the valuable input into the Berkswell NDP. Precise wording to be approved by the clerk and the letter to be sent via the Clerk”
  - c. Solihull Draft Local Plan
    - Council to note that SMBC have formally agreed that the next version of the draft Solihull Plan will be published in Summer/Autumn 2018.
    - Council to note that LUC have completed the contracted work on the Green Belt Review.
    - Council to consider whether it is appropriate to commission the Green Belt "public facing report" now or await the next version of the Solihull draft plan.
    - Council to agree to write in response to the SMBC consultation on the brown field site register with the following input:
      - The Council supports the inclusion of Lavender Hall Farm in the register
      - The Council support the inclusion of land at Pheasant Oak Farm within the register subject to the exclusion of the agricultural buildings
      - The Council disagrees with the exclusion of the land at Springhill Hill (behind the Railway Inn) from the register whilst at the same time including the land at Windmill Lane. The two cases are identical in terms of the nature of the land which is domestic housing within a garden. Therefore, Springhill should be included on the brownfield register. The Parish Council's view is that the land at Springhill is deliverable and not so sound impacted as to render its development undeliverable. Buildings built to British Standard 8233 Guidance on Sound insulation and noise reduction in buildings will be perfectly capable of providing habitable and pleasant accommodation. We would refer SMBC to the flats at Tile Hill Station and those at Hampton in Arden next to the station and the very pleasant development at Eagle Close in Berkswell all of which are next to the west coast mainline and have been given recent planning

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permission. The Council is also able to refer SMBC to expert consultants with experience of noise external attenuation on both domestic and non-domestic buildings. In particular these consultants (Max Fordham) designed the ventilation system for the upgraded Royal Liverpool Philharmonic hall where external noise could not intrude on the very quiet sections of concert music whilst maintaining a huge volume of fresh air entering the concert hall.

- The Council objects to the inclusion of the land at the land at Windmill Lane because it fails to meet the delivery test. The land is very close to the Berkswell Windmill, a grade II listed asset. As such its development would impact the setting of windmill which is unique in Solihull and probably the only working mill within the SMBC/Warwickshire area. This site is therefore not deliverable in the view of the Council and should not therefore be included within the Brownfield register.
- The Council supports the inclusion of the land behind the George in the Tree in Balsall Common (also called off Wootton Green lane) within the brownfield register because it is clearly PDL.

### d. Governance Review

- Council to support the following motion: “Council agrees with the terms of reference for the Parish Boundary/Governance review and does not wish to see these extended or materially altered because they accurately reflect the petition signed by the petitioners. In support of this Council believes that it is an important principle that any Governance review should focus on the petitioners petition and that others with a different view should raise their own petition and not seek to subvert a legally valid petition and all of the work that went into securing signatures”.

### e. Traffic Calming - Council to receive a verbal report concerning a meeting between the Chairman and members of the Traffic calming working group with SMBC Highways to clarify the items of the ARUP proposal that SMBC consider should form the basis for a scheme. Council then to agree a further stage of residents and users’ consultation.

### f. HS2

- Cllrs Burrow and Lloyd to report on the first meeting of the Kenilworth Greenway Group, held on 22 Jan in Burton Green, and on meeting with Burton Green PC on 25 Jan about costing study.
- Council to receive a report to clarify terms of reference for the commission of an expert report on construction alternatives.
- Council to consider whether to formalise its agreement in principle and therefore to agree to formally contribute £1,000 towards the cost of a study taking account of the potential benefits and the track record of the consultant and to agree outline TORs to be presented by Councillor Lloyd.

### g. Public Rights of Way – Cllrs Burrow and Lloyd to report on a meeting with SMBC on 1 Feb to discuss options for making land-occupiers aware of access difficulties. The proposal is that the PC should write to land-occupiers when difficulties are found, enclosing a copy of an SMBC leaflet which is being updated.

### h. Handyperson – Council to note that the closing date for applications has been extended to 8 February 2018 as agreed at last month’s Ordinary Meeting of the Council. To date the Clerk has received 6 expressions of interest.

### j. Review of the Airport Night Flying – Council to note that the proposed Night Flying Policy will be discussed at the Airport Consultative Committee on 14 February.

## 20. Removal and additions to Ongoing References

Removals: Ward Action Plans

Additions: None

## 21. Training and Meetings - To receive reports from attendance at events and meetings

## 22. Heritage and Community

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- a. Berkswell Well – Council to note that a previously undiscovered sewer has been identified as a likely source of the pollution and that Severn Trent are actively engaged with investigations.
- b. Parking on Hall Meadow Road - Council to note that the level of car parking recorded on Hallmeadow Road has increased between the two surveys and that inconsiderate parking on verges, pavements and on the roundabout junction is now a frequent occurrence. Council to agree to support a SMBC Neighbourhood Services proposal that yellow lines and double height kerbs are introduced close to the junction of Hallmeadow Road/Station Road to control the most serious element of the problem. Furthermore, the Council is asked to note that the NDP and SMBC Strategic planning are looking at options for increasing station parking for a longer term solution to the root cause of the issue.
- c. Parish BBQ – Council to agree the following:
  - that the Parish Barbecue will take place on 16 June 2018, the evening of the Village Fete
  - a budget for the hire of a band for the event
  - a budget for other requirements, particularly those arising from the Risk Assessment
  - authorise the Clerk to make the arrangements within the agreed budget limits.
- d. Stocks – Council to discuss a request from a resident to open up the stocks for members of the public to use and take photographs. In discussing this request Council to consider the following:
  - The Stocks are a grade II listed monument
  - They are not owned by the PC
- e. Royal Wedding Street Party – Council to consider hiring road closure barriers for the Street Party and bear the cost.

### 23. Council Administration

- a. Press and media Policy - Council is asked to add the following wording to the Press and Media Policy to aid Councillors acting on behalf of the Council to better understand their responsibilities:

*“In performing the communications and PR functions, councillors must comply with the legislation as set out in section 4 of Local Government Act 1986 and the Code of Recommended Practice. In particular:*

- *Any publicity describing the council’s policies and aims should be as objective as possible, concentrating on the facts or explanation or both. Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.*
- *Legal precedent indicates that the leader of a council may be taken as speaking on behalf of the council (whether or not specific powers have been delegated to the leader) if, in the circumstances, the leader could be taken by the public to be authorised to speak for the council. For Berkswell PC that implies the Chairman or vice Chairman or any other councillor deputed to write on behalf of the council.*
- *Where any councillor writes or speaks in a personal capacity he/she will ensure that this is made clear as far as is practical.”*

24. **Next Meeting** – Ordinary Meeting of the Council, 15 March 2018 at 7:30pm in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.

Signed: Mr Richard Wilson



Clerk

**Public and Press are welcome to attend**