

# BERKSWELL PARISH COUNCIL – ORDINARY MEETING 14 JUNE 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 14 June 2018 at 7.15pm for the purpose of transacting the following business.**

Mr R Wilson  
Clerk to Berkswell Parish Council

8 June 2018

### Agenda

- 1. Evacuation Procedure** – the Chairman will instruct those in attendance of the evacuation procedure
- 2. Recording of Parish Council Meetings** – the chairman will instruct those in attendance that, in the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public.
- 3. Open Forum**  
Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes.
- 4. Attendance**
- 5. Apologies for Absence**
- 6. Acceptance of Apologies**
- 7. 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
- 8. Confirmation of Minutes**  
Annual Meeting of the Council held on 17 May 2018
- 9. Matters arising from the previous meeting for attention**
- 10. Borough Councillor's Report and Parish Councillor's Opinion**
- 11. Committee Appointments** – Council to note that Cllr Drake has been appointed to the Berkswell Reading Rooms Committee.
- 12. Parish Assembly**
  - a. The council notes the draft minutes of the Parish Assembly held on 24th May 2018 in The Jordan Room, which are available on the Parish website. The meeting was attended by 43 people of whom the majority were Berkswell Parish residents. Councillor Drake presented a statement summarising the Council's activities in the last year. Residents were then free to raise any issues and a number of lively debates took place. There are no outstanding items for the Council.
  - b. The Council notes that a resident has volunteered to act as well warden to keep the well clear of debris and the exit filter clear albeit that this role reports to no one as the land is owned by no one.

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### 13. Planning Applications

- a. a list of planning applications received since the last meeting is detailed below. Council to note that the response dates for both these applications have passed at the time of this meeting.

Ref	Location	Proposal	Response Date
2018/01222	The Old Granary Hob Lane Burton Green Solihull	Change of use of existing outbuilding into holiday let	04.06.18
2018/01379	Lewis Wood House Tanners Lane Berkswell Solihull	Erection of a timber pre-fabricated granny annexe for ancillary residential use associated with the dwelling.	06.06.18

### 14. 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

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk's Salary June 2018	Admin		656.57	0
R Wilson – reimbursement of admin costs	Admin		130.08	17.12
Councillor Allowances (3 councillors) – April to June 2018	Admin		403.92	0
HMRC – PAYE April to June 2018	Admin		641.57	0
G Wheeler – reimbursement of rail fare re Green Belt study	NDP		28.00	0
S Bentley-Green – 4th instalment of 2018/19 grass mowing contract	Contract		187.50	0
Kirkwells – NDP Final stage 2	NDP		1,680.00	280.00
Stratford Upon Avon District Council – support for NDP draft consultation	NDP		699.60	116.60
The Research Solution - support for NDP draft consultation	NDP		327.84	54.64
St John Baptist PCC Berkswell – 6 x room hire	Admin		150.00	0
Thistle Loo Hire – portable toilets for Parish BBQ	BBQ		168.00	28.00
BBQ Band – awaiting confirmation on the number of cheques required up to the value of £400	BBQ		400.00	0
Les Peacock – Road closure barriers/signs	Fete		50.00	0
<b>Total</b>			<b>5,523.08</b>	<b>496.36</b>

In addition to the above, Council to note that payments were made using Financial Regulation 6.6 in respect of the annual insurance premium to Zurich at a cost of £567.51 as approved under minute 18 at the Annual Meeting held on 17 May 2018 and a payment of £132.00 to A Pettifor & Son Ltd in respect of charcoal for the Parish BBQ as approved under minute 37c at the Annual meeting held on 17 May 2018.

- b. Payments received – none

- 15. 2018/19 Grant Applications** - Council is reminded that, at the Ordinary Meeting on 15 March 2018, it was agreed that all grant applications received by 7 June 2018 would be considered at its meeting on 14 June 2018. This date had 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 (£7,000) is allocated on 14 June, a second tranche of applications will be considered in November 2018. The following grant applications have been received:

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- a. 2<sup>nd</sup> Balsall Common Scouts - £2,394 for 6 new kayaks
- b. Berkswell Pre-School - £2,500 for equipment and books
- c. Berkswell Cricket Club - £2,000 for groundsman equipment
- d. Berkswell Society - £500 for replacement planters and plants
- e. Berkswell School – Council to note the school had requested help to fund essential drainage works following confirmation that waste from the school was causing pollution in the Well. This request has since been retracted following a commitment from Berkswell Charities to support the school on this matter.

### 16. Council Policies and Procedures

- a. Standing Orders - Council to consider the following motion: “This Council accepts the Clerk’s recommended updates to the Standing Orders based on the NALC Model issued in April 2018. The new standing orders will be implemented with immediate effect”
- b. Social Media Strategy – Council to consider the following motion: “The Council agrees to form a working group of councillors and residents to consider the use of social media by the Council. The working party to report back to the Council on a monthly basis for guidance and authority to proceed.”
- c. Green Belt Policy – Council to consider the following motion: “This Council confirms its commitment to protecting all Green Belt areas of the Parish (especially the strategic Meriden Gap) from further erosion. In the absence of very special circumstances the Council will take all practicable steps (within its authority) to preserve openness and resist urbanising influences.”

### 17. Risk Management

- a. Council to discuss any new finance and risk events
- b. Council to consider the “Managing the risk of the Clerk being unavailable” paper as circulated by the Clerk for approval. Council to ask for a volunteer to ‘walk through’ the proposal to check it is fit for purpose.
- c. Council to note the ‘Meeting 3rd Parties’ policy which will be included as an appendix to the revised Standing Orders
- d. Council to note the updated Risk Framework. There are no RED rated items.

### 18. Actions from Previous Meetings

- a. Council to discuss the status of agreed actions from previous meetings as circulated (a copy is available on the Council website)

### 19. Correspondence

- a. Council to note that last week was ‘Volunteers Week’, consequently council will consider the following motion; “this council would like to thank all local volunteers for their hard work and agrees that some way of formally recognising those we consider have given major assistance to the Parish Council and/or community should be considered.”
- b. Council to note that Meriden Parish Council have approached Balsall Parish Council regarding the appointment of an Enforcement Officer. Council to consider asking for Berkswell Parish Council to be included.
- c. Council to note the reply received from Gary Palmer (SMBC) to the Clerk’s letter on the Brownfield Register
- d. Council to note that Roger Monkman has resigned from his position as editor of The Bugle. Council to consider the following motions:
  - i. “This council declares its support for The Bugle as an important and valued local publication”
  - ii. “This council asks the Clerk to write to Roger Monkman thanking him for his years of service to the local community”
- e. Consultation of Unauthorised Developments and Encampments – Council to consider the consultation paper circulated by Dame Caroline Spelman and agree if a submission will be made by the deadline of 15 June 2018.

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- f. Council to note the invitation to meet by the potential developers for Grange Farm. It is considered inappropriate at this time to meet with them, especially as the proposed site is not in our parish. However, we should acknowledge their invitation and draw their attention to our latest draft of the NDP.

### **20. Ongoing References**

- a. Review of inventory of land and assets – No further progress to report
- b. Neighbourhood Development Plan
- i. Council to note that the draft NDP has been updated taking account of the consultation responses and authorises the Clerk to commence the Regulation 14 consultation on the updated draft of the NDP (summer 2018 version) as soon as the screening is completed.
- ii. Council also to note that the NDP Web site has been updated with the consultation submissions and the responses/actions by the NDP Steering Committee. The Council notes the work undertaken by the NDP Steering Committee and community volunteers listed on the web site and thanks them for all of the efforts undertaken for the benefit of our community.
- c. Local Plan
- i. Council to note that the Clerk has requested a revised quote prior to raising an order with LUC for a public facing report
- ii. Council to consider an invitation from NALC to complete an important survey that seeks to make it mandatory for Principal Authorities to use CILs for planning matters rather than Section 106. If CILs are used then councils with Neighbourhood plans can benefit by up to 25% of the CIL receipts - that is not available with Section 106 money. The survey needs to be completed before the 29th June. Council to agree the following motion: “The clerk is authorised to complete the survey reflecting the Council’s strong support for the CIL process”.
- d. Governance Review – Council to note that SMBCs initial consultation process has now been completed. The next steps are as follows:
- Final Proposals Published – July 2018
  - Consultation on Final Proposals – August 2018
  - Reorganisation Order published – 31 October 2018
  - Any changes become effective – 1 April 2019
- e. HS2 - matters arising from HS2 presentation to Balsall Parish Assembly on 31 May
- f. Handyperson – no further progress to report
- g. The Well – Council to discuss the issue of the overflow pipe which is causing the Well to overflow and to agree any action if any.

### **21. Removal and additions to Ongoing References**

Removals: Review of Airport Night Flying

Additions: None

### **22. Training and Meetings**

### **23. Heritage and Community**

- a. Village BBQ – Council to note the current status of arrangements
- b. Spinney Car Park Ice Concerns - Council to consider the following option; the school are willing to close the car park if, in their opinion, that is the best action for particular day if the Council supply bollards etc to allow them to do that.

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- c. Spinney Car Park – Council to note that quotes have been requested from Greenline to level the island in the car park with additional soil and seed it for grass and install sufficient 3x3 or 4x4 inch posts to deter motorists from going on it. A response is awaited. The Scouts have confirmed that the underground drainage system they have installed is now sufficiently stable to allow finishing of the surface.

### **24. Council Administration**

- a. Council website – Council to note that the Clerk has asked the website developer to speed up the implementation of the new council website as the recent ‘fatal error’ on the existing site has not been completely rectified resulting in a loss of functionality. The Clerk is awaiting some updates to the new website prior to requesting Councillors to review and feed-back comments on its design and content so that final amendments can be made prior to it going live.
- b. Councillor Allowances – council to consider the following motions:
  - i. “This Council notes the advice from the Clerk that, further to a due diligence check into the confusing relevant legislation and dialogue with WALC, it has been concluded that co-opted Councillors are not eligible to receive the Parish Basic Allowance (PBA), paid to offset the costs of being an ‘elected’ Councillor, despite co-opted councillors performing an identical role and devoting a large amount of personal time to council related activities. However, our two co-opted councillors have been in receipt of the allowance for some time. In light of these developments, payment of the PBA to these two councillors ceased at the end of March 2018. It must be noted that these payments were made and received in good faith in the belief that co-opted councillors were entitled to PBA. The relevant guidance is very unclear, indeed, the Councillors Handbook and the SMBC’s published scales make no distinction. The Council also notes that the financial impact on the Council is immaterial as other councillors have waived allowances which offset the payments made in error. The council believes the current legislation to be flawed and inequitable.”
  - ii. “Council to consider whether re-imburement of the payments to the two co-opted councillors, made and received in good faith, should be requested.”.

### **25. Next Meeting**

Ordinary Meeting of the Council, 19 July 2018 at 7:15 in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.

Signed: Mr Richard Wilson



Clerk

**Public and Press are welcome to attend**