

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 19 JULY 2018

Clerk to Berkswell Parish Council
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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 19 July 2018 at 7.30pm for the purpose of transacting the following business.

Mr R Wilson
Clerk to Berkswell Parish Council

13 July 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**
Ordinary Meeting of the Council held on 14 June 2018
- 9. Matters arising from the previous meeting for attention**
- 10. Borough Councillor's Report and Parish Councillor's Opinion**
- 11. Committee Appointments**
- 12. Complaints**
 - a. Council to consider a complaint from a resident of Berkswell Hall concerning noise pollution from live music at Berkswell Hall during the annual Parish barbecue.
- 13. Planning Applications**
 - a. a list of planning applications received since the last meeting is detailed below:

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Ref	Location	Proposal	Response Date
2018/01684	Beechwood Farm Hodgetts Lane Berkswell Solihull	Retrospective planning application for agricultural building for keeping agricultural machinery within	Extended to 17.07.18
2018/01826	Rock Farm Back Lane Meriden Solihull	Form a new gate access off Back Lane, Meriden for agricultural vehicles for polytunnels operation.	24.07.18
2018/01870	52 Grovefield Crescent Balsall Common Solihull CV7 7RE	Single storey rear and side extension	24.07.18
2018/01749	Truggist Hill Truggist Lane Berkswell Solihull	Engineering works to excavate for a basement workshop and gym under the existing garage	24.07.18
2018/01833	Land Adjacent To Sunnyside Farmhouse Barretts Lane Balsall Common Solihull	Change of use from derelict agricultural buildings to one single storey dwelling including extensions to rear and demolition of buildings and removal of areas of concrete	24.07.18
2018/01869	134 Meeting House Lane Balsall Common Solihull CV7 7GE	Reduce height of 9 No. conifer trees by approximately 4-5 metres	27.07.18
2018/01877	Redfern Farm Birmingham Road Meer End Solihull	Rear kitchen extension	01.08.18
2018/01954	Land Adjacent To Bull Isolation Unit Bradnocks Marsh Lane Bradnocks Marsh Solihull	Change of use of land adjacent isolation unit to station mobile home with parking spaces for essential farm worker and family required to manage isolation unit.	03.08.18

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		16.50	0
S Bentley-Green – 5th instalment of 2018/19 grass mowing contract – due July 2018	Contract		187.50	0
S Bentley-Green – 6th instalment of 2018/19 grass mowing contract – due August 2018	Contract		187.50	0
Berkswell Pre School - grant	14/06/18 Item 15		1,250.00	0
2nd Balsall Common (methodist) scout group - grant	14/06/18 Item 15		2,000.00	0
Berkswell Cricket club - grant	14/06/18 Item 15		2,000.00	0

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Berkswell Society - grant	14/06/18 Item 15		500.00	0
Information Commissioner – data protection fee	Admin		40.00	0
N Thompson – reimbursement for BBQ items	BBQ		7.16	1.19
C Joiner – Plants re Planting scheme	12/04/18 21 b		126.88	21.15
Royal Mail Group Ltd	Admin		330.00	88.00
GR Dawsons – Graveyard maintenance	Contract		752.40	125.40
WALC – Chairmanship Training Course – R Lloyd	Admin		30.00	0
Total			8,084.51	235.74

b. Payments received – none

15. 2018/19 Management Accounts – Council to note the management accounts for the 1st quarter of 2018/19 as circulated (available on the web site).

16. Council Policies and Procedures

a. Green Belt Policy – Council to consider the following motion: “This Council agrees to accept the latest circulated draft as its policy.”

b. Policy on site visits and other meetings with 3rd parties - Council to consider the following motion: “This Council agrees to accept the latest circulated draft as its policy and include it as an appendix to the latest standing orders approved on 14 June 2018.”

17. Risk Management

a. Council to discuss any new finance and risk events

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 the letter from Dame Caroline Spelman about HS2 and the grants available from the associated Community & Environment Fund and the Business & Local Economy Fund.

20. Ongoing References

a. Review of inventory of land and assets – No further progress to report

b. Neighbourhood Development Plan – Council to note progress on Regulation 14 consultation

c. Local Plan

i. Council to discuss the response from Gary Palmer (SMBC) in respect of the Clerk’s letter on the Brown Field Register and agree any further actions.

ii. Council to note that a meeting with Leader of SMBC is scheduled for 24th July with Councillors Drake, Burrow and Edwards representing Berkswell PC. The agenda is to cover first use of Brownfield sites, SMBCs duty on the improvement of the centre of Balsall Common and the Berkswell NDP.

iii. Council to consider the following motion: “The Council agrees to issue a bulletin to residents that are potentially impacted by SMBC site allocation 1 and 3 in late July to update residents on the Council strategy and progress on Brownfield sites and the fall back protections in the draft NDP. The wording to be agreed by Councillors Howles, Burrow and Drake (the council members of the NDP) and informed by the planned meeting with Councillor Sleight”

d. Governance Review – Council to consider a paper prepared by Councillor Burrow on the implications of a change to Parish boundaries in 2019 and agree a submission to the SMBC Governance Committee.

e. HS2 – Council to discuss re-establishing the Berkswell HS2 working group

f. Recognition Scheme - Council agree to defer preparation of a recognition scheme for services to the community until the Governance Review is completed.

g. Handyperson - update

21. Removal and Additions to Ongoing References

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Removals: The Well

Additions: Recognition Scheme

22. Training and Meetings

23. Heritage and Community

- a. Mowing the Sunnyside Roundabout – Council to consider the following motion: “This Council agrees to write to SMBC to request that the Sunnyside roundabout is first cut earlier than in previous years. The first cut to be during the period mid to end May each year, the precise date to fit in with the 2 weekly Balsall Common cutting schedule”.
- b. Spinney Car Park Ice Concerns – Update
- 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. The clerk has still not received a quote despite chasing Greenline on several occasions.
- d. TPOs – Council to consider the following motions:
 - i. “The Council authorises the Clerk to make application for TPOs for the trees shown in the survey conducted by Councillors Lloyd, Hitchcock and Burrow”
 - ii. “The Council authorises the Clerk to offer to the Tree Officer that the PC will meet the cost of a tree expert to draw up the data necessary for the TPOs subject to that significantly reducing the time to make the TPO and the cost being reasonable such as up to 5 days work”
- e. Parking on Hallmeadow Road – Council to consider the following motion: “ This council agrees to write to SMBC and truck owners about overnight parking on Hallmeadow Road by HGVs and complaints of litter left (McDonalds cartons).”

24. Council Administration

- a. Council website – No further developments to report
- b. Chairman’s Allowance – Council to discuss the Clerk’s recommendations
- c. Councillor Travel and Subsistence Allowances – Council to discuss the Clerk’s recommendations

25. Next Meeting

Ordinary Meeting of the Council, 13 September 2018 at 7:15 in the Jordan Room, St John Baptist Church, Berkswell.

Signed: Mr Richard Wilson



Clerk

Public and Press are welcome to attend