

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 13 SEPTEMBER 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 on the 13 September 2018 at 7:15 in the Jordan Room, St John Baptist Church, Berkswell for the purpose of transacting the following business.

Mr R Wilson
Clerk to Berkswell Parish Council

7 September 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 19 July 2018
- 9. Matters arising from the previous meeting for attention**
 - a. Cllr Drake to respond to the question raised by a member of the public at the July meeting regarding a possible joint statement by the chairs of Balsall and Berkswell Parish Councils on future arrangement for working together.
- 10. Borough Councillor's Report and Parish Councillor's Opinion**
- 11. Committee Appointments**
- 12. Complaints**
 - a. Parking on Marsh Lane – Council to discuss a complaint received by Cllr Hitchcock
- 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
2018/02205	Shiloh Hob Lane Burton Green Solihull	Resubmission of PL/2017/03254/MINFDW to re-site approved dwelling	12.09.18
2018/02393	Barretts Lane Farm, Barretts Lane, Balsall Common Solihull	Erect new garage to front of existing dwelling and change of use of the land from agricultural to residential.	18.09.18
2018/01783	134 Meeting House Lane Balsall Common Solihull CV7 7G	Erect wall with 2 pillars at either end on frontage of property facing highway and pavement replacing the hedge that is there currently.	25.09.18
2018/02524	Land South West Of Meriden Quarry Cornets End Lane Meriden	The phased extraction of some 400,000 tonnes of sand and gravel as a south western extension to Meriden Quarry; the use of the existing Meriden Quarry processing plant and related infrastructure for the duration of the extension development; the use of the existing Meriden Quarry access to Cornets End Lane; the temporary diversion of Cornets End Brook; the construction of temporary soil screen mounds and an acoustic fence along the southern, western and eastern sides of the extension area; the phased restoration of the extraction area to recreate approximate original ground levels via the importation and placement of inert fill; the reestablishment of Cornets End Brook on its approximate original alignment within an enhanced landscape and ecological corridor; and the reestablishment of an arable agricultural after use on the remainder of the restored extraction area.	28.09.18
2018/02518	443 Station Road Balsall Common Solihull CV7 7EF	Ground floor side and rear extensions	28.09.18
2018/02470	Shirley Farm Shirley Lane Meriden Solihull	Repairs and modifications to existing outbuilding	28.09.18

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 September 2018	Admin		656.57	0
R Wilson – reimbursement of postage costs	Admin		16.03	0
Berkswell Pre School – re-issue of lost cheque No 002101 – cheque stopped at the bank	Grant		1,250.00	0
PKF Littlejohn – external audit fee re 2017/18	Admin		360.00	60.00
LUC – Greenbelt review	15/06/18 16i7 & 13/11/17 17c		2,070.00	345.00
Kirkwells – NDP Stage 3 final payment	18/05/17 30b		1.200.00	200.00
Balsall & Berkswell Jubilee Project – room hire	NDP		67.50	0

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Total			5,620.10	605.00

In addition to the above, council to note the following cheques have been authorised since the last Ordinary Meeting under the Council’s emergency payment policy:

<u>Date</u>	<u>Cheque</u>	<u>Amount</u>	<u>Payee</u>	<u>Details</u>
23 July 2018	002111	91.00	ICS Print	Leaflet printing Local Plan
13 Aug 2018	002112	225.00	ICS Print	NDP meeting documents
13 Aug 2018	002113	656.57	RD Wilson	Clerk’s August salary
23 Aug 2018	002114	1,680.00	Kirkwell’s	NDP support
23 Aug 2018	002115	63.96	RD Wilson	Reimbursement of admin costs
31 Aug 2018	002116	65.00	ICS Print	NDP printing

b. Payments received – none

15. External Audit Report

- a. Council to note the following comments made by the external auditor, PKF Littlejohn, in respect of the financial year 2017/18: *“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”*
- b. Council to note that, further to minute 24b (Councillor Allowances) of the 14 June Ordinary Meeting of the Council, the Clerk sought advice from both NALC and the external auditors (PKF Littlejohn) over the decision not to seek a reimbursement of allowances paid in error. NALC confirmed that the Council had acted “ultra vires” in making the payments and advised that the external auditors be informed. The auditors have advised that they had been made aware of the issue and had reviewed the June minutes prior to issuing their report (see item 15a above). The auditors noted that the Parish Council had taken appropriate steps to ensuring that this is not an issue in future years and stated that they had no further comments on the matter.

16. Risk Management

- a. Council to discuss any new finance and risk events

17. 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)

18. Correspondence

- a. An email has been received from John Foundy who is a resident of Berkswell village. John is cycling from John O’Groats to Land’s End (16th September 70 miles a day for 14 days) to raise funds to contribute toward Christmas lights for the village. Council to discuss this offer.

19. Governance Review – Council to review lessons learned from the boundary review with a view to agreeing future action.

20. Ongoing References

- a. Review of inventory of land and assets – No further progress to report
- b. Neighbourhood Development Plan – The Council notes the progress on the revision of the draft NDP following the regulation 14 consultation
- c. Local Plan – Council to note the final LUC report and agrees to delegate to the Clerk writing to SMBC detailing the PC's concerns about building on Barretts Farm based on the conclusions of the LUC report. The Chairman, Councillors Lloyd and Howles and the NDP committee to assist the Clerk as required to focus on the key issue. Those Councillors to consult with the NDP Steering Committee members if they consider that helpful.
- d. HS2

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- Council to approve Terms of Reference for a re-established Berkswell HS2 Working Party, as circulated.
- Council to note that a copy of the HS2 Expert Report by Michael Byng, commissioned by Burton Green PC, has still not been received. The Clerk is chasing this up.
- e. Recognition Scheme - Council to note its previous decision to defer preparation of a recognition scheme for services to the community until the Governance Review is completed.
- f. Handyperson – update
- g. A46 Link Road
 - Council to consider the implications of the recently released 2016 proposals for the full A46 Link Road by Solihull Borough Council which provides full information on the proposed route of this road, which was drawn up in 2016 and discussed confidentially between the local authorities. The full proposal, now made available (docs FER0636600/ 1 and 2), shows that the A46 Link Road would run either from the A46 Stoneleigh Junction west and then north to the A45 east of Meriden, along the Solihull-Coventry boundary; or continue west to Berkswell, connecting to the partial bypass of Balsall Common just south of Berkswell railway station and by using that road connecting to the A45 along the A452 past Hampton-in-Arden. Objections have been invited and can be made to both Orders in one letter or e-mail, naming both. The objections can be made to the Department for Transport by e-mail to nationalcasework@dft.gov.uk or by post to Department for Transport, National Transport Casework Team, Tyneside House, Skinnerburn Road, Newcastle Business Park, Newcastle upon Tyne, NE4 7AR.
 - Council to agree the following motions:
 - i. The Clerk to write to Dr Thornton, thanking him for his persistence in getting this information into the public domain,
 - ii. The Clerk to write to SMBC, asking why the PC hadn't been consulted through the provisions of the Local Council Charter, and whether there are other options and developments yet to be published,
 - iii. Clerk to write to SMBC, registering the PC's strong objection to both published proposals, and
 - iv. Agree to communicate to residents a full history of the "bypass" options, either through a dedicated leaflet or through an article in the Bugle.

21. Removal and Additions to Ongoing References

Removals: Green Belt Review

Additions: A46 Link Road

22. Training and Meetings – Council to note that Cllr Hitchcock had attended the ACC Meeting on 16 August 2018 (see item 23a below)

23. Heritage and Community

- a. ACC Meeting feedback – Council to discuss the report circulated by Cllr Hitchcock
- b. Airport draft Noise Action Plan – Council to discuss the response to the draft prepared by Cllr Lloyd for ratification.
- c. Planting scheme – Council to agree the following motion: "The Council approves the expenditure of £500 to provide 2 planters at the junction of Grovefield Crescent and Hallmeadow Road, one planter on the green at the Hodgetts/Waste Lane junction and fruit trees for Grovefield Crescent on Berkswell Gate"

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- d. Grass Mowing Contract – Council to note that there has been a deterioration in the standard of work conducted by our Contractor causing the Clerk to look at possible emergency measures to ensure standards are brought back in line with the required specification.
- e. Parking on Hallmeadow Road – Further to Council at the July meeting agreeing to write to SMBC and truck owners about overnight parking on Hallmeadow Road by HGVs and complaints of litter left (McDonalds cartons), a resident has already written and had a positive response from SMBC (copied to the Clerk). Council to agree that, as there have been no recorded instances recently, no further action be taken at present.
- f. Christmas decorations
 - Council to consider Graham Lock’s generous offer of a Christmas tree to be used on the village green this year.
 - Council to agree the following motion: "The Clerk is authorised to purchase/order decorations and Christmas trees in line with the budget of £450 and incur the necessary expenditure."

24. Council Administration

- a. Council website – No further developments to report

25. Next Meeting

Ordinary Meeting of the Council, 18 October 2018 at 7:15 in the Hornets Clubhouse, Lavender Hall Lane, Berkswell.

Signed: Mr Richard Wilson



Clerk

Public and Press are welcome to attend