

## Berkswell Parish Council – Ordinary Meeting 19 July 2018

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell on 19 July 2018 at 7.30pm.

Topic	Action by
<p><b>1. Evacuation Procedure</b> – the Chairman instructed those in attendance of the evacuation procedure</p> <p><b>2. Recording of Parish Council Meetings</b> – the chairman instructed 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.</p> <p><b>3. Open Forum</b> Parishioners of Berkswell were invited to address the Council on any relevant matter for a maximum of three minutes. Keith Tindal commented that at the Balsall Parish Assembly it was agreed that the Chairs of Balsall and Berkswell Parish Council’s should meet to discuss future ways of working together. Cllr Drake reported he had met Mark Tattum as individuals in the presence of Cllr David Bell and had a frank and open exchange of views but had reached no great conclusion. He and MT had agreed to keep in touch as individuals. KT commented that the Chair of Balsall PC had stated that a joint statement would be made. Cllr Drake agreed to check this with MT. A resident asked how relations will be improved by that meeting? Cllr Drake commented that he didn’t think that they will. Cllr Drake confirmed there had been no invitation to join the Balsall Common Centre Working Group.</p> <p><b>4. Attendance:</b> Cllrs Drake (chairman), Burrow, Howles, Lloyd (arrived at 7:45), Hitchcock &amp; Edwards; Cllr Bell (SMBC - arrived at 8:50); the parish clerk and 13 members of the public.</p> <p><b>5. Apologies for Absence:</b> Cllr Cambage and Sheila Cooper.</p> <p><b>6. Acceptance of Apologies</b> Accepted</p> <p><b>7. Declarations of Interest</b></p> <p>a. To receive declarations of interest from Councillors on items on the agenda.</p> <ul style="list-style-type: none"> <li>• Cllr Drake stated he would not take part in Items 24 b &amp; c, it was agreed that KH would chair these items.</li> <li>• Cllr Edwards stated she would not take part in Item 24 c</li> <li>• Cllr Burrow declared that he owns a field behind his house which may impact discussion on Item 20c in which case he would not take part in bits of the discussion</li> </ul> <p>b. There were no written requests to disclose pecuniary interests</p> <p>c. There were no requests for dispensations</p> <p><b>8. Confirmation of Minutes</b> The minutes of the Ordinary Meeting of the Council held on 14 June 2018 were approved and duly signed by the chairman</p> <p><b>9. Matters arising from the previous meeting for attention</b> – There were no matters arising from the previous meeting</p> <p><b>10. Borough Councillor’s Report and Parish Councillor’s Opinion</b></p> <p>a. A member of the public has complained to Cllr Hitchcock about the plethora of unsigned notices attached to street furniture in Balsall</p>	<p>RD</p>

Common relating to the Governance Review which may be breaking the law. One of these signs was in Berkswell parish. Cllr Burrow suggested that anyone can take down fly posting and residents should be encouraged to do this. Keith Tindall reported that SMBC have a Fly Posting portal on their website where residents can report incidents. Council agreed to take no action.

- b. Cllr Hitchcock reported that the film shows at Jubilee Centre last weekend were very successful.

**11. Committee Appointments** Nothing to report

**12. Complaints**

- a. Council considered a complaint from a resident of Berkswell Hall concerning noise pollution from live music at Berkswell Hall during the annual Parish barbecue. A resident of Berkswell Hall, who was in attendance at the meeting, stated that he was unaware of any complaints from Hall residents. Council heard from the Clerk that the Parish Council had acted within regulations laid down for public performances. Council asked the Clerk to respond to the complainant stating that every effort will be taken when organising future events to minimise the impact on local residents.

**13. Planning Applications**

- a. The following list of planning applications received since the last meeting was discussed:

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	Reduce height of 9 No. conifer trees by approximately 4-5 metres	27.07.18

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	Balsall Common Solihull CV7 7GE		
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

The following responses were agreed:

2018/01684 Council believes that there is no agriculture going on at this location so it is not an agricultural building, it is a commercial building. It is an intrusion to the Green Belt. Agreed to object on the usual grounds. Very special circumstances for this building do not exist.
2018/01826 No objection
2018/01870 No objection
2018/01749 No Objection
2018/01833 No objection
2018/01869 Tree Officer has reported that all 9 trees have defects. No objection.
2018/01877 No objection
2018/01954 No objection

**14. Financial Matters**

- a. The following invoice payments were approved having 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	002097	656.57	0

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R Wilson – reimbursement of admin costs	Admin	002098	16.50	0
S Bentley-Green – 5th instalment of 2018/19 grass mowing contract – due July 2018 (see Note 1)	Contract	002099	187.50	0
S Bentley-Green – 6th instalment of 2018/19 grass mowing contract – due August 2018	Contract	002100	187.50	0
Berkswell Pre School – grant. (see Note 2)	14/06/18 Item 15	002101	1,250.00	0
2nd Balsall Common (Methodist) scout group – grant (see Note 2)	14/06/18 Item 15	002102	2,000.00	0
Berkswell Cricket club – grant (see Note 2)	14/06/18 Item 15	002103	2,000.00	0
Information Commissioner – data protection fee	Admin	002104	40.00	0
Berkswell Society – grant (see Note 2)	14/06/18 Item 15	002105	500.00	0
N Thompson – reimbursement for BBQ items	BBQ	002106	7.16	1.19
C Joiner – Plants re Planting scheme	12/04/18 21 b	002107	126.88	21.15
Royal Mail Group Ltd	Admin	002108	330.00	88.00
GR Dawsons – Graveyard maintenance	Contract	002109	752.40	125.40
WALC – Chairmanship Training Course – R Lloyd	Admin	002110	30.00	0
<b>Total</b>			<b>8,084.51</b>	<b>235.74</b>

Note 1 – Council noted that the grass cutting specification was not currently being met and asked the Clerk to speak to the contractor to rectify this situation prior to making this payment.

Clerk

Note 2 - Council asked the Clerk to remind the recipients of grants that demonstrated evidence that the money has been spent on the agreed purpose is to be provided.

Clerk

b. Payments received – none

**15. 2018/19 Management Accounts** – Council noted the management accounts for the 1<sup>st</sup> quarter of 2018/19 as circulated (available on the web site). Council noted that £5,750 of the grants budget (£7,000) has been spent to date. A second tranche of grants will be considered at the November meeting of the Council.

**16. Council Policies and Procedures**

a. Green Belt Policy – Council considered the following motion: “This Council agrees to accept the latest circulated draft as its policy”. Following discussion, the motion was carried with the addition of the following wording: “in the absence of a council meeting the Clerk is authorised to use this policy to respond to Planning Applications”

Clerk

b. Policy on site visits and other meetings with 3rd parties - Council approved 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.”

Clerk

<p><b>17. Risk Management</b></p> <p>a. Council discussed the following new risk events</p> <ul style="list-style-type: none"> <li>• Due to the extended drought, conditions could cause trees to fall down. Council asked Cllr Hitchcock to examine the trees in the Spinney and advise the Clerk of any trees in danger of falling.</li> <li>• Cllr Drake reported that the “risk the council is misrepresented to third parties” needs to be recognised and he agreed to prepare draft wording for consideration.</li> </ul>	<p>DH</p> <p>RD</p>
<p><b>18. Actions from Previous Meetings</b></p> <p>a. Council discussed the status of agreed actions from previous meetings as circulated (a copy is available on the Council website). It was agreed to remove action 54. Item 150 required Cllr Burrow to invite HS2 but events have overtaken this. It was agreed that no further action was required at this time.</p> <p>b. Need to agree the piece of land to include in the specification for the LUC public facing report - Cllr Burrow left the meeting at this point. Cllr Lloyd is suggesting 10.17 and RP54. The Clerk was asked to prepare a letter to LUC and consult with Cllrs Drake and Lloyd over the final wording</p>	<p>Clerk</p> <p>RD/RL</p>
<p><b>19. Correspondence</b></p> <p>a. Council noted the letter from Dame Caroline Spelman about HS2 and the grants available from the associated Community &amp; Environment Fund and the Business &amp; Local Economy Fund.</p> <p>b. David Irwin (a local journalist) had requested to talk to someone about the Berkswell NDP. Agreed that Cllr Burrow would do this.</p>	<p>AB</p>
<p><b>20. Ongoing References</b></p> <p>a. Review of inventory of land and assets – There was no further progress to report</p> <p>b. Neighbourhood Development Plan – Council noted the progress on Regulation 14 consultation. Cllr Burrow reported that so far there had been a good response but more resident responses are needed. The only negative response received so far was from WM Police who have provided a form of words to be included in a revise NDP.</p> <p>c. Local Plan –</p> <ol style="list-style-type: none"> <li>i. Cllr Drake reported that Pegasus have invited representatives of the Council to meet them on Monday. It was agreed that Cllrs Drake and Howles will attend.</li> <li>ii. Council discussed the response from Gary Palmer (SMBC) in respect of the Clerk’s letter on the Brown Field Register and agreed no further action at this stage.</li> <li>iii. Council noted that a meeting with the Leader of SMBC is scheduled for 9:30 on 24th July with Councillors Drake, Burrow and Edwards representing Berkswell PC. The agenda will cover first use of Brownfield sites, SMBCs duty on the improvement of the centre of Balsall Common and the Berkswell NDP.</li> <li>iv. Council approved 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</li> </ol>	<p>RD/KH</p>

<p>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”. Council agreed a cost of £100 for this.</p> <p>d. Governance Review – Council agreed to bring this item forward in the agenda and it was discussed after Item 11 – Council considered a paper prepared by Councillor Burrow on the implications of a change to Parish boundaries in 2019 and considered a submission to the SMBC Governance Committee. Cllr Burrow confirmed the Council had adopted a principled position of leaving the decision to the residents. However, the Council had decided to put an “implications for Berkswell” paper together. Cllr Hitchcock stated that he is unhappy with the whole boundary review process and is concerned about the possible loss of assets which are and have been supported by Berkswell Parish Council, including Marsh Lane Reserve. A resident commented that she fully supported a paper and is worried about a ‘land grab’ by Balsall PC. She feels that Berkswell Parish Council should consider setting out their position now that there are only 2 options. Cllr Drake commented that he still supported the Council’s decision to let the residents speak for themselves. Cllr Drake also stated that it is inappropriate for councils to lobby residents. Council agreed the content of the paper. After a discussion, with strong contributions from the public, on whether the Council should make a public statement on which Option it supports, it was agreed to add the statement that it supported ‘No Change Now’. Cllr Drake thanked the residents for their input to the debate.</p> <p>e. HS2</p> <ul style="list-style-type: none"> <li>• Council discussed re-establishing the Berkswell HS2 working group. Council agreed in principle and requested that Cllrs Lloyd and Burrow bring forward draft ToRs to be presented to the September meeting of the Council.</li> <li>• Cllr Lloyd gave an update including; Haul route – HS2 want to use Hall Meadow Road initially and then the new viaduct after 2020. HS2 have not answered why it can’t be confined to the HS2 corridor (Act limits). The Park Lane compound will be started before the end of the year; there is the possibility of a car park behind the British legion to ease the problem on Hall Meadow Road. HS2 do think Waste Lane and Truggist Lane (and the centre of the village) could be avoided by construction traffic. An action list will be maintained and checked off.</li> </ul> <p>f. Recognition Scheme - Council agreed to defer preparation of a recognition scheme for services to the community until the Governance Review is completed.</p> <p>g. Handyperson – Cllr Edwards agreed to speak to a possible candidate who has expressed an interest in the role.</p> <p><b>21. Removal and Additions to Ongoing References</b></p> <p>Removals: The Well</p> <p>Additions: Recognition Scheme</p>	<p>KH/AB /RD</p> <p>AB</p> <p>RL/AB</p> <p>DE</p>
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<p><b>22. Training and Meetings</b> Cllr Hitchcock agreed to stand in for Cllr Lloyd at an airport meeting in July.</p>	
<p><b>23. Heritage and Community</b></p>	
<p>a. Mowing the Sunnyside Roundabout – Council considered and agreed 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”.</p>	Clerk
<p>b. Spinney Car Park Ice Concerns – Council agreed to buy some bollards and give them to the school so that the car park can be closed if deemed dangerous.</p>	Clerk
<p>c. Spinney Car Park – Council noted 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.</p>	Clerk
<p>d. TPOs – Council considered and agreed the following motions:</p>	
<p>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”. Cllr Drake thanked the councillors for the work they have done so far.</p>	Clerk
<p>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”.</p>	Clerk
<p>e. Parking on Hallmeadow Road – Council considered and agreed 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).”</p>	Clerk
<p><b>24. Council Administration</b></p>	
<p>a. Council website – No further developments to report</p>	
<p>b. Chairman’s Allowance – Cllrs Drake and Edwards left the meeting and Cllr Howles took the chair. Council then discussed and agreed the Clerk’s recommendations. It was agreed that Cllrs Howles, Burrow &amp; the Clerk would work up a proposal to present to Council for approval.</p>	Clerk/ KH/AB
<p>c. Councillor Travel and Subsistence Allowances – Council discussed and agreed the Clerk’s recommendations. It was agreed that Cllrs Howles, Burrow &amp; the Clerk would work up a proposal to present to Council for approval.</p>	Clerk/ KH/AB
<p><b>25. Next Meeting</b></p>	
<p>Ordinary Meeting of the Council, 13 September 2018 at 7:15 in the Jordan Room, St John Baptist Church, Berkswell.</p>	

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