

# BERKSWELL PARISH COUNCIL – ORDINARY MEETING 15 MARCH 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 Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell on 15 March 2018 at 7.30pm for the purpose of transacting the following business.

Mr R Wilson  
Clerk to Berkswell Parish Council

9 March 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 8 February 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
2018/00069	88 Meeting House Lane Balsall Common Solihull CV7 7GE	Crown reduce by approximately 15% and remove 2 lower limbs overhanging the road and driveway on 1 No. oak tree in front garden.	27.02.18
2018/00418	Land Adjacent To Beanit Farm Hob Lane Burton Green Solihull	Prior notification for change of use of an agricultural building to a residential dwelling at land adjacent to Beanit Farm.	06.03.18

## BERKSWELL PARISH COUNCIL – ORDINARY MEETING 15 MARCH 2018

2018/00377	The Firs Bradnocks Marsh Lane Bradnocks Marsh Solihull	First floor rear extension and balcony to front elevation, rear dormer window and detached double garage.	19.03.18
2018/00496	Truggist Hill Truggist Lane Berkswell Solihull	Erect tree house to rear right of main house.	16.03.18
2018/00511	The Cow Shed Barretts Lane Farm Barretts Lane Balsall Common	Conversion of an agricultural barn to 1 No. residential dwelling.	20.03.18
2018/00580	The Willows Hob Lane Burton Green Solihull	First floor side extension.	26.03.18
2018/00577	177 Duggins Lane Berkswell Solihull CV4 9G	Two storey side extension and single storey rear extension plus internal alterations.	26.03.18
2018/00646	Eardley Cottage Meriden Road Berkswell Solihull	Conservatory to rear of property.	26.03.18

### 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, before approving the payment to A Dymond, that the original budget set for this work was £250 (ex VAT) and that the actual invoiced cost was £368.01 (ex VAT).

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk's Salary March 2018	Admin		562.00	0
Councillor's Allowances – quarter ended 31 March 2018	Admin		865.48	0
HMRC – PAYE – quarter ended 31 March 2018	Admin		588.78	0
A Burrow – reimbursement to Cllr Burrow for picking up and paying for the printing of 3 copies of the Historic Environment Report as authorised by the Clerk.	NDP		60.00	0
S Bentley-Green – 1 <sup>st</sup> instalment of 2018/19 grass mowing contract	Contract		187.50	0
S Bentley-Green – Ad hoc maintenance	Admin		45.00	0
Jubilee Centre – Room Hire	NDP		50.00	0
Kirkwells – NDP advice	NDP		2,500.00	500.00
A Dymond – cost of materials to repair village green round bench	Maintenance		441.62	73.61
GR Dawson – churchyard maintenance January to March 2018 (if invoice received in time)	Contract		752.40	125.40
<b>Total</b>			<b>6,052.78</b>	<b>699.01</b>

In addition to the above payments Council is asked to note that a cheque for £40 made payable to HM Land Registry was raised and signed under Financial Regulation 6.6 in respect of the Registration application fee for the Pound

c. Payments received – none

### 13. Appointment of Internal Auditor 2017/18

- a. Council to approve the appointment of W.J Robinson to undertake the 2017/18 internal audit at an estimated cost of £140.

**14. Grant Policy 2018/19**

- a. Council to review its grant policy to reflect a limited grants budget set for 2018/19 and a desire to ensure that grants are allocated to the most needy causes rather than on a first come first served basis. Council to consider the following motion:
  - This Council agrees to have two decision meetings for grant applications in the coming year.
  - The grant policy is amended accordingly
  - The current applicants to be informed that this is the Council’s approach to manage limited funds
  - This policy adaptation is communicated via the communicator, Society newsletter and the Council’s web site to ensure fairness
- b. Grant Applications – the following grant applications have been received:
  - Berkswell Cricket Club – contribution to the cost of ground equipment for second ground £2,000
  - 2<sup>nd</sup> Balsall Common Scout Group – contribution to the cost of new kayaking equipment £2,394
  - Berkswell Pre-School – contribution to cost of improvements to the facilities and activities available to the children £2,500

**15. General Data Protection Regulations** – In light of the impending changes to the data protection regulations Council to consider the following motion: “The Clerk is authorised to undertake all the work necessary and incur the legally required registration fees, associated with the General Data Protection Regulations.

**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. Letter from Steve Hawley (SMBC) re parking restrictions on Hall Meadow Road

**19. Ongoing References**

- a. Review of inventory of land and assets
  - Council to note that an application to Register the Pound has been submitted to HM Land Registry and that an acknowledgement of the application has been received by the Clerk.
  - Council to consider the following motion; “The Clerk is authorised to organise the registration of the Kelsey Lane bus shelter in the Council's name with HM land Registry and to incur a cost of fees up to £300”.
  - Council to consider the current status of its Asset Register
- b. Neighbourhood Development Plan – council to consider the following motions:
  - “The Council approves the First Draft Plan produced by the NDP Steering Committee as the basis for a non-statutory consultation. The Secretary of the NDP Steering Committee is authorised to make any minor changes to correct typographical errors and fine tune the wording on the consultation section of the draft plan to meet logistical needs”.
  - “The Council approves the community consultation outline plan presented by the NDP Steering Committee comprising of, over a 4 week period, 3 drop in sessions and mail outs to residents. The Council also authorises the Clerk to incur the printing, room hire, postage and publicity costs to ensure an effective consultation. Final details of the consultation to be delegated to the NDP Steering Committee”
- c. Solihull Draft Local Plan - Council to note that SMBC have made available the Hearn Report on housing within the Housing Management area of the West Midlands.

## BERKSWELL PARISH COUNCIL – ORDINARY MEETING 15 MARCH 2018

- d. Governance Review - Council to note that the consultation period for the Terms of reference ended on 28th February. During March the SMBC Governance Committee will finalise the TORs before commencing a consultation in April 2018
- e. HS2
- Council to note that the Clerk of Burton Green Parish Council has acknowledged this Council's commitment to contribute £1,000 to an Expert Report on construction alternatives. Council to agree the following proposal from Burton Green Parish Council; *"Burton Green Parish Council have agreed to pay Michael Byng the full cost of the report and defray this sum with the contributions from parish councils such as yours. To this end payment from Berkswell PC will gladly be received in the form of a cheque for £1,000 made payable to Burton Green Parish Council."*
  - Council to also note that a list of proposed road changes (as previously circulated) has been submitted to Burton Green PC on behalf of Berkswell Parish Council for inclusion in the Byng study.
- f. Handyperson – Council to note that the Clerk had received three applications by the revised closing date but that only one complied with the request for a quotation and that the one valid quote was considerably higher than the budget set for this activity. Consequently, Council is asked to consider next steps.
- g. Review of the Airport Night Flying - update

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

Removals: Traffic Calming

Additions: None

### **21. Training and Meetings** – Council to receive reports from attendance at events and meetings

### **22. Heritage and Community**

- a. Footpaths from Floyd Grove to Station Road and the footpath at the Marsh lane junction with the Kenilworth Road - Council to note the correspondence on these footpaths received by the Clerk and Councillor Burrow which state that both these footpaths are on the list of streets and maintainable at SMBC expense by reference to the list of streets and clarification drawings. In order to ensure that there is no doubt, the Council agrees the following motion; "The Clerk is asked to write a letter to David Keaney (SMBC Highways) in accordance with the draft circulated to councillors, stating that the Council fully understands that a word description in the list of streets cannot always fully cover all the intricate details and that the drawings supplied clarify the entry on the list of streets and as such, both paths in question are on the list of streets. The letter will express Council's gratitude for the work Mr Keaney has put in to clarify the situation".

### **23. Council Administration**

- a. Clerks Salary – Council to consider the following motion:
- "The Council is pleased to note that the Clerk has met the full criteria to move to the top of the Berkswell Clerk's salary range which is broadly equivalent to pay point 32 on the NALC scale, which is just one factor that the Council considers when setting the Clerk's salary. Furthermore, the Council considers that a 3% increase should be applied with effect from 1 April 2018 to salary and allowances to reflect inflation and moves in market salaries for accountants".
  - Council to note that, if the above motion is carried, the 2018/19 salary budget of £9.450 will need to be increased to £10,150.

### **24. Next Meeting** – Ordinary Meeting of the Council, 12 April 2018 at 7:15pm in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.

Signed: Mr Richard Wilson



Clerk

**Public and Press are welcome to attend**