

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 12 APRIL 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 12 April 2018 at 7.15pm for the purpose of transacting the following business.

Mr R Wilson
Clerk to Berkswell Parish Council

6 April 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 15 March 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 three of these applications have passed at the time of this meeting.

Ref	Location	Proposal	Response Date
2018/0067	Beehive Cottage Lavender Hall Lane Berkswell Solihull	Fell one Spruce tree in a conservation area	03.04.18
2018/00764	441 Station Road Balsall Common Solihull CV7 7EF	Single storey extension to front, side & rear.	06.04.18
2018/00767	Craigside Hodgetts Lane Berkswell Solihull	Two storey side extension, single storey rear extensions	09.04.18

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2018/00768	Willows, Sunnyside Lane Balsall Common Solihull	Erect 4 bedroom detached dwelling with attached garage.	24.04.18
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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

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk's Salary April 2018	Admin		656.57	0
R Wilson – reimbursement of admin costs	Admin		79.22	13.20
A Burrow – reimbursement to Cllr Burrow the cost of printed envelopes for the NDP consultation as authorised by the Clerk.	NDP		288.00	48.00
S Bentley-Green – 2 nd instalment of 2018/19 grass mowing contract	Contract		187.50	0
WALC – 2018/19 subscription (see Item 13 below)	12/04/18 Item 14		747.00	0
Total			1,958.29	61.20

In addition to the above, Council to note that payments were made using Financial Regulation 6.6 in respect of essential NDP printing at a cost of £1,732.12 as approved under minute 19b at the Ordinary Meeting held on 15 March 2018 and a payment of £250.00 to Warwickshire County Council in respect of the Historic Environment Report as approved under minute 17b at the Ordinary Meeting held on 11 January 2018.

- b. Payments received – none

13. WALC Subscription 2018/19 – Council to approve the payment of the annual subscription to WALC at a cost of £747.00 (unchanged from 2017/18)

14. External Audit 2017/18

- a. Council to note the following key dates:

Key dates for the 2017/18 reporting season	
Deadline by which completed & approved AGAR and all applicable supporting documents or Exemption Certificate must be submitted to us	Monday 11 June 2018
Statutory common period to be included in the smaller authority's period for the exercise of public rights	Monday 2 July – Friday 13 July 2018
Statutory deadline by which AGAR & signed external auditor report must be published by the smaller authority (this includes publishing on the smaller authority's website). The Notice of Conclusion of Audit must be published at the same time.	Sunday 30 September 2018

15. Risk Management

- a. Council to discuss any new finance and risk events
 b. Risk Framework – update
 c. Council to consider the following motion: "Council agrees that an ad hoc working group is established to draft the risk policy items on the action list"

16. 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)
- b. Council to consider the following updates to the Agreed Action List:
 1. Council agree that action 10 is deleted and replaced with “Council agreed that discussions on concept plans should be in accordance with the draft NDP” to be actioned by Cllrs Drake, Howles and Edwards.
 2. All completed items in grey should be removed
 3. Action 38 TPOs – Councillor Burrow requests help from someone willing to make the TPO applications
 4. Delete action 37 (Bugle article on 89 bus service)
 5. Action 58 – Councillor Lloyd to report action and this item to be closed
 6. Action 64 – Councillor Lloyd to report on any progress
 7. Action 79 Council to note that the Chairman had written to the Head of the school requesting a meeting concerning the car park in icy weather but no reply had been received.

17. Correspondence – Council to note the letter of thanks for the grant to the Jubilee Project received from Sue White.

18. Ongoing References

- a. Review of inventory of land and assets – Council to note the report on the recent Asset Inspection conducted by Councillors Edwards and Drake.
- b. Neighbourhood Development Plan
 1. Council note the circulated report prepared by a working group of the Berkswell NDP on the responses received regarding the Balsall Common village centre from the residents consultation and agree this should be tabled at the upcoming meeting with Balsall PC on the Village Centre.
 2. Council to consider the following motion: “The Council approves an extension of the first draft plan consultation period to midnight on 26th April 2018 to facilitate a full verbal and written response by SMBC. The Clerk/NDP Committee members to organise appropriate communication of this change via the web site, Communicator and Berkswell Society e-newsletter”
- c. Solihull Draft Local Plan – Cllr Lloyd to report progress of the working group evaluating the LUC report
- d. Governance Review - Council to note that the Solihull Governance Committee met on 27th March to consider the report by Officers on the Terms of Reference for the parish boundary review. There was considerable open discussion. The Council Chairman was able to explain the PC’s position that it was an issue primarily for Berkswell Parish residents and there should be a full range of options in the main consultation with residents. The PC had supported the BCVRA petition on that basis. The TORs for the main review were then changed by the Governance Committee to include 3 options – ‘de-parishing’, merger and a move of the Balsall PC boundary to the HS2 line. Residents will also be able to object to any change. The TORs had also been changed to invite proposals for ‘warding’ rather than present very limited options. Consultation documents will be issued by SMBC in due course.
- e. HS2 - update
- f. Handyperson – Update
- g. Review of the Airport Night Flying - update

19. Removal and additions to Ongoing References

Removals: None

Additions: None

20. Training and Meetings – Council to receive reports from attendance at events and meetings

21. Heritage and Community

- a. Damaged caused to grass verges by the parking of cars – Council to discuss the issue which was raised at the last meeting of the Council.

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- b. Council to consider the following motion: “Council approves that the Clerk can spend the budgeted sum of £600 for the spring and autumn planting of the station planters, station roundabout and Marsala club flower bed in concert with Berkswell Society volunteers”

22. Council Administration

- a. GDPR – Council to discuss the wording of Privacy Notices and Consent Form in response to new Data Protection Laws
- b. Council to consider the following motion: “Council approves the Chairman to update and reissue the Clerks statement of terms and conditions of employment to reflect current compensation (agreed 15th March 2018) and policy agreed on 9th February 2017 with respect to CILCA and pensions. The Council also approves that the Chairman formally signs this year’s appraisal on behalf of the Council as circulated confidentially to Councillors prior to the 15th March 2018 meeting”

- 23. Next Meeting** – Annual Meeting of the Council, 17 May 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