

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 18 OCTOBER 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 18 October 2018 at 7:15 in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell for the purpose of transacting the following business.

Mr R Wilson
Clerk to Berkswell Parish Council

12 October 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 (Public) held on 13 September 2018
Ordinary Meeting of the Council (Private) held on 13 September 2018
Extraordinary Meeting of the Council held on 23 August 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. Councillor Allowances
 - i. Council to note a letter received from a resident regarding the Council's decision under Item 24 bii of the Ordinary Meeting held on 14 June 2018 where Council agreed not to require repayment from two co-opted councillors for ultra vires Parish Basic Allowance payments and confirmed that no allowances would be paid to co-optees from 2018-19. This decision was further ratified

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under item 15 b of the Ordinary Meeting held on 13 September 2018. The resident has stated “...*Whether or not PFK accepts the points in my letter to them, the current letter to you is aimed at reversing a council decision which in my view was just plain wrong from every angle when it was made*”.

- ii. Council to consider the following motion: “The Council resolves to hold a full hearing into this complaint. The Complainant will be invited to address a panel of at least 3 from Councillors Lloyd, Burrow, Howles, Hitchcock and Cambage. It is expected that such a panel will convene immediately prior to the November meeting of the PC 19th November 2018. Councillors Drake and Edwards will also be asked to address the panel. The precise date will depend upon receipt or otherwise of a copy of the response to questions raised by the complainant with the PC’s external auditors, PKF Littlejohn”

13. Planning Applications

- a. a list of planning applications received since the last meeting is detailed below:

Ref	Location	Proposal	Response Date
2018/02477	Berkswell Quarry Cornets End Lane Meriden Solihull	Recycled aggregate facility in existing Berkswell Quarry.	16.10.18 extension agreed with SMBC
2018/02587	Truggist Hill Farm Truggist Lane Berkswell Solihull	New stable block.	17.10.18 extension agreed with SMBC
2018/02739	Moat House Farm Truggist Lane Berkswell Solihull	Prior notification for an agricultural building.	26.10.18
2018/02728	14 Benton Green Lane Berkswell Solihull CV7 7DB	Demolition of conservatory and erection of single storey rear extension.	25.10.18

- b. Roundabout advertisements – Council to consider the following motion: “Council resolves that the Clerk should enquire of SMBC the circumstances in which application PL 2018/00153/ADV was given consent without the Parish Council being consulted. The Clerk should make SMBC aware that the Parish Council is opposed to the placing of advertisements on the two subject roundabouts, and should request SMBC to remove the signs permitted by the application (the 2 roundabouts are the Hall Meadow roundabouts on Station Rd and Lavender Hall Lane.)”
- c. Building on Greenbelt – Council to consider the following motion: “Council resolves that the Clerk should write to SMBC asking for clarification of the planning status of the building erected in a field adjacent to Beechwood Farm and requesting enforcement action if appropriate”.

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 October 2018	Admin		656.57	0

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R Wilson – reimbursement of admin costs	Admin		101.49	10.83
Councillor Allowances – July to September 2018	Admin		403.92	0
Balsall Village Hall – room hire	Admin		30.00	0
WALC – ‘Planning for the Elections’ course fees	Admin		60.00	0
JMH Home and Garden Services – grass cutting	Contract		240.00	0
JMH Home and Garden Services – hedge cutting	Contract		320.00	0
Total			1,811.98	10.83

b. Payments received – none

15. Q2 2018/19 Management Accounts

a. Council to note the management accounts for quarter 2 of 2018/19 which are available on the web site

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. Letter from Richard Brown Planning Ltd – A Letter dated 9 October 2018 has been received by email in response to the Clerk’s letter of 24 August concerning comments made by RBPL on the Berkswell NDP. Council to consider the following motion: "Council to agree a response to the letter from Richard Brown Planning Limited"

19. Ongoing References

- a. Review of inventory of land and assets – No further progress to report
- b. Neighbourhood Development Plan – Council to consider the following:
 - i. Council to consider submission of the NDP, as approved by the NDP Steering Committee, to SMBC for external examination (available on the website - dated August 2018). Council to consider possible minor amendments arising from:
 - a) Input from the SMBC planning contact (if any) on changes made to the Regulation 14 draft plan
 - b) An update to appendix 4 on parking and traffic calming in Berkswell village to reflect the changes agreed from the consultation with SMBC Highways
 - ii. Councillors to note that changes from the Regulation 14 version to the submission version are shown in blue type.
 - iii. In view of the Clerk’s holiday the Chairman is authorised to make the NDP submission to SMBC
- c. Local Plan
 - i. Council to note that the clerk has commissioned a report from Kirkwell’s seeking advice on the law governing the development of Brownfield sites for a fee of £630 plus VAT.
 - ii. Council to note that the schedule for the production of the revised Solihull Plan has been amended as a result of a decision by the Cabinet Member on 25th September 2018 (see extract from the minutes on council website)
 - iii. Council to note advice from Geoff Wheeler of the NDP Committee who has reviewed the LUC report. Mr Wheeler advises that the PC should defer sending the report to SMBC until a new draft of the local plan is published by SMBC for comment in the winter 2018
- d. Governance Review – Council to consider the following motion: “this Council welcomes the decision of the SMBC Governance Committee to follow the wishes of the Berkswell Parish residents,

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particularly those to the west of the HS2 line, by deciding to make no change to parish boundary between Balsall and Berkswell Parishes. Berkswell PC notes and agrees with the requests made by residents addressing the SMBC Committee and the members of the Governance Committee, that Balsall and Berkswell PCs should work together on issues of common interest to the community. The Council resolves to write to Balsall PC to suggest that a standing committee of both Councils is established to work on issues of mutual interest particularly the NDPs and the detailed plans for Balsall Common, the Solihull Housing plan for Balsall Common including brownfield sites, the shopping centre within Balsall Common, future local infrastructure and other issues of common interest.”

e. HS2

- i. Council to note that the working group of Councillors has a meeting scheduled with HS2 Ltd and Balfour Beatty Vinci for 2nd November to discuss haul route, viaduct/bridge design and the vegetation cutting plans for the greenway and the line of HS2. We agreed at the last meeting to issue a leaflet to residents so new item 19g to read “ It is agreed to produce and distribute through volunteers a two sided colour leaflet covering the A45/46 link, NDP, revised Solihull plan timetable, PC boundary review result and other issues of interest at a quoted cost of £208 for 1300 copies. In the absence of the Clerk on holiday the Chairman is authorised to incur this expenditure and finalise the copy”
- ii. Council to consider the following motion: “Council to resolve that the HS2 Working Group should cooperate with neighbouring parish councils on HS2 matters of joint interest, and should participate jointly in meetings with HS2 Ltd, it's contractors, and SMBC, on such matters as the design of structures, haul routes, and the diversion of public rights of way. (i.e. Burton Green, Balsall, Hampton, and Meriden PCs as relevant.)

f. Recognition Scheme - Council to discuss the Draft Recognition scheme as circulated (available on the web site)

g. A46 Link Road

- i. Council to note correspondence from Cllr Ken Allsop (SMBC) quoting Councillor Courts’ reply to an email and has said "As far as he is concerned phase 3 is dead in the water and therefore nothing to discuss."
- ii. Council to receive minutes of the meeting with the SMBC Infrastructure and Commissioning Manager (available on the website).
- iii. Council to further note that Councillor Courts the Cabinet Member responsible has issued a statement to the SMBC HS2 select committee concerning the possible A45/46 link. That statement contains the words “I have made clear on more than one occasion, over the last year or so, that the suggestion of a 60mph dual carriageway road near to such a large community would not have my support. Secondly, I could not see the justification for the proposal anyway at this point, as the main traffic problem that I could see was near the university in Coventry and a different solution there would seem more appropriate. I also said that any proposal of this sort would cause great concern in the communities and the sooner there was clarity the better.”.
- iv. Council to consider if this is a satisfactory assurance
- v. Further to Council agreeing at the September meeting (Item 20 g) to issue a leaflet to residents council to agree the following motion: “ It is agreed to produce and distribute through volunteers a two sided colour leaflet covering the A45/46 link, NDP, revised Solihull plan timetable, PC boundary review result and other issues of interest at a quoted cost of £208 for 1300 copies. In the

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absence of the Clerk on holiday the Chairman is authorised to incur this expenditure and finalise the copy”

20. Removal and Additions to Ongoing References

Removals: Handyperson

Additions:

21. Training and Meetings

22. Heritage and Community

a. Grass Mowing Contract

- i. Council to note that the Clerk has terminated the current grounds Grass and Hedge Cutting contract and has made temporary arrangements with JMH Home & Garden Services to provide the service until the end of the growing season at an initial cost of £240 to get areas back up to standard followed by a £200 per month to maintain until the end of the growing season. A price to cut hedging along Lavender Hall Lane and Meriden Road has been agreed at a cost of £320. Council to note that the Clerk will soon be issuing Invitations to Tender for a new Grass and Hedge Cutting contract for the three years 2019 to 2022 to come into effect on 1 March 2019.
 - ii. Council to discuss the scope of the Grass & Hedge Cutting contract due to be retendered this Autumn/Winter.
- b. SMBC, Parish & Town Council Charter – Council to consider the draft of a revised Charter issued by SMBC who have invited comments by 31 October 2018 (Copy of current and proposed revisions is available on the council website)

23. Council Administration

- a. Council website – Council to note that the new council website has now gone live.
- b. Chairman’s Allowance – Council to consider the circulated paper.
- c. IT Policy – Council to note that the Clerk has revised the IT policy to reflect changes made necessary by GDPR and has made some other minor updates (available on the website)
- d. Reserves Policy - Council to note that the Clerk has revised the Reserves policy to reflect the 2018/19 budget (available on the website)
- e. Council Meetings – Council to consider the following motion: “Council to agree to move the dates of its Ordinary Meetings for the remainder of 2018/19 to avoid ongoing clashes with important SMBC meetings on HS2 and SAC”.

24. Next Meeting

Ordinary Meeting of the Council, 15 November 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