

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 13 DECEMBER 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 December 2018 at 7:30pm 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

7 December 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. **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. **Open Forum**

Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes
8. **Confirmation of Minutes**

Ordinary Meeting of the Council held on 15 November 2018
9. **Matters arising from the previous meeting for attention**
10. **Borough Councillor's Report and Parish Councillor's Opinion**
11. **Committee Appointments**
12. **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
2018-02923	48 Meeting House Lane Balsall Common Solihull CV7 7FX	Lift lower branches by approximately 5 metres to let light into the garden and reduce taller vehicles catching lower branches that overhang the road, reduction of canopy by approximately 3 metres to reduce height, 15% crown thin to allow light through the tree on 1 No. Oak tree in front garden	03.12.18.
2018-03126	Land Opposite Victoria Farm Benton Green Lane Berkswell Solihull	Erection of a 445.93 metre squared (4,800 square feet) steel portal framed agricultural building to be used for housing cattle.	05.12.18 A response has been made by the Clerk on behalf of the Council in line with the Parish Council's Green Belt Policy
2018/03048	Land Off Spencers Lane Berkswell Solihull	Change of use of land from agricultural to the keeping horses and ponies, and erection of 2 stables and 1 shed for private use.	18.12.18
2018/03305	Field Cottage Old Waste Lane Balsall Common Solihull	Demolish existing conservatory and erect new oak framed orangery to side.	19.12.18
2018/03404	Meriden Quarry Land North Of Cornets End Lane Meriden Solihull	Regularisation and construction of a Biomass Combined Heat and Power (CHP) Plant, Waste Water Treatment Plant (WWTP) and In-Vessel Composting (IVC) Facility and associated infrastructure including buildings, plant and machinery.	26.12.18
OUT/2018/3225	Eastern Green South of the A45 Coventry CV5 7LG	Outline application for residential development of up to 2625 dwellings, including extra care accommodation; new vehicular access from the A45 and via Pickford Green Lane, with other non-vehicular access points; 10.25ha of employment land (B1, B2, B8). A district centre of approx 10000 sq m retail; a local centre of 1000 sq m of local convenience, retail plus other community facilities; provision of a 2 form entry primary school; open spaces, substantial landscaping, green infrastructure and sports provision; earthworks including the provision of new drainage features and associated demolition and groundworks (All matters reserved except for access).	14.12.18

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2018/03302	Land at Hob Lane Adjoining Burrow Hill House Red Lane Burton Green, Kenilworth	Approval of access arrangements onto Hob Lane to serve land for 90 dwellings approved under (W/17/2086) by Warwick District Council.	27.12.18
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13. Council Budget 2019/20

- a. Council to note that the 2019/20 budget must be approved prior to submitting the parish precept notice to SMBC before the end of January 2019 (precise date still to be confirmed)
- b. A provisional date of 17 January 2019 (subject to Item 25) has been set by Council for an Extraordinary Meeting to discuss and agree the 2019/20 budget
- c. Council to note the provisional 2019/20 budget previously circulated by the Clerk and submitted to SMBC as part of this year’s Governance Review and to suggest any additional items for the Clerk to cost and include in a revised version to be considered on 17 January 2019
- d. Council to note that SMBC have provided the Clerk with estimated costs of an election in Berkswell Parish in May 2019 which should be included in the 2019/20 budget

14. Council Elections May 2019 – Council to note that the next Parish Council election is to take place in May 2019. Council agrees to support WALC initiatives to encourage residents to stand for election.

15. 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 December 2018	Admin		656.57	0
R Wilson – reimbursement of admin expenses	Admin		103.08	14.75
Councillor Allowances – Oct to Dec 2018	Admin		403.92	0
HMRC – PAYE Oct to Dec 2018	Admin		641.57	0
DM Malley – Payroll services – 1 st half yearly instalment	Admin		67.50	0
B&B Hornets – Room Hire	Admin		175.00	0
James Hickin – November grounds maintenance	Admin		200.00	0
Andrew Burrow – reimbursement of costs in respect of planting materials (see Item 23 g ii) and Christmas tree lights/decorations (13/09/18 Item 23 f iii)	Admin		201.36	33.56
Andrew Burrow – reimbursement of costs in respect of ancillary items to facilitate the installation of Christmas trees and lights	Admin		39.98	6.65
Total			2,488.98	54.96

In addition to the above the following payment was made using the Clerk’s delegated powers:

- James Hickin – Spinney roundabout improvement; Cheque No. 002144; amount £1,000.00 (approval: 15/11/18 Item 24 b)

b. Payments received – 10/09/18 - 2nd Precept instalment £12,977.50

16. Complaint

- a. Council to consider the note compiled by the Clerk which documents the reasons for the Council’s decision that, it would not be fair, nor equitable, nor conscionable, to request the two councillors to repay the allowances received, as recorded in the minutes of the Ordinary Meeting held on 15 November 2018. Council to agree the following motion: “The Council confirms the documented reasons for its decision having considered a residents complaint, at the Ordinary Meeting held on 15 November 2018”. In addition, council to consider the following statement; “the Council accepts that

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Councillor Burrow has specifically waived his entitlement to his outstanding Chairman's allowance and councillor allowance for 2018/19 solely on the basis of this mitigating the impact of allowances paid ultra vires to Councillors Edwards and Drake. Council accepts that in the event that the council receives reimbursement for the ultra vires payments in any other manner than Councillor Burrow will claim these allowances which have been waived on this conditional basis".

- b. Council to agree its formal response to the complainant in light of the above.

17. Risk Management

- a. Council to discuss any new finance and risk events
- b. Council to note the Risk Framework has been updated by Cllr Drake and agree a fellow councillor to review before seeking approval from Council.

18. 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)

19. Correspondence – Council to note that the Clerk has received a letter from the Clerk of Balsall Parish Council. The Balsall Parish Council Budget Working Group is enquiring whether Berkswell Parish Council would consider making a 25% contribution to the Balsall Common Christmas lights in 2019/20. It has been requested that the proposal be considered at our December meeting so that a response can be taken account of in Balsall Parish Council's budget setting process. As a guideline, the 2017/18 cost for the lights to be fitted, switched on, taken down and stored was £5,391 (excluding VAT).

20. Ongoing References

- a. Review of inventory of land and assets – The Council notes that the actions from the November councillors' asset inspection have been completed and thanks the clerk for his rapid action on this issue which has received positive feedback
- b. Neighbourhood Development Plan
 - i. The Council notes that references have been taken by the Chairman of the NDP Committee on the two examiners who expressed interest in conducting the examination of the Berkswell NDP. The Council notes it is SMBC's role to appoint the examiner and pay the costs incurred and that the Clerk has indicated to SMBC that Berkswell takes no exception to the appointment of Andrew Matheson to the role.
 - ii. The Council notes that the steering group on parking and traffic calming in Berkswell village (The Berkswell Project) have commenced work on a bid application for funds for the project and have held a meeting with the Cabinet member for Highways to ensure that the project has political support. The Council authorises the Clerk to take all necessary action to secure funding with the support of the steering group
- c. Local Plan – The Council notes that the SMBC cabinet meeting for December has been cancelled and that it is now expected that the Cabinet will consider approving a consultation on updated housing proposals at its January 2019 meeting
- d. HS2 – Council to:
 - i. receive a report on the SMBC Implementation Advisory Group meeting held earlier in the evening. To discuss latest information on the haul routes proposed by HS2 Ltd and the company's response to the Council' proposal.
 - ii. discuss making a representation to Solihull MBC requesting that information held by Solihull MBC regarding HS2 is published promptly in line with the Local Council Charter, the Open Government UK National Action Plans, the 1998 Aarhus convention, and the Environmental Information Regulations 2004.
- e. A46 Link Road – Update

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- f. TPOs – Council to note that the application for TPOs on Barratt’s Farm has been submitted to SMBC.
- g. Airport – Council to note that the consultation on the new Master Plan is open until Jan 31 and to consider how to formulate a response.
- h. Open Spaces Society Consultation on the Strategic Plan 2019-2024 - Council to consider the following motion; “Council was pleased to receive the draft Plan, and feels that the eight proposed strategic goals are very appropriate for furthering the charitable objectives of the Society to protect and enhance public access rights. Consequently, the Clerk is asked to respond to the consultation accordingly”.

21. Removal and Additions to Ongoing References

Removals: None

Additions: None

22. Training and Meetings

23. Heritage and Community

- a. Grass Mowing Contract
 - i. Council to note that the Clerk has issued an Invitation to Quote (ITQ) for grass & hedge cutting and general maintenance for the period March 2019 to March 2022 with a response deadline of 7 January 2019.
 - ii. Council to note that SMBC have confirmed which grass areas in Berkswell village they are responsible for maintaining.
 - iii. Council to consider the following: Do Councillors wish;
 - 1. to investigate further the SMBC responsibility for grass cutting at the entrance to Pound Close given the SMBC response to the Council’s enquiries re responsibilities for verges within Berkswell village. i.e. with SMBC Housing
 - 2. to change the scope of our grass cutting contract given the information received from SMBC re their grass cutting activities
- b. Spinney Car Park
 - i. Council to note that the restoration work on the roundabout in the Spinney Car Park has been completed.
 - ii. Council to consider the following 2 options for the future of the island in the spinney:
 - 1. A low cost option of simply sprinkling grass seed on it in the spring by volunteers at a cost of about £30 with the clerk delegated to incur the cost
 - 2. A more wildlife sound option based on the principles advanced by Chris Hitchcock including planting snow drops at one end and a mixture of wild garlic and bluebells at the other together with grass seed, plus approximately 4 trees/shrubs of a wildlife enhancing variety. Exact details to be agreed by the Clerk on the advice of a professional gardener. Cost of up to £600. The clerk is delegated to incur the cost.
- c. The Well - Council to note the excellent state of the Well area and to pass a motion of thanks to the Well warden Denis Stokes.
- d. Station Road Parking – Council to receive a verbal update on a meeting of the Station Road Parking Working Group and agree any proposed next steps.
- e. Newsletter - The Council expresses its thanks to the community volunteers who delivered the Council’s newsletter to homes across the parish.

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- f. Hedgehog Preservation – Council to consider the following motion; “The Council approves the purchase of 4 hedgehog warning signs for Grovefield Crescent at a cost of around £40 plus delivery from the Hedgehog Preservation Society. Erection to be undertaken by volunteers in a none damaging manner”.
- g. Planting Scheme
- i. Council to note that the two authorised planters for Hallmeadow Road have been built and installed by Councillor Burrow and Jim Ellis from the Berkswell Society. Two residents will look after them. The Council also notes that two additional sets of Christmas lights and baubles have been purchased in line with the approved Christmas tree plan. The total cost, including the compost for the Waste Lane planter, comes to £201.36 including VAT.
 - ii. Given the nature and location of the vendors the Clerk authorised Councillor Burrow to incur the expenditure and the Council is requested to authorise reimbursement.
 - iii. Council to note and thank Peter Kastoff for providing other materials free of charge for the planters
 - iv. Council to note that at this stage there is no prospect of fruit trees being planted due to a lack of resident interest in the appropriate areas but crocus bulb planting is planned to proceed with bulbs supplied by SMBC

24. Council Administration Nothing to report

25. Next Meeting

- a. Council to agree the following changes to Council meetings in January 2019:
- that the next Ordinary Meeting of the Council will be held on 17 January 2019 at 7:15 in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell, and
 - that the Extraordinary Meeting (Budget Setting), will be held on 10 January 2019 at 7:15 in the Jordan Room, St John Baptist Church, Berkswell

Signed: Mr Richard Wilson



Clerk

Public and Press are welcome to attend