

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 14 FEBRUARY 2019

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 14 February 2019 at 7:15pm 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

8 February 2019

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 17 January 2019
- 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
2018/03560	Keepers Cottage Cornets End Lane Meriden Solihull	Demolition of part of the existing cottage and erecting a two storey extension at the rear of the cottage, together with creating a new access.	25/02/19
2019/00263	Park Farm Stables Mercote Hall Lane Meriden Solihull	Change of use of traditional farm buildings to workshops and storage.	27/02/19

13. 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 February 2019	Admin		656.57	0
R Wilson – reimbursement of expenses – white board, magnets and spare keys for Notice Board	Admin		104.40	12.40
A Burrow – reimbursement of expenses relating to hedgehog signs as authorised by the Clerk	17/01/19 Item 24 c		44.75	0
A Burrow – reimbursement of costs relating to the repair of the Berkswell Village telephone box door restraining strap.	17/01/19 Item 18 b		26.46	4.41
F Weetman & Son – Christmas trees	S.137		303.02	50.50
DM Payroll Services Ltd – Payroll services 2 nd half year	Admin		67.50	
Total			1,202.70	67.31

- b. Payments received – none
c. Grant Application – None

14. Risk Management

- a. Council to discuss any new finance and risk events

15. 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)

- 16. Correspondence** – Council to note the email from Balsall PC in response to our letter concerning the establishment of a joint committee for consultation on items of mutual interest. Council to consider the proposed draft response.

17. Vexatious Complaints and possible bullying of the Clerk by a member of the public

- a. Council to consider any action required as a result of the tone of letters received from a resident.
b. Council to consider if the Council needs a Vexatious Complaints/Communications Policy following the example of Balsall Parish

18. Ongoing References

- a. Review of inventory of land and assets – Council to note that SMBC have confirmed that they do not have a record of how the Kelsey Lane bus shelter came to be registered in their ownership. SMBC have advised that BPC should apply to HM Land Registry for a transfer of ownership based on the original registration being made in error.
b. Neighbourhood Development Plan – Council to receive a report on progress of the external examination (if any)

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- c. Local Plan – Council to note that the close date for the consultation on the 2nd draft of the Local Plan update is 15th March 2019
 - i. Council to agree that it will conduct a public consultation on the draft local plan on the afternoon of 2nd March 2019 in the Jubilee Centre
 - ii. Council to agree that the Clerk can spend such monies as are necessary for leaflet printing, hall hire, printing and other such costs support the 2nd March consultation
 - iii. Council to agree that its response will be prepared in public at an Extraordinary PC meeting on 7th March 2019 taking account of feedback from the 2nd March consultation. Council to note that final approval of the written document could be agreed at its regular meeting on 14th March 2019 based on that which is agreed on 7th March 2019
- d. HS2
 - i. Council to note that 5 Councillors met with HS2 Ltd and Balfour Beatty Vinci representatives on 31st January 2019. Minutes of that meeting are/will be available on the Council's web site. Council to note in summary that HS2 Ltd/Balfour Beatty Vinci plan to apply for planning permission for a haul route along Hallmeadow Road with a short spur to the greenway haul route from the Station Road Roundabout. That haul route will supplement a haul route next to the trace of the line from the construction compound on Park Lane running across Truggist Lane to the north east side of the west coast mainline. The Hallmeadow route will reduce lorry movements by 350 to 400 per day each way on Kelsey/Waste Lanes (and Kenilworth Road) and reduce movements on Hodggett's Lane and Truggist Lane. An extension to the station car park of around 50 vehicles will be provided and parking restrictions introduced on Hallmeadow Road.
 - ii. Council to note that SMBC have arranged a session, where they can explain the Schedule 17 process and the limited grounds on what can be considered for refusal or condition, on Monday 25th February at 6pm in the Council's Civic Suite and would expect it to last about 1 hour. Council to agree who will attend and requests the Clerk to confirm who from our Parish Council will be attending.
 - iii. Council to note that Cllr Lloyd has filed a complaint with SMBC on 4 February about the apparent miscommunication between SMBC and HS2 Ltd over the Council's scheme of 17 July 2017 to remove all construction traffic from public roads.
 - iv. Council to note the inability of HS2 Ltd to respond to a request made on 5 November under the Environmental Information Regulations for copies of all information about the evaluation of the Council's proposal to shift all construction traffic onto a dedicated haul route.
 - v. Council to note Cllr Lloyd's update on a likely increase in HS2 construction traffic due to underestimation of quantities, unsuitability of the arisings for re-use, the need to use piling along the whole route, and the proposed provision of extra car parking.
 - vi. Council to receive a report on the meeting about the Temporary Greenway on 28 January at Burton Green.
 - vii. Council to note Cllr Lloyd's concern over the publication and validation of requests made by HS2 Ltd for traffic regulation and planning consent.
- e. TPOs – Council to note any report from Councillor Bell on his follow up of the TPO request. Council to be aware that Councillor Bell was out of the Country until 4th February.
- f. Airport
 - i. Council is asked to note the appointment of Mr Nick Barton as the new Chief Executive of the Airport.
 - ii. Council to receive a verbal report on the Airport Consultative Committee meeting held earlier in the day.
 - iii. Council to note the report of Cllr Lloyd on a meeting at the Airport on 23 January, at which the Airport Company said reducing the Night Flying infringement limit from 83dB to 81dB would not produce a benefit, and that more work on Noise Abatement flight profiles might reduce noise levels by about 1dB.

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- g. Station Road Parking - Council to agree that, subject to resident consultation, it will seek parking restrictions on Station Road and possibly parts of joining residential streets to prevent all day parking by station users but not occasional parking for/by residents. The Council will seek to achieve this as part of the parking restrictions that will be necessary for the HS2 haul route proposal on Hallmeadow Road. The aim being that if possible HS2 will meet the cost as part of mitigation measures.
- h. Proposed residential park home estate – Council to note that the clerk has contacted the planning agents offering an extraordinary parish council meeting or a longer slot at the regular PC meeting planned for 14th March (perhaps an extended meeting), on the understanding that the planning agents hold their own public consultation meeting previously.

19. Removal and Additions to Ongoing References

Removals:

Additions: Proposed residential park home estate

20. Training and Meetings

21. Heritage and Community

- a. Grass Mowing, Hedge Cutting & General Maintenance Contract – Council to note that the Clerk has evaluated the lowest three quotes received following the ‘Invitation to Quote’ exercise. Based on this evaluation Council to consider the following motion: “This Council approves a contract for the 3 years from 2 March 2019 to 1 March 2022 at a total contract price of £4,731 for the grass cutting element and a Day Work Rate of £120 for hedge cutting and ad hoc maintenance work”.
- b. Spinney Car Park – Council to note that the Clerk has requested a quote from a local gardener who has expressed interest in the planting of the island and is awaiting a reply.
- c. Hedgehog Preservation – Council to note that the hedgehog signs have now been installed.
- d. Listed Monument Phone box repairs – Council to note that Councillor Burrow has succeeded in removing the anchor strap fittings in the Listed phone box on Spencers’ Lane and has obtained spare parts as previously agreed
- e. Freedom of the Parish - Council to consider granting “Freedom of the Parish” to a Berkswell resident for services to young people and the community over 40 years. Council to note that this is the highest award the Council can grant under its community recognition policy. Papers of justification and references have been circulated to Councillors but contain personal information not for publication.
- f. Village Farm – Council to note the response of Berkswell Estate to its proposal that an EM be held to consider the latest thoughts on Village Farm improvement by the Estate.
- g. Traffic Calming - Council to receive a report on funding investigations for the traffic calming and parking project in Berkswell village (The Berkswell Project).

22. Council Administration

- a. Managing in the absence of the Clerk – Council to consider the ‘Managing in the absence of the Clerk’ document which has been circulated for information. Council to consider the following motion: “Council agrees to adopt the process set out in the ‘Managing in the absence of the Clerk’ document in the event that the clerk becomes incapacitated and unable to perform his/her duties and/or have to leave the parish with little/no notice”.
- b. Cover for Clerk on his upcoming holiday - Council to agree any actions to allow the council to function in his absence

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23. Next Meeting

- a. The next Ordinary Meeting of the Council will be held on 14 March 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