

# BERKSWELL PARISH COUNCIL – ORDINARY MEETING 14 MARCH 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 March 2019 at 7:15pm in the Jordan Room, St John Baptist Church, Berkswell, for the purpose of transacting the following business.

Mr R Wilson  
Clerk to Berkswell Parish Council

8 March 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**

Extraordinary Meeting of the Council held on 7 March 2019  
Ordinary Meeting of the Council held on 14 March 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:

Ref	Location	Proposal	Response Date
2019/00478	Oak House 108 Meeting House Lane Balsall Common Solihull	5m crown lift, removal of dead wood and feather thinning plus cut back branches encroaching on house,	19.03.19

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		neighbours property and road by 2 metres to 1 No. Oak tree.	
2019/00413	97 Kelsey Lane Balsall Common Solihull CV7 7GS	Ground floor rear granny flat extension.	20.03.19
2019/00561	The Stables 8 Berkswell Hall Meriden Road Berkswell	Fell x1 Evergreen tree located in rear garden and replace with Rhododendron.	22.03.19

### 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 March 2019	Admin		656.37	0
Councillors' Allowances - January to March 2019 including backdated claim from A Burrow from 1 April 2017	Admin		967.92	0
HMRC – January to March 2019	Admin		1,017.77	0
A Burrow – reimbursement of the costs regarding the Local Plan consultation event on 2 March 2019	14/02/19 Items 10c & 22b		307.45	37.07
<b>Total</b>			<b>2,949.51</b>	<b>37.07</b>

- b. Payments received – none
- c. Grant Application – Council to consider an extra-ordinary grant application from the Berkswell Parish Fete committee to assist with the costs of the Berkswell parish fete in June 2019. The committee request that this is considered now because waiting until the June 2019 regular grant application meeting, will be too late for the fete which is currently being organised. Council to note that the fete committee does not have a bank account of its own and St John Baptist Church acts as “banker” for the fete and has representation on the committee.

### 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

- a. Council to consider the email from The Langdale Trust regarding ‘Spencer’s Retreat’ inviting all the Berkswell Parish Councillors and officials to come and have a look at the site, meet the Chairman and have a chat, talk over ideas & meet the animals.
- b. Council to approve its response to the Berkswell Estates letter re Park Farm

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

- a. The Chairman has recused himself from this issue following consideration since the last meeting. Given that the Clerk cannot send the letter nor the vice Chair, it is proposed that the letter is signed jointly by the two past Chairs. Council to approve this process and the draft letter.

### 18. Ongoing References

- a. Review of inventory of land and assets – Nothing new to report
- b. Neighbourhood Development Plan – Council to note the Examiner’s acknowledgement of the Council’s response to questions and issues.

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- c. Local Plan – Council to approve its finalised response to the Solihull Local Housing Plan consultation to be submitted by 15 March.
- d. HS2 – Council to note any update if any
- e. TPOs – Council to note any update if any
- f. Airport – Council to note any update if any
- g. Station Road Parking - Council to note any update if any
- h. Proposed residential park home estate – Council to note any update if any

### 19. Removal and Additions to Ongoing References

Removals:

Additions:

### 20. Training and Meetings

### 21. Heritage and Community

- a. Grass Mowing, Hedge Cutting & General Maintenance Contract – Council to note that the Clerk has signed a three-year contract with James Hickin of JMH Home and Garden Services.
- b. Spinney Car Park – Council to consider Councillor Hitchcock’s recommendation on whether to proceed with the planting plan for the “roundabout” and authorise the clerk to place the order.
- c. Oak tree on the village green – Council to receive a progress report on the application form to be submitted to SMBC, to obtain permission to prune the oak on Berkswell village green.
- d. Freedom of the Parish - Council to note any update if any
- e. Council to consider the following motion: “This Council approves the Berkswell Society to wash (including jet wash) the telephone box in Berkswell village, this being a listed monument and owned by the Parish Council”.

**22. Council Administration** - Council to consider moving the date of the parish assembly to meet needs of the Berkswell Society and other issues.

### 23. Next Meeting

- a. The next Ordinary Meeting of the Council will be held on 18 April 2019 at 7:15 in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.

Signed: Mr Richard Wilson



Clerk

**Public and Press are welcome to attend**