

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 18 APRIL 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 18 April 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

12 April 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 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. Council to consider the letter from the Tree Officer re planning application to fell a tree and replace it with a rhododendron considered at the March 2019 meeting
 - b. a list of planning applications received since the last meeting is detailed below:

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Ref	Location	Proposal	Response Date
2019/00648	Blooms of Bressingham Kenilworth Road Balsall Common Solihull	Demolition of 1,181m squared garden centre structures, erection of 1,232m squared of new buildings, change of use of part of existing sales area to service yard and part to car park.	03.04.19 Consultation on this application has expired
2019/00680	Lower Farm Spencers Lane Berkswell Solihull	Change of use of the pole barn into a single storey dwelling. The shallow pyramid form of the roof with slightly raised central portion will remain unaltered with a mixture of brick walls, cladding and glazing. Sited some 300m north east of the original farm house, it is adjacent to and served by the former South drive form South Lodge to the Moat House.	03.04.19 19.04.19 extension agreed with SMBC
2019/00761	Four Gables 69 Meeting House Lane Balsall Common Solihull	Ground floor rear kitchen extension, provision of rear window to first floor bedroom.	12.04.19
2019/00827	The Fordrough Truggist Lane Berkswell Solihull	Rebuilding of existing single storey garage. Construction of two storey rear extension. Erection of glass balustrade to existing roof terrace. Alterations to fenestration.	17.04.19
2019/00350	The Pines Hodgetts Lane Berkswell Solihull	Single storey roof extension to provide additional bedroom and bathroom. Replacement of existing front dormers to a more aesthetically pleasing style, and adjustment to frontage to provide better natural internal lighting. Installation of gate to site entrance.	24.04.19
2019/00829	Back Lane Farm Back Lane Meriden Solihull	Form a new gated access off Back Lane, Meriden for vehicular access to existing Back Lane Farm.	24.04.19
2019/00683	Beechwood Farm Hodgetts Lane Berkswell Solihull	Conversion and extension of ancillary accommodation to single dwelling.	26.04.19
2019/00674	The Well House Church Lane Berkswell Solihull	Crown lift beech tree up to 5 metres to clear low branches which cut into other hedging and trees. Remove deadwood to bring tree to healthier state and crown thinning by 5%.	29.04.19

c. Potential Planning Violations

- i. Council to consider and approve the following motion: “This Council considers that it has an important role to play in notifying SMBC of potential planning violations and maintaining a register of notifications and the final decision by SMBC. Consequently, the Council asks that the Clerk makes the following topic a standing agenda item “Reports on potential significant planning violations and agree appropriate reporting action””
 - ii. Council to consider reports on potential significant planning violations and agree appropriate reporting action
- d. Council to note a meeting has been arranged with SMBC planning officials to improve our mutual understanding of the planning process.**

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- e. Council to consider the following motion: “Council agrees to put a link to the SMBC website for reporting planning and building control infringements on the Parish Council website”

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 April 2019	Admin		658.61	0
A Burrow – reimbursement of cost of 'Berkswell Gate' sign	14/03/19 Item 15 a iii		297.60	49.60
St John Baptist Church SCC Berkswell – Berkswell BBQ Grant	BBQ		50.00	0
Caroline Joyner – Remodelling the Spinney car park island	13/12/18 Item 23 b ii		599.72	43.37
J Hickin – Grass mowing contract 1 st Instalment	Contract		187.50	0
WALC – 2019/20 membership fee	Admin		751.00	0
Jubilee centre – room hire	Admin		45.00	0
Total			2,589.43	92.97

In addition to the above, the Clerk used his delegated powers under Financial Regulation 5.5 to authorise the following payment; Payee – GR Dawson; Details – Contribution to burial grounds maintenance (Jan to March 2019); Cheque No 002171: Amount - £752.40.

- b. Payments received – none
- c. Grant Awarding Policy - Council to consider the extension of last year's timing policy to form a standing part of council policy whereby grants are to be considered only in June and November each year except in exceptional circumstances to ensure fairness to all applicant irrespective of the timing of grant applications
- d. Grant Applications – Council to consider the following grant applications:
- Heart of England School requesting a contribution to the purchase of a new minibus.
 - Balsall Common Festival requesting £1,000 to help cover the costs of the portaloos and insurance for Picnic in the Park

14. External Audit 2018/19

- a. Council to note the following key dates:

Key dates for the 2018/19 reporting season	
Deadline by which completed & approved AGAR and all applicable supporting documents or Exemption Certificate must be submitted to us	Monday 1 July 2019
Statutory common period to be included in the smaller authority's period for the exercise of public rights. The external auditors have suggested the dates for the inspection period should be 4 June to 13 July 2018.	Monday 17 June – Friday 26 July 2019
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	Monday 30 Sept 2019

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Notice of Conclusion of Audit must be published at the same time.	
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15. Risk Management

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

16. 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)

17. Correspondence

- a. The Balsall Parish Council Clerk has copied our Clerk in on an email sent to SMBC regarding the Balsall Common Village Centre. Council to discuss if any response is necessary

18. Ongoing References

- a. Review of inventory of land and assets – The Clerk has agreed a price of £48 (inc VAT) with Boothroyd & Company to provide a ‘spot’ valuation of the Kelsey Lane Bus stop. This will enable the Clerk to make the application to HM Land Registry to transfer the Title from SMBC to ourselves.
- b. Neighbourhood Development Plan
 - i. Council to note that the submission NDP has passed external examination with some modifications. The Council to discuss the steps to the required referendum and reach a decision on that process after having received advice from the Clerk on Purdah.
 - ii. Council to note that the Clerk is currently preparing an ‘end of grant’ report which is required in order to demonstrate that the NDP grant has been spent in accordance with the required criteria.
- c. Solihull Local Plan – Council to note the statement from the West Midlands Mayor’s office (available on the Parish website) that they turned down a grant request from SMBC for a grant for a growth in housing in Balsall Common and no funds have been allocated for a bypass. The Council notes that a resident has submitted an FOI request to SMBC on a similar topic.
- d. HS2 – Council to note the latest update of the proposal by HS2/Balfour Beatty Vinci for a distribution/haul route using Hallmeadow Road and a private road from the station road roundabout to the greenway and for a haul route crossing Truggist Lane on the other side of the line of HS2. Details of the update are shown on the Council’s web site under “Current projects – HS2 Working Group”
- e. TPOs – Council to consider the latest response from SMBC in response to the Parish Council’s letter to Anne Brereton
- f. Airport – Council to note any update if any

19. Removal and Additions to Ongoing References

Removals: Station Road Parking
Proposed residential park home

Additions:

20. Training and Meetings

21. Heritage and Community

- a. West Midlands Mayor possible visit to Berkswell - Council to consider inviting the West Midlands Mayor to visit Berkswell PC and discuss his article in the Solihull Champion. Council to agree the proposed draft letter circulated with this Agenda.

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- b. Berkswell Gate signs - Council to note that the Berkswell Gate signs have been installed on the Berkswell Society planters at the entrances to the Berkswell Gate community on Hallmeadow Road
- c. Spinney Car Park - Council to approve the Clerk spending up to £100 plus VAT on bark to suppress weeds on the newly planted island in the spinney car park. So as not to inconvenience the local gardener who will apply the bark, the Clerk plans to use his delegated powers to make an urgent payment rather than wait until the next meeting of the Council.
- d. Freedom of the Parish - Council to approve the following in relation to the freedom of the parish award:
 - i. The Parish Assembly will move to Thursday 30th May in the Jordan Room (see Item 22 b)
 - ii. The Clerk is authorised to order a commemorative medal from Thomas Fattorini Ltd at a cost of £539.12 plus VAT and carriage
 - iii. The Clerk is authorised to spend up to £100 on celebratory refreshments for the event
 - iv. The Order of Event will be organised between the Clerk, PC Chairman and the Berkswell Society
- e. Volunteers Day – Council to consider and agree the following motion: “Council note that this event is coming up in early June, and that the Parish Council are not proposing anything special. However, the Council formally thank all of those who do so much for our community”.

22. Council Administration

- a. Clerk’s salary 2019/20 – Council to consider and agree the following motion: “Council agrees to increase the Clerk’s salary and allowances by 1.9% with effect from 1 April 2019”.
- b. Council to agree the revised date and venue for the Parish Assembly which will now be held on Thursday 30 May 2019 in the Jordan Room, St John Baptist Church, Berkswell
- c. National Awards - Council to write to the Lord Lieutenant expressing its disappointment that its nomination for an award was not progressed with no reason or response given. This is particularly disappointing given that the Lord Lieutenant had expressly written to Parish Councils requesting such nominations.
- d. Well area nomination for village green status
 - i. Council to note that a standard format has been created to allow residents to provide evidence to back an application for the Well area including the track, to be designated as a “village green” under the Commons Act. Two versions are available for those that can assert evidence for 20 plus years and those for under 20 years
 - ii. Council to affirm that its application will include the track as well as the grassed area
 - iii. Councillors to agree to personally seek signatures/declarations using the format.
- e. Visiting 3rd Parties Policy – Council to approve the policy for immediate implementation.

23. Next Meeting

- a. The Annual Meeting of the Council will be held on 16 May 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