

# BERKSWELL PARISH COUNCIL – ORDINARY MEETING 13 JUNE 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 in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell, on Thursday 13 June 2019 at 7.15pm for the purpose of transacting the following business.**

Mr R Wilson  
Clerk to Berkswell Parish Council

7 June 2019

### Housekeeping

**Evacuation Procedure** – the Chairman will instruct those in attendance of the evacuation procedure

**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.

### Agenda

1. **Attendance**
2. **Apologies for absence**
3. **Acceptance of apologies for absence**
4. **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
  - d. Councillors are reminded to update their Notice of Registrable Interests'. It is a requirement that councillors update the Register within 28 days of a change to any Disclosable Pecuniary Interest.
5. **To approve Minutes of the following meeting:**  
Annual Meeting of the Council held on 16 May 2019
6. **Matters arising from the previous meeting requiring attention**
7. **Open Forum**  
Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes
8. **Internal Audit Report** – Council to note the contents of the internal audit report for 2018/19 as circulated (copy available on the Council web site).
9. **Annual Governance Statement 2018/19** – Council to agree in the affirmative (or by stating NA) the 9 listed statements, in Section 1 of the Annual Return and consequently agree the following motion; “We acknowledge as the members of Berkswell Parish Council our responsibility for ensuring that there is a sound system of internal control, including

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arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, that we have acted in accordance with statements 1 to 8 on Section 1 of the Annual Governance and Accountability Return and that statement 9 is not applicable, with respect to the year ended 31 March 2019". The Chairman and the Clerk must then sign the Annual Governance Statement.

- 10. Accounting Statements 2018/19** – Council to note that the Accounts and Audit Regulations 2015, Regulation 12(1) stipulates that the Responsible Financial Officer must sign and date the Accounting Statements to certify that they “properly presents receipts and payments”. Council is required to confirm that this has been done and then the Council must, in the following order:
  - a. Consider the accounting statements by the members meeting as a whole;
  - b. Approve the accounting statements by resolution. Consequently, Council to approve the following motion – “The accounting statements for 2018/19 are approved by this Council”; and
  - c. Ensure the accounting statements, having previously been signed by the Clerk, is signed and dated by the person presiding at the meeting.
- 11. Annual Governance and Accountability Return** – Council to note that the Annual Return (AGAR) must be submitted to the external Auditors by 1 July 2019.
- 12. Period for the exercise of public rights** – Regulation 14(1) stipulates that any rights of objection, inspection and questioning of the external auditor conferred by Sections 26 and 27 of the Local Audit and Accountability Act 2014 may only be **exercised within a single period of 30 working days**. Regulation 14(3) stipulates that during the period for the exercise of public rights a relevant authority must make the documents referred to in section 26(1) of the Act available for inspection on reasonable notice at all reasonable times. As the Clerk works part-time another person in the Authority should provide contact details to cover the times/days during the period when the clerk is not available. This is the responsibility of the Authority, not just the Clerk/Responsible Officer. The single period of 30 working days **must include the first 10 working days of July 2019** but the period cannot start earlier than 4 June 2018 (to finish on 13 July 2018) and must not start later than 2 July 2018 (to finish on 10 August 2018). Council to agree the following motion: “The period for the exercise of public rights will commence on 17 June 2018 and finish on 26 July 2019”.
- 13. Borough Councillor’s Report.**
- 14. Policies and Procedures** – Council to consider the draft Employment Policy document circulated by Cllr Burrow.
- 15. Planning Applications**
  - a. Council to consider reports on potential significant planning violations and agree appropriate reporting action
  - b. Council to consider the following:
    - i. Council to note the amendment to the Green Belt Policy proposed by Cllr Lloyd in response to the action from the last meeting.
    - ii. Council to consider amending Standing Orders to give authority to the Clerk to convene an extraordinary meeting at the request of two or more members for the purpose of considering a response to a planning consultation when the Planning Authority requires a response before the next scheduled meeting of the Council.
    - iii. Council to agree a revised approach to Planning Applications to improve the quality of discussions at Parish Council meetings. If required, Council to agree an amendment to Standing Orders to facilitate any change agreed. (Paper circulated to all Members).
  - c. a list of planning applications is detailed below for Council to discuss possible responses.

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<b>Ref</b>	<b>Location</b>	<b>Proposal</b>	<b>Response Date</b>
2019/01286/VAR	A & A Recycling Services Meriden Landfill Site Cornets End Lane Meriden	Variation of Condition 6 of planning permission dated 27.03.2015 (PL/2014/00490/FULM) for a change of use from minerals extraction land to waste management, to allow for expanded waste wood treatment operation and associated operational development at meriden quarry recycling facility; NAMELY : for a minor material change to operating and delivery hours as follows : Production of recycled waste wood products: 0700-1800 hours Monday to Friday, 0700-1300 Saturdays; Inward and outward deliveries and loading operations only, for a temporary (trial) period of 18 months from the date of this permission: 0600-2200 hours Monday to Friday, 0600-1400 Saturdays, 0800-1400 hours Sundays. There shall be no operations taking place on Bank Holidays.	<del>03.06.19</del> extended to 14.06.19
2019/01253	The Cottage 7 Meriden Road Berkswell Solihull	Single storey rear kitchen/dining extension.	06.06.19
2019/01368	Meriden Quarry Cornets End Lane Meriden Solihull	New plant, cement silo and an office/storage building at the former Tarmac Site, Meriden Quarry, to allow continued extraction of sand and gravel.	10.06.19
2019/01395/VAR	Meriden Quarry Cornets End Lane Meriden Solihull	Variation of condition no. 2 of Review of Minerals Permissions 1997/0535 (PL/1997/00168/RM) dated 22.01.1998, NAMELY : to allow sand and gravel extraction within the area edged red on the submitted location plan, until 27.09.2027.	14.06.19
2019/01399	Waylands 32 Meeting House Lane Balsall Common Solihull	Single storey extension to rear of property to provide enlarged kitchen/dining accommodation. Addition of garden room.	26.06.19
2019/01169/VAR	The Whitehouse Kennels Back Lane Meriden Solihull	Variation of condition 1 on planning approval PL/2018/02118/PPFL dated 14th December 2018 for Demolition of existing out buildings, alterations and extension to existing dwelling and construction of 4 new single storey dwellings to the rear with associated access, parking and attenuation pond. NAMELY: Alterations to the existing house for improved disabled access to include increased floor area	26.06.19
2019/01119/TPO	The Coach House Berkswell Hall Meriden Road Berkswell	Crown reduction up to 1 metre 1 no. Sweet Chestnut tree.	27.06.19

**16. 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

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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 June 2019	Admin		691.25	0
R.Wilson – reimbursement of BBQ Charcoal costs*	Admin		132.00	22.00
Councillors allowances April to June 2019	Admin		715.99	0
HMRC – PAYE for April to June 2019	Admin		742.61	0
J Hickin – grass mowing contract June instalment	Contract		187.50	0
Goosebumps – BBQ Band	S. 137		400.00	0
Thistle Loo Hire Ltd – BBQ portable toilets	S. 137		168.00	28.00
B Robinson – Internal Audit	Statutory		155.20	0
Kirkwells – Final NDP invoice	NDP		720.00	120.00
<b>Total</b>			<b>3,912.55</b>	<b>170.00</b>

\*Please note that the cheque No 002185 authorised on 16 May 2019 for £132 payable to A Pettifor & Son Ltd in respect of BBQ charcoal has been cancelled as this supplier no longer accepts cheques. The Clerk has paid the invoice from his own funds and has claimed reimbursement above.

- b. Payments received – CIL Parish Payment of £1,454.28 received on 29 May 2019
- c. Grant Applications – The following grant applications have been received:
  - Balsall Common Festival - requesting £1,000 to help cover the costs of the portaloos and insurance for Picnic in the Park
  - 2<sup>nd</sup> Balsall Common Scouts – requesting £955 for new equipment
  - Heart of England School - requesting a contribution to the purchase of a new minibus.
  - Berkswell Society – requesting £500 to continue activities undertaking the spring and autumn planting of the Society's 25 planters around the parish and bulb planting in public verges.
- d. Payment of contribution to the maintenance of Berkswell graveyard.

### 17. Risk Management

- a. Council to discuss any new finance and risk events
- b. Risk Framework – latest version is available on the website
- c. Risk Register – update

### 18. Actions Arising from Previous Meetings

- a. Council to note the status of agreed actions from previous meetings as circulated (a copy is available on the Council website)

### 19. Correspondence

### 20. Ongoing References

- a. Review of inventory of land and assets – no progress to report
- b. Neighbourhood Development Plan
  - i. Council to note that the Cabinet member confirmed at a formal meeting on 30th May that the Berkswell NDP, as amended, met the "basic conditions" and the plan now proceeds to referendum. Such a vote must take place within 56 working days i.e. mid-August. The cabinet member and planning officials are keen that the referendum take place before the school holidays and are consulting with democratic services to test the practicality of this.
  - ii. Council to note that SMBC have set 18 July 2019 as the provisional date for the Berkswell NDP Referendum.
  - iii. Council to consider the following motion: “The Clerk is authorised to spend £600 on publicity to inform residents prior to the NDP referendum”

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- iv. Solihull Local Plan - Council to consider the following motion: “This Council agrees to lobbying SMBC, in partnership with interested groups and Borough Councillors, to ensure that no land is released from the greenbelt within Berkswell Parish other than that required to meet the housing needs of the Local Plan to 2033/5
- c. HS2 – Council to consider the following motion: “This Council agrees to express concern to Solihull MBC about the recent felling of trees and destruction of habitat despite the delay in the submission of planning applications and the likelihood of construction not starting until the New Year”.
- d. TPOs – Council to receive an update on the date and arrangements for an agreed meeting with SMBC and Ward Councillors to discuss this issue.
- e. Airport – Council to note the revised flightpath for the northern turn from Runway 15 is now in use and this should reduce the incidence of aircraft overflying Balsall Common.

### **21. Removal and additions to Ongoing References**

Removals:

Additions:

### **22. Training and Meetings**

- a. To receive reports from attendance at events and meetings.

### **23. Heritage and Community**

- a. Parish BBQ - Council to review arrangements for parish BBQ and agree outstanding actions, if any. Key issues being
  - 1. Risk assessment on the day – who will conduct this?
  - 2. Band – arrangements made by DE
  - 3. Lorry for band – Clerk has arranged this with A Pettifor & Son Ltd
  - 4. Band start and finish times – DE to report verbally
  - 5. Advice to those in Berkswell Hall – to be drafted by DE
  - 6. Charcoal – Clerk has ordered this from A Pettifor & Son Ltd
  - 7. Safety tape purchase – Clerk to purchase
  - 8. Liaison with Norman Thompson – the Clerk has discussed arrangements with NT
  - 9. Clearing up – to be discussed
  - 10. Stewards on the night to stop people driving into sitting area at event end – to be discussed
  - 11. Notices re balloons and rubbish – to be discussed
  - 12. Rubbish bags – Clerk to purchase
- b. West Midlands Mayor possible visit to Berkswell – The visit has been confirmed with the Mayor’s Office for 23 July from 6:00pm to 7:30pm. A room at the British Legion Club on Station Road which has been made available at no cost as this is a community event. Final details are still to be confirmed.
- c. The Well area proposal to seek the designation of the Well area as a “village green” – Council to consider the following motion: "This Council agrees to register the well area as a village green, delegating the application to the Clerk who can seek advice from Councillors Burrow, Drake, Lloyd and Edwards"
- d. Telephone box - Council to consider a report on the telephone box in Berkswell village after its cleaning and to discuss the options for future work contained in the report from Councillor Burrow
- e. VE Day 2020 – Council to note that WALC have encouraged Parish Councils to read the information on this event (as circulated) and to consider how they would wish to be involved.

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- f. Underground Coal Gasification Warwickshire Minerals Plan 2018 consultation – Council to consider whether it wishes to submit a response to this consultation. Warwickshire County Council is consulting on the policy and its accompanying justification, between Tuesday 28th May 2019 and Tuesday 9th July 2019 (closing at 5pm).
- g. Council to discuss an approach made by Liz Hopkins who is a new community development worker based within the Meriden and Bickenhill wards. She is at present trying to visit different community groups within the area to try to understand the community a lot more and has requested to attend a Parish Council meeting.

### **24. Parish Councillors Opinion**

**25. Council Administration** – The July meeting of the Council is scheduled for 18 July in the Jordan Room, St John Baptist Church. However, the provisional date for the Berkswell NDP referendum has been set for the same date and SMBC would like to use the Jordan Room for that purpose. Consequently, Council to agree to a change of venue for the July Ordinary meeting to the Balsall & Berkswell Hornets clubhouse on Lavender Hall Lane.

### **26. Next Meeting**

Ordinary Meeting of the Council, 18 July 2019 at 7.30pm, to be held in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.

Signed: Mr Richard Wilson



Clerk

**Public and Press are welcome to attend**