

# BERKSWELL PARISH COUNCIL – ORDINARY MEETING 18 JULY 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 18 July 2019 at 7.30pm for the purpose of transacting the following business.**

Mr R Wilson  
Clerk to Berkswell Parish Council

12 July 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 meetings:**
  - Ordinary Meeting of the Council held on 13 June 2019
  - Extraordinary Meeting of the Council held on 24 June 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. **External Audit**
  - a. Council to note that the Parish Council have been selected at random as part of a 5% sample for an intermediate level review of procedures by the external auditors PKF Littlejohn, as follows:

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- i. To supply a copy of the relevant minutes and agenda papers from the meeting at which the annual review of risk management arrangements during 2018/19 was discussed
- ii. if the 2017/18 external auditor report included any ‘except for’ matters, copies of minutes and any agreed plan showing the corrective action taken to address these matters.

**9. Response to Balsall PC NDP Consultation** – Council to consider its response to the Balsall PC NDP Consultation

**10. Borough Councillor’s Report.**

**11. Policies and Procedures** – Council to consider the draft Employment Policy document circulated by Cllr Burrow (deferred from the June meeting).

**12. Planning Applications**

- a. Council to consider reports on potential significant planning violations and agree appropriate reporting action
- b. a list of planning applications is detailed below for Council to discuss possible responses.

Ref	Location	Proposal	Response Date
2019/01647	269 Station Road Balsall Common Solihull CV7 7EG	First floor rear extension and internal alterations, plus new hipped roof over existing kitchen and utility (Resubmission of PL/2018/03421/MINFHO).	16.07.19
2019/01631	Hawkshurst Moor Farm Broad Lane Berkswell Solihull	Prior notification for a general purpose agricultural building.	16.07.19
2019/01672	5 Huddesford Drive Balsall Common Solihull CV7 7RR	Rear and side extension forming a wraparound to existing house with a canopy roof constructed over part of the garden area adjacent to rear extension.	22.07.19
2019/00956	2 Coventry Road Berkswell Solihull CV7 7AZ	Erection of single storey garage and extension to driveway.	23.07.19
2019/01449	132 And 134 Meeting House Lane Balsall Common Solihull CV7 7GE	Erect boundary wall facing highway.	31.07.19

**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 July 2019	Admin		691.05	0
R.Wilson – reimbursement of admin costs	Admin		52.37	3.52
R Drake – reimbursement of cost of refreshments re “Freedom of the Parish” event	Admin		54.89	0
A Burrow – Reimbursement of materials cost for Parish BBQ	BBQ		12.99	2.16
J Hickin – July instalment of grounds maintenance contract	Contract		187.50	0
St John Baptist PCC Berkswell	Room Hire		125.00	0

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Balsall Common Festival - grant	Grant		1,000.00	0
2 <sup>nd</sup> Balsall Common Scouts - grant	Grant		955.00	0
Heart of England School - grant	Grant		1,500.00	0
Berkswell Society - grant	Grant		500.00	0
<b>Total</b>			<b>5,078.80</b>	<b>5.68</b>

In addition to the above, the following cheques were signed, having previously been authorised by Council under Financial Regulation 6.6:

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Cheque No</u>	<u>Amount</u>
02/07/19	ICS Print	NDP Referendum leaflet	002203	126.00
02/07/19	C Joyner	Summer planting scheme	002204	303.97

The following cheque was signed under Financial Regulations 5.5:

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Cheque No</u>	<u>Amount</u>
05/07/19	ICO	2019/20 Data Protection fee	002205	40.00

- b. Direct Debit authorisation request – Council to note that the PO Box Delivery Annual Fee of £342 is due on 4 August 2019. Council to consider:
- setting up a Direct Debit and get one month free.
  - if Council agree to setting up the Direct Debit, Council to agree which two councillors will sign the Direct Debit Mandate

c. Payments received – None to report

d. Bank mandate – In order to update the Council’s bank mandate to reflect the changes in membership of the Council following the May 2019 election, council to agree the following motion: “It was resolved that; the authorised signatories in the current NatWest mandate, for the accounts in Section 1.3, be changed in accordance with section ‘Authorised Signatures’ and the current mandate will continue as amended”

e. Payment of contribution to the maintenance of Berkswell graveyard - update

**14. Quarter 1 2019/20 Management Accounts** – Council to note the Q1 management accounts (a copy is available on the Council website).

**15. Internal Audit** – Council to nominate a councillor to carry out the internal review of the 2019/20 Q1 cashbook and bank reconciliation.

### **16. Risk Management**

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

### **16. 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)

**17. Correspondence** – none to report

### **18. Ongoing References**

- a. Review of inventory of land and assets – no progress to report
- b. Neighbourhood Development Plan – Council to note that 18 July is the referendum day for the Berkswell NDP
- c. Solihull Local Plan - Council to receive a briefing on the approach taken on the wind survey and the outputs expected from the report
- d. HS2 – Council to note that the objection to the Park Lane roundabout as agreed at the Extraordinary Meeting on 24<sup>th</sup> June 2019 has been submitted. Nothing further to report.
- e. TPOs
  - i. Council to receive a report on the meeting with Gary Palmer and Perry Wardle on the TPO application covering Barrett’s Farm

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- ii. Council to note that Gary Palmer (SMBC) has suggested that he comes to Balsall Common on the afternoon of 23rd July to see what things we like about the current developments that should be included in new developments for the concept plans.

f. Airport – no report received

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

Removals:

Additions:

### **20. Training and Meetings**

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

### **21. Heritage and Community**

- a. West Midlands Mayor visit to Berkswell – Council to agree detailed arrangements for the visit by the West Midlands Mayor on 23 July from 6:00pm to 7:30pm.
- b. Balsall Common Festival – Council to consider the following motion; “Council to write to the Balsall Common Festival organisers to thank them for the great “Party in the Park” event that they ran on 6 July 2019
- c. The Well – Council to note that the documents for the application to register the well area as a village green have been prepared and authorises the clerk to incur costs for a required ordinance survey map of the area to accompany the application
- d. Grass cutting & Hedge Trimming Contract
  - i. Council to note that the Clerk had instructed James Hickin to carry out maintenance work on the war memorial to remove weeds and saplings from the roof of the war memorial and to give the roof and drain a good clean at a cost of £80.
  - ii. Council to consider the following motion; “this Council agrees to add strimming the Spencer's Lane roundabout and it's 3 splitters to the grass mowing schedule on a 3 weekly basis”
- e. 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 (deferred from June meeting)
- f. VE Day 2020 – Council to note that the 75th anniversary of VE day is on Friday 8th May 2020 and that it will be a public holiday. Council agree the following motion; “Council agrees to mark the event by sponsoring, in conjunction with Balsall PC, a street party in central Balsall Common, plus appropriate lead up activities, in conjunction with (a) suitable community organisation(s). Support to include financial commitment. The focus of the event(s) will be community cohesion for all generations and enjoyment together with a recognition of the sacrifices made by those from our area in ensuring the freedom of residents both locally and across Europe”.
- g. Unauthorised Encampments – Council to note the recent advice issue by SMBC.
- h. Berkswell Gate Complaint – Council to note the recent reply received from SMBC and agree a response.
- i. Climate change - Further to the discussion at the recent Parish Assembly, Council to consider the following motion; “This Council agrees to set up a working group to consider how the council can meaningfully address this issue. The Chairman to invite interested councillors and residents to an initial meeting. Any agreed action(s) to be within the powers and capacity of the council”.

### **22. Parish Councillors Opinion**

### **23. Next Meeting**

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 18 JULY 2019

Ordinary Meeting of the Council, 12 September 2019 at 7.15pm, to be held in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.

Signed: Mr Richard Wilson

A handwritten signature in black ink that reads "Richard Wilson". The signature is written in a cursive style with a prominent initial 'R'.

Clerk

**Public and Press are welcome to attend**