

# BERKSWELL PARISH COUNCIL – ORDINARY MEETING 12 SEPTEMBER 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 12 September 2019 at 7.15pm for the purpose of transacting the following business.**

Mr R Wilson  
Clerk to Berkswell Parish Council

6 September 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:**  
Ordinary Meeting of the Council held on 18 July 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**  
Council to note that the external audit has been concluded with the External Auditor's Report stating the following:
  - a. "On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the

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AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”.

- b. “Other matters not affecting our opinion which we draw to the attention of the authority: The prior year figure in Section 2, Box 9 has been amended so that both years’ figures are shown on a consistent basis after the exercise undertaken this year to establish an accurate valuation of the Council’s fixed assets”.

A copy of the External Auditor’s Report together with the audited version of the AGAR is available on the Council’s website together with a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements.

### 9. Borough Councillor’s Report.

**10. Policies and Procedures** – Council to note the current status of the review of policies and procedures as circulated. There were 16 policies/procedures up for review of which; 4 have already been approved/adopted; 2 require further review; 1 is updated on an as an when basis; and 9 are ready for approval. Council to approve the following revised versions of policies and procedures for immediate adoption:

- Reserves Policy
- IT Policy
- Press & Media Policy
- Privacy Policy
- Freedom of Information Policy
- Complaints Policy
- Risk Management Policy
- Councillors Expenses Policy
- Councillors Quarterly Audit Work Instruction

### 11. Planning Applications

- a. Council to consider reports on potential significant planning violations and agree appropriate reporting action.
- i. Truggist Hill Farm – Council to note that the Clerk has not received a response from SMBC regarding two letters requesting clarification of the overdue demolition of buildings now owned by HS2
- ii. Council to note the approval of PL/2019/01449 relating to the building of a wall at 132/134 Meeting House Lane, despite significant local concern. Council to consider the following motion: “Council agrees to request enforcement action regarding the unapproved lighting on the road side of the wall”.
- b. a list of planning applications is detailed below for Council to discuss possible responses.

Ref	Location	Proposal	Response Date
2019/02122	Cornets End Quarry Cornets End Lane Meriden Solihull	Variation of condition No. 2 of planning approval dated 16.01.2019 (PL/2018/03057/PPFL) for a commercial and administrative building, NAMELY : minor material amendment to the orientation of the proposed building and updated site plan.	11.09.19
2019/02123	Cornets End Quarry Cornets End Lane Meriden Solihull	Erection of site perimeter fencing, entrance gates and piers (west and south boundaries).	11.09.19
2019/02275	Truggist Hill Farm Truggist Lane Berkswell Solihull	Certificate of lawful development for existing use of The Cottage as a dwelling with associated garden area.	23.09.19

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### 12. 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 September 2019	Admin		691.05	0
R Wilson – reimbursement of admin costs	Admin		108.67	15.21
Councillors allowances July to September 2019	Admin		1,050.81	0
HMRC – PAYE for July to September 2019	Admin		856.17	0
A Burrow – reimbursement of costs re purchase of an O/S site plan as required for the Well village green registration	18/07/19 Item 22c		12.60	2.10
J Hickin – Sept instalment of grass mowing contract	Contract		187.50	0
GR Dawson – Burial ground maintenance April to June 2019	Contract		752.40	125.40
Land Registry – application fees re Registration of Kelsey Lane Bus Shelter	Item 17aii		40.00	0
DM Payroll Services Limited – 1 <sup>st</sup> half year charge 2019/20	Contract		67.50	0
PKF Littlejohn – 2018/19 External Audit Fee	Annual		240.00	40.00
<b>Total</b>			<b>4,006.70</b>	<b>182.71</b>

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

Invoices Paid	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk's Salary August 2019	Admin	002217	691.25	0
J Hickin – August instalment of grass mowing contract	Contract	002218	187.50	0
Royal Mail – PO Box subscription 2019/20	Annual	DD	313.50	52.25
D Hitchcock – reimbursement of Marsh Lane Nature Reserve subscription 2019/20	Annual	002219	38.00	0
R Wilson – reimbursement of payment to EAG for Berkswell Windmill Wind Survey (paid by Clerk from own bank account)	Contract – see item 18c	002220	2,383.12	0
<b>Total</b>			<b>3,613.37</b>	<b>52.25</b>

- b. Payments received – None to report  
 c. Payment of contribution to the maintenance of Berkswell graveyard – Clerk to report on conversation with external auditors PKF Littlejohn on this matter.

**13. 2<sup>nd</sup> May 2019 Election Costs** – The clerk has received advanced notice that SMBC will invoice the Parish Council the sum of £750.40 to cover the costs of the election. Council to authorise the Clerk to make this payment on receipt of the official invoice.

**14. Councillor Internal Audit** – Council to note that Cllr Burrow conducted an internal review of the 2019/20 Q1 cashbook and bank reconciliation as required under Financial Regulation 2.2.

### 15. Risk Management

- a. Council to discuss any new finance and risk events  
 b. Council to note the outcome of the asset inspection of the physical state of council assets carried out by Cllrs Drake and Lloyd on 24 July 2019 (copy available on the Council website).  
 c. Risk Framework – update  
 d. Risk Register – update

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- e. Tree Survey – Council to agree the proposal received from Midland Forestry to conduct a tree inspection, previously scheduled by Council for Autumn 2019, at a cost of £1,356 (inc VAT). This is following the recommendation made by Midland Forestry in their Arboricultural Report dated 2 November 2016. Council to note that the Clerk did not obtain competitive quotes for this survey as it follows on from work previously carried out by Midland Forestry.

### 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

- a. Council to note the response from the Clerk of Balsall Parish Council to this Council's complaint in respect of the Balsall Parish Council Minutes of the meeting on 20th March 2019 and response to Regulation 16 consultation. Council to agree that the matter is now closed and to write to Balsall PC thanking the Clerk for the reply and expressing Berkswell Council's desire to work together for the future.

### 18. Ongoing References

- a. Review of inventory of land and assets
  - i. Council to note the recently updated Asset Register (copy available on the Council website) used to provide the year end Fixed Asset values as reported in the 2018/19 AGAR
  - ii. Kelsey Lane Bus Shelter – The application to change the Land Registry entry to move 'ownership' from SMBC to Berkswell Parish Council is ready to submit. Council to approve the £40 application fee to be submitted along with the application form.
- b. Neighbourhood Development Plan – Council to discuss the effective use of the Berkswell NDP to influence future planning decisions within the parish both for major developments and general planning applications.
- c. Solihull Local Plan – Council to note that the Wind flow survey for the Berkswell mill has been submitted to SMBC including the 16 compass point topographical graphs agreed at the 18th July 2019 meeting. The additional cost, net of a rebate due to cost savings achieved on obtaining government data, was about £200. The total invoice total was £2,383.12 which is partly offset by a donation from the Friends of the Berkswell windmill of £500. Council to also note that the Clerk and the Chairman approved this slight increase in the total cost using Financial Regulation 4.1. Council to note that the Clerk made the necessary international payment in Euros to the consultant EAG from his own bank account as the Council does not have such a facility with NatWest.
- d. HS2
  - i. Council to note that the SMBC Planning Committee approved the application for the use of Park Lane, Kenilworth Rd and Waste Lane as lorry routes.
  - ii. Council to consider the following motion: "This Council agrees to enquire as to why PL/2019/01571 Roundabout and attenuation basin at Park Lane was approved without public scrutiny by the Planning Committee, despite significant public objections".
- e. TPOs – Council to note that the Clerk has not received any further communication from Gary Palmer following the meeting with him in July.
- f. Airport – Council to receive a report on the last meeting of the ACC on August 15

### 19. Removal and additions to Ongoing References

Removals:

Additions:

### 20. Training and Meetings

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

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

- a. The Well – Council to note that the application to Register the Well area as a village green has been submitted to the Chief Executive of SMBC.
- b. Grass cutting & Hedge Trimming Contract - Council to discuss issues raised by our contractor, James Hickin, regarding the following:
  - i. SMBC had recently emptied the bin at the corner of lavender Hall Lane/ Meriden Road but there were dog poo bags everywhere which made strimming very difficult. The Clerk has raised a formal complaint with SMBC
  - ii. There are mole hills (including stones) on the grass verge at the corner of lavender Hall Lane/ Meriden which could damage mowing equipment, stones kicked up during mowing could damage cars and there are other health and safety risks.
- c. Telephone box – Council to note that, in the absence of a suitable use for the Berkswell village telephone box being identified by the community, the repainting of the box is not being progressed
- d. Unauthorised Encampments – Council to note the recent advice issue by SMBC.
- e. Berkswell Gate Complaint – Council to note the recent letter from the SMBC Neighbourhood Manager, Kath Hemmings, regarding this complaint. Ms Hemmings commented as follows: *“...regarding the planter signs at Berkswell Gate. I have followed up the matter on behalf of Councillor Howell and I understand that the background information which you provided ... on behalf of the parish has been relayed to the complainant and that the matter is currently closed. I hope this is reassuring. We highly value our working relationship with Berkswell Parish and the excellent work of local volunteers in their custodianship of the area. Thank you again for all you do along with the Berkswell Society”*.
- f. SMBC Consultation on the Draft Statement of Community Involvement and Draft Local Validation Criteria – Council to consider a response to this consultation which is being run for 8 weeks from Friday 2nd August 2019 until Friday 27th September 2019.
- g. Climate change – Council to note that Councillors Drake and Hitchcock will seek to arrange an initial meeting of interested residents in the next 2 weeks.
- h. Town Centre & Highstreets Briefing - Council to consider whether it is appropriate to send a delegate councillor to attend the Westminster Briefing event on Town Centres and High Streets at a cost of £255 (+VAT) or £205 (+VAT) if in conjunction with another parish (plus travel expenses). If agreed, Council to nominate a councillor to attend.
- i. Village Stocks - Council to note that the Clerk has used his emergency powers to authorise the removal by volunteers of the western post of the stocks for urgent repair. Council to approve a refurbishment cost of up to £300 plus VAT using the Council’s Section 137 powers.
- j. Primary Schooling - Council to write in support of Balsall PC to SMBC explaining that given that the current primary schools are at or very, very close to full then no new housing should be planned in Balsall Common before a new primary school is operational. The letter to also express concern that the draft Local Plan assumption, that secondary school places are not required because a reduction in the catchment area will provide additional places is not credible. This is because there is no effective means of ensuring that current

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pupils from outside the Heart of England school will change schools to release places for those from newly built homes in Balsall Common.

- k. Balsall Common Village Centre - Council to write in support of Balsall PC to SMBC requesting that the project involving SMBC, Balsall PC and Berkswell PC to improve Balsall Common Centre as part of the local Plan commences work in the near future to ensure that a proposal is “shovel ready” when funds become available through CIL payments from developers.
- l. Local Working Group – Council to consider and agree the following motion: “ The Council to write to Balsall PC to propose the establishment of a local working group, initially focused on SMBC proposals for increasing parking within the Library car park and maintenance issues in Balsall Common village centre, but setting the scene for longer term improvement in the centre outlined in the draft Local Plan”
- m. Christmas Trees - Council to approve the purchase of Christmas trees for Balsall Common (7) including an additional one on Kelsey Lane subject to a volunteer being available plus a tall one for Berkswell village. Trees to be erected by volunteers. Additional decorations to be purchased to replace damaged ones. Total cost not to exceed the budget of £450.

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

### **23. Next Meeting**

Ordinary Meeting of the Council, 17 October 2019 at 7.15pm, to be held in the Jordan Room, St John Baptist Church, Berkswell.

Signed: Mr Richard Wilson



Clerk

**Public and Press are welcome to attend**