

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 21 NOVEMBER 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 21 November 2019 at 7.15pm for the purpose of transacting the following business.

Mr R Wilson
Clerk to Berkswell Parish Council

15 November 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 17 October 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. **Borough Councillor's Report.**
9. **Policies and Procedures**
 - a. Council to approve the tested and amended 'Councillors Quarterly Audit Check List'. Council to agree that the quarterly management accounts should contain the bank reconciliation
 - b. Council to note that the review of Council Standing Orders is still work in progress
10. **Planning Applications**
 - a. Council to consider reports on potential significant planning violations and agree appropriate reporting action.

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- i. Hawkhurst Moor Farm – Council to note that a resident has become aware of a development on Green belt that he does not believe is authorised or appropriate in its position. The resident has reported that; *“Recently a Veolia operation has started there which is a processing of waste wood and chipping operation. Large concrete bays have been built on the old Composting pad that are far higher than the Composting bunds that were there to shield the operation from public view in Green belt. Large lorries, mainly articulated, deliver all through the day. The wood chipper seems to be continually running with the sound of beeping from reversing vehicles all day long. This seems more like an industrial site than a farm based Composting facility”*
- b. Council to note that it was agreed at the Ordinary Meeting on 13 June 2019 that the Council should continue with the current practice when reviewing planning applications but that all councillors must come prepared to present a reasoned opinion if they have something they wish to discuss. It was agreed to review the success of this approach at the October meeting of the Council. This item was deferred to the November meeting.
- c. Council to consider a request from Cllr Cooper to use the Clerk’s User Name and password to access details of Planning Applications via the SMBC Planning Portal.
- d. a list of planning applications is detailed below for Council to discuss possible responses.

Ref	Location	Proposal	Response Date
2019/02821	“Ashton”, Green Lane Balsall Common Solihull	Replacement garage, single storey rear extension, replacement of existing flat roof with pitched roof (Resubmission of planning approval PL/2018/03015/MINFHO).	28/11/19
2019/02790	10 Barrett’s Lane Balsall Common Solihull CV7 7GB	Garage conversion to form utility and gym	04/12/19

11. 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 November 2019	Admin		Redacted	0
J Hickin – November instalment of the Grass Mowing contract	Contract		212.50	0
GR Dawson – burial ground maintenance	Contract		752.40	125.40
C Joyner – Autumn 2019 planting scheme – Item 25 b below	16/05/10 Item 37g		113.17	18.86
D Hitchcock – reimbursement of costs of remembrance wreaths	17/10/19 Item 22		30.00	0
Total (excluding Clerk’s salary)			£1,108.07	£144.26

In addition to the above, the Clerk used his delegated powers under Financial Regulation 5.5 to authorise the following payment; Payee – James Hickin; Details – Grounds & general maintenance; Cheque No 002216; Date 25/07/19; Amount - £125.00.

- b. Council to note the Council’s cash at bank as at 31 October 2019 is £66,026.64 and that there are no payments nor receipts in the pipeline which would significantly change this month end figure.

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- c. Council to agree the three councillors to sign cheques at the end of the meeting
 - d. To provide an appropriate audit trail the schedule attached at Annex A shows the cheque numbers for all payments approved for payment at the July and September Meetings of the Council.
 - e. Payments received – 02/10/19; HMRC; £2,337.46; VAT refund re 2018/19
 - f. Grant applications – Balsall Common Library have applied for a grant of £300. The grant is intended to launch a monthly board game and craft session on Saturday mornings at Balsall Common Library, running throughout 2020 with an initial 12 sessions, with the intention to sustain the project into the future.
- 12. December Payments** – Council to note that there is no scheduled Parish Council meeting for December and are asked to agree arrangements for making payments including the Clerk’s salary, Councillor Allowances, HMRC and any other payments to suppliers of goods/services.
- 13. Councillors’ Audit** – Council to note that Cllr Burrow has undertaken the quarterly Councillors’ Audit using the draft ‘Councillors’ Audit Checklist’. A copy of the audit report is available on the Council website.
- 14. Q2 2019/20 Management Accounts** – Council to note the management accounts for quarter 2 of 2019/20
- 15. NatWest On-Line Banking Pilot**
- a. Council to agree the names of two signatories to sign the on-line banking pilot application form (section 5)
 - b. Council to consider and approve the following resolution: “The persons named in section 5 of the NatWest Bankline Application Form are authorised to: 1. Complete and sign The National Westminster Bank plc’s Bankline Application Form for provision of internet banking services, and 2. Accept the Bankline Terms on behalf of Berkswell Parish Council”.
- 16. Payroll Service** – Our current Payroll Service provider has given advance notice of their intention to increase the fees for payroll services from 1 April 2020. The fees have not increased for a few years and the new fees reflect the time taken in processing the payroll. The new fee for a monthly payroll will be £150 a year (currently £135 p.a.). This equates to £12.50 a month and includes a monthly payroll process with Full Payment Submission (FPS) to HMRC and a quarterly payroll for 7 members and the Full Payment Submission. In light of this modest increase and good service from this supplier over recent years the Clerk is not proposing to seek alternative quotes for this service.
- 17. Residents’ Issues/Complaints** - Council to consider what instruction to give to the Clerk in the event of a resident raising an issue/complaint in respect of a matter for which SMBC, or any other statutory/commercial body, are clearly responsible (e.g. a Highways matter). This is to avoid the Clerk getting ‘caught in the middle’ and acting as a ‘post box’.
- 18. Trustee for the Lant Charity** – Council to consider a request to fill the vacant Berkswell Parish Council Lant Charity Trustee position. The Parish Council has two Trustee positions, one of which is filled by Alison Cambage (a former parish councillor) as a Parish Council nominee. The Trustees have requested the council if they would suggest a potential Trustee either from members of the Parish Council or people the committee may wish to nominate.
- 19. Risk Management**
- a. Council to discuss any new finance and risk events
 - b. Risk Framework – nothing to report
 - c. Risk Register – nothing to report
- 20. 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)
- 21. Correspondence** – Council to note a recent email received by the Clerk from ‘Marie Curie for Solihull’ stating that they are aware that local parishes often support local charities, and ask “have you ever considered supporting Marie Curie Hospice in Solihull”?
- 22. Ongoing References**
- a. Review of inventory of land and assets

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- i. Kelsey Lane Bus Shelter – the application to Register this land has been submitted to HMLR by the Clerk but confirmation of the outcome has not as yet been received
- ii. The Well area – the application to register this land as a village green has been submitted to SMBC by the Clerk but confirmation of the outcome has not as yet been received
- b. Neighbourhood Development Plan – Council to agree that this item can be removed from future agendas
- c. Solihull Local Plan
 - i. Council to receive a verbal report from the Chairman of the meeting with the Cabinet Member responsible for the local plan, including a summary of topics considered.
 - ii. Council to note residents’ suggestion for a Country park to form part of allocation 3 in the SMBC local plan and agree its position.
- d. TPOs – Council to note that the Clerk has not received any further communication from Gary Palmer following the meeting with him in July.
- e. Hodgett’s Lane flooding and bank – Council to note that SMBC have agreed that work is required on both issues and this is scheduled. Council to agree that this item should be removed from future agendas as it is an SMBC issue
- f. Climate Change – Council to consider the following motion: “The Parish Council recognises the need for action on Climate change. The Council will review operations and policies to reduce our own direct and indirect carbon impact including a formal policy statement to be drafted and included in the next review of Council Policies. The Council will support where practicable local resident initiatives and nominates Councillor Hitchcock to liaise with any local groups engaged on related issues.”
- g. Joint Local working group with Balsall PC – Council to receive a verbal update on membership of this working group and the purpose of its first meeting which is planned for Monday 25th November 2019 with the agenda item of “Infrastructure requirements for SMBC to supply to support local housing plan”.
- h. ATM for Berkswell Village – Council to receive a verbal report from Cllr Edwards

23. Removal and additions to Ongoing References

Removals: HS2

Primary Schooling (now included under Solihull Local Plan)

Additions: Hodgett’s Lane

Climate Change

ATM for Berkswell Village

24. Training and Meetings

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

25. Heritage and Community

- a. Berkswell Village Polling Station
 - i. Council to note that SMBC have advised the Clerk that voting in Berkswell for the 12 December General Election will take place in the Berkswell Scout House.
 - ii. Council to consider what communication it wishes to issue to Berkswell School, parents of Berkswell school children, and to residents regarding the possible impact on local parking during the course of the day.
- b. Planting scheme – Council to agree an increase in the sum approved for expenditure on the Balsall Common planting programme to £450, closer to the sum envisaged in the budget (£600) and to the reimbursement of Caroline Joyner for the sum of £113.17 for the autumn planting. Council to note that the spring planting cost £303.97, all figures inclusive of VAT and no expenditure has been incurred for trees.

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- c. Letter to Lord Lieutenant re Honours submission – Council to note minute 22 c from the 18 April 2019 meeting which records the agreement to write to the Lord Lieutenant expressing disappointment that its nomination for an award was not progressed with no reason or response given. This decision was subsequently revised to wait until December 2019 to finally agree whether or not to send a polite letter asking for feedback. Council to decide if such a letter should now be sent to the Lord Lieutenant.
- d. VE Day 2020 - Council to approve the draft joint agreement with Balsall PC regarding the organisation of the VE Day celebration planned for 8th May 2020 in Balsall Common Centre. Council to receive a verbal report on the first meeting of the organising committee.
- e. Balsall & Berkswell Licence Application - Council to note that Councillors Drake and Burrow have worked with residents and the Hornets to seek an agreed arrangement for the licencing of the Hornets Club House. Council to endorse any agreement reached and authorise the Clerk to write appropriately to the licencing committee in support if an agreement is reached.
- f. Memorial Planting - Council to note that the memorial planting of an oak tree to recognise John Webb on Berkswell village green with take place at 12.30 on Sunday 24th November
- g. Christmas trees – Council to note its previous approval given on 12 September 2019 (Item 21m) for the purchase of 7 Christmas trees at a total cost of £450. In fact, the requirement is now for 10 trees in total. Council to approve the revised requirement which it is expected can be obtained within the originally approved £450 budget.
- h. Christmas Lights - Council to consider the following motion:” This Council agrees to financially assist Balsall Parish Council with the Christmas lights in the centre of Balsall Common to make the lights a joint enterprise by both PCs from 2020 onwards. Such support to be conditional on the 3 lamp standards within Berkswell parish having decorations so that they extend for the full “high street”. Council to authorise one of the three following financial contributions from Christmas 2020 onwards.
 - 1. £1,000 per annum that being about 1/5th to 1/4 of the cost of those on the Station Road shopping centre to the east of the roundabout.
 - 2. £1,500 per annum being about 1/5th of the total display cost including those on Kenilworth Road or a bit less than 1/3rd cost of those on Station Road.
 - 3. £2,000 per annum being about ¼ of the total display cost including those on Kenilworth Road.Council to note that it has already budgeted to spend £450 on its annual Festival of Christmas Trees principally in Balsall Common and it is proposed this approach continues. Council to further agree to make a one-off contribution of £1,000 to Balsall PC for this financial year from the grants budget for the 2019 display.

26. Parish Councillors Opinion

27. Next Meeting

Extraordinary Meeting of the Council (Budget Setting), 16 January 2020 at 7.15pm, 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

Cheque Numbers for approved payments in July and September 2019

Invoices for Payment	Approval	Cheque No	Gross Amount £	VAT £
R Wilson - Clerk's Salary September 2019	Admin	002221	-	0
R Wilson – reimbursement of admin costs	Admin	002222	108.67	15.21
Councillors allowances July to September 2019	Admin	002223 to 002229	1,050.81	0
HMRC – PAYE for July to September 2019	Admin	002230	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	002231	12.60	2.10
J Hickin – Sept instalment of grass mowing contract	Contract	002232	187.50	0
GR Dawson – Burial ground maintenance April to June 2019	Contract	002233	752.40	125.40
Land Registry – application fees re Registration of Kelsey Lane Bus Shelter	Item 17aii	002234	40.00	0
DM Payroll Services Limited – 1 st half year charge 2019/20	Contract	002235	67.50	0
PKF Littlejohn – 2018/19 External Audit Fee	Annual	002236	240.00	40.00
R Wilson - Clerk's Salary July 2019	Admin	002206	-	0
R. Wilson – reimbursement of admin costs	Admin	002207	52.37	3.52
R Drake – reimbursement of cost of refreshments re “Freedom of the Parish” event	Admin	002208	54.89	9.15
A Burrow – Reimbursement of materials cost for Parish BBQ	BBQ	002209	12.99	2.16
J Hickin – July instalment of grounds maintenance contract	Contract	002210	187.50	0
St John Baptist PCC Berkswell	Room Hire	002211	125.00	0
Balsall Common Festival - grant	Grant	002212	1,000.00	0
2 nd Balsall Common Scouts - grant	Grant	002213	955.00	0
Heart of England School - grant	Grant	002214	1,500.00	0
Berkswell Society - grant	Grant	002215	500.00	0