

# BERKSWELL PARISH COUNCIL – ORDINARY MEETING 19 MARCH 2020

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 Jordan Room, St John Baptist Church, Berkswell on Thursday 19 March 2020 at 6:30pm for the purpose of transacting the following business.**

Mr R Wilson  
Clerk to Berkswell Parish Council

13 March 2020

### 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. Councillors to note that the current register is available via the following link <http://eservices.solihull.gov.uk/mgInternet/mgParishCouncilDetails.aspx?ID=235&LS=3>

#### PART 1

5. **Complaint** – Council to hold a formal hearing into the complaint made by Sheila Cooper (a copy of the complaint is available on the Council's website under 'Agenda Papers') covering:
  - a. alleged behaviour of named Parish councillors
  - b. alleged breach of Standing Orders.

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PART 2 – to commence at 7:15pm

**6. To approve Minutes of the following meeting (Draft minutes available on the Council’s website):**

Ordinary Meeting of the Council held on 13 February 2020

**7. Matters arising from the previous meeting requiring attention**

**8. Open Forum**

Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes

**9. Borough Councillor’s Report.**

**10. Resignation of Councillor Cooper** – Council to note a formal letter of resignation from Sheila Cooper dated 20 February 2020

**11. Casual Vacancy** – Following the resignation of Sheila Cooper as Councillor of Berkswell Parish Council, a Casual Vacancy has arisen. Council are required to note this situation and formally declare the vacancy within a reasonable period of time (good practice suggests 21 days). A parish council must ensure that a casual vacancy is declared and publicly notified in accordance with Section 232 of the Local Government Act 1972.

**12. Policies and Procedures** – The revision of Standing Orders has now been completed and will be presented to the Council at its April 2020 meeting for formal adoption.

**13. Planning Applications**

- a. Council to consider reports on potential significant planning violations and agree appropriate reporting action.
- b. Planning enforcement – Council to note the status of the following requests for information/action made to Solihull MBC in respect of:
  - Truggist Hill Farm
  - Beechwood
  - Hawkhurst Moor Farm - Council to note emails sent on 14 January and 12 March to SMBC Planning Enforcement by a resident concerning planning issues at Hawkhurst Moor Farm
  - 132 & 134 Meeting House Lane
  - General planning concerns
- c. a list of planning applications is detailed below for Council to discuss possible responses.

Ref	Location	Proposal	Response Date
2020/00257	51 Meeting House Lane Balsall Common Solihull CV7 7GD	Erect garden wall, electronic sliding gate and pedestrian gate at the front.	04.03.20
2020/00304	97 Kelsey Lane Balsall Common Solihull CV7 7GS	First floor roof extension over existing stairs.	13.03.20 extension requested

**Councillors are reminded that Council has agreed that they must come prepared to present a reasoned opinion if they have something they wish to discuss about a planning application.**

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### 14. 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 March 2020	Admin		Redacted	0
Cllr Allowances – Jan to March 2020	Admin		951.05	0
HMRC – PAYE/NI Jan to March 2020	Admin		691.86	0
SMBC – May 2019 Election costs	Admin		750.40	0
DM Payroll Services – supplementary invoice	Admin		10.00	0
<b>Total (excluding Clerk's salary)</b>			<b>2,403.31</b>	<b>0</b>

- b. Council to agree the two councillors to sign cheques at the end of the meeting
- c. Payments received – none
- d. Bank Account balance – Council to note that the council's bank balance as at 29 February 2020 was £55,388.

- 15. Financial contributions to churchyard maintenance** – Council to note recent correspondence from St John Baptist Church stating that *“over the past long term the BPC have shared this cost 50:50 with the Church and I sincerely hope that this can continue. Can I, therefore, formally apply to BPC to accept 50% + VAT of the cost of Churchyard grass cutting for the next five years as per the detail [supplied]?”*. Council to agree the following response: *“It would be this Council's intention to consider contributing to this cost. However, until we have received formal legal advice that we have the necessary powers to do so, we can make no commitment”*.

### 16. Risk Management

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

### 17. 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)

### 18. Correspondence

- a. see Item 15 (above)
- b. Letter from a resident (M Hickin) regarding the removal of trees and vegetation along the A452
- c. Spencer's Retreat – Email from Chairman of The Langdale Trust requesting a meeting with the head of the Parish Council if possible. He stated that, *“One of the councillors has written a very untrue with lots of false allegations objection to our planning. It could be very damaging to our charity if it had ever got into the public domain. This person has also made a 2nd comment from The Countryside Charity which is being looked into by their head office as they never authorised it. I am really not happy and would appreciate a response asap”*.

### 19. Ongoing References

- a. Review of inventory of land and assets
  - i. Kelsey Lane Bus Shelter – nothing further to report
  - ii. The Well area – Council to note that HS2 Ltd have now advised that they are unable to meet their own suggestion that one of their own project engineers would inspect the Well outflow because the HS2 project does not have the requisite skills. Consequently, Council are asked to approve a 2 step approach:

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1. To commission an investigation into the state of the well outflow pipe and cut back any roots therein with a view to assessing the state of the pipe and the option of lining the pipe to prevent a regrowth of roots. Cost £450
  2. Subject to confirmation that relining will work to seek funds from the HS2 Community fund and/or Severn Trent Community fund or other grant providers. Cost for 30 metres £2200.
    - i. Council to note that the pipe runs through two private gardens and the permission of those landowners will be required by the HS2 Community fund.
    - ii. Council to make it clear that it is merely facilitating this work and is not responsible for the Well.”
- b. Solihull Local Plan and local infrastructure working group - Borough Councillors to update the PC on the progress of the infrastructure report/requests submitted by the 2 parish councils.
- c. HS2
- i. Council to receive and note the written “report” on the meeting between Councillor Burrow and SMBC Highways Official Paul Tovey regarding HS2 related highway matters
  - ii. Council to note that donations to Chris Packham's legal action against climate-change impact of HS2 can be made at <https://www.crowdjustice.com/case/rethinkhs2/>
- d. TPOs – council to receive a verbal report from Cllr Diccio
- e. Visit by New Meriden MP – Council to note that Councillors from both Councils met with Saqib Bhatti MP for an informal discussion on issues impacting our community. In summary the issues discussed were: HS2’s construction impact current and future; the complexities of the HS2 Community fund for small grant applications; Infrastructure needs for Balsall Common in the event of major housing growth in Balsall Common (Infrastructure report item 18b); the school funding formula used by HM Government and its impact on local schools; the relative inadequacy of public transport for Balsall Common and Berkswell village compared to Dorridge where the MP resides; the incongruity of the housing proposals for Balsall Common which has the highest car dependency in Solihull; withdrawal of some medical services from Balsall Common surgery; and changes needed to national planning guidance to help keep Balsall Common a pleasant place to live.
- f. VE Day event
- i. Council to note the report on funds committed to the event and the Berkswell Charities grant.
  - ii. Council to receive a verbal report on the planned event, the risk due to Covid-19 & the letter from HM Government encouraging such events.
  - iii. Council to approve that its spending on the event will be 36% of the projected parish councils’ contribution of £6000. i.e. £2160. Council to approve that £160 is transferred from the contingency to top up the £2000 in the 2020/21 budget.
- g. Berkswell Village telephone box - Council to receive a verbal report on the status of the Berkswell Society grant application to refurbish the box and install a little library.
- h. Village Centre Working Party – Council to note activity including the creation of a sub-working group to consider security and safety matters
- i. Airport Consultative Committee – Council to receive a verbal report on the Airport Consultative Committee 5 March
- j. Tree Wardens activities – Council to receive a verbal report on Tree Warden activities

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**20. Removal and additions to Ongoing References**

Removals: Proposed Housing Allocation (superseded by item 19 b)  
Berkswell Village telephone box

Additions: Village Centre Working Party  
Airport Consultative Committee  
Tree Wardens activities

**21. Training and Meetings**

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

**22. Heritage and Community**

- a. Solihull Walking & Cycling Strategy - Council to note the publication of the Solihull Walking and Cycling Strategy and associated survey and consultation. Council to consider writing to SMBC to express concern that no initiatives appear to be proposed for Balsall Common.
- b. Balsall Common Litter Pick - Council to note that the Balsall Common Centre litter pick has now been running for a year with increasing numbers attending and helping. Council to thank Sue Marsden of the Balsall Common Residents Association for organising this community effort
- c. Planting of land behind Sainsbury's – nothing to report
- d. Balsall Common Heritage Trail Working Group – Council to receive a verbal report on the Working Group meeting, 2 March 2020
- e. Proposed Aldi supermarket near A452/ Park Lane roundabout. Council to consider the following proposal: "Council to ask our MP to enquire whether the costs being borne by HS2 Ltd for construction of the A452/ Park Lane roundabout can be recovered from the proprietors of the proposed supermarket, who appear to be the major beneficiaries of the roundabout scheme".

**23. Parish Councillors Opinion**

**24. Parish Clerk's 2020/21 Pay Award** - Council to consider a paper produced by Councillor Drake and agree the Clerk's salary from April 2020 and other associated actions

**25. Next Meeting**

Ordinary Meeting of the Council, 23 April 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**