

BERKSWELL PARISH COUNCIL – ORDINARY MEETING 16 SEPTEMBER 2021

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 at the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, CV7 7BN on Thursday 16 September 2021 at 7:00pm for the purpose of transacting the following business.

Mr R Wilson
Clerk to Berkswell Parish Council

10 September 2021

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>
- 5. To approve Minutes of the following meeting:**
 - Ordinary Meeting of the Council held on 1 July 2021
 - Extraordinary Meeting of the Council held on 12 August 2021
 - Extraordinary Meeting of the Council held on 31 August 2021
- 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. Planning Applications**
 - a. Planning violations – nothing new to report
 - b. Council to note the status of correspondence the Clerk has had with SMBC on behalf of the Council during lockdown (as circulated). There have been no updates to this item.
 - c. Planning applications relating to Berkswell are routinely forwarded on to Parish Council Members by the Clerk for their consideration and their individual response if required. Any councillor may request an application should be included on an Ordinary Meeting agenda or apply to the Chairman for an Extraordinary Meeting to consider an application requiring discussion and possible Parish Council comment.

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- d. Council to agree to request WALC funding for two hours' time of the Avon Planning Consultant to clarify whether a further application is required to permit use of the development authorised by approval PL/2021/00276. Once this has been minuted the Clerk will be able to make a formal request to WALC to instruct the planning consultant to deal with Cllr Lloyd's enquiry.

10. Financial Matters

- a. The following is a list of payments made using NatWest Bankline and the Co-Operative Bank on-line service since the Ordinary Meeting of the Council on 1 July 2021:

Payment made	Date	Approval	Payment Method	Gross Amount £	VAT £
JMH Home & Garden Services – June grounds maintenance contract	06/07/21	Annual Contract	Bank Transfer	349.28	0.00
WALC – SV: Understanding the Planning System	06/07/21	Delegated Powers	Bank Transfer	30.00	5.00
Starboard Systems Ltd – Scribe Accounts annual subscription	07/07/21	01/07/21 Item 13	Bank Transfer	582.00	97.00
Berkswell Society - grant	06/07/21	01/07/21 Item 12e	Bank Transfer	550.00	0.00
Balsall Common Festival - grant	07/07/21	01/07/21 Item 12e	Bank Transfer	870.00	0.00
Quinquennial Inspections Ltd – War Memorial condition Survey	07/07/21	21/01/21 Item 16gii	Bank Transfer	1,470.00	0.00
Packington Estates – 2020/21 & 2021/22 subscription to Marsh Lane Nature Reserve	07/07/21	01/07/21 Item 19e	Bank Transfer	77.00	0.00
R Wilson – Printer ink and paper ordered from Amazon	13/07/21	Interim arrangements	Bank Transfer	93.28	15.55
R Wilson – Clerk's July salary	19/07/21	Contract	Bank Transfer	redacted	0.00
GR Dawson – Burial ground maintenance April to June 2021	13/07/21	Contract	Bank Transfer	752.40	125.40
NEST EFT – Month 3 – 2021/22	16/07/20	Statutory	Bank Transfer	66.64	0.00
ICO – annual fee	22/07/21	Statutory	DD	35.00	0.00
Balsall PC – 3 rd instalment re ARUP Master Plan project	13/08/21	Contract	Bank Transfer	935.00	0.00
Clerk – August Salary	13/08/21	Contract	Bank Transfer	redacted	0.00
Caroline Joyner	13/08/21	Plants	Bank Transfer	97.27	0.00
NEST EFT – Month 4 2021/22 (due 22/08/21)- to be refunded	13/08/21	Pension	Bank Transfer	66.66	0.00
JMH Home & Garden Services – July grounds maintenance contract – Invoice 427	13/08/21	Contract	Bank Transfer	234.28	0.00
JMH Home & Garden Services – hedge cutting – Invoice 430	13/08/21	Contract	Bank Transfer	286.00	0.00
Balsall PC – BPC's contribution to Master Plan Exhibition Costs	13/08/21	Contract	Bank Transfer	95.77	0.00
JMH Home & Gardens – Spinney Car Park work Invoice 429	13/08/21	Contract	Bank Transfer	50.00	0.00
PKF Littlejohn – Limited assurance review 2020-21	09/09/21	Annual	Audit	360.00	60.00
NEST EFT – Clerk's Month 4 July pension contribution to replace 13/08/21 payment of £66.66	02/09/21	Statutory	Bank Transfer	66.64 £0.30 due	0.00
J Hickin - August grounds maintenance contract: Invoice 433	09/09/21	Contract	Annual	264.28	0.00
NEST EFT – Clerk's Month 5 august pension contribution	09/09/21	Statutory	Bank Transfer	66.64	0.00
Balsall Common Village Hall – room hire 31 Aug 2021	09/09/21	Admin	Admin	14.00	0.00
Royal Mail – PO Box subscription	09/09/21	Annual	Admin	360.00	60.00

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Payment made	Date	Approval	Payment Method	Gross Amount £	VAT £
Total (Ex Clerk's salary)				£7,772.14	£362.95

b. The following payments are for approval:

Invoices for Payment	Approval	Gross Amount £	VAT £
R Wilson - Clerk's Salary September 2021	Contract	Redacted	0.00
Councillor allowances – Jul to Sept 2021	Annual	925.20	0.00
HMRC PAYE/NI – Jul to Sep 2021	Statutory	986.33	0.00
J Hickin – emergency work carried out to make the fence round the Well safe	Emergency maintenance	135.24	10.88
Total (excluding Clerk's salary)		£2,046.77	£10.88

c. Payments received – The Clerk has been notified by SMBC that the second half of the 2021/22 Precept will be paid into the Parish Council's Co-Operative bank account on 13 September 2021. NatWest (our previous bankers) had not passed the receipt on to our new bank account and SMBC have been in touch with the Clerk to obtain the new account details. The second half of the Parish precept for 2021/22 is £21,641.00.

d. Grant Applications - there have been no new grant applications. The remaining budget is, therefore, £3,580.

e. Bank Account balance – Council to note that the council's bank balance as at 10 September 2021 was £52,258.82

f. Forecast of CIL monies to be received over future years

i. Council to consider possible phasing of receipts and implications for funding projects

g. Councillor audit

i. Council to note the outcome of the councillor audit carried out by Cllr Vagree on 12 August.

ii. Council to nominate a councillor to undertake the internal review of the Q2 2021/22 cashbook and bank reconciliation with the Clerk.

11. External Auditor Report – Council to note the external auditor report which is available to view on the council's website.

12. Review of Policies and Procedures

a. Council to approve the following recommended revised policies (previously circulated to Councillors):

Policy/Procedure	Comment	Who	Recommendations
Standing Orders	No reported updates from NALC	RW/RD	1. Reference to the local authorities and police and crime panels (coronavirus) (flexibility of local authority and police and crime panel meetings) (England and Wales) regulations 2020 has been removed 2. new Councillor's Code of Conduct included at Appendix 1

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			3. Latest policy on site visits and other meetings with 3rd parties dated April 2019. There were no proposed updates to this policy at this time.
Financial Regulations	No reported updates from NALC	RW/RD	1. Significant changes (shown in red in the draft policy) to reflect impact of fewer meetings (authority to spend & pay) and move to on-line banking 2. Change in the timing of the annual review of employee salaries from April to December in order to advise the budget setting process in January. 3. Changes to Expenses Policy (Appendix 2) to reflect entitlement of co-opted councillors
IT Policy	Incorporates Privacy Policy	RW/AB	Very minor wording change (marked in red)
Press & Media		RW/AB/SV	The whole document has been restructured without changing the content. In addition a new section has been added regarding Social Media
Reserves Policy	Policy to be revised in line with 2020/21 AGAR	RW/RD	Updated (in red) to reflect the 2020/21 year end position and the treatment of CIL monies received
Grant Awarding Policy	Revision were agreed	RL	Updated to reflect changes agreed at the Annual meeting of the Council held on 6 May 2021
Privacy Policy	Currently incorporated in IT Policy.	RW/AB	Incorporated in the IT Policy
Freedom of Information	New guidance from NALC (LTN37)	RW/AB	The new guidance from NALC is very complex and detailed. The revised policy for BPC simply refers to the new guidance which is attached in its entirety to avoid possible misinterpretation
Complaints Procedure		RW/SV	No changes recommended
Risk Management		RW/RD	No change recommended
Asset Register	Presented for approval at this meeting & approved	RW/RD	Approved by Council on 18 March 2021
Asset Inspection Checklist		RW	Updated to include inspection of the War Memorial
Green Belt		KH/RL	Status to be confirmed
Employment Policy		RW/AB	No change recommended
Equality Policy		RW/AB	No changes recommended
Tree Safety	Review carried out in April 2021, Council approved	RW/AB	Approved by Council at the Annual meeting of the Council held on 6 May 2021
Meetings with 3rd Parties	Included as Appendix 3 to Standing Orders	RW/RD	See Revised Standing Orders Appendix 3

13. Risk Management

- a. Council to discuss any new finance and risk events
 - i. Well fencing – several posts around the Well were found to be badly rotted (to be discussed under item 18 h)

14. 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)

15. Correspondence

- a. A resident has written to the Council expressing concern regarding the condition of some of the footpaths in and around Berkswell (to be discussed under Item 18 i)
- b. A resident has written to the Clerk advising the Council of a meeting on the 15th September following the visit by Saqib Bhatti to the Balsall Common Litter Picking group on 4th July and subsequent correspondence between the resident and the MP.

16. Ongoing References

- a. Review of inventory of land and assets
 - i. Council to note that HMLR have written to the Clerk confirming that the Registration of Kelsey Lane Bus Shelter and land has now been completed.
 - ii. Following HM Land Registry's confirmation of the Parish Council's ownership of the Kelsey Lane bus stop shelter and the land it sits upon, Council to approve that the Kelsey Lane bus stop area is added to the grounds contractor's regular work schedule to:
 - Cut back hedges and ground vegetation around the bus stop and at the entrance to the footpath annually
 - To sweep and clean the floor inside the bus stop every 2 months and annually clean down the inside of the shelter to stop the build-up of cobwebs etc.
- b. Balsall Common Village Centre Master Plan
 - i. Council to note the 5th September report on progress on the Balsall Common centre master plan and the graphical analysis of the 439 responses to the questionnaire.
 - ii. Council to agree to support Balsall PC's objection to the siting of a 5G mast outside the old NatWest Bank as it compromises the development of the Village Centre Masterplan
 - iii. Council to accept a request from Balsall PC (when received) to join a regular meeting with SMBC Highways officers
- c. Solihull Plan
 - i. Council to note that written statements, addressing the issues and questions set out for the appeal sessions, by representatives of Berkswell Parish Council who are attending, have been sent to the Programme Officer by the Clerk.
 - ii. Council to consider the following motion: *"Council approves Councillors Drake and Burrow to make supporting remarks to the effect that the Berkswell Charities, as an Alms House provider, should be approved as the supplier of affordable homes on non- greenbelt land within the parish"*
- d. The Berkswell Project – Council to agree to instruct its grounds contractor to cut back growth from the Council spinney which is obstructing the light from the west side belisha beacon
- e. War Memorial – Council to consider the way forward for maintaining the War Memorial in light of the Condition Survey Report prepared Quinquennial Inspections Ltd and received on 25 June 2021. Council to consider forming a small working group to identify possible options and to report back to a future meeting.

17. Training and Meetings

- a. Council to note the participation of Cllr Lloyd on 17 July in Tree Warden training on i-tree Eco surveying, and on British Standards for survey, protection and mitigation; and, on 2 September, Tree Council introduction to the new "Tree Warden Learning Materials"

18. Heritage and Community

a. HS2

i. Cultural heritage

- Council to respond to discussions of Burton Green Parish Council on 28 June regarding the preservation of Greenway Heritage items
- Council to consider responses from Solihull MBC and the HS2 Minister to Cllr Lloyd regarding the destruction of heritage items on the Kenilworth Greenway.
- Council to consider update from Cllr Lloyd on the archaeological surveying of areas in the parish affected by HS2 and whether to make further representations.
- Council to note that Burton Green PC, at its meeting on 19 July, wholeheartedly supported the concept of developing a Kenilworth Greenway Heritage Centre on the site of the present village hall and for an open space to be created atop the green tunnel to be known as the Greenway Heritage Park.

- ii. Council to note that residents and councillors have conducted a survey of HS2 truck movements on Waste Lane. These are giving results of about 100 movements per day on average. It is understood that, without planning permission, truck movements should be limited to 24 per day and Borough Councillor Howell has raised the issue with the enforcement team at SMBC and residents have made formal complaints to HS2 Ltd. It is noted that HS2 Ltd have appealed the refusal of planning permission by SMBC for the Waste Lane HS2 transport route and the Council submitted its comments supporting that refusal on 1st September 2021. No further action is recommended at this stage.

b. Don's Wood

- i. Clerk to report on responses from SMBC regarding Don's wood and Council to agree any further action required. At the time of this agenda the Clerk is awaiting clarification from SMBC that the request to plant a wood has been approved.
- ii. Council to note that one of the tree officers is growing some Hornbeam seedlings and Cllr Lloyd has asked whether some could be added to the planned Hawthorn, Hazel, Silver birch, Oak, and Alder.

c. Airport Consultative Committee

- i. Council to receive a report from Cllr Lloyd on the virtual meeting of the Airport Consultative Committee held on 2 September.
- ii. Council to consider options on night flying which Cllr Lloyd agreed at the last meeting to prepare.

d. Parish BBQ – Council to note that there is no proposal to hold the Parish BBQ in September.

e. Balsall Street Watch – the organisers have written to the Clerk asking if the Parish Council would arrange for some posters to be displayed in the various Berkswell Parish notice boards situated in the vicinity of Balsall Common. They would also welcome any further help, assistance and ideas which the Parish Council might be able to offer.

f. Planting Programme - Council to agree to spend up to the remaining balance of £422.75 from the budget of £600, on the Balsall Common planting programme covering the Station Roundabout and planters, the Masala Club bed and a replacement fruit tree for Riddings Hill for the one killed by strimming plus stronger base protection for that new tree if required.

g. Christmas Trees - Council to agree to spend up to the unallocated £1,000 budget figure on Christmas trees for Balsall Common and the Berkswell village green plus any replacement

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decorations required. A further £1,000 budget has been provided to cover the annual contribution to the Balsall Common lights.

h. Maintenance issues

- Council to note that maintenance issues in the Well area have been reported by a resident. The Clerk has arranged emergency repairs to make the area safe at a cost of c. £135. Council to determine what action to take in the longer term. The clerk is currently obtaining a quote to replace all the fence surrounding the Well like for like. Council to consider forming a small working group to identify possible options and to report back to a future meeting.
 - Council to consider what action to take regarding the dilapidated fence between the Spinney and church land which is a potential hazard to users of the Spinney
- i. Council to note the complaint made by a resident concerning the lack of maintenance of footpaths M204, M205, and M207, and the possible obstruction of footpath M210, and to consider whether an offer to the Highway Authority to use the Council's powers under HA1980 s43 might encourage a better response.
- j. Council to consider whether to endorse the formation of a small working group to sense what the community might want and support as a memorial to the Covid-19 pandemic.

19. Council Administration

a. Clerk's Pension

- i. Council to note that the law requires all employers to regularly assess their employees to determine if they are eligible for an occupational pension. If an employee's salary is above a certain threshold that employee must, by law, be enrolled to the employer's Pension Scheme.
- ii. The Clerk's salary now exceeds the threshold and consequently he has been automatically enrolled in the Parish Council's pension scheme NEST.
- iii. Council to note that this has imposed an additional charge on the Parish Council's budget in respect of the Employer Contribution (3%) = £28.56 per calendar month = £342.72 p.a. based on the Clerk's current gross pay. This amount has not been budgeted for.
- iv. All appropriate deductions from the Clerk's pay will be made by the Parish Council's payroll service. Council to agree to transfer an appropriate amount from reserves into the current year budget to cover this additional expenditure.
- b. Clerk's Salary Review – traditionally the Clerk's salary review has been considered annually in April. Council to consider changing the review date to December to allow for any agreed change to be taken into account in the January budget setting process.
- c. Meetings Calendar
- i. Council to note the proposed venues for the remaining meetings in 2021/22
- d. Lant Trustee vacancy
- i. The charity has written to the clerk requesting that Berkswell P.C. offers a replacement nominee for former Parish Councillor Alison Cambage. Council to note that the nominee need not be a councillor.
- e. Open Spaces Society – OSS have requested the PC to complete a member survey, to enable the society to assess the service it provides to protect common land. Council to agree who will complete on behalf of the council.
- f. HS2 Road Safety Fund – Council to consider a response to the SMBC consultation on possible uses of such funding.

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20. Next Meetings

- a. Council to note that the Berkswell Society is to hold its AGM on the 7th October and has booked the Jordan Room. Council to decide whether it wishes to hold a parish assembly in concert as previous years and fund the cost of hall and refreshments to a value not exceeding £100.
- b. The next Ordinary Meeting of the Council will be held on Thursday 4 November 2021 at 7:00pm at a venue to be confirmed.

Signed: Mr Richard Wilson



Clerk

Public and Press are welcome to attend