

BERKSWELL PARISH COUNCIL – ANNUAL MEETING 16 MAY 2019

Clerk to Berkswell Parish Council
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TO ALL PARISH COUNCILLORS

Sir/Madam

You are hereby summoned to attend the Annual Meeting of the Parish Council of Berkswell to be held in the Jordan Room, St John Baptist Church, Berkswell, on Thursday 16 May 2019 at 7.15pm for the purpose of transacting the following business.

Mr R Wilson
Clerk to Berkswell Parish Council

10 May 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. **Election of Chairman** – The previous Chairman will preside for this item. Nominations for chairman will be requested and must be seconded to be eligible for election. The person presiding will then conduct the vote. The person presiding may vote, and **must** (if necessary) give a casting vote, and may vote for him / herself, unless he / she is retiring from the council in which case he / she only has a casting vote.
2. **To receive the Chairman's Declaration of Acceptance of Office** – Once the new Chairman has been elected, they must complete and sign the Chairman's Declaration of Acceptance of Office.
3. **Election of Vice-Chairman** - Nominations for Vice-Chairman will be requested and must be seconded to be eligible for election. The Chairman will then conduct the vote.
4. **To receive the Vice-Chairman's Declaration of Acceptance of Office**
5. **To receive the other Councillors Declarations of Acceptance of Office**
6. **Record of Members Present**
7. **To receive apologies and reasons for absence**
8. **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.
9. **To approve Minutes of the following meetings:**
Ordinary Meeting of the Council held on 18 April 2019

BERKSWELL PARISH COUNCIL – ANNUAL MEETING 16 MAY 2019

10. Matters arising from the previous meeting requiring attention

11. Open Forum

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

12. To agree dates and venues for Council Meetings for the year 2019/20

- a. Council to consider if there is a need to set up a small working group to agree 2019/20 meeting dates
- b. Subject to 12a above, Council to approve the Berkswell Parish Council Calendar for 2019/20.

13. To appoint Committee Members and review Remit of Delegation of Functions to Committees and/or appoint Working Party - Council to review the current “Committees and Representation with External Bodies” schedule and confirm the appropriate details for 2019/20.

14. To appoint Representatives to sit on Outside Bodies Council to review the current “Committees and Representation with External Bodies” schedule and confirm the appropriate details for 2019/20.

15. To agree Cheque Signatories and sign appropriate Bank Mandate – Council to agree to make the following changes to the bank mandate

- a. Remove Alison Cambage from the bank mandate with immediate effect
- b. Add Sheila Cooper to the bank mandate with immediate effect

16. To agree to review Council’s Policies and Procedures – Council to note the following and agree that the Clerk will review all the Council’s Policies & Procedures and recommend any changes to Council by October 2019. Councillors to assist when requested and priority to be given to policies over 12 months old.

Policy/Procedure	Last Approved	Update Required?	Action
Standing Orders	June 2018	Yes	Review against latest NALC version
Financial Regulations	Oct 2017	Yes	Review against latest NALC version
IT Policy	Oct 2018	No	
Press & Media	Feb 2018	Yes	Review and update
Reserves Policy	Sep 2018	Yes	Update to reflect 2018/19 AGAR
Grant Awarding Policy	Mar 2018	Yes	Reflect 2019/20 deadline dates for applications
Privacy Policy	Oct 2018	No	
Freedom of Information	Mar 2017	Yes	Update to reflect latest guidance
Complaints Procedure	Nov 2018	No	
Risk Assessments	On-going	On-going	Regular assessments
Asset Register	Oct 2018	On-going	Update as required
Green Belt	Sep 2018	No	
Employment Policy			
Councillor’s expenses policy	Oct 2018	Yes	Currently part of Fin Regs

17. Councillors’ Allowances – Council to consider the following motion: “Council to adopt the SMBC schedule of recommended Parish Basic Allowances and Chairman’s Allowance which is published annually. This will take effect from 1 April 2020 based on the 2020/21 schedule and updated annually thereafter.

18. To receive a report on the capital assets and liabilities vested in the Council – Council to note that the Council’s asset register was updated in October 2018 and is revised on an ongoing basis to reflect acquisitions and disposals.

BERKSWELL PARISH COUNCIL – ANNUAL MEETING 16 MAY 2019

19. Council Insurance - Council to note that the Council entered into a 3 year agreement with Zurich in 2018/19 and the renewal is due on 1 June 2019. The annual premium is £576.43.

20. Annual Payments – Council to approve the following schedule of annual payments for 2019/20:

Payee	Purpose	2018/19 Amount £ (ex VAT)
Zurich	Annual Insurance Premium	576
GR Dawson	Graveyard maintenance	2,508
JMH Home and Garden Services	Grass cutting/maintenance of public areas	1,500
WALC	Annual subscription	751
DM Payroll Services	Payroll services	135
Open Spaces Society	Annual subscription	45
Norton	Anti-virus software	60
Marsh Lane Nature Reserve	Annual Subscription	37

Council to agree that the Clerk has delegated power to negotiate these services but will need approval for payment in accordance with Financial Regulations.

21. Internal Audit Report – Council to note that the annual internal audit is in progress and that a copy of the Internal Audit Report for the year 2018/19 will be presented to the next meeting of the Council on 13 June.

22. Annual Governance and Accountability Return – Council to note that the Annual Return (AGAR) must be submitted to the external Auditors by 1 July 2019. The Annual Governance Statements and Accounting Statements for 2018/19 will be presented to the Council on 13 June for approval.

23. Internal Review of cashbook/bank reconciliation – Council to note that Cllr Edwards undertook a review of the cashbook and bank reconciliation for Q4 2018/19 and found all to be in order.

24. 2018/19 Annual Accounts – Council to agree to adopt the year end accounts for the financial year 2018/19 (available on the website) which will form the basis of the Annual Accountability Return.

25. Analysis of S.137 expenditure – Under this legislation a local authority may, subject to the provisions of this section, incur expenditure for which there is no specific power, which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants. Council to note that, at the end of 2018/19, £2,919 was spent on Section 137 items out of a total allowable of £19,477.

Ordinary Business

26. Borough Councillor's Report and Parish Councillor's Opinion.

27. 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
2019/01108	271 Station Road Balsall Common Solihull CV7 7EG	Two storey side extension.	20.05.19
2019/01117	12 Lant Close Berkswell Solihull CV4 9TG	Two storey rear extension and single storey side extension.	17.05.19

BERKSWELL PARISH COUNCIL – ANNUAL MEETING 16 MAY 2019

2019/01276/HS2DIS	Park Lane/Waste Lane Berkswell Solihull	Development authorised by the High Speed Rail (London-West Midlands) Act 2017 relating to submissions under Schedule 17 (6) for approvals of Lorry Routes (LR): A452 Park Lane compound (Leave A45 roundabout, A452 southbound, exit A452 at Park Lane to site access) and B4101 Waste Lane Compounds (Leave A45 roundabout, A452 southbound, exit A452 onto B4101 Waste Lane to site access) for the enabling works submissions ref: 1EW04-LMJ-TP-SCH-NS01_NL05-051001.	17.05.19 to advise if comment to be made 28.05.19 any comments to be submitted
2019/01145	The Stables Canterbury House Spencers Lane Berkswell	Erect a single storey structure to house 10 No. kennels.	31.05.19

28. 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 May 2019	Admin		658.41	0
R.Wilson – reimbursement of stationery costs	Admin		64.70	10.78
J Hickin – grass mowing contract May instalment	Contract		187.50	0
Open Spaces - Annual subscription 2019/20	See Item 38b		45.00	0
Boothroyd & Co Ltd – valuation of Kelsey Lane bus stop	18/04/19 Item 18a		48.00	8.00
Zurich Insurance 2019/20 Annual premium	Annual		576.43	0
A Pettifor & Son Ltd – BBQ charcoal	See Item 37 a ii		132.00	22.00
Total			1,712.04	40.78

- b. Payments received – The first instalment of the Parish Precept of £13,089.50 was received on 8 April 2019
- c. Grant Applications – No new grant applications have been received

29. Risk Management

- a. Council to discuss any new finance and risk events
- b. Risk Framework – latest version is available on the website
- c. Risk Register – the risk register has been recently reviewed, but an asset inspection is due and volunteers are required to carry this out.

30. 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)

31. Correspondence

32. Balsall Parish NDP

- a. **Complaint to Balsall Parish Council** – Council to consider the following motion: “This Council instructs the Clerk to write to Balsall PC to register a complaint regarding the claim in the Balsall Parish Council minutes of March 20th 2019 item 9 that states “**In addition the work of the Village Centre Working Group, including Berkswell Councillors, BCVRC and business people in undertaking surveys and observations has resulted in a Community Aspiration (CA 2) being included in the NDP and recognition by SMBC in the 2019 consultation on the Solihull Local Plan**”. This claim is repeated in documents submitted for external examination of the Balsall NDP on page 38 of the document titled

BERKSWELL PARISH COUNCIL – ANNUAL MEETING 16 MAY 2019

“Regulation 14 responses” where it states **“The Village Centre working group which informed this NDP element had membership from Berkswell Parish Council.”** Council notes that this statement is used to justify proposals within the Balsall NDP which include land within Berkswell Parish”.

- b. **Response to Regulation 16** – Council to agree that the Clerk will respond, with the assistance of Cllr Drake (Secretary to the NDP), to the Balsall Parish NDP Regulation 16 consultation clarifying the lack of any formal consultation with Berkswell Parish Council.

33. Vexatious Complaints – Council to consider implementing a Vexatious Complaints procedure

34. Ongoing References

- a. Review of inventory of land and assets – no progress to report
- b. Neighbourhood Development Plan - Council to note that the Consultant has written an updated “referendum version” of the NDP to incorporate the Examiner’s proposals/decisions and is working with SMBC to finalise this.
- c. Solihull Local Plan – Council to consider the following motion: “The Council notes the draft heritage assessment and recommendations published by SMBC on their web site. It notes that no wind survey has been conducted to assess the impact of development on this working Grade II* listed mill, which is of national importance. The Council approves the commissioning of an independent wind survey for the mill to provide recommendations to propose appropriate restrictions on development on a 360 degree basis around the mill to protect its working status to form part of the heritage assessment. The recommendations to cover both east and west of Windmill Lane given the proposal to remove both areas from the greenbelt within the draft SMBC plan. The cost to not exceed £2,000 plus VAT. The terms of reference to be set by the Clerk in consultation with Councillors Drake, Burrow and Lloyd.”
- d. HS2 – Council to note the response from the recent FOI requests
- e. TPOs – Councillor Lloyd to report on progress in compiling a further response to SMBC.
- f. Airport – Council to receive a brief verbal report on the meeting of the Airport Consultative Committee held on 16 May

35. Removal and additions to Ongoing References

Removals:

Additions:

36. Training and Meetings

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

37. Heritage and Community

- a. Parish BBQ
 - i. Council to discuss whether the complainant from last year’s BBQ should be contacted and given notice that this event will be going ahead once again and an assurance that all music will finish at 10.30.
 - ii. Council to agree the purchase of charcoal from A Pettifor & Son at a cost of £132 (inc. VAT)
 - iii. Council to agree hiring the band (The Goozbumps) at the same cost as last year of £400
 - iv. Council to agree that the Clerk should arrange for two portaloos to be installed for the BBQ with Thistle Loo Hire Ltd at a cost of £168 (inc VAT).
- b. West Midlands Mayor possible visit to Berkswell – The Mayor’s Office have been in touch with the Clerk accepting the invitation and offering 23 July or 22 October as dates Mr Street could attend. Council to consider holding an informal consultation event on 23 July, details to be confirmed.

BERKSWELL PARISH COUNCIL – ANNUAL MEETING 16 MAY 2019

- c. The Well area proposal to seek the designation of the Well area as a “village green” - Council to note that forms have been issued to interested residents seeking their input and support with a view to finalising a proposal for the June meeting of the Parish Council.
- d. Spinney Roundabout - Council to consider the following motion: “This Council authorises the expenditure of up to £100 to replace plants lost to drought in the spinney roundabout”.
- e. Spinney hedge - Council to consider the following motion: “Council delegates to the Clerk the authority to incur cost to cut the spinney hedge on Lavender Hall Lane and the hedge on the car park on Meriden Road within Berkswell village”.
- f. Freedom of the Parish – Council to note that all the arrangements have been made for making the award (see Item 38c ii below)
- g. Balsall Common Planting Programme – Council to consider the following motion: “Council delegates authority to the Clerk to spend up to £350 for the planting of the Station Roundabout and the station planters with summer flowers and the subsequent autumn planting”
- h. Mowing contract
 - i. Council to consider asking the Clerk to contact SMBC to discuss the quality of work in Berkswell Village as contractors are leaving the area of the green around Pound Close “a mess” and complaints have been received.
 - ii. Depending on the outcome of item h i above, Council to consider reinstating the mowing of the green by Pound Close by the Parish Council’s contractor.

38. Council Administration

- a. Parish Election – Council to agree the following motion: "The council agrees to write to Ms Merry & Mr Rossi of SMBC Electoral Services to thank them and the polling and count staff, for organising a well conducted parish election (and count) which again was held in the Jordan Room not disrupting local children's education"
- b. Open Spaces Society Subscription - Council to agree to renew its annual subscription to the Open Spaces Society at a cost of £45
- c. Parish Assembly - Council to note arrangements for the parish Assembly and award of Freedom of The Parish to Norman Thompson on Thursday 30th May in the Jordan Room, St John Baptist Church:
 - i. Start of Berkswell Society AGM – 7 pm
 - ii. Award of Freedom of the Parish to Norman Thompson 7.30 pm approximately
 - iii. Refreshments – Until 8 pm
 - iv. Start of Parish Assembly 8 pm.
- d. Parish Clerk’s Annual Review – The Chairman will propose holding this item in camera. Council to receive a report on the Clerk’s Annual Review (already circulated) and consider any actions arising.

39. Next Meeting

Parish Assembly, 30 May 2019, following the Berkswell Society AGM commencing at 7:00 in the Jordan Room, St John Baptist Church, Berkswell. The Parish Assembly will commence at 8:00pm.

Ordinary Meeting of the Council, 13 June 2019 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