

BERKSWELL PARISH COUNCIL – ANNUAL MEETING 6 MAY 2021

Clerk to Berkswell Parish Council
Mr R Wilson
PO Box 6379
Coventry
CV6 9LP

Tel: 07801 042623

Email: clerk@berkswellparishcouncil.org.uk

TO ALL PARISH COUNCILLORS

Sir/Madam

You are hereby summoned to attend the Annual Meeting of the Parish Council of Berkswell to be held using the Zoom video conferencing facility, on Thursday 6 May 2021 at 7:00pm for the purpose of transacting the following business.

Mr R Wilson
Clerk to Berkswell Parish Council

30 April 2021

Guidance on How to Join this meeting

On-line Access

To Join the Meeting from any suitable device (e.g. laptop, smartphone, tablet etc) click on the following link and follow the instructions. **Please allow sufficient time to register as the meeting will start promptly at 7:00pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/83413385322?pwd=QVRXZE42MkNZUHJIN1hhndpQU9KZz09>

When requested to do so enter the following:

Meeting ID: 834 1338 5322
Passcode: 231114

By Phone

To join the meeting by telephone please call any one of the following numbers:

+44 203 051 2874 United Kingdom
+44 203 481 5237 United Kingdom
+44 203 481 5240 United Kingdom
+44 203 901 7895 United Kingdom
+44 131 460 1196 United Kingdom

When requested to do so enter/provide the following:

Meeting ID: 834 1338 5322
Passcode: 231114
Find your local number: <https://us02web.zoom.us/j/k2DdHyk5M>

Guidance and tips for participation:

We ask all participants to keep their microphones on Mute unless they are speaking. Our microphones pick up a lot of background noise and when everyone has the microphones unmuted, it can get really noisy.

Agenda

- 1. Record of Members Present**
- 2. To receive apologies and reasons for absence**
- 3. Election of Chairman**
- 4. To receive the Chairman’s Declaration of Acceptance of Office** – as this is a virtual meeting, declarations will be signed subsequently.
- 5. Election of Vice-Chairman**
- 6. To receive the Vice-Chairman’s Declaration of Acceptance of Office** – as this is a virtual meeting, declarations will be signed subsequently.
- 7. Appointment of Co-Opted Councillors**
 - a. At our last Ordinary Meeting on 18 March 2021, Council agreed to establish a working party comprising Cllrs Drake & Edwards and the Clerk to consider how it wishes to take the possible co-option further and to prepare proposals for selecting candidates for co-option. Council to note that the working party put in place a selection process involving candidates submitting a ‘Prospective Councillor Information Sheet’ and the opportunity to meet informally with current members of the Council. Two of the original 4 candidates elected to take part in this process. Council to agree that this has been an acceptable process.
 - b. Council to consider and agree the recommendation, based on the above, of Cllrs Drake and Edwards and the Clerk, on which candidates to offer co-option to the Parish Council.
 - c. Once candidates offered a co-option accept the offer they must complete and sign the Declaration of Acceptance of Office. As this is a virtual meeting, this must be done as soon as possible after the meeting and submitted to the Parish Clerk.
- 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
- 9. To approve Minutes of the following meetings:**

Ordinary Meeting of the Council held on 18 March 2021
Extraordinary Meeting of the Council held on 26 April 2021
- 10. Matters arising from the previous meeting requiring attention**
- 11. To agree dates and venues for Council Meetings for the year 2021/22** – Council to approve the Berkswell Parish Council Calendar for 2021/22.
- 12. 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 2021/22.
- 13. 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 2021/22.
- 14. To agree Account Signatories and sign appropriate Bank Mandate** – Council to confirm that no change is required to the current bank mandate with NatWest. However, the transfer of our current account to the Co-Operative Bank will take place on 27 May 2021. Council to confirm that the Council will apply for use of the Co-Operative Bank’s online banking facility and agree that all Councillors will be registered as signatories on the bank mandate enabling them to authorise payments via on-line banking, as well as via manual cheques (if required).
- 15. To agree to review Council’s Policies and Procedures**
 - a. Council to note the following status of our policies and procedures

BERKSWELL PARISH COUNCIL – ANNUAL MEETING 6 MAY 2021

Policy/Procedure	Last Approved	Review Required?	Comment	Who
Standing Orders	June 2020	Yes	No reported updates from NALC	RW & RD
Financial Regulations	Oct 2019	Yes	No reported updates from NALC	RW & RD
IT Policy	Oct 2018	Yes		RW & AB
Press & Media	Feb 2018	Yes		RW & AB
Reserves Policy	Oct 2020	Yes	Policy to be revised in line with 2020/21 AGAR	RW & RD
Grant Awarding Policy	April 2019	Yes	Currently being reviewed by Cllr Lloyd	RL
Privacy Policy	Oct 2018	Yes	Currently incorporated in IT Policy.	RW & AB
Freedom of Information	Sept 2008	Yes	New guidance from NALC (LTN37)	RW & AB
Complaints Procedure	Aug 2019	Yes		RW & AB
Risk Management	Sept 2019	Yes		RW & RD
Asset Register	April 2021	No	Presented for approval at this meeting	RW & RD
Green Belt	Sept 2019	Yes		KH & RL
Employment Policy	July 2019	Yes		RW & AB
Equality Policy	Nov 2020	No		RW & AB
Tree Safety	N/A	Yes	Review carried out in April 2021, Council to approve	RW & AB
Meetings with 3rd Parties	April 2019	Yes		RW & RD

b. Council to agree which individual councillors will review each of the documents listed above with a view to bringing back recommended amendments for ratification at a future meeting of the Council. The target is to report back to the 3 September meeting.

16. Councillors' Code of Conduct – Council to review the National Association of Local Authorities Model Councillor Code of Conduct and agree whether or not to adopt it. Council to note that SMBC (Principle Authority) agreed to adopt the new National Code of Conduct at its Governance Committee on 24 March 2021.

17. Councillors' Allowances – Council to note that Solihull Metropolitan Borough Council Members' Allowances have increased with effect from 1st April 2021. It is this Council's policy to adopt the maximum Parish Basic Allowance (PBA) and Chairman's Allowance as recommended by SMBC. For 2021/22 the recommended maximum allowances are as follows: PBA = £750 p.a. and Chairman's Allowance = £1,500 p.a. All 5 of the elected Parish Councillors are entitled to claim; for PBA: Cllrs Edwards, Burrow, Lloyd, & Howles; and Cllr Drake is entitled to the Chairman's Allowance.

18. To receive a report on the capital assets and liabilities vested in the Council

a. Council to note that the Council's Asset Register was reviewed and updated by the Chairman and the Clerk in March 2021 as agreed under minute 12 b 18 March 2021.

b. Council to receive a report on the Inspection of assets carried out by Cllrs Edwards and Lloyd in March.

19. Council Insurance

a. The Council entered into a 3 year agreement with Zurich in 2018/19 and the renewal is due on 1 June 2021. The Clerk has obtained quotes (circulated to councillors) from insurance companies and brokers. Council to approve the Clerk's recommendation to renew with the current Insurer, Zurich, for a further 2 year period (making 5 years in total) at an annual premium of £423.65 (2020/21 was £585.69). This is significantly lower than any other quote received.

b. Cyclist injured by falling tree – Council to note that our insurers, Zurich, have written to the clerk confirming that they have now received a response from the solicitors representing the claimant which includes a map marking the location of their clients accident. In light of the accident location falling outside of Berkswell Parish Council's boundaries, Zurich have written to the solicitors to deny liability on our behalf.

BERKSWELL PARISH COUNCIL – ANNUAL MEETING 6 MAY 2021

20. Annual Payments

- a. Council to approve the following schedule of annual payments for 2021/22:

Payee	Purpose	2021/22 Budget Amount £ (ex VAT)
Zurich	Annual Insurance Premium	600
GR Dawson	Graveyard maintenance contract	2,580
JMH Home and Garden Services	Grass cutting/maintenance of public areas contract	2,080
WALC	Annual subscription	800
DM Payroll Services	Payroll services contract	150
Open Spaces Society	Annual subscription	45
Norton	Anti-virus software	65
Marsh Lane Nature Reserve	Annual Subscription	40
DPO Fee	Annual Fee	45
Audit Fees	Internal & External audit fees	400
Google Drive fee	Back up facility for council data	16
Adobe fee	Facilty to convert PDF files to MS Word files	15
PO Box subscription	PO Box for all Council mail	295
Zoom subscription	Enables Council to hold virtual meetings	176

- b. 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. Councillor Audit 2020/21** – Council to note that Cllr Burrow carried out a “Councillor Audit Check” on 26 March 2021 in accordance with Financial Regulations FR 2.2. A copy of the report is available on the Council website.
- 22. Internal Audit Report 2020/21**– a copy of the Internal Report for the year 2020/21 has been circulated and will be available on the Council’s website.
- 23. Annual Governance and Accountability Return** – A copy of the draft Annual Return for 2020/21 has been circulated to councillors and will be made available on the Council’s website. Council to note that the Annual Return must be submitted to the external Auditors by 2 July 2021
- 24. Annual Governance Statement 2020/21** – Council to agree in the affirmative (or by stating N/A) the 9 listed statements, in Section 1 of the Annual Governance and Accountability Return and consequently agree the following motion; “we confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, the annual governance statement”. Council to agree that the Annual Governance Statement should be signed by the Chairman and Clerk in attendance at the meeting. As this is a virtual meeting, the actual signatures to be made subsequent to the meeting. This statement will be available on the Council’s website once it has been approved.
- 25. Accounting Statements 2020/21** – Council to note that the Annual Governance and Accountability Return must be prepared following the guidance in “Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices” and that they present fairly the financial position of this Authority. The Responsible Financial Officer must sign the Statement before it is presented to the Authority for approval. Council is required to confirm that this has been done and then the Council must, in the following order:
- a. Consider the statement of accounts by the members meeting as a whole;
 - b. Approve the statement of accounts by resolution. Consequently, Council to approve the following motion – “The accounting statements for 2020/21 are approved by this Council”; and
 - c. Ensure the statement of accounts is signed and dated by the person presiding at the meeting at which that approval is given. As this is a virtual meeting, the actual signature to be made subsequent to the meeting
 - d. This statement will be available on the Council’s website once it has been approved.

BERKSWELL PARISH COUNCIL – ANNUAL MEETING 6 MAY 2021

- 26. Analysis of S.137 expenditure** – Council to note that the maximum permitted expenditure in 2020/21 under S. 137 was £19,478 and that the actual expenditure in that year was £2,520.
- 27. Period for the exercise of public rights** – Regulation 14 (1) stipulates that any rights of objection, inspection and questioning of the external auditor conferred by Sections 26 and 27 of the Local Audit and Accountability Act 2014 may only be **exercised within a single period of 30 working days**. Regulation 14(3) stipulates that during the period for the exercise of public rights a relevant authority must make the documents referred to in section 26(1) of the Act available for inspection on reasonable notice at all reasonable times. As the Clerk works part-time another person in the Authority should provide contact details to cover the times/days during the period when the clerk is not available. This is the responsibility of the Authority, not just the Clerk/Responsible Officer. The single period of 30 working days **must include the first 10 working days of July 2021** and must not start later than 1 July 2021. Council to agree the following motion: “The period for the exercise of public rights will commence on Monday 14 June 2021 and finish on Friday 23 July 2021”.
- 28. Internal Review of cashbook/bank reconciliation** – Council to note that Cllr Burrow undertook a review of the cashbook and bank reconciliation for Q4 2020/21 and found all to be in order.
- 29. 2020/21 Annual Accounts** – Council to note the year end accounts for the financial year 2020/21 (available on the website).

Ordinary Business

- 30. Open Forum**
Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes
- 31. Borough Councillor’s Report and Parish Councillor’s Opinion.**
- 32. 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. There have been no requests to consider any planning applications.
- 33. Financial Matters**
- a. The following is a list of payments made using NatWest Bankline since the last Ordinary Meeting of the Council on 18 March 2021:

Payment made	Date	Approval	Payment Method	Gross Amount £	VAT £
WALC – Annual Subscription 2021/22	09/04/21	Admin	EBP	874.80	111.80
A Burrow – Reimbursement of cost of 2 fruit trees	09/04/21	11/09/20 Item 20_j	EBP	79.98	
R Wilson – Reimbursement of cost of annual Google subscription	09/04/21	Admin	EBP	15.99	2.66
GR Dawson Garden Services	16/04/21	Contract	EBP	752.40	125.40
RD Wilson – Clerk’s Pay April 2021	16/04/21	Contract	EBP	redacted	0.00
J Hickin – Litter collection and grass mowing March 2021	16/04/21	Contract	EBP	269.28	0.00
Balsall Common Village Hall – Internal Auditor meeting	16/04/21	Admin	EBP	40.00	0.00
Balsall Parish Council – ARUP (Masterplan) Stage 1 payment	26/04/21	Agreed ways of working document	EBP	425.00	0.00

BERKSWELL PARISH COUNCIL – ANNUAL MEETING 6 MAY 2021

Payment made	Date	Approval	Payment Method	Gross Amount £	VAT £
Balsall Parish Council – ARUP (Masterplan) Stage 2 payment	26/04/21	Agreed ways of working document	EBP	935.00	0.00
Total (Ex Clerk's salary)				3,392.45	239.86

- b. There are no invoice payments for approval. The interim process for authorising and making payments agreed in June 2020, to reflect the impact of the COVID pandemic, is still in operation.
- c. Payments received – The first instalment of the 2021/22 Parish Precept of £21,920 was received on 1 April 2021
- d. Grant Applications – No new grant applications have been received
- e. Bank Account balance – Council to note that the council's bank balance as at 29 April 2021 was £61,782.31.
- f. New Bank Account – Council to note that the switch of current account from NatWest to the Co-Operative bank will take place on 27 May 2021. The Switch only involves the NatWest current account and not the two NatWest Business Reserve Accounts. Council to approve the transfer of all remaining funds from NatWest to the new Co-Operative Bank account soon after the Switching of the current account. The transfer of funds to be actioned by Electronic Bank Transfer (authorised by the Clerk plus one councillor using Bankline). Council to also approve the closing of all accounts with NatWest as soon as possible after the Switch.
- g. Forecast of CIL monies to be received over future years – Council has agreed to write to SMBC requesting assistance in forecasting anticipated CIL monies over the next few years and to understand the SMBC process for monitoring and recording CIL receipts.

34. Risk Management

- a. Council to discuss any new finance and risk events – none have been reported
- b. Health and Safety and our contractors – Nothing new to report

35. 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)

36. Correspondence – The organiser of a charity walk has advised the Clerk that they will be using the Scout House as a check point on 24 July 2021 and are asking our permission to allow walkers access the Scout House via the road entrance of the Spinney car park to the door of the Scout House and back again. Council to agree the proposal that a small working group will consider the implications of this request and to report back on their recommendations at the 1 July meeting.

37. Ongoing References

- a. Review of inventory of land and assets
 - i. Kelsey Lane Bus Shelter – the Clerk is still awaiting a response from HMLR.
- b. Balsall Common Village Centre Master Plan – Council to note report 3 from the Working Group chairman dated 22 April 2021.
- c. The Berkswell Project – Council to note that work is on-going, although behind the original plan schedule due to material supply and labour availability issues.
- d. War Memorial – Council to note that it is understood that the commissioned survey has been carried out and we are awaiting a report.
- e. Night time activity in the Spinney Car Park – Council to receive an update.

38. Training and Meetings – Council to note the report (copy on the website) of the on-site meeting held on 27th April between community representatives, including Councillors Drake and Burrow, with Catesby, the promoters of the SMBC housing site allocation on Windmill Lane. The agenda was good public open space design as shown by Lavender Hall park. This

BERKSWELL PARISH COUNCIL – ANNUAL MEETING 6 MAY 2021

was part 2 of a Catesby initiated engagement meeting concerning the layout design of the proposed housing allocation. It had been delayed from 3Q 2020 by Coronavirus.

39. Heritage and Community

- a. HS2
 - i. Council to note the report on a site meeting held on 27th April between BBV and Councillors Burrow and Drake concerning planned footpath closures.
 - ii. Council to agree to start discussions with Solihull MBC and HS2 Ltd with a view to establishing an open air museum of key relics from the Kenilworth and Berkswell Branch Line, including the bridge spans from the iron bridges no 12 and 14, lineside signage, and examples of painted chainage markings on brickwork, and with a view to preserving some of the Victorian bricks for use in restoring the ambience of the Greenway when it is reinstated. Council to agree to make Burton Green Parish Council and the Greenway Trust aware of this initiative.
 - iii. Council to agree to make representations to Solihull Council and HS2 Ltd about the proposed simultaneous closure of all footpaths across the line-of-route for the next three years without consultation or the provision of safe and convenient diversions.
- b. Airport Consultative Committee – Council to receive a report from Cllr Lloyd on the Airport Noise Sub Group meeting on 15 April, and to note that a consultation has started on revised Airport Byelaws which will close on 27 May.
- c. Lavender Hall Park Event 2022 – Council to note that a small family orientated, all human circus would like to use Lavender hall park for a half week stay in July 2022. Council to consider this request at its meeting on 1 July 2021.
- d. WALC – Council to receive a report from Cllr Lloyd on the meeting of the Solihull Area Committee on 20 April.

40. Next Meeting

If the proposed calendar of meetings for 2021/22 was approved at item 11 above, the next meeting of the Council will be held on Thursday 1 July 2021 at 7:00pm. Venue to be confirmed.

Signed: Mr Richard Wilson



Clerk

Public and Press are welcome to attend