

# BERKSWELL PARISH COUNCIL – ORDINARY MEETING 17 JANUARY 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 on the 17 January 2019 at 7:15pm in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell. for the purpose of transacting the following business.**

Mr R Wilson  
Clerk to Berkswell Parish Council

11 January 2019

## Agenda

- 1. Evacuation Procedure** – the Chairman will instruct those in attendance of the evacuation procedure
- 2. 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.
- 3. Attendance**
- 4. Apologies for Absence**
- 5. Acceptance of Apologies**
- 6. 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
- 7. Open Forum**

Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes
- 8. Confirmation of Minutes**

Ordinary Meeting of the Council held on 13 December 2018  
Extraordinary Meeting of the Council held on 10 January 2019
- 9. Matters arising from the previous meeting for attention**
- 10. Borough Councillor's Report and Parish Councillor's Opinion**
- 11. Committee Appointments**
- 12. Planning Applications**
  - a. a list of planning applications received since the last meeting is detailed below:

Ref	Location	Proposal	Response Date
2018/03611	20 Floyd Grove Balsall Common Solihull CV7 7RP	Single storey rear extension.	30.01.19

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**13. Proposed residential park home estate** - The Council has received a request from “planning agents” to present a proposal for a mobile home park on Windmill Lane. Council to consider the following motion: “Council authorises the clerk to offer the “planning agent”:

- a. A short slot at the 14<sup>th</sup> February meeting which would normally be limited to 3 minutes but can be marginally extended subject to other agenda items;
- b. If the “planning agent” holds a suitable public consultation session in the local area, then the council will hold, as appropriate, an extraordinary parish council meeting or allow a longer slot at the regular PC meeting planned for 14<sup>th</sup> March (perhaps an extended meeting) after the public consultation meeting”.

**14. Council Budget 2019/20** – Council to approve the 2019/20 budget and precept determined at the extraordinary meeting held on 10 January 2019 (to be made available on the Council’s website)

### **15. 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 January 2010	Admin		656.37	0
Dawsons Groundcare – Churchyard maintenance Nov to Dec 2018	Contract		752.40	125.40
<b>Total</b>			<b>1,408.77</b>	<b>125.40</b>

- b. Payments received – none
- c. Grant Application – Age Concern Solihull are requesting £500 as a contribution to the Winter Warmth Campaign to provide 3 x heaters (£150); 4 x duvets & 4 x electric blankets (£140); and temperature cards (£210).

**16. 2018/19 Q3 Management Accounts** – Council to note the Q3 management accounts which are available on the Council’s web site

### **17. Risk Management**

- a. Council to discuss any new finance and risk events
- b. The latest asset inspection showed that one of the door retaining straps on the Council’s telephone box is broken. Council to agree to obtain a replace at a cost of £22.05 plus VAT. The strap will need to be installed, possibly at additional cost.

### **18. Actions from Previous Meetings**

- a. Council to discuss the status of agreed actions from previous meetings as circulated (a copy is available on the Council website)

### **19. Correspondence**

### **20. Ongoing References**

- a. Review of inventory of land and assets – Nothing new to report
- b. Neighbourhood Development Plan
  - i. Council to note that the Regulation 16 Consultation on the Berkswell Parish NDP has ended and to note the next steps in the external examination
  - ii. Council to receive the proposed response to Balsall Parish NDP drafted by the NDP Steering Committee and agree the Council’s response to the Balsall Parish NDP regulation 14 Consultation.

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- c. Local Plan - Council notes that the SMBC cabinet is meeting on 17th January to consider a consultation on an updated version of the Local Housing Plan. In anticipation that the Cabinet proceed with the consultation, Council to discuss the following motions:
  - i. “It is agreed that the Parish council will:
    - a) Organise a suitable public drop in consultation event(s) to inform parish residents and seek feedback at a suitably early stage in the SMBC consultation process
    - b) Hold an extraordinary PC meeting after the parish council consultation sessions, to consider the Council’s response to the SMBC housing consultation. Such meeting to be suitably timed to allow the Council to submit a response to SMBC within the allowed time period.
  - ii. “The Clerk is authorised to spend appropriate monies on room hire, materials etc to provide the public consultation”
- d. HS2 – Council to consider the following motion: “The Council should write to Caroline Spelman MP asking her to take steps to prevent further damage to the area until a full review has been carried out of the HS2 project in view of reported rising costs and construction difficulties”.
- e. TPOs – Council to note that, at the Tree Wardens meeting on Mon 7th January, the Tree Officer had not yet seen the Parish Council’s TEMPO application and Council should consider whether to take hastening action.
- f. Airport – Council to consider the following motions:
  - i. “The Council to write welcoming the opportunity to comment on the Airport Master Plan, but expressing concern at the predicted increase of noise impacts and traffic. The Parish Council would expect to see a strengthening of measures that encourage operators to introduce quieter aircraft, to operate them in ways to minimise noise disturbance, and to provide the least possible disturbance at night”.
  - ii. “The Council to write with regard to the draft Surface Access Strategy, stating it would like to see increased recognition of the inconvenience imposed on local communities by inconsiderate street parking. The Council to request that proper surveys are done of street parking adjacent to public transport facilities, and measures are evaluated and implemented to reduce the incentive for travellers to avoid high car parking charges at the Airport in this way”.
- g. Station Road Parking
  - i. Council to note that the meeting the NDP Committee were to have with SMBC Highways, at which this issue was to be raised, was deferred to 31st January 2019.
  - ii. Council to receive a verbal update on a meeting of the Station Road Parking Working Group and agree any proposed next steps.

### **21. Removal and Additions to Ongoing References**

Removals: A46 Link Road  
Opens Spaces Consultation

Additions: Station Road Parking

### **22. Training and Meetings**

### **23. Heritage and Community**

- a. Grass Mowing Contract – Six contractors had submitted quotes by the deadline date of 7 January 2019. The Clerk is following up the 3 lowest quotes, including the taking up of references. A recommendation will be brought to the Ordinary Meeting on 14 February 2019.
- b. Spinney Car Park – Council to note that the Clerk will be seeking a quote in due course from a local gardener who has expressed interest in the planting of the island.

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- c. Hedgehog Preservation – Council to note that Councillor Burrow has ordered the signs on the internet as per the instruction from the December 2018 meeting and seeks a volunteer to assist in erection. Council to note that there is a £4.95 delivery charge.

**24. Council Administration** Nothing to report

**25. Next Meeting**

- a. The next Ordinary Meeting of the Council will be held on 14 February 2019 at 7:15 in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.

Signed: Mr Richard Wilson



Clerk

**Public and Press are welcome to attend**