

Berkswell Parish Council – Ordinary Meeting 17 January 2019

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Hornets Clubhouse, Lavender Hall Lane, Berkswell on 17th January 2019 at 7:15 pm.

	Action by
<p>1. Evacuation Procedure – the Chairman instructed those in attendance of the evacuation procedure</p> <p>2. Recording of Parish Council Meetings – the chairman instructed 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.</p> <p>3. Attendance. Cllrs Drake, Burrow, Cambage, Howles, Edwards, Lloyd & Hitchcock, the Clerk and 10 members of the public.</p> <p>4. Apologies for Absence There were no apologies</p> <p>5. Acceptance of Apologies There were no apologies</p> <p>6. Declarations of Interest – usual AB & AC</p> <p>a. The following declarations of interest were received from Councillors on items on the agenda:</p> <ul style="list-style-type: none"> • Cllr Cambage requested to be excused from voting or debating on anything land related re the land at Barretts Lane due to the potential conflict of interest • Cllr Burrow declared an interest in the proposed development at Barratts Lane (Allocation 1) <p>b. There were no written requests to disclose pecuniary interests</p> <p>c. There were no requests for dispensations</p> <p>7. Open Forum Parishioners of Berkswell were invited to address the Council on any relevant matter for a maximum of three minutes. There were no requests to speak.</p> <p>8. Confirmation of Minutes – The following minutes were approved and duly signed by the chairman: Ordinary Meeting of the Council held on 13 December 2018 Extraordinary Meeting of the Council held on 10 January 2019</p> <p>9. Matters arising from the previous meeting for attention</p> <p>10. Borough Councillor’s Report and Parish Councillor’s Opinion</p> <p>a. Cllr Burrow stated that the Council had received a letter from Berkswell Estates about a potential development at village farm. The letter refers to comments made by the Parish Council in response to a previous application and asked if we have any comments on their latest proposal. Cllr Burrow suggested that Council should decide whether to have a special meeting or deal with the matter as part of an Ordinary Meeting. Council agreed to offer a special Parish Council meeting at which Berkswell Estates would be welcome to come and present. It was agreed that the Clerk should write to Berkswell Estates proposing this approach and asking them to suggest a timescale for such a meeting.</p>	<p style="text-align: center;">Clerk</p>

<p>b. Cllr Howles commentated that the Council should look at vexatious complaints and the time required by the Clerk to respond to them. It was agreed to put on next month’s agenda.</p> <p>c. Cllr Hitchcock stated that the latest Marsh Lane Reserve newsletter had arrived and is well worth looking at. Council asked Cllr Hitchcock to ask the Reserve if we can have an electronic copy which could be made available on the Council’s website.</p> <p>d. Cllr Lloyd referred to the resident who wanted to know how to get their council tax reviewed (discussed at the December meeting). Cllr Lloyd has forwarded the issue to Cllr Bell. Cllr Lloyd also advised Council that there will be a consultation next week on the M6 Junction 4 development and that he had been invited to attend.</p> <p>e. Cllr Drake congratulated Berkswell School for being in the top 10 of local schools. He also commented that houses at 132 and 134 Meeting House Lane have removed the hedge and are digging foundations (possibly to build a wall) despite having had planning application refused. A resident had reported this to Solihull Planning Department. Cllr Drake also reported that at the SAC meeting this week it was reported that Hampton in Arden PC are objecting to the proposed M42 motorway service station and are looking for others to object. Council agreed that it was not our place to comment.</p>	<p>Clerk</p> <p>DH/Clerk</p>																
<p>11. Committee Appointments None</p>																	
<p>12. Planning Applications</p>																	
<p>a. The following planning application was considered and concluded that they had no objection.</p>																	
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<p>Application 2018/03586 in respect of tree works on the Home Farm Estates had been received too late to make the agenda. Council agreed to leave any decision to the tree officer.</p>																	
<p>13. Proposed residential park home estate - The Council had received a request from “planning agents” to present a proposal for a mobile home park on Windmill Lane. Council considered the following motion: “Council authorises the clerk to offer the “planning agent”:</p> <p>a. A short slot at the 14th February meeting which would normally be limited to 3 minutes but can be marginally extended subject to other agenda items; or</p> <p>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 14th March (perhaps an extended meeting) after the public consultation meeting”.</p> <p>Council agreed option B.</p>		<p>Clerk</p>															
<p>14. Council Budget 2019/20 – Council approved 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).</p>																	

15. Financial Matters

- a. The following invoice payments were presented and approved having 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 2019	Admin	002156	656.37	0
Dawsons Groundcare – Burial Ground maintenance Nov to Dec 2018	Contract	002157	752.40	125.40
Total			1,408.77	125.40

- b. Payments received – none

16. Grant Application – Council had received a grant application from Age Concern Solihull who were 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). Cllr Hitchcock commented that Council would need more information about how these materials would be used. The Council felt that this cause is not relevant to what the Parish Council does. Cllr Drake stated that this application is outside grant process in both timing and nature and that if Age Concern Solihull brought forward an application in line with the Council's grant policy it would be considered. Cllr Burrow commented that he had referred the charity to Berkswell Charities. The Clerk was asked to respond to Age Concern Solihull advising them that any future grant application should demonstrate the anticipated benefits to the Berkswell Parish community from the use of grant monies.

17. 2018/19 Q3 Management Accounts – Council to note the Q3 management accounts which are available on the Council's web site

18. Risk Management

- a. New finance and risk events – Council agreed that Cllr Edwards would carry out an internal audit on the financial accounts and bank reconciliation for the period to the end of December 2018.
- b. Council noted that the latest asset inspection showed that one of the door retaining straps on the Council's telephone box is broken. Council agreed to obtain a replacement at a cost of £22.05 plus VAT. The strap will need to be installed, possibly at additional cost.

19. Actions from Previous Meetings

- a. Council discussed the status of agreed actions from previous meetings as circulated (a copy is available on the Council website) and agreed updates/further measures to resolve outstanding actions.

20. Correspondence Nothing to report

Clerk

DE/Clerk

Clerk

<p>21. Ongoing References</p> <p>a. Review of inventory of land and assets – there was nothing new to report</p> <p>b. Neighbourhood Development Plan</p> <p>i. Council noted that the Regulation 16 Consultation on the Berkswell Parish NDP has ended. Cllr Burrow reported that the next steps are that Maurice Barlow (SMBC) will write up the consultation on Regulation 16 to send to the external examiner.</p> <p>ii. Council received the proposed response to Balsall Parish NDP drafted by the NDP Steering Committee and agreed the Council’s response to the Balsall Parish NDP regulation 14 Consultation. The chairman suggested that, as the latest draft Solihull Local Plan has now been published, a working party should be set up to update the Council’s draft response to the Balsall NDP consultation in the light of update of the draft Local Plan in order that the Clerk can submit a final version by the 25th January 2019. Cllr Burrow proposed himself, Cllr Howles and Cllr Drake to consider this. This was agreed. Keith Tindall reported that Ian Courts (SMBC) had commented specifically that they (the Cabinet) want to make developments better with specific reference to green spaces.</p> <p>c. Local Plan - Council noted that the SMBC cabinet had met 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 discussed and agreed the following motions:</p> <p>i. “It is agreed that the Parish council will:</p> <p>1. 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.</p> <p>2. 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.</p> <p>ii. “The Clerk is authorised to spend appropriate monies on room hire, materials etc to provide the public consultation”. It was also agreed to set up a working party to manage the public consultation and work on a draft response to SMBC. Cllr Burrow, Howles, Lloyd & Drake all volunteered to take part.</p> <p>d. HS2 – Council considered 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”. In discussion, doubt was expressed whether such a letter to our MP would produce a response. It was also suggested that HS2 is reaching a critical point which will lead to a decision point this Autumn and that residents would not want this decision to be made ‘on the nod’. A member of the public expressed the opinion that these issues should be placed ‘on the record’. The chairman called for a vote on the motion. The motion was carried by a majority vote.</p> <p>e. TPOs – Council noted that, at the Tree Wardens meeting on Mon 7th January, the Tree Officer had not yet seen the Parish Council’s TEMPO application in respect of the Allocation 1 area and that Council should consider whether to</p>	<p>Clerk</p> <p>AB/KH & RD</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>AB/KH/RD & RL</p> <p>Clerk</p>
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<p>take hastening action. Council agreed to ask Cllr Bell to enquire about progress. Cllr Burrow agreed to take the matter up with Cllr Bell.</p>	<p>AB</p>
<p>f. Airport – Council considered the following motions:</p> <p>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”. Cllr Burrow proposed that the need to follow the noise preferential routes (i.e. improve track keeping) should be added to the letter. The motion was agreed with this amendment.</p>	<p>RL/Clerk</p>
<p>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”. Council agreed to add to the wording to include making adequate provision for parking. The motion was agreed with this amendment.</p>	<p>RL/Clerk</p>
<p>g. Station Road Parking</p> <p>i. Council noted 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.</p> <p>ii. Council received a verbal update on a meeting of the Station Road Parking Working Group (attended by Cllrs Drake, Burrow & Lloyd). In summary, there are concerns regarding both parking and speeding on Station Road. The consensus is that there needs to be parking restrictions on Station Road and other roads, to stop people parking all day. It was commented that this will not solve the displacement problem, therefore, all the residents in the area need to be spoken to. A member of the public commented that a number of local people have taken to park there, so any restrictions will impact local residents. It was reported that HS2 are talking about an additional (initially temporary) car park adjacent to the existing car park which should ease the problem. It was agreed that the issue would be raised by Councillor Burrow with the Head of Highways to work out ways forward and to potentially ensure that it was considered as part of any HS2 planning application for a haul route/station car park extension.</p>	<p>AB</p>
<p>22. Removal and Additions to Ongoing References</p> <p>Removals: A46 Link Road Open Spaces Consultation</p> <p>Additions: Station Road Parking</p>	<p>AB</p>
<p>23. Training and Meetings Cllr Drake reported that he and Cllr Lloyd had attended the SAC meeting. Regarding the offer from HS2 to hold a meeting with representatives of the Parish Council, Cllr Burrow asked for councillor’s availability to attend a meeting to be set in the next 2 weeks. Based on the feedback, Cllr Burrow agreed to offer HS2 a number of dates.</p>	<p>AB</p>

<p>24. Heritage and Community</p> <p>a. Grass Mowing Contract – The Clerk reported that six contractors had submitted quotes by the deadline date of 7 January 2019. The Clerk is currently 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.</p> <p>b. Spinney Car Park – Council noted 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.</p> <p>c. Hedgehog Preservation – Council noted that Councillor Burrow has ordered and received the signs as per the instruction from the December 2018 meeting and sought a volunteer to assist in erection. Cllrs Burrow and Cambage volunteered. Council noted that there is a £4.95 delivery charge in addition to the purchase price. Cllr Hitchcock reported there is also a danger to our frogs and that it was incumbent on residents to be aware that frogs main need assistance to gain access to ponds etc.</p> <p>25. Council Administration Nothing to report</p> <p>26. Next Meeting</p> <p>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.</p>	<p>Clerk</p> <p>Clerk</p> <p>AB/AC</p>
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