

## Berkswell Parish Council – Ordinary Meeting 18 July 2019

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane Berkswell on 18th July 2019 at 7:30 pm.

	Action by
<p><b>1. Attendance</b> Cllrs Drake, Burrow, Edwards, Hitchcock, Lloyd (arrived at 8:55pm) &amp; Howles, the Clerk and 17 members of the public.</p> <p><b>2. Apologies for absence</b> Cllr S Cooper, Cllr D Howell (SMBC) arrived at 8:55pm</p> <p><b>3. Acceptance of apologies for absence</b> Accepted</p> <p><b>4. Declarations of Interest</b></p> <p>a. Council received the following declarations of interest from Councillors on items on the agenda</p> <p>i. Cllr Drake declared his expense reimbursement claim of £54.89 in Item 13a expenses</p> <p>ii. Cllr Burrow declared an interest in Item 9 as he is the chairman of Balsall Parish Council. He also declared an interest in Item 22 dii regarding Spencer’s Lane Roundabout as he uses the same gardening contractor for private work but he stated that he would ask for a dispensation to speak on this item but would not vote. Cllr Burrow stated that he would leave the room when Council was considering the motion. Cllr Burrow also stated that he had an expense reimbursement claim of £12.99 in Item 13a.</p> <p>iii. Cllr Edwards declared an interest in Planning Application 2019/00956 (Item 12a) as she is married to the applicant. Cllr Edwards agreed to withdraw from the room whilst this item was being discussed.</p> <p>b. There had been no written requests for disclosing pecuniary interests</p> <p>c. Council agreed Cllr Burrow’s request for a dispensation to present Item 22 dii</p> <p>d. Councillors were 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.</p> <p><b>5. To approve Minutes of the following meetings:</b> The following minutes were approved and duly signed by the chairman: Ordinary Meeting of the Council held on 13 June 2019 Extraordinary Meeting of the Council held on 24 June 2019</p> <p><b>6. Matters arising from the previous meeting requiring attention</b> There were none</p> <p><b>7. Open Forum</b> Parishioners of Berkswell were invited to address the Council on any relevant matter for a maximum of three minutes. Malcolm Hickin spoke about “Balsall Common in Bloom 2020” and the decision taken by the BCVRA to set up a working group to look at the possibility of Balsall Common taking part in the “Britain in Bloom” awards. This had been agreed in principle and a working group has been set up. Mr Hickin concluded by stating it was envisaged that most of the work would be conducted by volunteers but a request for financial support may be made to the Parish Council once plans had been fully evaluated. Cllr Hitchcock commented on the community’s environmental responsibility in respect of woodland areas and asked if the working party might help the tree wardens to raise awareness of tree health in the area. Mr</p>	

Hickin agreed to work with Tree Wardens on this. Council agreed to look at any proposal brought forward by BCVRA in due course. Graham Lock raised the matter of a tree which had recently been felled on the border of the conservation area and asked if the Council had received a planning application in respect of this. The Council had not received a planning application but Cllr Hitchcock commented that such an application is not needed if a tree is dangerous. Mr Lock agreed to report the incident to the planning authority.

**8. External Audit**

- a. Council noted that the Parish Council have been selected at random as part of a 5% sample for an intermediate level review of procedures by the external auditors PKF Littlejohn, as follows:
  - i. To supply a copy of the relevant minutes and agenda papers from the meeting at which the annual review of risk management arrangements during 2018/19 was discussed
  - ii. if the 2017/18 external auditor report included any ‘except for’ matters, copies of minutes and any agreed plan showing the corrective action taken to address these matters.

**9. Response to Balsall PC NDP Consultation** – Cllr Burrow excused himself from the meeting Council whilst Council considered its response to the Balsall PC NDP Consultation. Cllr Drake had drafted a response (copy available on the Council’s website) which in essence stated that it was down to Balsall PC residents to comment. However, Cllr Drake pointed out that there were 2 aspects of the NDP which were factually incorrect and misleading and that the Berkswell PC response would spell these out. Council agreed the response and asked the Clerk to send to the Balsall PC Clerk.

**10. Borough Councillor’s Report.** Cllr Howell (SMBC) reported that she had just attended the “HS2 Implementation Advisory Group” meeting and had commented on the loss of trees in the Park Lane area. Cllr Howell had asked for an HS2 explanation of what had happened there.

**11. Policies and Procedures** – Council considered the draft Employment Policy document circulated by Cllr Burrow (deferred from the June meeting). The policy was approved for immediate adoption.

**12. Planning Applications**

- a. There were no reports on potential significant planning violations for Council to consider.
- b. The following list of planning applications were discussed by Council:

Ref	Location	Proposal	Response Date
2019/01647	269 Station Road Balsall Common Solihull CV7 7EG	First floor rear extension and internal alterations, plus new hipped roof over existing kitchen and utility (Resubmission of PL/2018/03421/MINFHO).	16.07.19
Council had no comment to make			

Clerk

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2019/01631	Hawkshurst Moor Farm Broad Lane Berkswell Solihull	Prior notification for a general purpose agricultural building.	16.07.19	
Council noted that this application had already been approved and accepted that it did not require prior notification. Council noted Cllr Lloyd's comment that all such buildings should be in an appropriate colour to minimise the visual impact on their location.				
2019/01672	5 Huddesford Drive Balsall Common Solihull CV7 7RR	Rear and side extension forming a wraparound to existing house with a canopy roof constructed over part of the garden area adjacent to rear extension.	22.07.19	
Council had no comment to make				
2019/00956	2 Coventry Road Berkswell Solihull CV7 7AZ	Erection of single storey garage and extension to driveway.	23.07.19	
Council agreed to leave the decision to the Planners				
2019/01449	132 And 134 Meeting House Lane Balsall Common Solihull CV7 7GE	Erect boundary wall facing highway.	31.07.19	
<p>Council noted that this is a retrospective application as the two walls at 132 and 134 Meeting House Lane had been erected despite the original planning application being refused by planners. The Parish Council believes the loss of the original hedge is regrettable and objects on the following grounds:</p> <ul style="list-style-type: none"> <li>• The height shown on the plans of 1250mm is the lowest part of the structure with other parts, in particular the columns and finials, being much higher. The overall effect is that the wall is extremely intrusive and is urbanising a rural lane with its distinctive features of grass verges, hedges, and mature indigenous trees. Given its siting, design and proximity to the highway, the wall is already causing demonstrable harm to the visual amenity of the street scene and is negatively impacting the character and appearance of the area. The development, therefore, fails to comply with guidance in Policy P15 of the Solihull Local Plan (2013) and SPD House Extension Guidelines</li> <li>• The application contains little information on the lighting, which has been installed on the wall. This was not part of the original planning application which was refused. The lighting is particularly intrusive and out of character with the street scene, and creates great confusion for drivers using the Lane at night. We have also been advised that it has a very adverse effect on the</li> </ul>				Clerk

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immediate neighbours. The bright lights placed on the wall about 2 feet from its base are contrary to policy because

- They cause confusion to cars driving south down Meeting House Lane at night due to their relative brightness in relation to the street lighting
- They lights are over bright and negatively impact the amenity at night of those living opposite contrary to policy P14 para. I
- Meeting House Lane is still semi-rural in nature with low level street lighting and the lights contravene policy P14 para. ix which seeks to protect dark skies.

The wall is clearly in breach of many parts of Policy P14 (Amenity), and section i of Policy P15 (Securing Design Quality). Consequently, the Parish Council asks that this retrospective planning application be refused, with the restoration of the hedges that have been removed

Clerk

### 13. Financial Matters

- a. The following invoice payments were 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 July 2019	Admin		691.05	0
R.Wilson – reimbursement of admin costs	Admin		52.37	3.52
R Drake – reimbursement of cost of refreshments re “Freedom of the Parish” event	Admin		54.89	9.15
A Burrow – Reimbursement of materials cost for Parish BBQ	BBQ		12.99	2.16
J Hickin – July instalment of grounds maintenance contract	Contract		187.50	0
St John Baptist PCC Berkswell	Room Hire		125.00	0
Balsall Common Festival - grant	Grant		1,000.00	0
2 <sup>nd</sup> Balsall Common Scouts - grant	Grant		955.00	0
Heart of England School - grant	Grant		1,500.00	0
Berkswell Society - grant	Grant		500.00	0
<b>Total</b>			<b>5,078.80</b>	<b>14.83</b>

In addition to the above, Council to note that the following cheques had been signed under Financial Regulation 6.6, having previously been authorised by Council:

Date	Payee	Purpose	Cheque No	Amount
02/07/19	ICS Print	NDP Referendum leaflet	002203	126.00
02/07/19	C Joyner	Summer planting scheme	002204	303.97

Also, the following cheque was signed under Financial Regulation 5.5:

Date	Payee	Purpose	Cheque No	Amount
05/07/19	ICO	2019/20 Data Protection fee	002205	40.00

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<p>b. Direct Debit authorisation request – Council noted that the PO Box Delivery Annual Fee of £342 is due on 4 August 2019 and agreed the following:</p> <ul style="list-style-type: none"> <li>• to set up a Direct Debit and get one month free.</li> <li>• two councillors will sign the Direct Debit Mandate on behalf of the Council</li> </ul>	Clerk
<p>c. Payments received – None to report</p> <p>d. Bank mandate – In order to update the Council’s bank mandate to reflect the changes in membership of the Council following the May 2019 election, council agreed the following motion: “It was resolved that; the authorised signatories in the current NatWest mandate, for the accounts in Section 1.3, be changed in accordance with section ‘Authorised Signatures’ and the current mandate will continue as amended”.</p>	Clerk
<p>e. Payment of contribution to the maintenance of Berkswell graveyard – Cllr Burrow reported that he has organised to see Dame Caroline Spelman MP with David Bell to request the government to clarify the law in respect of this matter.</p>	AB
<p><b>14. Quarter 1 2019/20 Management Accounts</b> – Council noted the Q1 management accounts (a copy is available on the Council website).</p>	AB
<p><b>15. Internal Audit</b> – Council nominated Cllr Burrow to carry out the internal review of the 2019/20 Q1 cashbook and bank reconciliation.</p>	AB
<p><b>16. Risk Management</b></p>	
<p>a. Council deferred discussion of any new finance and risk events to Item 22 g - the advice from SMBC regarding unauthorised encampments</p>	
<p>b. Risk Framework – Council noted and approved the latest version of the Risk Framework which is available on the website. The current Framework was approved as at 1 April 2019 but Council noted that a further review will take place in due course. The Clerk reminded the Council of its risk management arrangements which includes the Risk Framework (used to manage council’s overall risks, a Risk Register (used to manage specific risks), ‘as required’ risk assessment (used to assess new/existing risks) and a standing item on the monthly meeting’s agenda to ensure all new risks are identified in a timely fashion. Council approved this approach as being effective and appropriate for the Council’s needs.</p>	
<p>c. Risk Register – there were no updates to report.</p>	
<p><b>17. Actions Arising from Previous Meetings</b></p>	
<p>a. Council noted the status of agreed actions from previous meetings as circulated (a copy is available on the Council website). Council noted that actions were well under control.</p>	
<p><b>18. Correspondence</b> – none to report</p>	
<p><b>19. Ongoing References</b></p>	
<p>a. Review of inventory of land and assets – no progress to report</p>	
<p>b. Neighbourhood Development Plan – Council noted that 18 July is the referendum day for the Berkswell NDP and councillors agreed that they would attend the count after the polls closed at 10:00pm.</p>	
<p>c. Solihull Local Plan</p>	
<p>i. Council received a briefing on the approach taken on the wind survey and the outputs expected from the report.</p>	
<p>ii. Cllr Burrow reported that he, together with Geoff Wheeler, had attended a meeting of the Cabinet member responsible for the Solihull Plan. It was</p>	

<p>reported at that meeting that SMBC had almost 5 years land supply and that would seem to reduce the immediate pressure for a local housing plan, giving a bit more time for the plan to be developed.</p> <p>iii. David Bell commented that the Solihull Housing waiting list has reduced from 7,000 to 2,000 which may be relevant.</p> <p>d. HS2 – Council noted that the objection to the Park Lane roundabout as agreed at the Extraordinary Meeting on 24<sup>th</sup> June 2019 has been submitted. Cllr Lloyd reported on the HS2 Implementation Advisory Group meeting which he had attended earlier in the evening. The newly elected Chair is Cllr Dicicco. HS2 gave many presentations but they were not too specific, more about procedures. It was agreed that the Council should write to Nick Page (SMBC), copy Anne Brereton, Clare Bishop &amp; Gary Palmer, stating that the temporary greenway needs a Planning Application. Cllr Burrow &amp; Lloyd agreed to prepare a draft for the Clerk to send.</p> <p>e. TPOs</p> <p>i. Council received a report on the meeting with Gary Palmer and Perry Wardle on the TPO application covering Barrett’s Farm. Cllrs Burrow and Lloyd had attended. Perry Wardle appeared to be very engaged with the discussion. Cllr Burrow commented that the trees in the smaller development areas will be at most risk and Perry Wardle had agreed to look at this.</p> <p>ii. Council noted that Gary Palmer (SMBC) has suggested that he comes to Balsall Common on the afternoon of 23rd July to see what things we like about the current developments that should be included in the concept plans for any new developments. It was agreed that Cllrs Burrow and Drake would escort Gary Palmer around the estates. The discussions would be informed by the Berkswell NDP.</p> <p>f. Airport – there was nothing to report</p>	<p>AB/RL/ Clerk</p> <p>AB/RD</p>
<p><b>20. Removal and additions to Ongoing References</b></p>	
<p>Removals: None</p>	
<p>Additions: None</p>	
<p><b>21. Training and Meetings</b></p>	
<p>a. Cllr Edwards reported that she had represented the Council at the Mayor’s Civic reception.</p>	
<p><b>22. Heritage and Community</b></p>	
<p>a. West Midlands Mayor visit to Berkswell – Council discussed the detailed arrangements for the visit by the West Midlands Mayor on 23 July from 6:00pm to 7:30pm. Residents were encouraged to take part in the visit and to come up with questions to ask Andy Street.</p>	
<p>b. Balsall Common Festival – Council considered and agreed the following motion; “Council to write to the Balsall Common Festival organisers to thank them for the great “Picnic in the Park” event that they ran on 6 July 2019.</p>	<p>Clerk</p>
<p>c. The Well – Council noted that the documents for the application to register the well area as a village green have been prepared and authorised the clerk to incur costs for a required ordinance survey map of the area to accompany the application and to incur the cost of a commissioner of oaths.</p>	<p>Clerk</p>
<p>d. Grass cutting &amp; Hedge Trimming Contract</p>	
<p>i. Council noted that the Clerk had instructed James Hickin to carry out maintenance work on the war memorial to remove weeds and saplings from</p>	

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<p>the roof of the war memorial and to give the roof and drain a good clean at a cost of £80. The Clerk advised Council that this work has now been completed.</p>	
<p>ii. Council considered the following motion; “this Council agrees to add strimming the Spencer's Lane roundabout and it's 3 splitters to the grass mowing schedule on a 3 weekly basis". Cllr Burrow introduced this item stating that the roundabout is a key entry point to the parish and has a planter courtesy of the Berkswell Society. The cost of the additional strimming will be £45 initially then £25 for each subsequent cut. This was approved.</p>	Clerk
<p>e. Telephone box - Council considered a report on the telephone box in Berkswell village after its cleaning. Cllr Burrow reported that the paint is peeling off and is not in a good general state. It could cost a lot of money to renovate it in the order of c. £1,000. There is not an option to scrap it as it's a listed monument. It needs a purpose if a lot of money is to be spent on it. It was agreed to seek a proper quote for the work.</p>	Clerk
<p>f. VE Day 2020 – Council noted that the 75th anniversary of VE day is on Friday 8th May 2020 and that it will be a public holiday. Council agreed the following motion; “Council agrees to mark the event by sponsoring, in conjunction with Balsall PC, a street party in central Balsall Common, plus appropriate lead up activities, in conjunction with (a) suitable community organisation(s). Support to include financial commitment. The focus of the event(s) will be community cohesion for all generations and enjoyment together with a recognition of the sacrifices made by those from our area in ensuring the freedom of residents both locally and across Europe”. A resident asked if the PC would support a street party in Berkswell Village on that day. Cllr Drake stated that he would welcome a proposal for the PC to consider.</p>	
<p>g. Unauthorised Encampments – Council noted the recent advice issue by SMBC. Cllr Burrow commented that, as the PC own the Spinney and a car park, the Council needs a contingency plan for how to react in the event of unauthorised occupation (the village green is SMBC’s responsibility). Cllr Drake agreed that Council should think about it and agreed to put on the risk framework.</p>	RD
<p>h. Berkswell Gate Complaint – Council noted the recent reply received from SMBC and agreed a response which Cllr Drake had drafted read out.</p>	Clerk
<p>i. Climate change - Further to the discussion at the recent Parish Assembly, Council considered and agreed the following motion; “This Council agrees to set up a working group to consider how the council can meaningfully address this issue. The Chairman to invite interested councillors and residents to an initial meeting. Any agreed action(s) to be within the powers and capacity of the council”. Cllr Hitchcock volunteered to work with Cllr Drake &amp; Graham Lock on a working group. Cllr Howell (SMBC) offered to contribute.</p>	RD/DH
<p><b>22. Parish Councillors Opinion</b> There was nothing more to add</p>	
<p><b>23. Next Meeting</b></p>	
<p>Ordinary Meeting of the Council, 12 September 2019 at 7.15pm, to be held in the Balsall &amp; Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell.</p>	