

Berkswell Parish Council – Ordinary Meeting 13 February 2020

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Balsall & Berkswell Hornets Clubhouse, Lavender Hall Lane, Berkswell on 13 February 2020 at 7:15 pm.

| | Action by |
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| <p>1. Attendance Cllrs Drake (taking the minutes), Edwards (chair of meeting), Burrow, Hitchcock, Lloyd & Howles, 8 members of the public and Cllr Diccico (SMBC).</p> <p>2. Apologies for absence Cllr Cooper, the Clerk, Cllr Allsopp (SMBC) & Cllr Howell (SMBC). As the Clerk was absent it was agreed that Cllr Edwards would chair the meeting and Cllr Drake would take Minutes.</p> <p>3. Acceptance of apologies for absence Accepted</p> <p>4. Declarations of Interest</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 Burrow for reimbursement of expenses under item 11 and declared he has land close to the park proposal item 18f <p>b. There were no written requests for disclosing pecuniary interests</p> <p>c. There were no requests for dispensations</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. Councillors to note that the current register is available via the following link http://eservices.solihull.gov.uk/mgInternet/mgParishCouncilDetails.aspx?ID=235&LS=3</p> <p>5. To approve Minutes of the following meeting: Ordinary Meeting of the Council held on 23 January 2020 – Following a disagreement on wording, Cllr Drake proposed amending the minutes under Item 16ci1 (after bullet point 6) to remove all wording after the original motion other than: “There was no seconder for the original motion consequently the proposal failed.” This was agreed and Councillor Edwards signed the amended minutes (initialling the amendment).</p> <p>6. Matters arising from the previous meeting requiring attention There were no matters arising.</p> <p>7. Open Forum - Parishioners of Berkswell were invited to address the Council on any relevant matter for a maximum of three minutes. John Cairns asked if the meeting with Pegasus had taken place. Cllr Drake advised that this was delayed as it was considered sensible to complete the Infrastructure Survey first. David Felthouse raised concerns about an e-mail from the Balsall Common Surgery advising that certain procedures would no longer be undertaken but would require travel to other practices in Solihull. Cllr Diccico agreed to raise the matter with the local Commissioning Group. (see 21f below).</p> <p>8. Borough Councillor’s Report – Cllr Diccico advised that a Road Safety report had been commissioned to include Holly Lane / Table Oak, Hodgetts Lane / Waste Lane & The Bear crossroads to report in March/April. He had nothing further to report on TPOs</p> <p>9. Policies and Procedures – Council noted that the revision of Standing Orders was still work in progress</p> | Clerk/RD |

10. Planning Applications

- a. There were no reports on potential significant planning violations for Council to consider.
- b. Planning enforcement – Council noted that there is an outstanding response by Solihull MBC in respect of:
 - Application - Number PL/2018/00380/CLEUD, Lavender Hall Farm Lavender Hall Lane Berkswell Solihull - Certificate of lawful development for the existing use of land for storage/parking of materials, plant, lorries/HGVs and other vehicles on whole of site. Cllr Hitchcock reported that the applicant has advised him he would go to appeal.
 - Council agreed that the Clerk should report at the next meeting on the progress of other approaches to SMBC on planning matters.
- c. The following planning application was discussed:

| Ref | Location | Proposal | Response Date |
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| 2020/00158 | 117 Duggins Lane Berkswell Solihull CV4 9GP | Formation of first floor to change bungalow to two storey dwelling with two storey front and rear extensions and a rear balcony | 26.02.20 |
| It was agreed to make no comment | | | |

Councillors were reminded that Council has agreed that they must come prepared to present a reasoned opinion if they have something they wish to discuss about a planning application.

11. 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. Cllr Burrow did not vote on the payment to himself.

| Invoices for Payment | Approval | Cheque No | Gross Amount £ | VAT £ |
|--|----------------------|-----------|-----------------|---------------|
| R Wilson - Clerk's Salary February 2020 | Admin | | Redacted | 0 |
| Balsall PC – contribution to 2019 Xmas lights | 21/11/19 Item 25hiii | | 1,000.00 | 0 |
| GR Dawson – burial ground maintenance October – December 2019 | Contract | | 752.40 | 125.40 |
| DM Payroll Services Ltd – payroll services 2 nd half year | Contract | | 67.50 | 0 |
| A Burrow – reimbursement of cost of Xmas tree decorations | 23/01/19 Item 19diii | | 28.00 | 4.66 |
| Midland Forestry – Tree survey | 12/09/19 Item 15e | | 1,356.00 | 226.00 |
| Total (excluding Clerk's salary) | | | 3,203.90 | 356.06 |

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| <p>b. Council agreed that Cllrs Drake and Edwards would sign the cheques at the end of the meeting</p> <p>c. Payments received – none</p> <p>d. Bank Account balance – Council noted that the council’s bank balance as at 31 January 2020 was £59,274.12.</p> <p>12. 2020/21 Budget – In response to Council’s decision at its November 2019 meeting (Item 21hi) authorising a £1,000 per annum contribution towards the Balsall Common Christmas lights from Christmas 2020 onwards, council agreed a transfer of £1,000 from the 2020/21 contingency to the 2020/21 S.137 budget.</p> <p>13. Financial contributions to churchyard maintenance – Council noted that it has made no commitment to continue making financial contributions or to the basis of any possible future contribution. However, a provision has been made in 2020/21 Parish Council Budget pending further legal advice.</p> <p>14. NatWest On-line Banking – Council noted that the Council now has access to the NatWest on-line banking facility Bankline. This enables the clerk to access real time details of the Council’s bank accounts. The Clerk and Cllr Edwards also have access to a new banking app being piloted which gives the Council the facility to make direct payments instead of raising cheques. This facility can currently only be conducted if any transaction is authorised by both the Clerk and Cllr Edwards as agreed by Council when agreeing to the sign up for the pilot. Council approved the making of such a transaction to test the ‘technology’ providing a low value transaction is chosen and that the payment is made consistent with Financial Regulations. Council will subsequently decide if it wishes to use this facility going forward, providing this can be brought in line with Financial Regulations which requires two councillors (and not the Clerk) to sign.</p> <p>15. Risk Management</p> <p>a. There were no new finance and risk events to report</p> | <p>Clerk</p> |
| <p>16. Actions Arising from Previous Meetings - Council noted the status of agreed actions from previous meetings as circulated (a copy is available on the Council website). It was noted that Councillor Cooper had still failed to produce the copy letter concerning the Hornets licensing application as she had agreed at the meeting on 22nd November 2019.</p> <p>Other updates included:</p> <ul style="list-style-type: none"> • War memorial inspection postponed due to Storm Ciara. Awaiting a dry spell • Telephone Box agreed to become a “library” managed by a local volunteer. Grant Funds to be sought from HS2 to refurbish. • A nomination for The Lant Charity has been identified: Mrs K Riemer. <p>17. Correspondence - Council considered an email from the chairman of The Langdale Trust / Spencer’s Retreat who own a 6 acre farm in Berkswell set up for children with special needs. The Trust is going through a change of use planning application and the chairman stated that they have received a lot of support. The chairman is wanting to see if they can count on the Parish Council’s support and to confirm when he could meet with Council representatives to talk through their proposal. A spokesman for The Langdale Trust provided the Council with background information about the trust and its activities. Council agreed to write to SMBC supporting the application in principle subject to there being no Greenbelt planning objections or child protection issues.</p> | <p>SC</p> |
| <p>18. Ongoing References</p> <p>a. Review of inventory of land and assets:</p> | <p>Clerk</p> |

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| <ul style="list-style-type: none"> i. Kelsey Lane Bus Shelter – Council to note that the application is being progressed ii. The Well area – Council noted that the application to give the Well area village green status has now been formally accepted by SMBC | Clerk |
| <ul style="list-style-type: none"> b. Solihull Local Plan and local infrastructure working group – Council approved the infrastructure recommendations of the Joint Infrastructure Working Group and agreed to seek Borough Councillors’ intervention with SMBC to have them appropriately included within the Local Plan and its concept plans for Balsall Common and Berkswell Parish | Clerk |
| <ul style="list-style-type: none"> c. HS2 <ul style="list-style-type: none"> i. Council noted that Cllr Burrow is to meet with Jonathan Lord from HS2 Ltd soon with a view to seeing if it is possible to develop a more proactive, less combative and more fruitful relationship with HS2. This is a Berkswell Society initiative who agreed the approach on 29 January. The meeting has been confirmed for 10 February 2020. It was agreed a meeting should take place between Councillors from both Parishes, Borough Councillors and HS2 on a 2/3 monthly basis. First meeting to be on 13th March. It was also noted that all HS2 related complaints should be logged. Cllr Burrow agreed to ensure the contact details required are circulated and put on the PC website. ii. Council noted that Paul Tovey, one of 2 senior managers within SMBC Highways Department, is to visit Balsall Common with respect to HS2 issues in the near future. Council noted that this visit and opportunity arose from a Berkswell Society presentation to the SMBC HS2 Advisory committee and the Society is keen to maximise the opportunity for residents for the whole of Balsall Common and its surrounding rural areas. Council considered: <ul style="list-style-type: none"> 1. suggestions for actions that can be reasonably taken by Paul Tovey to mitigate the impact of HS2 Ltd traffic for the benefit the residents of Balsall Parish for inclusion in this briefing/lobbying opportunity taking account of the advisory note issued by the Berkswell Society. 2. Whether a PC representative should attend - Cllr Drake agreed to attend the meeting with Cllr Burrow and Paul Tovey if possible iii. Council considered and noted HS2’s response to complaint reference HS2-20-14500-C SRM:072900406 in respect of an incident in Berkswell Village on 3 December 2019 when a group of HS2 operatives and vehicles conducted lifting operations on equipment in the Meriden Road car park. iv. Council to consider progress on matters raised (in a private capacity) by Cllrs Cooper and Lloyd at the last Implementation Advisory Group Meeting – as there was no briefing paper it was agreed not to consider this item v. Council noted the closure of footpath M214 by the churchyard. It was closed in error and had been reopened within a day of a complaint being made. d. TPOs – Cllr Diccico had no progress to report e. The Well flooding - Council considered whether it should make a grant application to Severn Trent for a project to resolve the water outflow problem from the Well. In making this decision Councillors are noted that: <ul style="list-style-type: none"> 1. Applications were invited by Severn Trent from 20th January 2020 with the first grant panel meeting from March to make awards 2. Grants from £2,000 to £250k are available | AB/Clerk |

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| <p>3. it will require someone (other than the Clerk) to drive this through probably by 2nd March at the latest and a volunteer from the Councillors would be best</p> <p>4. It will require professional advice on a solution and a quote</p> <p>5. Potentially creating a holding position with Severn Trent</p> <p>6. The grant application is on-line at https://www.stwater.co.uk/about-us/severn-trent-community-fund/</p> <p>It was agreed to accept the HS2 offer for one of their contractors to do an initial inspection to inform further action.</p> <p>f. Proposed Housing Allocation – Barratt’s Farm: Council received a proposal from a residents’ group for a central park as part of the allocation 1 development within the SMBC draft plan. Council supported the proposal which is consistent with the Berkswell NDP</p> <p>g. Visit by New Meriden MP – Council noted that the Chairman will formally invite Saqib Bhatti MP to visit Berkswell after his informal meeting with parish councillors on 6 March 2020</p> <p>h. VE Day event - Council noted that SMBC have given conditional approval for the VE day event in the centre of Balsall Common. Council noted a verbal report from Cllr Burrow on progress including the agreed street closure, communications with retailers and security arrangements.</p> | <p>Clerk</p> <p>RD</p> |
| <p>19. Removal and additions to Ongoing References</p> | |
| <p>Removals: None</p> | |
| <p>Additions: Proposed Housing Allocation: Barratt's Farm The Well Visit by New Meriden MP VE Day event</p> | |
| <p>20. Training and Meetings</p> | |
| <p>a. Cllr Lloyd reported on a HS2 Archaeology event at Coleshill on 5th February. Excavations near Coleshill had revealed a significant Iron Age settlement and jewellery, plus more details of a Tudor manor house, and indications of a possible Roman marching fort.</p> | |
| <p>21. Heritage and Community</p> | |
| <p>a. Invitation to Cllr Courts (SMBC) to visit Balsall Common – Council discussed inviting Cllr Courts to present to the Balsall Common “community” in response to the outcome of the Infrastructure survey. It was agreed to ask the Clerk to contact the Balsall PC Clerk and agree a joint invite to include the Trees agenda</p> <p>b. Pavement planter – Council considered, and agreed in principle, supporting the proposal that the planter, currently situated outside Costa, be moved to a location either in front of the Masala Club or Two Ten, to protect from vehicle damage. Council also considered committing to making an appropriate contribution to running costs if Balsall Parish Council agree to support this proposal.</p> <p>c. Regional meeting on crime – Council considered the proposal that a representative from the local Crimewatch Facebook be asked to nominate someone to attend the SAC quarterly meeting and report back to the Council.</p> | <p>Clerk</p> |

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| <p>It was agreed that this would be Cllr Keeley from Balsall PC who had rural links to both parishes and was a member of the Balsall Common Streetwatch.</p> <p>d. Tree Survey – Council noted the Arboricultural Report recently received from Midland Forestry Ltd. Council agreed the following motion: “this Council gives the clerk delegated authority to make the necessary arrangements to enable work to be carried out in respect of the recommendations with a “1 year timescale. Arrangements will include obtaining quotes for work and obtaining appropriate planning consent.” Council agreed that Year 1 activity should include all ivy removal where practicable.</p> | <p>Clerk</p> |
| <p>e. Berkswell village telephone box</p> <p>i. Council noted that James Hickin has carried out significant work clearing around the telephone box on a voluntary basis. Council agreed the following motion: “this council wishes to publicly thank Mr Hickin for this work”.</p> <p>ii. Council noted that Paul Tyler, a resident of Berkswell village, has offered to create and maintain a library in the council’s telephone box in Berkswell village. In accordance with its previous resolution, Council is now asked to progress repainting of the phone box by seeking a quote from its regular maintenance contractor and seeking quotes from others if required by Financial regulations to obtain best value as well as a quality job.</p> | <p>Clerk</p> <p>Clerk</p> |
| <p>iii. Council noted that HS2 were interested in assisting. It was agreed that quotes should be obtained for work and a grant application to be progressed in conjunction with residents and the Berkswell Society.</p> | <p>Clerk</p> |
| <p>f. Possible move of some GP services from Balsall Common to other practices in Solihull/Shirley - Council discussed appropriate action in relation to the possibility of the clinical commissioning group moving of some GP services to other practices in Solihull/Shirley”. Cllr Dicicco agreed to take the matter up on behalf of the entire Meriden Ward</p> | |
| <p>g. Maintenance – following a physical inspection of the Pound, which has recently been flooded, and the telephone box area in the village, Council agreed some minor maintenance work is required. Council authorised the Clerk to purchase a tonne (standard delivery bag) of chippings for the pound and shady space grass seed for the telephone box area.</p> | <p>Clerk</p> |
| <p>22. Parish Councillors Opinion</p> | |
| <p>a. Cllr Lloyd – Following from the discussions at the last PC meeting regarding the Country Park, Central Park and the desire for connectivity between the green spaces (existing and proposed), Wendy Wilson set up a meeting with Glyn Price, Richard Lloyd, Geoff Wheeler and Jeanette McGarry to investigate the possibility of creating a "Balsall Common Heritage Trail". The ideal would be to create a circular "green" route around the village highlighting places of historic interest along the way. Statement of Community Involvement & Local Validation Criteria - setting out the information that should be supplied with a Planning Application as approved on 22nd January 2020 can be viewed on the SMBC’s web page: https://www.solihull.gov.uk/Resident/Planning/planningbusiness/planningper mission</p> | |
| <p>b. Cllr Burrow – SMBC now working on a “Back Gardens” development policy. The Library garden project as part of Balsall in Bloom has been approved in</p> | |

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| <p>principle by SMBC by the cabinet member subject to conditions relating to health and safety, insurance etc.</p> <p>c. Cllr Hitchcock – The Lavender Hall thinning is nearly complete. Council confirmed that the Clerk should write to SMBC as previously agreed. It has been suggested that the PC should arrange to plant trees around the footpath behind Sainsbury’s.</p> <p>23. Next Meeting Ordinary Meeting of the Council, 19 March 2020 at 7.15pm, to be held in the Jordan Room, St John Baptist Church, Berkswell.</p> | <p>Clerk</p> |
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