

Berkswell Parish Council – Ordinary Meeting 18 June 2020

Minutes of the Ordinary Meeting of the Parish Council of Berkswell held virtually via Zoom on 18 June 2020 at 7:15 pm.

	Action by
<p>Due to the Coronavirus pandemic physical meetings have been temporarily suspended. Government issued emergency legislation - Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 - which permits Parish Council's to hold 'virtual meetings' using a computer application known as Zoom (Zoom Video Communications Inc.). This was the first occasion that the Parish Council conducted such a meeting with all participants (including members of the public) in different physical locations.</p> <ol style="list-style-type: none"> 1. Attendance: Cllrs Edwards, Drake, Lloyd, Howles, Burrow, the Clerk, Cllr Howell (SMBC) and 3 members of the public all attended virtually via Zoom. 2. Apologies for absence: Cllr T Diccico, M Palmer (Eastcote) 3. Acceptance of apologies for absence Noted 4. Declarations of Interest <ol style="list-style-type: none"> a. The following declarations of interest were made by Councillors on items on the agenda <ul style="list-style-type: none"> • Cllr Edwards re Item 12 f grant applications from Berkswell School (her son attends the school) & Reading Rooms (liaison role on behalf of the Council) • Cllr Burrow re Item 12 f grant application from Berkswell Society (he is Secretary of the Society) • Cllr Howles re Item 12 f grant application from the Reading Rooms which is part of the Lant Charity (she is a trustee) • Cllr Drake re Item 8 b. There were no written requests to disclosing pecuniary interests c. There were no requests for dispensations 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 5. To approve Minutes of the following meeting: Council approved the following minutes and agreed that the chairman could sign them remotely and forward to the Clerk. Ordinary Meeting of the Council held on 19 March 2020 Private Items of the Ordinary Meeting of the Council held on 19 March 2020 6. Matters arising from the previous meeting requiring attention 7. Open Forum Parishioners of Berkswell were invited to address the Council on any relevant matter for a maximum of three minutes. Graham Lock asked if there was any update on the Berkswell Project (Traffic Calming) and was advised this would be discussed under Item 9. 	

<p>8. Complaint (Considered in Private) - Cllr Edwards presented a report to Council, following her investigation into the complaint, which concluded that there was no case to answer and she made a recommendation to the Council that no further action was required. On the basis of this report Cllr Edward's recommendation was accepted. Council requested that Cllr Edwards should write to the complainant on behalf of the Council stating the Council's decision and enclosing a copy of the investigation report for information. Council decided the report would not be made available directly to the public.</p>	
<p>9. Borough Councillor's Report. Cllr Howell thanked the two Parish Councils for their support to the local community during this time. There was no specific update on the Berkswell Project but DH agreed to chase this up with officers. SMBC services are starting to resume after the impact of Lockdown. DH also agreed to chase officers following Cllr Burrow's request for more information on the progress of the Parish Council's infrastructure recommendations of the Joint Infrastructure Working Group. In response to the residents' request for an update on the Berkswell Project DH commented that a new officer had taken over the project and needed some time to get up to speed.</p>	
<p>10. Casual vacancies/co-option – Council noted that SMBC have not received any requests for an election due to our 2 casual vacancies, so it will be in order for the Parish Council to co-opt if suitable candidates come forward. Cllr Drake suggested that Council should wait until we have normal meetings reinstated before considering the way forward. Cllr Lloyd suggested we put a Notice on the Board advertising the two vacancies for co-option. This was agreed.</p>	<p>Clerk</p>
<p>11. Planning Applications</p> <p>a. Council considered reports on potential significant planning violations and agree appropriate reporting action. Cllr Burrow commented on land behind Mr Zumbie's property. Earth is being dumped behind his land (AB has a photo). It was agreed to inform SMBC & the Environment Agency. Cllr Burrow agreed to draft a letter for the Clerk to send.</p>	<p>AB/Clerk</p>
<p>b. Council noted that it was agreed at the Ordinary Meeting on 13 June 2019 that the Council should continue with the current practice when reviewing planning applications but that all councillors must come prepared to present a reasoned opinion if they have something they wish to discuss. It was agreed to review the success of this approach at the October meeting of the Council.</p>	
<p>c. Council considered the following motion: <i>"This Council delegates authority to the Clerk to respond to any planning notification to highlight those policies of the NDP that apply to the planning application if the Clerk considers the policy significant in relation to the particular application and there is educational value for SMBC planning department in making such a submission. The Clerk will not make any comment to support or oppose the planning application. The Clerk can consult with the Chairman (Cllr Drake), given his role as Secretary of the NDP, if appropriate for guidance. This authority to cease on resumption of monthly meetings of the PC or 12 months whichever is sooner."</i> The motion was proposed by Cllr Burrow and seconded by Cllr Lloyd. Council agreed and asked the Clerk to keep a record of correspondence.</p>	<p>Clerk</p>
<p>d. Council noted the status of correspondence the Clerk has had with SMBC on behalf of the Council during lockdown (previously circulated).</p>	
<p>e. The following planning application was discussed.</p>	

Ref	Location	Proposal	Response Date																								
2020/01905	Beechwood Cottage Hodgetts Lane Berkswell Solihull	Remove condition No. 2 on planning approval PL/2004/02487/FULL. The menage riding area to be used in conjunction with the related stable yard as Beechwood Cottage has been sold to an unrelated party.	24.06.20																								
<p>Council approved the following response: <i>"This council objects to the removal of this condition. The Decision Notice for PL 2004/1897 makes it clear that consent for the manège was only granted for limited domestic use by residents living in Beechwood Cottage. The site is no longer connected to Beechwood Cottage which is now in separate ownership. Given the change of circumstances, the terms of the original consent should be enforced. The reasons for waiving the stated Green Belt policies are no longer valid, and the site should returned to its original condition.</i></p> <p><i>In addition, it should be noted that the application itself does not show a relevant Right of Way and some of the documentation is not legible online."</i></p> <p>The Clerk was asked to advise the Planning Officer accordingly.</p>																											
<p>12. Financial Matters</p> <p>a. During lockdown the Council has been using the NatWest bank on-line banking App (Bankline) to make payments in accordance with a motion approved under item 14 of the 13 February 2020 meeting to test out the technology. This approval was extended by unanimous consent from the Council by email to avoid the Clerk and councillors being put at risk of contracting Covid-19 by having to arrange to meet to manually sign cheques. This extension was agreed on the understanding that all proposed payments were declared to all Councillors in advance of the payments being made and that a schedule of such payments be presented to the next formal meeting of the Council. The following is a list of payments made under this arrangement for which Council gave retrospective approval.</p>																											
<table border="1"> <thead> <tr> <th>Payments made</th> <th>Date</th> <th>Approval</th> <th>Payment Method</th> <th>Gross Amount £</th> <th>VAT £</th> </tr> </thead> <tbody> <tr> <td>R Wilson - Clerk's Salary April 2020</td> <td>17/04/20</td> <td>Admin</td> <td>Bank Transfer</td> <td>redacted</td> <td>0</td> </tr> <tr> <td>Clerk's expenses reimbursement- Printer paper, printer ink, Google Drive subscription renewal & postage stamps</td> <td>17/04/20</td> <td>Admin</td> <td>Bank Transfer</td> <td>233.59</td> <td>36.33</td> </tr> <tr> <td>DP Maintenance Services -the supply of materials and labour to repair flagstones by the Notice Board in church lane, Berkswell</td> <td>21/04/20</td> <td>Health & Safety</td> <td>Bank Transfer</td> <td>55.00</td> <td>0</td> </tr> </tbody> </table>				Payments made	Date	Approval	Payment Method	Gross Amount £	VAT £	R Wilson - Clerk's Salary April 2020	17/04/20	Admin	Bank Transfer	redacted	0	Clerk's expenses reimbursement- Printer paper, printer ink, Google Drive subscription renewal & postage stamps	17/04/20	Admin	Bank Transfer	233.59	36.33	DP Maintenance Services -the supply of materials and labour to repair flagstones by the Notice Board in church lane, Berkswell	21/04/20	Health & Safety	Bank Transfer	55.00	0
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J Hickin - payment of 1st instalment of 2020/21 grass mowing contract (£196.88) & agreed additional work re Spencer's Lane roundabout (£26.25)	21/04/20	Contract	Bank Transfer	223.13	0
GR Dawson - graveyard maintenance Jan to March 2020	21/04/20	Contract	Bank Transfer	752.40	125.40
WALC – 2020/21 Annual subscription	28/04/20	Contract	Bank Transfer	868.80	111.80
A Burrow – cost of printing a coronavirus leaflet	27/04/20	Contract	Bank Transfer	134.00	0
RD Wilson – Clerk's May salary	22/05/20	Contract	Bank Transfer	redacted	0
Zurich Insurance – annual renewal of insurance policy	22/05/20	Annual Payment	Bank Transfer	585.60	0
J Hickin – Grounds maintenance contract April instalment	22/05/20	Contract	Bank Transfer	223.13	0
RD Wilson – special delivery postage for HMLR application re Kelsey Lane Bus Stop	22/05/20	Admin	Bank Transfer	7.50	0
Total (excluding Clerk's salary)				3,083.15	273.53

b. On-line Payments – Council agreed the following:

- to extend the pilot use of the NatWest Bankline service as the default payment method until further notice.
- to set up a small working party to consider how to move forward in the longer-term use of this facility when face to face meetings are re-introduced. Members of the working party to be Cllr Drake, Cllr Edwards & the Clerk.
- that the Clerk can make an on-line payment at any time, in the absence of a calendar of future meetings, providing the agreed Pilot process continues to be followed.

c. The following invoice payments were presented for approval 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	Payment Method	Gross Amount £	VAT £
R Wilson - Clerk's Salary June 2020	Admin	Bank Transfer	Redacted	0
Cllr Allowances – Apr to June 2020	Admin	Bank Transfer	473.55	0
HMRC – PAYE/NI Apr to June 2020	Admin	Bank Transfer	815.79	0
J Hickin – Grounds maintenance contract May instalment	Contract	Bank Transfer	223.13	0
Packington Estate Enterprises Limited	Annual & Item 27g	Bank Transfer	38.00	0
Total (excluding Clerk's salary)			1,550.47	0

d. Payments received

- First half of 2020/21 precept – £21,799 on 1 April 2020 from SMBC

Clerk

RD/DE & Clerk

Clerk

<ul style="list-style-type: none"> • Covid-19 grant - £3,132 on 15 May 2020 from SMBC for additional expenditure incurred during the pandemic. 	
<p>e. Bank Account balance – Council noted that the council’s bank balance as at 8 June 2020 was £72,695.</p>	
<p>f. Grant applications</p>	
<ul style="list-style-type: none"> • Berkswell Society - Council considered an application for a grant of £500 for the normal summer and autumn planting programme for the 26 planters that the society fund (which excludes the 5 on Berkswell Station and the Station Roundabout for which the PC directly purchases the flowers). A grant of £500 was agreed 	<p>Clerk</p>
<ul style="list-style-type: none"> • Heart of England School - Council considered a grant request as a contribution to the school’s support to students to address issues arising from the Covid-19 pandemic. Council considered this request in light of the SMBC Covid-19 financial allocation to the Council. The applicants have indicated that they would be grateful for any amount that councillors deem suitable. Cllr Burrow proposed £5,000 (financed by the underspent last year’s grant budget (£2k) and extra grant from SMBC (£3k)). Cllr Lloyd suggested this was too much for one grant and that Council should spread its financial support more widely. Cllr Howles commented the grant should be made on condition that evidence is provided showing how the grant was spent and that the Council will request the return of monies not spent on the specific things asked for. Cllr Drake stated these were unprecedented times and we should not be bound by previous decisions and any decisions taken now should not set a precedent for the future. Council voted 4:0 in favour of making a grant for £5,000. Cllr Lloyd abstained. 	<p>Clerk</p>
<ul style="list-style-type: none"> • Berkswell School – requested a grant to support the school in the emergency cost of managing the school’s response to the COVID pandemic. The school, unlike many local primary schools, has opened for Key Workers, Year 6, Year 1, Reception and Nursery. The amount requested was £2,321.49. Council agreed to make a grant of £2,321.49 on condition that evidence is provided showing how the grant was spent and that the Council will request the return of monies not spent on the specific things asked for. It was also agreed to include a statement to the school that the Parish Council believe as many pupils as possible should be able to go back to school as soon as it is safe for them to do so. 	<p>Clerk</p>
<ul style="list-style-type: none"> • Berkswell Reading Rooms – requested a grant to carry out alterations to ensure their readiness to re-open and provide a safe Covid compliant environment. The amount requested was £1,377. This application was rejected as it was agreed that it was too early for Council to consider this application as the Reading Room’s application for the £10k ‘Village Hall’ grant is still in progress. Cllr Drake commented that, according to bank account details, the Reading Rooms have £29,000 cash available to them now. Council agreed to amend its grant awarding policy to indicate that Covid related requests could be considered anytime rather in June or November which is the policy relating to other grant applications. 	<p>Clerk</p>
<p>g. Data protection fee renewal – Council noted that Under the Regulations, we must pay an annual fee of £40 which is due on 22 July 2020. As this is an annually renewable fee Council agreed to setting up a Direct Debit to make this annual payment.</p>	<p>Clerk</p>
<p>13. Councillor Allowances</p>	

<p>a. Council noted that the Councillor Allowances payable in 2019/20 were as follows: Parish Basic Allowance (PBA) £576.96 p.a.; and Chairman’s Allowance £1,153.92. The Councillors eligible to receive PBA in 2019/20 were Cllrs Burrow, Edwards, Hitchcock, Howles, Lloyd, & Cooper. Cllr Drake was eligible to receive a Chairman’s Allowance.</p> <p>b. Council noted that, further to agreement under Item 17 of 16 May 2019 meeting, the Clerk has increased the Parish Basic Allowance payable to Parish Councillors from 1 April 2020 to the SMBC recommended value for 2019/20 of £693 p.a. (the 2020/21 rates have not yet been published). The chairman’s allowance is now £1,386 p.a. The Councillors eligible to receive PBA in 2020/21 are Cllrs Burrow, Edwards, Howles, & Lloyd. Cllr Drake is eligible to receive a Chairman’s Allowance.</p>	<p>Clerk</p>
<p>14. Internal Audit Report – Council noted the contents of the internal audit report for 2019/20 as circulated (copy available on the Council web site). Cllr Burrow congratulated the Clerk for a ‘squeaky clean’ report. Cllr Drake highlighted the suggestion that Council should look at a bespoke finance package rather than continue with Excel. It was agreed that Cllr Drake and the Clerk will investigate options.</p>	<p>RD/Clerk</p>
<p>15. Annual Governance Statement 2019/20 – Council agreed in the affirmative the first 8 of the 9 listed statements (Statement 9 being N/A) , in Section 1 of the Annual Return and consequently agree the following motion; “We acknowledge as the members of Berkswell Parish Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, that we have acted in accordance with statements 1 to 8 on Section 1 of the Annual Governance and Accountability Return and that statement 9 is not applicable, with respect to the year ended 31 March 2020”. It was agreed the Chairman and the Clerk will then sign the Annual Governance Statement remotely.</p>	<p>RD/Clerk</p>
<p>16. Accounting Statements 2019/20 – Council noted that the Accounts and Audit Regulations 2015, Regulation 12(1) stipulates that the Responsible Financial Officer must sign and date the Accounting Statements to certify that they “properly present receipts and payments”. Council is required to confirm that this has been done and then the Council must, in the following order:</p> <ol style="list-style-type: none"> a. Consider the accounting statements by the members meeting as a whole; b. Approve the accounting statements by resolution. Consequently, Council approved the following motion – “The accounting statements for 2019/20 are approved by this Council”; and c. Ensure the accounting statements, having previously been signed by the Clerk, is signed and dated by the person presiding at the meeting. This was confirmed. <p>It was agreed the Chairman will then sign the Accounting Statements remotely.</p>	<p>RD</p>
<p>17. Annual Governance and Accountability Return – Council noted that the Annual Return (AGAR) must be submitted to the external Auditors by 31 July 2020.</p>	<p>Clerk</p>
<p>18. Period for the exercise of public rights – Council noted that, the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 require that:</p> <ol style="list-style-type: none"> 1. The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority that starts on or before 1 September 2020. 	

<p>2. The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.</p> <p>3. The responsible financial officer for a relevant authority must, on behalf of that authority, publish (which must include publication on the authority’s website):</p> <ol style="list-style-type: none"> a. the Accounting Statements (i.e. Section 2 of either Part 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by: <ol style="list-style-type: none"> i. a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change; ii. the Annual Governance Statement (i.e. Section 1 of either Part 2 or Part 3, whichever is relevant, of the AGAR); and b. a statement that sets out <ol style="list-style-type: none"> i. the period for the exercise of public rights; ii. details of the manner in which notice should be given of an intention to inspect the accounting records and other documents; iii. the name and address of the local auditor; iv. the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question; 	<p>Clerk</p>
<p>19. 2019/20 Annual Accounts- Council noted the year end management accounts (attached at Appendix 1)</p>	
<p>20. Analysis of S.137 expenditure – Council noted that the total expenditure incurred under S.137 of the Local Government Act 1972 in 2019/20 was £3,630. The maximum expenditure allowed in 2019/20 was £8.12 per elector, i.e. £21,800. Consequently, our S.137 spend was well within the legal limit. Cllr Howles thanked the Clerk and Cllr Drake for keeping the accounts so well.</p>	
<p>21. Policies and Procedures</p> <p>Council noted that the revision of Council’s Standing Orders has now been completed and a new version has been circulated to members of the Council. Council was asked to agree the following motion: <i>“This Council agrees to adopt the revised Standing Orders with immediate effect”</i>. Cllr Burrow raised an issue related to old paragraph 15bii. It was suggested it was deleted from the latest S/Os but suggested that it was reinstated as it was that paragraph that:</p> <ol style="list-style-type: none"> 1. Gave authority to Councillors to propose items for the agenda 2. Gave rules (timescales) for the withdrawal of a motion 3. Has a rule for the ordering of motions submitted by Councillors. 	<p>Clerk</p>
<p>Point 3 is not in line with what we do because our agenda is by subject area. Cllr Lloyd suggested that this be qualified to read that where more than one motion on the same topic was submitted then motions will be ordered on the agenda in the order in which they were received. Council approved the adoption of the new Standing Orders with the above revisions included in the final version.</p>	<p>Clerk</p>
<p>In addition, Council agreed that the expectation is that supporting papers will be issued at the time the agenda is published but no later than 48 hours before the meeting.</p>	<p>Clerk</p>
<p>22. Risk Management</p> <ol style="list-style-type: none"> a. Council discussed if there were any new finance and risk events – Cllr Burrow identified an increased risk resulting from the use of on-line banking. Council 	

<p>agreed to set up a small working party to investigate what mitigations could be adopted.</p> <p>b. Council agreed to review the existing risk framework in light of Covid-19 and new guidance from NALC and BHIB Councils Insurance. Cllr Drake will carry out the review at the appropriate time (towards the end of 2020)</p> <p>c. Council noted that, due to Coronavirus, we were overdue an asset inspection which is usually conducted by two councillors together. Council agreed that 2 councillors could carry out the next asset inspection if they observed social distancing. It was agreed that Cllrs Burrow & Howles would carry out the inspection.</p>	<p>RD</p> <p>AB/KH</p>
<p>23. Actions Arising from Previous Meetings</p> <p>a. Council noted the status of agreed actions from previous meetings as circulated (a copy is available on the Council website) – Under item 334 (War Memorial roof) Cllr Drake reported that rain is still coming in through the roof. It was proposed that Cllr Lloyd should look at the roof to determine what work was needed and to instruct the Clerk to get a suitable contractor in to make necessary repairs. Cllr Burrow seconded this proposal and Council agreed,</p>	<p>RL/Clerk</p>
<p>24. Correspondence – Council noted an email from Bruce Brant (SMBC) advising of his change of role after a number of years working in the Meriden Ward/Rural area of the Borough as a Neighbourhood Coordinator/ Highway Inspector. (see Item 27a below)</p>	
<p>25. Ongoing References</p> <p>a. Review of inventory of land and assets</p> <p>i. Kelsey Lane Bus Shelter – Council noted that an application to Register the property has been submitted to HMLR.</p>	
<p>26. Training and Meetings</p> <p>a. There were no reports no attendance at events and meetings</p>	
<p>27. Heritage and Community</p> <p>a. Discontinuation of SMBC Neighbourhood Services</p> <p>i. Council noted an email from Bruce Brant advising that Neighbourhood Services department has been abolished and his previous role discontinued</p> <p>ii. Council agreed to write to Bruce Brant thanking him for the significant contribution that he has made to the lives of the residents of Berkswell Parish Cllr Burrow agreed to provide the text for the Clerk to send.</p> <p>iii. Council noted Councillor Burrow’s report on the meeting of the Solihull Area Committee (of PCs) which resolved that no PC had received an official communication concerning the abolition of Neighbourhood Services, a few had received informal advice from their ex-neighbourhood coordinator and that not all wards were covered by Neighbourhood Coordinators in the first place. The SAC resolved that the SAC Chairman would take up the matter with SMBC both concerning the communications failure on the reorganisation and the ongoing process for PC communication on specific operational issues with SMBC.</p> <p>b. Consultation meeting with LM and HS2 Ltd - Council noted Councillor Burrow’s written report dated 4th June 2020 (previously circulated) on the outcome of the meeting on the temporary closure of footpaths M182, M184 and M186/7 to facilitate the building of the temporary greenway</p> <p>c. The Well - Council noted that the level of water in the well has returned to a satisfactory level following the work undertaken by Severn Trent. Council also noted that Severn Trent also undertook remedial work in 2019 including rectifying a sewage issue caused by others and a blockage in the well outflow pipe</p>	<p>AB/Clerk</p>

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<p>across private land. Council agreed to write to Severn Trent on behalf of residents thanking them for their actions which have contributed to ongoing attraction of the historic well area for visitors and residents alike. Cllr Burrow agreed to draft the letter.</p>	<p>AB/Clerk</p>
<p>d. Graveyard Maintenance Contract – Council noted that the Berkswell PCC have agreed the following terms of a contract with GR Dawsons. The PCC resolved to enter into a four year contract with G.R. Dawson Garden Services for the mowing of the churchyard at an annual cost of £2,580 plus V.A.T. This being a 50% contribution of the total annual cost, the remaining 50% contribution being made by Berkswell Parish Council. A joint letter of acceptance to be issued to Dawsons aligning the PCC with the Parish Council's conditions being a 4 year obligation subject to a 'get out' clause in the event that there is definitive evidence forthcoming that this financial commitment would be unlawful for the Parish Council. As this Council have already agreed to these terms (19 March 2020 Item 15) the Clerk will now liaise with the PCC and GR Dawson to formalise this agreement.</p>	<p>Clerk</p>
<p>e. Village telephone box</p> <p>i. Council considered the following proposal for repainting the telephone box:</p> <ul style="list-style-type: none"> • Painting - the removal of paint back to bare metal, removing perspex etc and repainting to as close to the original estimated to take 7 days at a day rate of £120.00 (i.e. £840). If it takes longer then this will increase per day or if is completed sooner this will decrease. Cllr Burrow and Edwards agreed to monitor this work to ensure the right preparation is achieved. • Materials - It was agreed that the parish council should provide all necessary materials. • Retaining wall- it was agreed to use railway sleepers (new) and stain in dark oak. It was estimated that this would take 2 days at £120.00 per day and materials to be £180.00 making a total of £420.00. <p>ii. Council authorised the clerk to purchase the paint and materials (rivets etc) for the work and to note the VAT reclaim possible.</p> <p>iii. Council considered whether to replace the Perspex glazing in the box with either glass or Perspex. Council considered various options on this giving a cost range of approx. £100 (door only in Glass or Perspex) to £520 plus VAT & £25 delivery for the whole box in glass with new glazing frames. Council agreed to provide for the cost of replacement glass in the door.</p> <p>iv. Following discussion, the Chairman proposed that a total budget of £2,000 (ex VAT) should be approved for all the necessary work. This was agreed unanimously.</p> <p>v. Council authorised the Berkswell Society to establish a “little library” in the box</p>	<p>Clerk</p> <p>Clerk</p>
<p>f. Balsall Common Christmas lights 2020 – Council agreed the following motion: <i>“This Council supports the idea of a "switch on" event providing by then it is allowed. We would like to be involved and will discuss arrangements in due course”</i>.</p>	<p>Clerk</p>
<p>g. Marsh Lane Nature Reserve – Council agreed to pay the annual subscription of £38 for 2020/21 for the next 3 years (to end of the current Council). Cllr Lloyd confirmed that he has the key and Cllr Edwards stated that she also had a key.</p>	<p>RL/Clerk</p>
<p>h. Airport Consultative Committee – Council deferred to the next meeting consideration of a report on the virtual meeting held on 5 June 2020.</p>	<p></p>

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<p>28. Parish Councillors Opinion Cllr Drake gave thanks to Cllr Edwards for organising the Zoom meeting and the Clerk for keeping the council affairs running during lockdown.</p> <p>29. Next Meeting Due to the Coronavirus pandemic it is not possible to confirm the date for the next meeting of the Council. An announcement will be made on our website in due course.</p>	
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Berkswell Parish Council Accounts - 2019/20											
Income & Expenditure	2019/20										Comments
	Actuals Apr to June (per cashbook)	Actuals July to Sept (per cashbook)	Actuals Oct to Dec (per cashbook)	Forecast Jan to Mar (per cashbook)	Actuals 2019/20	Original Budget	Adjustments (transfers from reserves as agreed by Council)	Revised Budget	Variance with Budget 2019/20 (Revised)	Variance %age of Budget	
EXPENDITURE											
Employee Pay & Allowances	2,629.88	2,739.12	2,739.12	2,418.75	10,526.87	10,638	112	10,750	223	98%	On Budget
Councillor Allowances & expenses	836.99	1,241.21	1,154.36	1,095.25	4,327.81	4,839		4,839	511	89%	Allowances for Cllrs Drake, Edwards and Cooper not full year
Administration	2,173.77	910.31	283.07	877.90	4,245.05	4,271	550	4,821	576	88%	Broadly within budget. Cost minimised as much as possible
Communications	-	-	-	-	-	500		500	500	0%	No communications costs incurred.
Specialist Advice	40.00	2,383.12	-	-	2,423.12	1,000	2,400	3,400	977	71%	£2.4k adjustment to cover wind survey. No other specialist advice required
Local Plans	761.20	126.00	-	-	887.20	-	900	900	13	99%	As planned
Public Safety	-	-	-	1,130.00	1,130.00	4,000		4,000	2,870	28%	£3k budgeted for tree work not spent in 2019/20
Grants & Donations	50.00	3,955.00	300.00	-	4,305.00	7,000		7,000	2,695	62%	Insufficient applications for grants
Section 137	1,061.25	400.32	778.69	1,143.98	3,384.24	4,750	1,110	3,640	256	93%	On budget
Heritage & Maintenance	1,197.70	1,552.72	1,723.65	627.00	5,101.07	3,144	2,140	5,284	183	97%	Only 3 instalments of graveyard maintenance in 2019/20 (-£627) but extra £1k spent on ad hoc maintenance
Total Expenditure (excl VAT)	8,750.79	13,307.80	6,978.89	7,292.88	36,330.36	40,142	4,992	45,134	8,803	91%	
Contingency						2,007	-	1,430	577	0%	
Total Expenditure (including Contingency, ex VAT)	8,750.79	13,307.80	6,978.89	7,292.88	36,330.36	42,149	3,562	45,711	9,380	86%	
VAT (assume VAT is neutral in each year)	409.09	254.54	233.03	373.97	1,270.63	863		863	408		
Total Expenditure (inc VAT)	9,159.88	13,562.34	7,211.92	7,666.85	37,600.99	43,011	3,562	46,573	8,972	1	
	9,159.88	13,562.34	7,211.92	7,666.85							
INCOME											
Precept (including Support Grant)	12,997.50	12,997.50	-	-	25,995.00	25,879		25,995	-	100%	
Support Grant	92.00	-	-	-	92.00	92		92	-	100%	
Bank Interest	34.16	32.53	32.80	28.75	128.24	40		40	-	321%	Budget understated
Other Income	-	500.00	-	-	500.00	-		-	500		Contribution to wind survey
CIL Parish Payments	1,454.28	-	-	-	1,454.28	-		-	-		
VAT Refund	-	-	2,337.48	-	2,337.48	2,500		2,500	163	93%	Budget was an estimate of VAT refund in respect of 2018/19
Total Income	14,577.94	13,530.03	2,370.28	28.75	30,507.00	28,511	-	28,627	337	107%	
	14,577.94	13,530.03	2,370.28	28.75							
Balance of Income over Expenditure (Ex VAT)	5,418.06	32.31	4,841.64	7,638.10	7,093.99	14,500	3,562	17,946	9,310	0	
Opening Reserves	59,337.08	64,755.14	64,722.83	59,881.19	59,337.08						
Closing Reserves	64,755.14	64,722.83	59,881.19	52,243.09	52,243.09						
	66,121.48										
Less: Expenditure carried forward to 2020/21					982.20						
Effective closing Reserves					51,260.89						
Expenditure Items Expected in 2019/20 not incurred. Include in 'earmarked' reserves	Budget										
4th quarter graveyard maintenance costs	752.20										
Room Hire	175.00										
Ad Hoc maintenance	55.00										
Total	982.20										