BERKSWELL PARISH COUNCIL – ORDINARY MEETING 10 SEPTEMBER 2026

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 10 September 2026 in the Jordan Room, St John Baptist Church, Church Lane, Berkswell commencing at 7:30pm for the purpose of transacting the following business.

Mr R Wilson
Clerk to Berkswell Parish Council

4 September 2026

Agenda

1. **Attendance**
2. **Apologies for absence**
3. **Acceptance of apologies for absence**
4. **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
   d. Councillors are 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 Parish councils - Berkswell Parish Council | Solihull Metropolitan Borough Council
5. **To approve Minutes of the following meetings:**
   Ordinary Meeting of the Parish Council – 16 July 2026
6. **Open Forum -** Parishioners of Berkswell are invited to address the Council on any relevant matter for a maximum of three minutes.
7. **Borough Councillors' Report**
8. **Planning Applications**
   a. At the request of residents, the clerk provides a running list of all planning applications received by the Parish Council. This list is updated on a weekly basis and can be accessed via the Planning Applications page on the Parish Council's website.
   b. Planning violations – 91 Meeting House Lane - Council to note the latest update regarding planning infringement at 91 Meeting House Lane and supports neighbouring resident in requesting the enforcement proceedings are not delayed further. Council to request the Clerk to write to Head of Planning accordingly.
   c. Planning applications relating to Berkswell are routinely forwarded on to Parish Council Members by the Clerk for their consideration and their individual response if required. Any councillor may request that an application should be included on an Ordinary Meeting agenda or apply to the Chairman for an Extraordinary Meeting to consider an application requiring discussion and possible Parish Council comment. Requests have been made to consider the following planning applications at this meeting:

Ref	Location	Proposal	Response Date
PL/2025/02275/PPOL	Land Off Windmill Lane	Outline planning permission for the development of up to 80 dwellings (Use Class C3), means of access into the site (not internal roads) and associated highway works, with all other matters (relating to appearance, landscaping, scale and layout) reserved.	
Motion: Council to note the Clerk has advised SMBC Planning that our response dated January 2026 remains pertinent.			
Ref	**Location**	**Proposal**	**Response Date**
PL/2026/01359/PPFL	316 Station Road	The demolition of existing buildings, and erection of 28 No. flats, landscaping, parking, utilities and other associated works.	
Motion: Council to discuss and approve the following response: "Whilst the Council is supportive of this site being developed given its brownfield nature, it objects to this particular application".			
Ref	**Location**	**Proposal**	**Response Date**
PL/2026 /01458	HS2 Waste Lane Work 2/186	Request for approval for the Bringing into Use under Schedule 17 paragraph 9(1) for scheduled work No. 2/186 (B4101 Waste Lane realignment and Waste Lane Overbridge).	27/08/2026
Motion: Council to object because the junction between Waste Lane and the reinstated footpath M184 is obstructed by barriers.			
Ref	**Location**	**Proposal**	**Response Date**
PL/2026/00544	19 Wilmot Close	Garage enlargement following planning approval PL/2023/00339/MINFHO.	07/09/2026
Motion: Council to object because the proposed draft foundation and parking area are in the root zone of a tree protected by TPO/00324 which is already under stress from areas of hardstanding.			

d. Updates to Live Planning Applications – Council to note that the developer of the Barratts Farm site is seeking a meeting with Ward and Parish Councillors at the request of the Chair of the Planning Committee.

9. Financial Matters

a. The following is a list of payments made using the Co-Operative Bank on-line service since the Ordinary Meeting of the Council on 16 July 2026:

Payment made/scheduled	Date	Gross Amount £
Balsall & Berkswell Jubilee Project - Grant award	16/07/2026	140.00
ICO – annual fee	22/07/2026	47.00

Co-Operative Bank	05/08/2026	9.80
Moore East Midlands - external audit fee	06/08/2026	378.00
Clerk's August salary	14/08/2026	redacted
Scribe 2026/27 Month 2 Fees	15/08/2026	48.38
Clerk's month 4 pension contributions	21/08/2026	125.85
DM Malley	28/08/2026	90.00
Fairway's August grounds maintenance 26-08-115	31/08/2026	333.50
Fairway's April grounds maintenance 26-04-115	25/08/2026	333.50
Fairway's May grounds maintenance 26-05-115	25/08/2026	333.50
Hornets - room hire	28/08/2026	25.00
Amazon - black printer ink	28/08/2026	27.99
Quinquennial - War Memorial Inspection report	28/08/2026	420.00
Total (excluding Clerk's salary)		**£2,312.52**

b. Payments received:
   - 2025/26 VAT refund = £3,664.36 received on 23/07/2026

c. Bank Accounts balances
   - Council to note that the council's bank balances as at 4 July 2026 were:
     - Current Account £14,305.01
     - Savings Account £73,831.25
     - **Total Balance: £ 88,136.26**

d. Grant Applications
   - Berkswell Society – Applying for a grant of £600 to continue with their activities undertaking the spring and autumn planting of the Society's planters around the parish.

e. Councillor Audit
   - Council are reminded that at least once in each half year, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. Berkswell PC have extended this requirement to reviewing that financial procedures designed to safeguard the Parish Council's finances are being followed.
   - The Clerk is recommending that this review takes place before the end of September 2026
   - Council to nominate a councillor to carry out this review.

f. New Bank Account – Council to agree to the Clerk opening a new bank current account with Unity Trust Bank for the following reasons:
   - The existing account does not facilitate payment authorisation in Berkswell PC by 2 councillors which Unity Trust does facilitate
   - Balsall PC currently use Unity Trust Bank which is also a likely solution for the new PC. Berkswell PC having such an account should make transition more straightforward

g. Minor repairs
   - Council to note that minor repairs identified by an asset inspection in January 2026 have not as yet been carried out due to problems with the contractor. The Clerk has now agreed with the contractor that an alternative would be sought.
   - Our Grounds Maintenance Contractors, Fairways, have quoted £1,600 (ex VAT) to carry out the work.
   - Council to authorise the Clerk to proceed with the repairs at the quoted cost.

10. Risk Management – There is nothing to report at this time.

11. Correspondence – Council to note the email sent from a resident entitled: "Traffic Mitigation and Rat-Running Protections Required for Spencer's Lane / Nailcote Lane Junction (Ref: Barratt's Farm / 970-Home Development)". Cllr Shadbolt has replied stating: "*I will ensure this is retained and the issues you have detailed are covered at the reserves matters stage or raised in our future correspondence with the planning department*."

12. Ongoing References

a. **The War Memorial**

i. Update on final grant claim to HS2Funds – awaiting final invoice from Russcotts.

b. **HS2**.
   i. Council to note that a number of parish and ward councillors visited the HS2 site and undertook a mini-bus tour of local progress. Councillor Drake and Ward Councillor Delaney had a further monthly update meeting with BBV, no material issues to report that are not already in the public domain.
c. **Neighbourhood Development Plan (NDP) –** awaiting a response from SMBC.
d. **TPOs for trees on Barratts Farm (BC1) –** Council to note the response from SMBC, commenting that protection orders are not considered appropriate and this time.
e. **Crimean Cannon**
   i. Council to note Berkswell Charities' proposal that they will provide unfettered access to members of the Community to view the cannon in close quarters. This would enable the Parish Council to regard the cannon as a community asset and take responsibility for its upkeep. Council to approve this proposal.
   ii. Council to further note that Berkswell Charities are proposing that a sign will be erected next to the cannon, and it will ask visitors to keep noise levels down and avoid disturbing the nearby occupants of the properties. They would be reminded not to climb or sit on the cannon, and the Charity will exclude any liability whilst visitors are visiting the garden. The wording would be summarised to avoid the sign being too large.

13. Training and Meetings not covered elsewhere on the Agenda

a. **Woodland Management Plan** - Council to note the summary of the meeting with Berkswell Estates regarding their woodland management plan.
b. **Airport Consultative Committee** – Council to receive reports on meetings of the Airport Consultative Committee held on 3rd Sept and of its Noise Subgroup held the previous day.
c. **316 Station Road**. Council to note that a meeting took place with the representative of the applicant for this development. Outcome covered in Planning Applications
d. **Windmill Lane –** Council to note that a number of meetings were held with Balsall PC Councillors and Ward Councillors to discuss this application. Outcome covered in Planning Applications.

14. Heritage and Community

a. **Berkswell Barbecue** Councillors to note the annual Berkswell Village bonfire and barbecue planned for 5th September has been cancelled for safety reasons due to the present dry conditions. Cllr Edwards is researching the appetite for an alternative event around bonfire night. Should this proceed, Council to agree that the budget for the September event should be made available for the November celebration.
b. **Balsall Common Christmas Lights** – Council to approve the request from Balsall Parish Council for a contribution of £2,000 towards the cost of the 2026 Balsall Common Christmas lights.
c. **Remembrance Day Service –** Council to approve a donation of £100 to the Royal British Legion in respect of a wreath to be placed on the war memorial. This will be actioned by Cllr Drake.
d. **Open and Recreational Space Survey -** Council to note and approve the draft response to the Open and Recreational Space Survey.

15. Stonesthrow Publication

a. Council to agree that Councillor Drake will draft a brief article including brief updates on the merger, local plan implication and HS2. I will share this for any comments before publication. To avoid complications of authority I intend to make it clear that this is a personal report from a councillor on both PCs (this is only an A5 page)

16. Actions Arising from Previous Meetings - Council to note the status of agreed actions from previous meetings as circulated (a copy is available on the Council website).

17. Governance Review

a. Council to note that the Clerk has started work on dissolution of the Council which will cease to exist on 31 March 2027. The most immediate impacts are annual subscriptions which are coming up for renewal. The Clerk has moved the fees for the Scribe system support and the PO Box to

monthly payments so that these may be easily cancelled before the merger. Council to agree that the Clerk may take the same approach for other annual payments as required.

b. Council to note that the proposal to appoint a locum clerk to free up our clerk's time to carry out merger related activities has been put on hold in light of employing WALC to assist with merger preparations. However, the Clerk has already worked overtime on merger matters and it is envisaged that he will continue to do so up to the end of March 2027.
c. Council to consider what overtime payment arrangements should be put in place. The Clerk's contract of Employment states: *In exceptional circumstances you might be asked to work hours on a special project above and beyond any reasonable expectation of the hours in the annualised hours contract. Such additional hours will be paid at your basic hourly rate.* However, given the unique nature of the merger and work required to meet the 31 March 2027 deadline, Council to consider and agree to pay Richard Wilson overtime for the hours spent on work undertaken on the merger of Balsall and Berkswell parish councils at the proposed rate of £35 an hour, which is in line with the sum previously proposed for a locum clerk.
d. Council to note minutes from the joint working party meetings detailing progress made along with reports regarding future banking arrangements and website.
e. Council to approve that the Balsall and Berkswell Parish Council main bank account and easy access savings account will be operated via Unity Trust Bank. A separate bank account is proposed for CiL monies and residual reserves, providers to be agreed at a later date.
f. Council to note our clerk, Richard Wilson, has resigned from the joint working party and to approve appointment of Cllr Anne Lycett to represent Berkswell Parish Council alongside Cllrs Drake and Shadbolt.
g. Council to agree Cllr Drake can update residents regarding the merger of the Parish Councils via appropriate medium alongside Cllr Slatter from Balsall Parish Council, after Parish Council meetings.
h. Council to note a branding workshop for the new council will be arranged shortly with all councillors from Balsall Parish Council and Berkswell Parish Council to be invited. Date to be advised shortly.

18. Next Meeting - The next scheduled meeting of the Parish Council will be the Ordinary Meeting to be held on 12 November 2026 in the Hornets Clubhouse, Lavender Hall Lane, Berkswell commencing at 7:30pm.

Signed: Mr Richard Wilson  Clerk

Public and Press are welcome to attend