Minutes of the Ordinary Meeting of the Parish Council of Berkswell held in the Hornets Clubhouse, Lavender Hall Lane, Berkswell, on 16 July 2026 at 7:30pm

	Action
1. Attendance: Cllrs Shadbolt (Chairman), Sawyer, Drake, Edwards, Lloyd, Lycett & Howles; the parish Clerk; Ward Cllrs Delaney & Dicicco; Cllr Macdonald (Chairman of Balsall PC); and 5 members of the public. **2. Apologies for absence** No apologies were received **3. Acceptance of apologies for absence** **4. Declarations of Interest** a. There were no declarations of interest from Councillors on items on the agenda b. There were no written requests for 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 Parish councils - Berkswell Parish Council | Solihull Metropolitan Borough Council **5. To approve Minutes of the following meetings:** The following minutes were approved and duly signed by the chairman: Annual Meeting of the Parish Council – 14 May 2026 Extraordinary meeting – 25 June 2026 **6. 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. **7. Borough Councillors' Report** There were no items not covered by the agenda. **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. Residents started building a balcony at the back of their house without permission. They then submitted a planning application and received approval for a Juliette balcony. The work they had already undertaken, eg erecting a screen has not yet been dismantled. Neighbouring resident had asked that the council write a formal letter to Solihull Council asking for the matter to be expedited. Council to consider supporting this request. It was **agreed** that the Council would write to SMBC supporting the neighbouring resident's request. 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. A request had been made to consider the following planning application at this meeting:	**Clerk**

Ref	Location	Proposal	Response Date
This application is made in accordance with section 119 of the Highways Act 1980	J Hubbard & Son Ltd, Little Beanit Farm, Waste Lane, Balsall Common, Coventry, CV7 7GH	**The Location of the current footpath -** Footpath no M184 which goes from Hob Lane, Balsall Common across the fields to Little Beanit Farm, where it went through the farm yard and then along the embankment of the old Kenilworth Greenway and came out at the base of the hump back bridge on Waste Lane, This footpath is currently shut from the temporary greenway to the Waste Lane bridge due to HS2 construction. **Area for diversion –** We would like to divert the path from the field next to the temporary Kenilworth greenway along to the buildings at Little Beanit Farm, Grid reference sp2575276307. In the first 2 fields we would like to straighten the path so that it follows the hardcore path along to the field before the farm buildings grid reference sp2588076466 where it would turn right into the field away from the buildings along the hedge and then join the farm track grid reference sp2596576395 and head towards the new Kenilworth Greenway and the new overbridge connecting to footpath M186 and the Kenilworth Greenway which will take them back to Waste Lane.	

Motion: *Council to consider and confirm approval to the proposed diversion of path M184 through Little Beanit Farm.*
Council discussed the motion during which Cllr Lloyd reported that he had written to SMBC (on behalf of the Open Spaces Society) asking what the plan would look like post completion of HS2 and the Battery Storage facility. Cllr Lloyd was of the opinion that this proposal should not be accepted until the wider picture is understood. The original motion was **agreed** 6:1. **Clerk**

d. Updates to Live Planning Applications

- **Land at Station Road** - Council noted that the planning application, "Land at Station Road", was discussed by Solihull MBC planning committee on 15th July. Cllr Shadbolt spoke at the meeting on behalf of Berkswell Parish Council highlighting the main points raised in our objections and conditions for approval. Cllr Shadbolt updated the Council on the decision taken. The update was quite extensive and Cllr Shadbolt **agreed** to prepare a detailed note of the meeting to be put on the Parish Council website. **CS**
- **Pheasant Oak Farm** – Council noted that the developers have listened to objections and as a consequence:
  i. Plan to increase parking spaces
  ii. Will meet with residents to discuss landscaping
  iii. Will consider the footpath direction

9. Financial Matters

a. The following is a list of payments made using the Co-Operative Bank on-line service since the Annual Meeting of the Council on 14 May 2026:

Payment made/scheduled	Date	Gross Amount £
W Robinson - 2025/26 Internal Audit	15/05/2026	237.60
Zurich Insurance 2026-27 Premium	29/05/2026	504.39
Lavender Hll Junior Parkrun donation	15/05/2026	1,000.00
VASA social	15/05/2026	21.67
Co-Operative Bank - Bank Charges	05/06/2026	9.10
Methodist Church - Room Booking 24/06/2026	02/06/2026	30.00
A Lycett - Q1 Councillor Allowances	15/06/2026	258.10
C Shadbolt - Q1 Councillor Allowances	15/06/2026	563.60
D Edwards - Q1 Councillor Allowances	15/06/2026	258.10
K Howles - Q1 Councillor Allowances	15/06/2026	258.10
R Lloyd - Q1 Councillor Allowances	15/06/2026	258.10
R Drake - Q1 Councillor Allowances	25/06/2026	193.70
Clerk's June Pay	15/06/2026	Redacted
Clerk's pension contributions Month 2	19/06/2026	125.85
HMRC - Q1 Tax & NI	30/06/2026	2,424.69
Fairways - May grounds maintenance	02/06/2026	333.50
St Peters Church Hall	03/06/2026	1,000.00
Co-Operative Bank - Bank Charges	03/07/2026	10.85
Fairways - June grass strimming	03/07/2026	333.50
Clerk reimbursement for Adobe and Google Workspace	03/07/2026	50.40

Clerk's July Pay	15/07/2026	Redacted
Clerk's Month 3 Pension contributions	22/07/2026	125.85
Scribe - 2026-27 Fees (monthly)	31/07/2026	48.38
Total (excluding Clerk's salary)		**8,045.48**

b. Payments received: Nothing had been received.

c. Bank Accounts balances
- Council noted that the council's bank balances as at 10 July 2026 were:
  - Current Account £14,695,88
  - Savings Account £73,831.25
  - **Total Balance: £ 88,527.13**

d. Grant Applications - Council considered a grant request from the "Picnic in the Park" Committee for £2,000. The usual Heart of England Community Grant of £5,000 which supported the event has closed. As a result, the committee were requesting £2,000 rather than the £1,000 requested last year. Council **agreed** to make a grant of £2,000. **Clerk**

10. Risk Management

a. Council received a report of the physical assets' inspection carried out on 07/07/2026. Only some minor repairs had been identified.

b. Council review and **approved** the updated risk framework. **Clerk**

11. Correspondence

12. Ongoing References

a. **Governance review**
- Council noted the update from the first working party meeting (copy available on the website} and approved the Terms of reference for the working party.
- Council noted that, since the meeting, a few organisations were approached with regard to conducting a review of the staffing of the two councils with a view to forming a recommendation for the requirements of a joint parish council. WALC was the only party able to produce a proposal.
- Council **approved** the WALC proposal to enable the Joint Working Party to move forward, the cost of £2,000 to Berkswell Parish is in line with that already approved at the Extraordinary Meeting held on 25 June 2026 minute 6.a. Council noted the Clerk's advice that representatives of Berkswell PC should meet Ja'Neen Day (WALC) as soon as possible to understand the proposed approach and deliverables in more detail and to identify the impact on resource requirements to support the review. **Clerk** **CS**
- Council considered ways to reduce the business as usual (BAU) resourcing requirement to help free up time to focus on the merger. Suggestions included fewer meetings, supplemented with EMs as required. It was suggested that Cllr Shadbolt and the Clerk should identify possible approaches. **CS/Clerk**
- Council agreed that Cllr Shadbotlt and the Clerk should proceed to plan the recruitment of a locum clerk as agreed at minute 6.b.ii of the EM held on 25 June 2026. **CS/Clerk**

b. **The War Memorial**
- Update on final grant claim to HS2Funds

1. Council noted that HS2Funds have been advised that we wish to make a final grant claim (all claims to the War Memorial Trust have been settled). In response, HS2Funds have advised that, in addition to the Final Claim Form, they require a 12 month completion report as 12 months has passed since the project was completed. **Clerk**
2. Quinquennial Inspections have agreed to provide a Quinquennial Inspection Report which they have stated will provide the necessary information to complete the HS2Funds' 12 month completion report.

c. **HS2**.

- Council received an update from the Working Group looking at legacy art installations – meeting held 9th July. Council concluded that it would be better to engage local schools to identify/supply art installations rather than us independent artists.
- Council noted that a survey was widely publicised seeking people's views and experience of the Greenway. This closed on 2nd July. In addition, there were a number of focus group events including a walk attended by 9 u3a members (including Councillor Drake) and by Councillor Lycett, of the stretch of the temporary Greenway near the Station. A further meeting was held of the main project group on 9th July and a separate report will be issued.
- Council noted that Councillor Drake met with BBV along with Ward Councillor Baker for a routine update of progress. All this information is mostly in the public domain especially the A452 works. Arrangements are being made for another councillor visit to the sites (Ward, Balsall and Berkswell Councillors).
- Council noted that a meeting took place on 14th July for an update on HS2 timings in the light of the "reset". Cllr Drake agreed to circulate the slides from the meeting. **RD**
- Council noted that Cllr Lloyd has provided a summary of legal advice obtained by the Open Spaces Society regarding 'bringing into use' applications for HS2.

d. **Neighbourhood Development Plan (NDP) –** council noted that we are still awaiting a response from SMBC to our letter of 16 December 2025. It was agreed that Cllr Shadbolt should chase SMBC for a response to our letter of May 2026. **CS**

e. **TPOs for trees on Barratts Farm (BC1) –** council noted that we are still awaiting a response from SMBC. However, Council felt this had been superseded by the latest BC1 planning application.

f. **Balsall Common Programme Manager** – nothing new to report. View is that this will be placed on hold until the councils merge and then taken forward with SMBC. Council **agreed** to remove from agenda. **Clerk**

13. Training and Meetings not covered elsewhere on the Agenda

a. Council noted that a meeting took place with the proposers of 2 sites off the A452 north of the skew bridge, notes have been circulated

b. A meeting with the developer of the Berkswell RBL meeting was cancelled due to illness and will be rearranged

c. Councillors Shadbolt and Drake visited Little Beanit Farm to view the proposed footpath diversion

d. The 1/4ly meeting with SMBC Highways will continue with the new SMBC Head of Highway Infrastructure - Dean Ward.

14. Heritage and Community – a. **Grounds Maintenance** i. Council noted that, due to the weather pattern this spring, hedges grew more rapidly than expected obscuring benches and signage leading to some complaints from residents. Consequently, the Clerk authorised our contractor to carry out, what would normally have been an annual hedge cut in autumn, in mid-June. The grounds maintenance contract provides for one trim per year which has now been carried out. ii. As a consequence of 14.a.i. above, Council **approved** an additional £395 to be added to the 2026/27 grounds maintenance budget to enable another hedge trimming cut in the autumn. b. **Berkswell barbecue** is planned for 5th September. Council approved support for up to £1,000. Cllr Edwards to oversee the necessary arrangements and undertake the usual risk assessment. c. **Stonesthrow Publication** has contacted Cllr Drake to ask for support from Councillors for brief Q&A style article to be included in the local publication. Council agreed support for this request and nominate individual to assist. **15. 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). **16. Next Meeting -** The next scheduled meeting of the Parish Council will be the Ordinary Meeting to be held on 10 September 2026 in the Jordan Room, St John Baptist Church, Church Lane, Berkswell commencing at 7:30pm.	**Clerk** **DE**