

TIDBURY GREEN PARISH COUNCIL

**Minutes of the Ordinary Meeting of the Council held
On Wednesday 12th September 2018 scheduled for 7.00pm, Tidbury Green
Village Hall**

Clerk: Mrs C L Kirby
23 Silver Street
Wythall
West Midlands
B47 6LY

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1. Record of members present

1.1 **Tidbury Green Parish Councillors:** Cllr.P.Bulcock, Cllr.M.Reohorn, Cllr.A.Hussain and Cllr.C.Farr

Clerk: Mrs C. L. Kirby

Parishioners: 0

2. Apologies and reasons for Absence

2.1 Apologies were received and accepted from Cllr.G.Thomas. In the absence of the Chairman it was **agreed unanimously** that the Vice Chair, Cllr.A.Hussain would chair the meeting.

3. Declarations of Interest & Dispensations

3.1 The Chair stated that any Declarations of Interest would be addressed at the appropriate agenda item.

3.2 There were no written requests for Dispensations for Disclosable Pecuniary Interests.

4. Open Forum

4.1 There being no parishioners present there were no matters for discussion.

5. To approve the Minutes of the meeting held on 18th July 2018

5.1 The minutes of the meeting of 18th July 2018 having previously been distributed, it was confirmed that Parish Councillors had reviewed the minutes and were content that they were a true reflection of the meeting. It was proposed by Cllr. Bulcock and seconded by Cllr. Farr and **agreed unanimously** that they be signed as a true record of that meeting.

6. **To Review and consider progress against actions detailed on the Action Tracker previously distributed and if necessary consider any matters arising.**
- 6.1 **The Action Tracker** document was reviewed and focus was applied to outstanding actions identified with a red status and items where the Clerk believed updates required sharing. It was noted that the vast majority of actions had a green (completed) or yellow (being progressed) status.
- 6.2 **It was agreed unanimously that the following actions can be closed:-**
- **Nov (Minute 12.7) – Harvest Festival Project**
 - **March (Minute 20.2) – Harvest Festival Project / Cubs**
- 6.3 **Oct (Minute 7.8) – The Red Lion – Lady Lane – Enforcement Action** – Cllr Bulcock advised that some works has been undertaken at the site. The Parish Council do not anticipate that any further work will be undertaken, therefore it was **agreed unanimously** that this action can be closed.
- 6.4 **Dec (Minute 14.4) Gateway Signage** - A quote for providing and installing a single gateway “Welcome to” village sign on the verge of Lowbrook Lane/Norton Lane (as this is the only location along Norton Lane that meets the specified Department for Transport Statutory requirements in terms of locating this type of signage) has been provided by SMBC and accepted by Parish Council. It has been agreed that the Parish Council will pay for the signage and SMBC will install it.
- 6.5 **Jun – (Minute 19.1) TPO Request for the Woodland on the Western Section of Dickens Heath Road/ Bircy Leasowes Lane** - The Parish Council have submitted the TPO request to SMBC. The request has been supported by Solihull Ratepayers Association.
- 6.6 **July 6 (Minute 16.4) Quote for Tree Survey at Wood Lane Allotments** - Following the request made by the Parish Council, T.Mousley (Tree surgeon used by the Parish Council) has provided a quote of £374.40 to carry out a survey on the trees at the allotment site, which is necessary, as part of the Parish Councils previously agreed five year inspection programme. It was proposed by Cllr. Farr and seconded by Cllr. Bulcock and **agreed unanimously** that the quote should be accepted and that T.Mousley should be instructed to undertake the tree survey sometime during mid to late October 2018.

7 To consider the following planning matters

New Planning Applications

- 7.1 PL/2018/01828/PPRM – Lowbrook Farm – As agenda item 8 – **Objection Submitted, however consultation extended to 18th September 2018, due to a number of amendments having been submitted by the Developer.** Cllr.C.Farr provided an update. Despite a significant number of Parishioners objecting to the original detailed Planning Application, due to significant concerns about the proposed plans and despite the Lowbrook Farm Development Association raising these concerns with Miller Homes, Millers have made very little amendments to the plans. Serious concerns remain about a number of matters, including the following:-
- Poor layout.
 - The density, particularly near the entrance of the site, is high, and not in keeping with the existing surroundings.
 - The position of social housing, meaning that homes are not located in a way that will enable social housing residents to effectively integrate into the community.
 - Poor road layout, including only one entrance and exit point to the site.

Borough Councillor's Ken Hawkins and James Butler have advised that they have a meeting scheduled with Miller Homes. They will provide feedback following the meeting.

Cllr.G.Thomas wrote an objection letter to Solihull MBC. It was agreed that this was a quality, sound letter, which represented the views of the Parish Council. It was proposed by Cllr.C.Farr, seconded by Cllr.A.Hussain and **agreed unanimously** that this letter should be used as the basis for the Parish Councils additional objection to the Planning Application.

Action: Clerk to organise

- 7.2 PL/2018/01717/PPFL – 27 Lowbrook Lane – **Objection Submitted**
- 7.3 PL/2018/01915/MINFHO – 115 Dewberry Road - **No Representation** Submitted (via delegated Authority)
- 7.4 PL/2018/02160/MINFHO – 7 Mason Lane - **No Representation** Submitted (via delegated Authority)
- 7.5 PL/2018/02147/MINFHO – 242 Norton Lane - **No Representation** Submitted (via delegated Authority)
- 7.6 PL/2018/02189/COU– 146 Norton Lane - **Objection Submitted** (via delegated Authority)

Planning Decisions by Solihull Borough Council

- 7.7 PL/2018/01652/MINFHO – 102 Norton Lane - **No Representation** Submitted (via delegated Authority) - **Approved**
- 7.8 PL/2018/01723/PPFL – 5 Station Road **No Representation** Submitted (via delegated Authority) - **Approved**
- 7.9 PL/2018/01292/PPFL – Buildings & Land Opposite 26 Houndsfield Lane **No Representation** Submitted (via delegated Authority) - **Approved**

Ongoing matters

- 7.10 PL/2018/00321/PPFL – 167 Wood Lane – **Objection submitted**
- 7.11 SMBC – email 29/01 - Planning Application Notification – PL/2018/00235/PPFL – Tidbury Green Farm, Pub and Restaurant – **Objection Submitted**
- 7.12 PL/2017/01568/PPFL for 27 Lowbrook Lane – **Approved – As agreed at November 2017 Meeting – To remain on the agenda**
- 7.13 PL/2017/01761/PPFL – Red Lion Hotel – Lady Lane. – **Approved.** Cllr.P.Bulcock advised that some works has been completed at the site. It is not anticipated that any further alterations will be made. Therefore **it was agreed unanimously** that this item can be removed from future agendas.

8.0 Lowbrook Farm Development

- 8.1 It was **agreed unanimously** that Cllr. Farr should represent the Parish Council at the Planning Committee Meeting on the 3 October 2018, where planning application PL/2018/01828/PPRM (Reserved matters) is scheduled to be included on the agenda. **Action:** Clerk to advise Lawrence Osbourne (Solihull MBC Planning Officer), that Cllr. Farr wishes to speak on behalf of the Parish Council.
- 8.2 Further updates are detailed above minute No. 7.1.

9.0 Solihull Local Plan Review

- 9.1 There were no updates available.

10. Affordable Housing – Rural Housing Trust

- 10.1 Cllr. Bulcock confirmed that he had an interest in this matter in that he may be able to help to achieve affordable housing in Tidbury Green by supplying the land required by the Rural Housing Trust. Consequently he should not take part in any discussions or be present when this matter is discussed.
- 10.2 Cllr Bulcock requested that this agenda item be moved to the end of the meeting. The Chair Cllr. Hussain agreed.

11. Tidbury Green Social Events

- 11.1 There were no updates.

12. Financial Matters

Invoices Received

- 12.1 Payment of the items listed in the September 2018 Agenda Appendix 1 were discussed. It was proposed by Cllr.Farr, seconded by Cllr.Bulcock and **agreed unanimously** that payment of these items should be made.

Payments Received

- 12.2 None.

Income and Expenditure Budget to Year to 31 August 2018

- 12.3 The Responsible Financial Officer talked through the Income and Expenditure report to 31 August 2018. There were no questions.

13. Internal Audits

- 13.1 The Clerk advised that she had emailed one of WALC's recommended Internal Auditors to request that they complete the Parish Councils Internal Audits going forward. Several weeks have passed and despite chasing, no response has been received. It was agreed that the Clerk should wait another week and if no response is received, make contact with an alternative recommended Internal Auditor.
- 13.2 The Clerk advised that historically the Parish Council has instructed the Internal Auditor to carry out two audits per year. However the Clerk believes that statutorily only one internal audit is required per year. It was **agreed unanimously** that if this is the case the Parish Council should opt to have one audit completed per year. **Action:** Clerk to confirm with WALC, if only one Annual Internal Audit is required and also to inquire about timings.

- 13.3 The Clerk read an email sent by Cllr.G.Thomas regarding Internal Audit arrangements for Tidbury Green Village Hall Accounts. Historically the Parish Council has requested that the Village Hall Accounts are checked by the Internal Auditor. The Parish Council need to agree if they wish to continue with this arrangement going forward, or if alternatively they are content to accept the accounts approved by the TGVH management committee. It was **agreed unanimously** that Councillors would like to be led by the views and recommendation of Cllr Thomas. **Action:** Clerk to email Cllr. Thomas advising him of the views of Councillors present at the meeting.

14. Parish Council Standing Orders

- 14.1 The Clerk advised that NALC had revised the Model Standing Orders, to reflect new statutory requirements and working practices that had come into place during recent months. Consequently the Clerk had reviewed and updated the Parish Councils Standing Orders to include the additional statutory required additions / changes. It was proposed by Cllr.Bulcock and seconded by Cllr Farr that the previously circulated revised Standing Orders be adopted. This was **agreed unanimously**.

15. Working In Partnership with SMBC

- 15.1 There were no further updates available. As agreed previously, the Clerk needs to arrange a meeting for herself and Cllr.Thomas to attend with SMBC to discuss relevant matters.

16. Flooding

- 16.1 As reported at the July 2018 Parish Council Meeting, SMBC continue to:-

- Prioritise the clearing any blocked drains.
- Access findings of work undertaken by RAB Consultants, which involved them walking and carrying out formal inspections of key ordinary watercourses in the affected areas, totalling approximately 10km in length.
- Complete various work to gather all available evidence to enable them to build up a complete picture of what occurred and potential factors that had an impact.
- Await results from modelling works that they have commissioned.

Once all the investigations, research and evidence gathering has been completed, SMBC will produce a report of findings. The initial findings are expected in October. These will be submitted to scrutiny board and the cabinet.

- 16.2 SMBC are providing the Parish Council with regular updates regarding works that they are undertaking. These updates are added to the Parish Council website.
- 16.3 It was **agreed unanimously** that the Parish Council believe that there is currently no role for them, as they have completed their evidence gathering and shared all their findings with SMBC. We now await the report of their findings.

17. TPO's

- 17.1 Given the recent removal of an Oak tree in the Village, the Parish Council are keen to try and protect trees in the area which are considered of particular importance. It was **agreed unanimously** that initially the Parish Council should submit a request to Solihull MBC for a TPO to be added to all trees on avenues bordering pavements throughout the Tidbury Triangle (Norton Lane, Fulford Hall Road and Lowbrook Lane). Cllr Farr advised that he would be happy to walk the route with someone from SMBC to point out the trees that we would like to be protected by a TPO. **Action:** Clerk to draft an email and circulate it to Councillors for their comments, prior to submitting to SMBC.

18. Calendar Of Actions**Review and adopt Financial Regulations**

- 18.1 It was proposed by Cllr.Hussain and seconded by Cllr.Reohorn that the previously circulated Financial Regulations, which had a minor, insignificant amendment made from the previous year, should be adopted. This was **agreed unanimously**.

To receive a half yearly report from the Allotment Association

- 18.2 The Allotment Association provided an update at the Annual Parish meeting, which was held at the end of May 2018. No issues had been raised and it appeared that the Allotment Association continues to be managed in an effective, efficient manner.

Carry out independent Councillor Review of bank reconciliations

- 18.3 The Clerk advised that she will undertake the review.

Confirm Review Parish Council insurance cover

- 18.4 The insurance documents were previously circulated to all Councillors. This is the third year of a three year negotiated deal. It was **agreed unanimously** that Parish Councillors were content with the insurance cover in place.

19. Newsletter

- 19.1 Councillors discussed and agreed items to be included in the next newsletter.
19.2 The Clerk advised that she will aim to have the newsletter produced and circulated towards the end of September 2018.

20. Over 60's Christmas Lunch 2018

- 20.1 The deposit has been paid to the Limes Restaurant for the 2018 Over 60's Christmas Lunch.
20.2 It was agreed that it would be a good idea for members of the Parish Council to be given the opportunity to attend the Christmas lunch. This would provide a chance to meet and engage with members of the community. It was proposed by Cllr. Reohorn, seconded by Cllr Hussain and **agreed unanimously** that this option should be available to members of the Parish Council.

21. Update from Parish Clerk

- 21.1 All relevant updates were included during the meeting.

22. Correspondence

22.1 All items on the correspondence list were considered. All other items of concern or interest have been dealt with as separate agenda items, or flagged as of interest to Councillors.

20:35 Cllr Bulcock left the meeting, due to having a declared interest in the deferred agenda item 10. The Interest is that he may be able to help to achieve affordable housing in Tidbury Green by supplying the land required by the Rural Housing Trust.

Agenda Item 10 Deferred until the end of the meeting

- 10.2 Cllrs Reohorn, Bulcock and Thomas had met again with the representative from the Rural Housing Trust, the week prior to the Parish Council Meeting. Indications appear positive as Solihull MBC appear to support such a scheme in the proposed location and the Rural Housing Trust are happy to work with Solihull MBC and the Parish Council to develop, deliver and manage an affordable housing scheme.
- 10.3 Cllr Reohorn provided a brief overview of the key points from the meeting attended with the representative from the Rural Housing Trust.
- 10.4 Parish Councillors agreed that the feedback is positive. However they **agreed unanimously** that they required more information regarding the exact steps involved in delivering and managing such a scheme, including details of who would be responsible for the various tasks and the resource implications that the scheme would have in terms of Parish Council time, as it was recognised that being a small Parish Council available resource is restricted. The Parish Council agreed that they could only consider this matter further when they have this information available and have accessed it. **Action:** Clerk to circulate a draft email raising these points, for circulation to Councillors for comments, in advance of sending it to the Rural Housing Trust.

There being no further business the Chairman closed the meeting at 20:50

Date of the next meeting: Wednesday 17th October 2018

Councillors are reminded of their legal duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination and other best practices when making decisions at the meeting.

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

TIDBURY GREEN PARISH COUNCIL

September 2018 Agenda Appendix 1

Invoices Received

Invoice & Cheque No.

- | | |
|---|---|
| 1. Clerk's costs (C Kirby) July/August/September 2018 £230.95 (Mileage, Printing, Ink & phone) & Separate cheques for additional Hours worked/pay £244.16 – July & £201.20 August 2018 | Invoice No: 2018/64 Cheque No:100423 Cheque No:100421 Cheque No:100422 |
| 2. Clerk Office Expenses £ 165.00 | Invoice No: Cheque No: 100424 |
| 3. RL Business Solutions Limited for website, Domain, Hosting and Support £187.20 | Invoice No: 186 Cheque No: 100425 |
| 4. Cllr. Thomas, expenditure for food and drink for the ten year anniversary of Speedwatch (including £35.00 for flowers presented to the Co-ordinator, VAT details supplied) – total £149.75. | Invoice No: Cheque No: 100426 |
| 5. Zurich - £ 354.40 – Tidbury Green Parish Council Insurance renewal | Invoice No: 233492672 Cheque No: 100427 |

Payments received

Cheque & Bank Credit No.

- | | |
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| 1. None | Payment Ref: Cheque No: BACs Transfer |
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September 2018 Appendix 1 invoices and payments approved as correct:-

Signed..... Date.....

Chairman

Minutes of Tidbury Green Parish Council Ordinary meeting held on Wednesday 18th July 2018

Signed Date.....