

TIDBURY GREEN PARISH COUNCIL

Minutes of the Ordinary Meeting of the Council held
On Wednesday 17th October 2018 scheduled for 7.00pm, Tidbury Green Village
Hall

Clerk: Mrs C L Kirby
23 Silver Street
Wythall
West Midlands
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1. Record of members present

1.1 **Tidbury Green Parish Councillors:** Cllr.G.Thomas, 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.M.Reohorn. Following the meeting the Clerk circulated an email to all Councillors who were in attendance at the meeting, advising that Cllr.P.Bulcock had left a telephone message in advance of the meeting, stating that he may have difficulties attending 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 12th September 2018

The minutes of the meeting of 12th September 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. Hussain and seconded by Cllr. Farr that they be signed as a true record of that meeting. **This motion was carried by 2 in favour, with one abstention, due to the Councillor not being present at the September 2018 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 **Oct (Minute 4.5) PO Box address for Parish Council.** After discussion it was proposed by Cllr Hussain, seconded by Cllr Farr and agreed unanimously that, for professional and security reasons, a PO Box service should be set up for the Parish Council. The clerk advised that this is a Royal Mail Service which costs approx. £300.00 Per Year. **Action:** Clerk to organise.
- 6.3 **Dec (Minute 12.3) – Request Mobile Cherry Picker Platform from SMBC, for installation of Christmas lights.** – The Parish Council agreed that it was unlikely that this would be provided by SMBC. Therefore Cllr. Thomas advised that he and Peter Seddon will find an alternative way to install the Christmas lights onto the tree at the junction of Fulford Hall Road/ Norton Lane. Therefore it was **agreed unanimously** that this action can be closed.
- 6.4 **Sept 2018 (Minute 16.6) – Christmas Tree Light.** Cllr.Thomas advised that he and Peter Seddon will arrange the lighting as per previous festive decoration arrangements, i.e. one tree on Lowbrook/ Norton Lane junction, sourced from Woods Farm, one on the Junction of Norton Lane / Fulford Hall Road to be decorated with lights, and lights to be added to the hollybush on Lowbrook Lane. **Action:** Clerk to contact Woods Farm to ask if they would donate a Christmas tree, and if so request that it be delivered during the first week of December. Clerk to also request that Woods Farm phone Cllr.Thomas in advance of delivery, so that he can arrange access to the tree box on the verge at the junction of Lowbrook, Lane and Norton Lane.
- 6.5 **July 6 (Minute 16.4) Quote for Tree Survey at Wood Lane Allotments** – The Clerk advised that she has instructed T. Mousley (Tree surgeon used by the Parish Council) to undertake the tree survey on the trees at Wood Lane Allotments, sometime during mid to late October 2018. The Clerk has advised T. Mousley to contact Rob Hawkes of the Allotment Association to agree a time and arrange access to the site.
- 6.6 **September 5 (Minute 17.1) TPOs for trees on avenues bordering pavements throughout the Tidbury triangle-** As agreed at the September 2018 Parish Council meeting, the Clerk had made a request to SMBC, for TPO's to be added to all trees on avenues bordering pavements throughout the Tidbury triangle. SMBC had responded stating that if the trees are on Council-owned highway land, it is not the Council's policy to impose TPOs on their own trees, as they are already within the Council's control, which means that there would be nothing to be gained from imposing TPOs. However they advised that there would be some serious disadvantages as the existence of a TPO would hamper the proper management and maintenance of the trees in question by adding an unnecessary layer of legal process before any necessary works identified by its Tree Officers could be carried out. SMBC suggested that it may be more beneficial to speak to the relevant Tree Officer regarding any concerns about specific trees. **Action:** Cllr Farr to contact the Tree Officer and arrange a date to meet and discuss specific concerns.

7 To consider the following planning matters

New Planning Applications

- 7.1 PL/2018/02490/TPO – 25 Lowbrook Lane **Objection Submitted** (via delegated Authority)
- 7.2 PL/2018/02540/MINFHO – 176 Norton Lane **No Representation** Submitted (via delegated Authority)
- 7.3 PL/2018/01828/PPRM – Lowbrook Farm – As agenda item 8 – **Objection Submitted + additional objection sent following the submission of a number of amendments, by the developer.** Further submission by the developer on 5th October 2018 of details pursuant to conditions 2, 3, 5 and 15 of Appeal Decision Ref. No. APP/Q4625/13/2192128 (Outline Planning Application Ref. No. 2012/1627) **Refer to agenda item 8 minutes.**

Planning Decisions by Solihull Borough Council

- 7.4 PL/2018/01915/MINFHO – 115 Dewberry Road - **No Representation** Submitted (via delegated Authority) - **Approved**
- 7.5 PL/2018/02160/MINFHO – 7 Mason Lane - **No Representation** Submitted (via delegated Authority) - **Approved**
- 7.6 PL/2018/02147/MINFHO – 242 Norton Lane - **No Representation** Submitted (via delegated Authority) - **Approved**
- 7.7 PL/2018/02189/COU– 146 Norton Lane - **Objection Submitted** (via delegated Authority) – **Refused**

Ongoing matters

- 7.8 PL/2018/01717/PPFL – 27 Lowbrook Lane – **Objection Submitted**
- 7.9 PL/2018/00321/PPFL – 167 Wood Lane – **Objection submitted**
- 7.10 SMBC – email 29/01 - Planning Application Notification – PL/2018/00235/PPFL – Tidbury Green Farm, Pub and Restaurant – **Objection Submitted**
- 7.11 PL/2017/01568/PPFL for 27 Lowbrook Lane – **Approved – As agreed at November 2017 Meeting – To remain on the agenda**

8.0 Lowbrook Farm Development

- 8.1 Cllr. C.Farr provided an update regarding the current position. On the 5th October 2018 Miller Homes submitted amended plans. Whilst the revised plans do illustrate some improvements in comparisons to previously submitted plans, the Parish Council agreed that not all of their previous concerns and issues raised had been addressed. Consequently the Parish Council **agreed unanimously** that they should object to the revised plan. **Action:** Clerk to produce an objection letter based on the views of the Parish Council, relevant points included in the Lowbrook Farm Development Association’s latest letter and Cllr. Farr’s objection letter.
- 8.2 Due to the revised plans, submitted by Miller Homes on the 5th October the Planning Committee Meeting on the 3 October 2018, where planning application PL/2018/01828/PPRM (Reserved matters) was scheduled to be included on the agenda, was now rescheduled to the 31st October 2018. Cllr. Farr advised that he was still content to represent the Parish Council at the meeting **Action:** Clerk to advise Lawrence Osbourne (Solihull MBC Planning Officer), that Cllr. Farr wishes to speak on behalf of the Parish Council at the Planning Committee meeting on the 31 October 2018.

9.0 Solihull Local Plan Review

9.1 SMBC have revised their Local Plan Review timetable. This was discussed and agreed at a Cabinet Member for Managed Growth's decision making session on 25th September 2018.

Reasons sited for the delay include:

- Uncertainty regarding the Government's standard methodology for calculating housing need and the distribution of the wider housing market area shortfall.
- Changes agreed and now contained in the revised National Planning Policy Framework.

The revised timetable for the Local Plan Review is now as follows:

- Publication of Draft Local Plan (Supplementary Update) – winter 2018/19
- Publication of Submission Draft (for consultation) – summer 2019
- Submission to Secretary of State – autumn 2019
- Examination of plan – winter 2019/2020
- Adoption of the Local Plan Review – spring/summer 2020

10. Bus Service Changes Consultation

10.1 Recently Transport for West Midlands (TfWM) circulated details of consultation, relating to proposals for changes to the new 5 year contract for all the subsidised bus routes in Solihull, including the S2 & S3 services. The changes, to the local bus service would be introduced from February 2019 with the proposed loss of a direct service to Solihull.

10.2 Tidbury Green Parish Council emailed TfWM, objecting to the proposal for the S3 to no longer travel to Solihull, but instead stop in Shirley, where passengers will have to change to another bus for the onward journey to Solihull. The Parish Council felt that this proposal was entirely unacceptable. The Parish Council also raised a number of concerns in their response, which included:-

- The limited consultation period provided by TfWM.
- The lack of communication with local Parishioners by TfWM, who will be most affected by these changes.
- The proposed changes, which in the Parish Council's opinion will provide a much worse service compared to the existing one, will be implemented at the same time that large new developments are being undertaken in the area.

10.3 The Clerk advised that she believed that as part of the developments in Tidbury Green, some funds in the form of CIL (Community Infrastructure Levy) payment, had been made available, to improve the bus service in the area. **Action:** Clerk to research, to establish if this was the case.

11. Affordable Housing – Rural Housing Trust

- 11.1 As agreed at the September 2018 meeting the Clerk had corresponded with the Rural Housing Trust and requested the additional information required by the Parish Council, in terms of the exact steps involved and resource implications in delivering and managing such a scheme. The Rural Housing Trust had provided the required information, which the Clerk had shared with the Councillors (excluding Cllr.B.Bulcock, due to his interest in the matter) in advance of the meeting, to allow them to fully consider the detail provided.
- 11.2 Following consideration and discussion, The Parish Council agreed that there is a need for affordable housing, albeit that this is a rural area, because those who have been brought up in this area find it difficult to afford the existing houses. This small development, which the Parish Council understands that priority for allocation will be given to people with local connections, seems to be an attractive development for the existing community. It was proposed by Cllr.G.Thomas, seconded by Cllr.C.Farr and **agreed unanimously** that this minute should be shared with the Rural Housing Trust, as a confirmation that the Parish Council would support the Affordable Housing Scheme, proposed for Tidbury Green to proceed. **Action:** Clerk to send this minute to the Rural Housing Trust once the minutes have been reviewed by the Councillors present at the October 2018 Parish Council Meeting.

12. Localities workshop

- 12.1 Given that Cllr.Reohorn was dealing with this matter and he was absent from the meeting, it was agreed that this agenda item would be deferred until the November 2018 meeting.

13. Tidbury Green Social Events

- 13.1 There were no updates.

14. Financial Matters

Invoices Received

- 14.1 The RFO advised that she had inadvertently missed a payment from the items listed in the October 2018 Agenda Appendix 1. This payment was to HMRC in the amount of £87.05, which was for quarter 4 Tax and NI. It **was agreed unanimously** that this should be added to the items listed in the October 2018 Agenda Appendix 1, when the minutes are produced.
- 14.2 Payments of the items listed in the October 2018 Agenda Appendix, including the payment for HMRC, which required adding to the list (See 14.1) were discussed. It was proposed by, Cllr.Hussain, seconded by Cllr.Farr and **agreed unanimously** that payment of these items should be made.

Payments Received

- 14.3 £7977.00 - 2nd Instalment of 2018/19 Precept
- Income and Expenditure Budget to Year to 30 September 2018.**
- 14.4 The Responsible Financial Officer talked through the Income and Expenditure report to 30 September 2018. There were no questions.
Consider if the Parish Council wishes to buy the latest version (11th Edition) of the Arnold Baker publication - which costs 103.99 plus postage.
- 14.5 It was proposed by, Cllr.Hussain, seconded by Cllr.Farr and **agreed unanimously** that Parish Council should purchase this publication.

15. Internal Audit

- 15.1 The Clerk advised that the first WALC's recommended Internal Auditors that she had emailed to request that they complete the Parish Councils Internal Audits going forward had not responded. Consequently the Clerk contacted an alternative WALC recommended Internal Auditor, who has advised that she would be happy to complete the Parish Council's Internal Audits going forward. The Parish Council **agreed unanimously** that they would appoint Eleanor Choudry to complete their Internal Audits. **Action:** Clerk to contact WALC and inquire if they have a draft engagement letter which can be submitted to Eleanor Choudry. If WALC are unable to provide this, the Clerk needs to draw one up and submit it to Eleanor Choudry, for consideration.
- 15.2 WALC have confirmed that a Parish Council is only required to have one internal audit a year, although they can have more if they desire. As agreed at the September 2018 meeting, the Parish Council will have one audit completed per year, as opposed to the historic two per year. This should be scheduled for early March 2019.
- 15.3 After detailed discussion, given that Cllr.Thomas prepares the Village Hall Accounts, (which are reviewed in detail by the Treasurer, Mr David Ollis, and approved by the TGVH management committee), it was proposed by Cllr.Farr and seconded by Cllr.Hussain that an Internal Audit on the Village Hall Accounts will no longer be necessary. Cllr Thomas abstained.

16. Working In Partnership with SMBC

- 16.1 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.

17. Flooding

- 17.1 The Parish Council await SMBC's report of findings on the flooding that occurred. This report will be based on their investigations, research and evidence gathering completed over recent months. It is anticipated that the report will be available October/November 2018.
- 17.2 SMBC have offered to meet with Alison Gorman, (who was heavily involved with the flooding work completed on behalf of Tidbury Green residents affected by the flooding), to provide updates and discuss any existing concerns. Cllr.G.Thomas has advised Alison Gorman that he would also like to attend this meeting.

18. Calendar of Actions

Arrange for first internal audit to be carried out

- 18.1 As per minute 15.2 the Parish Council agreed to have one Internal Audit per year. This will need to be organised to take place towards the End of the Financial Year.
- Receive and discuss initial proposals from Councillors for objectives and expenditure on projects for the following financial year.**
- 18.2 Given the ongoing development in Tidbury Green, it was recognised that spending will be expected to increase for the Financial Year 2019/20. It was agreed that initially the Parish Council should establish how many homes will be occupied at the beginning of 2019/20. They can then access how much it will cost to deliver the objectives and projects that are deemed appropriate in 2019/20. **Action:** Clerk to contact SMBC and ask them to provide her with the number of new houses in Tidbury Green that have been occupied since 1 April 2018 up to the present date and the present total number of Band D equivalent dwellings

(tax base) in Tidbury Green. Once this number is provided the Parish Council can add the standard anticipated one dwelling per week (occupied) to establish the number of homes that the Parish Council will have to support, provide information to and deliver projects for. This will enable the Parish Council to progress with calculating funding required to deliver the objectives and projects.

19. Over 60's Christmas Lunch 2018

- 19.1 As agreed at the September 2018 Meeting, members of the Parish Council are encouraged to attend the Christmas lunch, to enable them to meet and engage with members of the community. It was agreed that if a member of the Parish Council that is under the age of 60 wishes to attend, they should book via the Over 60's Christmas Lunch Form and submit this to Jo Hudson along with payment of £15.00. However for working Parish Councillors under the age of 60 attending this event, it was agreed that the Parish Council will refund any such Councillor who attends with a concession of £7.00. It was noted that this was not an event at which Parish Councillors should address attendees as a whole on matters distanced from the event as advertised. **Action:** Clerk to inform those Councillors who were not present at the meeting.

20. Update on Issues with Parish Council Laptop.

- 20.1 The Clerk advised that during the annual supply and installation of McAfee, to the Parish Council laptop, the computer Technician (Bell Computers) encountered issues meaning that windows repairs had to be completed. These appear to have been rectified and McAfee is installed.
- 20.2 The Computer Technician advised that the Laptop is now over 3 years old and that he advises that laptops for business use should be updated every 3 years, as they are at risk of failure after this time. He also advised that Windows 7 (which is on the current laptop) will soon be unsupported, adding to the risk. Bell Computers had provided a quote for a replacement, which was considered reasonable. It was proposed by Cllr. Thomas, seconded by Cllr. Farr and **agreed unanimously** that the Parish Council should procure a new laptop. However prior to this, the Parish Clerk should discuss laptop options available and secure some further quotes from Bell Computers, as Councillors agreed that the laptop should be a new Dell Laptop, which is more efficient than the existing one. **Action:** Clerk to Liaise with Bell Computers to discuss options and prices.

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.

Date of the next meeting: Wednesday 21st November 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

Minutes of Tidbury Green Parish Council Ordinary meeting held on Wednesday 17th October 2018

Signed Date.....

TIDBURY GREEN PARISH COUNCIL

October 2018 Agenda Appendix 1

Invoices Received

1. Clerk's costs (C Kirby) Sept/Oct 2018
£343.33 (Mileage, Printing, Ink & phone)
& Separate cheques for additional
Hours worked/pay £293.12 – September

2. HMRC – Quarter 4 payment of Tax (46.80)
Employee NI (18.72) & Employer NI (21.53)
£87.05

3. Bell Computers – £66.00 - Supply and
Install McAfee Antivirus and deal with Windows
Issues

Invoice & Cheque No.

Invoice No: 2018/65
Cheque No: 100430

Cheque Number 100428

Invoice No: 2018/65
Cheque No: 100429

Invoice No: J18049
Cheque No: 100431

Payments received

1. £7,977.00 – 2nd Instalment of 2018/19 Precept

Cheque & Bank Credit No.

Payment Ref: 1687890
Cheque No: N/A

October 2018 Appendix 1 invoices and payments approved as correct:-

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

Chairman