

TIDBURY GREEN PARISH COUNCIL

Minutes of the Ordinary Meeting of the Council held On Friday 26th July 2019, 7.00pm, Tidbury Green Village Hall

Clerk: Mrs C L Kirby
Tidbury Green PC
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BIRMINGHAM
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1. Record of members present

- 1.1 **Tidbury Green Parish Councillors:** Cllr.C.Farr (Chairman), Cllr.A.Hussain, Cllr. L.Waites and Cllr.M.Reohorn
Clerk: Mrs C. L. Kirby
Parishioners: One

2. Apologies and reasons for Absence

- 2.1 None.

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. Councillors' Declaration of Interests and Code of Conduct Forms

- 4.1 The Clerk explained that the Councillors that had been re-elected in the May 2019 elections had completed updated Declaration of Interests forms at the May 2019 meeting. However after the Clerk discussed the matter with the Solihull MBC Monitoring Officer, it transpired that updated forms were not required, providing that there were no changes since the last forms were produced. Cllr.A.Hussain and Cllr.C.Farr had confirmed that no changes had been made to their Declaration of Interests. However Cllr M.Reohorn did not attend the June 2019 meeting, so the Clerk had not yet ascertained if the revised form was required. The Clerk explained that she had reviewed Cllr.M.Reohorn's, newly signed form and compared it to his original historic form and that she had noted no differences. Cllr.M.Reohorn confirmed that there were no changes. Consequently the Clerk will dispose of Cllr.M.Reohorn's newly signed form, as it is not required.
4.2 Cllr.M.Reohorn signed and submitted to the Clerk a TGPC Code of Conduct Form.

Minutes of Tidbury Green Parish Council Annual meeting held on Friday 26th July 2019

Signed **Date.....**

5. Open Forum

- 5.1 The Parishioner in attendance discussed the Casual Vacancy for one Councillor and the up and coming election to fill the vacancy.

The Parishioner left the meeting at 19:35

6. To approve the Minutes of the meeting held on 19th June 2019

- 6.1 The minutes of the meeting of 19th June 2019 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.A.Hussain and seconded by Cllr. L.Waites that they be signed as a true record of that meeting. **This motion was carried by 3 in favour, with one abstention, due to Cllr.M.Reohorn not being present at the June 2019 meeting.**

7. To review and consider progress against actions as detailed on the Action Tracker (Previously Distributed) and if necessary consider any matters arising from minutes.

- 7.1 **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.
- 7.2 **May 19 (Minute 23.1) Woodland at corner of Dickens Heath Road and Birchy Leasowes Lane** – Jean Walter’s (CPRE) forwarded an email, which included a report from Natural England which stated that there “has been sufficient mapping evidence submitted, which follows Natural England’s evidence standard, for inclusion of Dickens Wood on the Ancient Woodland Inventory” and that the “the woodland may be regarded as added to the Ancient Woodland Inventory from the date of the report”, which was 12th July 2019. As detailed in the report Ancient woodland is protected under the National Planning Policy Framework (MHCLG 2012), which gives planners guidance on how to consider ancient woodland and veteran trees in development decisions.
- 7.3 **May 19 (Minute 29.1) Tidbury Green School Correspondence regarding Village Hall -** No response has yet been received, to the letter sent by the Parish Council on 23rd May 2019, which was in response to the letter received from Mrs McHale, the Head Teacher of Tidbury Green School, raising several points of concern relating to the Village Hall in terms of security and other matters.
- 7.4 **June 19 (Minute 6.6) Possibility of increasing the number of Tidbury Green Parish Councillors** - As discussed and agreed at the May 2019 meeting, given the clear difficulties in fulfilling all the roles required to be undertaken by the Councillors, the Clerk contacted Solihull MBC to discuss the possibility and process of having its number of Councillors increased. SMBC had responded stating that it is possible through a Community Governance Review, which the Parish Council would need to ask SMBC to do. The Parish Council would need to set out the reasons why the change is being sought and a decision as to whether or not to carry out a review would be made by this Council’s Governance Committee. The Clerk advised that whilst possible it is a relatively long process. SMBC also advised that they are still researching when any order making the change can be brought into effect, as the normal process is to bring it into effect from the next ordinary Parish Council elections but this is not until 2023. Therefore SMBC are trying to establish if it can be brought into effect sooner, and if so whether there would need to be a whole council election or just one to fill the additional vacancies.

8. To consider the following planning matters

New Planning Applications

- 8.1 PL/2019/01734/PPFL – Land Rear of 448 Norton Lane - **No Representation agreed, Via Delegated Authority.**
- 8.2 PL/2019/01640/MINFHO – The Spinney House – Tanners Lane – **Objection Submitted, Via Delegated Authority.**
- 8.3 Appeal APP/Q4625/W/19/3228723 against refusal of PL/2018/03267/PPFL– Former Glider Yard – Land Opposite 26 Houndsfield Lane – No Response Submitted for Planning Application.

Planning Decisions by Solihull Borough Council

- 8.4 PL/2019/01471/MINFHO – 103 Wood Lane - **No Representation agreed, Via Delegated Authority - Approved.**

Ongoing matters

- 8.5 PL/2019/01338/MINFHO – 420 Tilehouse Lane - **No Representation agreed, Via Delegated Authority.**
- 8.6 PL/2019/01112/MINFHO – 97 Lowbrook Lane – **No Response submitted, due to failing to reach a majority decision.**
- 8.7 PL/2019/01101/MINFHO – Fulford Hall, Fulford Hall Road - **No Representation agreed, Via Delegated Authority.**
- 8.8 PL/2015/52197/MINFHO – 374 Tilehouse Lane – Appeal-APP/Q4625/C/18/3215188
- 8.9 PL/2019/00830/MINFHO – Building & land opposite 26 Houndsfield Lane - **No Representation Submitted**
- 8.10 PL/2019/00039/PPFL – Tidbury Green Farm Pub & Restaurant, Fulford Hall Road – resubmission of withdrawn application PL/2018/00235/PPFL - **Objection Submitted, Via Delegated Authority.** Solihull MBC have advised that the Planning Application would not be presented at the August 2019 Council’s Planning Committee Meeting, as was originally anticipated. The reason for the delay is that Solihull MBC have not yet received the ecology information that they were expecting. **Action:** Clerk to continue to liaise with SMBC, to establish the date when the application will be considered by planning committee, as Cllr.A.Hussain advised that if she is available she will attend the Planning Committee meeting and speak on behalf of the Parish Council.

9. Lowbrook Farm Development

- 9.1 Solihull MBC have provided the Parish Council with a copy of the “Approved Construction Method Statement” from Miller Homes. Cllr.C.Farr confirmed that this has been shared with Peter Seddon and should be filed by the Parish Council for future reference if required.
- 9.2 The Parish Council have shared their concern and relevant details regarding the current drainage issue on Lowbrook Lane which is associated with Millers work on Regency Fields new estate, whereby when Pastures Drive was built an old existing gutter drain was removed from the entrance to the old farm drive. Solihull MBC have advised that they will look into this matter. **Action:** Clerk to chase progress with SMBC.

10. Solihull Local Plan Review

- 10.1 The Clerk contacted Jean Walters of CPRE, regarding the Parish Council's concerns about the reference to "remove Tidbury Green from the washed over greenbelt", which was included in the recent SMBC supplementary consultation for the emerging Local Plan. Jean Walters has responded and her response has been shared with all Councillors. All Councillors agreed that whilst there may be future actions required for the Parish Council in relation to this matter, currently the Parish Council will await the findings and recommendations from the supplementary consultation for the emerging Local Plan, which was conducted by SMBC.
- 10.2 It appears that Jean Walters is taking part in a number of meetings in relation to the emerging Local Plan. **Action:** Cllr.M.Reohorn to liaise with Jean Walters to ensure that the Parish Council is kept up to date about relevant meetings and any issues.

11. Parish Council Election for one Additional Councillor (Due to Resignation of Lyn Gardner)

- 11.1 Following the publication of the Notice of Vacancy, due to the resignation of Lyn Gardner, SMBC advised that a number of Tidbury Green Local Government Electors had requested that an election is held to fill this vacancy. SMBC have set the polling date as Thursday 12th September 2019. The publication of notice of election is expected no later than 7th August 2019. Parish Councillor Nominations have to be delivered to Solihull MBC offices from the 8th August until no later than 4pm on Thursday 15 August 2019.
- 11.2 The Clerk will add the notice of election to the noticeboards and to the Parish Council's website once received from SMBC.
- 11.3 The Parish Council have prepared a circular advising Tidbury Green residents of the vacancy and encouraging Parishioners to apply for the position. This will be delivered to all homes in Tidbury Green.
- 11.4 Parish Councillors had **unanimously agreed** via email that Poll cards should be produced and distributed for the election. SMBC advised that the cost of printing and posting the poll cards would be £629.00. The cost for printing the circulars to be delivered to all Tidbury Green homes was £105.00. The Clerk is currently waiting for SMBC to provide details of further costs that will be incurred for the elections.

12 Financial Matters

Invoices Received

- 12.1 Payments of the items listed in the July 2019 Agenda Appendix 1 were discussed. It was proposed by Cllr.M.Reohorn, seconded by Cllr.L.Waites and **agreed unanimously** that payment of these items should be made.

Payments Received

- 12.2 None

Income and Expenditure Budget to Year to 30 June 2019.

- 12.3 The Responsible Financial Officer talked through the Income and Expenditure report 30 June 2019.

13. External Audit 2018/19 Annual Return

- 13.1 The Parish Council is awaiting a response from the External Auditor in relation to the submitted 2018/19 Annual Governance & Accountability Return (AGAR) and supporting documentation. The Notice of Public Rights and other required documentation were added to the Parish Council Website and notice boards on the 15th of June 2019. The public inspection period ends 26th July 2019, and no Parishioners have contacted the Parish Council to exercise their rights relating to the Annual Accounts

14. Procurement of Parish Council Laptop

- 14.1 The Parish Council considered the three, new laptop, setup and data transfer quotes received, which had been circulated in advance of the meeting. Councillors considered each quote and assessed (scored) against predetermined criteria, including cost, quality and lead time. Bell Computers received the highest overall score. There were a few points which the Parish Councillors suggested that the Clerk should clarify with Bell Computers. Providing that the Clerk is content with the responses provided to the questions raised, it was proposed by Cllr.M.Reohorn, seconded by Cllr.A.Hussain and **agreed unanimously** that Bell Computers should be awarded the task of providing a new laptop, setting up the laptop and transferring the data and programmes from the current laptop to the new laptop.
- 14.2 It was proposed by Cllr.M.Reohorn, seconded by Cllr.A.Hussain and **agreed unanimously** that a budget of up to £1,000.00 should be made available for the Clerk to procure the laptop and arrange the relevant set up and programme and data transfers to be completed during August 2019.

15. Procurement of a Replacement Boiler for the Village Hall

- 15.1 As previously reported to the Parish Council in January 2019 the boiler and hot water tank at the Village Hall are very old and are not working effectively. Unfortunately they cannot be repaired due to asbestos considerations. Therefore the boiler and water tank will require replacing. It was proposed by Cllr.L.Waites, Seconded by Cllr.R.Reohorn and **agreed unanimously** that the Village Hall Boiler should be replaced.
- 15.2 The Clerk advised that as per discussions at the January 2019 meeting that the Parish Council would pursue using CIL money to replace the Village Hall boiler. The Clerk advised that she had contacted SMBC regarding this matter and they advised that if CIL money is to be used, the Parish Council need to demonstrate that the Village Hall provides a benefit to the community. SMBC suggested that the Parish Council provide details of classes run, which are available to the local residents and other usage by Tidbury Green Parishioners. Cllr.L.Waites advised that following discussion with the Village Hall Committee she was of the view that the Village Hall were funding the replacement boiler from their surplus funds. **Action:** Cllr.L.Waites to liaise with Graham Thomas and confirm if this is the case.
- 15.3 Cllr.L.Waites advised that the Village Hall Committee had obtained 3 quotes for a new boiler and assessed these against cost and quality. Following which they had **agreed unanimously** on the preferred supplier, who should be awarded the works. Given that it is understood that the Village Hall are funding the new boiler it was **agreed unanimously** that the Parish Council's role was to assess that the Village hall Committee had adhered to the appropriate procurement policy, which they had, rather than complete the Procurement process themselves, which would have been necessary if CIL money was being used to fund the works.

16. Parish Council Insurance

- 16.1 Graham Thomas emailed the Clerk advising that the Parish Council should consider if any insurance cover is required for the Tidbury Green Gate Signage, which was recently installed on the verge of Lowbrook/Norton Lane. The Clerk advised that she has emailed Dickens Heath Parish Council to ask how they have dealt with their gate signage in terms of insurance. **Action:** Clerk to share response once received.

17. Distribution of Tasks Across the Parish Council

- 17.1 Since the elections in May 2019 and the forming of the new Parish Council there are a number of tasks which were previously undertaken by Graham Thomas, which have not had new task owners allocated. It was **agreed unanimously** that the Clerk should produce a list of all tasks that the Parish Council need to complete and identify any gaps where task owners need to be allocated. This will be circulated for discussion at the September 2019 meeting.

18. Calendar of Actions

Confirm policy for periodic tree survey on Wood Lane Allotments

- 18.1 The Clerk provided a brief history and overview of the trees at the allotment site and the need for a regular survey of these trees. It was **agreed unanimously** that the Parish Council remained content with the previously agreed scheduled tree survey every five years. The next tree survey is due to take place in April 2023.

Receive Annual Accounts of Tidbury Green Village Hall

- 18.2 The Parish Clerk advised that this matter had been dealt with at the May 2019 meeting.

Review arrangements for Christmas trees/ lighting

- 18.3 Councillors were content for the previous festive decoration arrangements to continue, 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 holly bush on Lowbrook Lane, if permitted. Cllr.M.Reohorn agreed to lead on this matter. **Action:** Cllr Reohorn to contact Peter Seddon regarding the lighting.

19. Over 60's Christmas Lunch 2019

- 19.1 Four quotes had been obtained for the 2019 over 60's Christmas Lunch. Two of these were beyond the Parish Councils budget. Each quote was considered by Councillors and assessed (scored) against predetermined criteria, including cost, quality and location. Ladbrook Park Golf Club received the highest overall score. Consequently it was proposed by Cllr.M.Reohorn, seconded by Cllr.A.Hussain and **agreed unanimously** that the 2019 Over 60's Christmas lunch should be held at Ladbrook Park Golf Club.

20. Crimes in Tidbury Green

- 20.1 Given that there have been a number of actual or attempted thefts and burglaries in Tidbury Green and the surrounding area, over recent months, it was suggested by Councillors that Tidbury Green could benefit from the installation of CCTV at each of the extremities of the village. **Action:** Clerk to contact Solihull MBC and as:-
- What the cost of CCTV installation for 6 sites would be.
 - What the Parish Council would need to do to progress this
 - What regulations would the Parish Council need to comply with.

The Clerk advised that if CCTV was installed, someone within the Parish Council would need to manage and monitor the system. Cllr.M.Reohorn advised that he would be happy to take on this role.

21. Litter Picking in Tidbury Green

21.1 Litter picks continue to be successfully undertaken, having a big positive impact on the village.

22. Neighbourhood Watch / Street Watch

22.1 There were no updates to report.

23. Newsletter

23.1 Councillors discussed and agreed items to be included in the next newsletter, which is scheduled for production in September 2019

24. Update from Parish Clerk

24.1 The Clerk discussed availability for the September 2019 meeting. It was agreed that due to limited availability, that the September meeting may need to be deferred until the fourth week of September 2019. **Action:** Clerk to explore village hall availability and liaise with Councillors regarding their availability in September 2019.

24.2 All other relevant updates were included during the meeting.

25 Correspondence

25.1 **Item 14 – Proposed 20MPH Speed Limit – Regency Fields** - The Parish Council fully supported the proposal. They also asked if the 20mph could be extended to Lowbrook Lane. Solihull MBC advised that this was not possible. Cllr.M.Reorn and Cllr.C.Farr are meeting with Solihull MBC to discuss this matter and other relevant issues, on the 15th August 2019. **Action:** Cllrs Rehorn and Farr to provide feedback at the September 2019 meeting.

25.2 **Overgrown Verge & Dog Fouling** – The Clerk advised that she had received an email from a Parishioner reporting overgrown verges on Dickens Heath Road and dog fouling in the area. The Clerk had responded to the Parishioner and will include articles in the next newsletter regarding these two matters. In terms of the overgrown hedges on Dickens Heath Road, the Clerk had been informed that Solihull MBC had visited the location and cut back the verges. This was reported to the Parishioner. However the Clerk asked Councillors to check that this has happened and report any issues to her. **Action:** Councillors to check verge along Dickens Heath Road and report any issues to the Clerk.

25.3 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.

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

Date of the next meeting: TBC

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 Annual meeting held on Friday 26th July 2019

Signed **Date.....**

TIDBURY GREEN PARISH COUNCIL

July 2019 Agenda Appendix 1

Invoices Received

Invoice & Cheque No.

- | | |
|---|---|
| 1. Clerk's costs (C Kirby) June/July 2019
£111.26 (Mileage, Paper, Ink, printing & phone)
& Separate cheques for additional
Hours worked/pay £514.16 – June and back
pay for pay increase to 1st April 2019 | Invoice No: 2019/74
Cheque No: 100476

Cheque No: 100474 |
| 2. HMRC - £390.18 (£246.52 - Employee Tax & NI -
Deducted from Clerk's Employers NI
Pay - £143.66 | Invoice No: Period Qtr. 1 Payment
Cheque No: 100475 |
| 3. Clerks Holiday Pay 50% - July
£520.00 | Invoice No:
Cheque No: 100477 |
| 4. Clerks Holiday Pay 50% - August
£520.00 | Invoice No:
Cheque No: 400481 |
| 5. C. Kirby £186.92 – Refund for
PC Shredder and bags.
Amazon Inv INV- GB-503143055-2019-48946 | Invoice No:
Cheque No: 100478 |
| 6. WALC £30.00
Good Councillor Guide
X 6 Copies | Invoice No: WALC-000365
Cheque No: 100480 |
| 7. WALC £30.00
Understanding Your Parish or Town Council
Training – A Hussain & L Waites | Invoice No: INV-19560
Cheque No: 100479 |

Payments received

Cheque & Bank Credit No.

- | | |
|--------|----------------------------|
| 1. Nil | Payment Ref:
Cheque No: |
|--------|----------------------------|

July 2019 Appendix 1 invoices and payments approved as correct:-

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

Chairman

Minutes of Tidbury Green Parish Council Annual meeting held on Friday 26th July 2019

Signed Date.....