

TIDBURY GREEN PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 24th June 2020, 6.00pm, held remotely via Zoom, due to Covid- 19 Social distancing restrictions

Clerk: Mrs C L Kirby
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1. Record of members present

1.1 **Tidbury Green Parish Councillors:** Cllr.C.Farr (Chairman), Cllr.M.Reohorn (Vice Chair) and Cllr. L.Waites.

Clerk: Mrs C. L. Kirby

Parishioners: One

Other: Police Sergeant Paula McDowell

1.2 The Chair welcomed the member of Public and Police Sergeant Paula McDowell to the meeting.

2. Apologies and reasons for Absence

2.1 Apologies were received and accepted from Cllr.A.Hussain

3. Declarations of Interest and 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 This section of the meeting was used to bring forward Agenda item 7 - Anti-Social & Criminal Behaviour as both the Sergeant Paula McDowell of WMP and the member of the public had attended the meeting to discuss this matter.

4.2 The Chairman, Cllr.C.Farr provided an update of some of the Anti-Social and Criminal Behaviour that had been taking place in Tidbury Green. Issues raised included drug use and reports of drug dealing, speeding and dangerous driving, domestic violence and dangerous dogs.

4.3 The member of public was invited to provide additional details regarding anti-social and criminal behaviour at Earlswood Lakes and surrounding roads including Malthouse and Wood Lane. The member of the public explained some of the incidents that have occurred, which are causing significant distress to local residents.

- 4.4 A significant amount of Anti-Social and alleged criminal activities appear to take place in Wood Lane car park, which is owned by the Canal and Rivers Trust (CRT). Currently CRT are not locking the car park on Wood Lane, as they ask local residents to lock the car park for them. This is obviously intimidating when the car park has people remaining who are involved in anti-social and criminal behaviours. Consequently residents are doing the absolutely right thing and not approaching these individuals, to request that they remove their vehicles and allow them to lock up. This is strongly considered the correct approach, as local residents should not be approaching people in the car park, as they would potentially be putting themselves at risk. Due to this issue the car park remains open and the ASB and criminal activities continue often until between 12pm and 2am, creating unacceptable disruption and stress to local residents. Residents have made contact with CRT on numerous occasions, however they have received limited responses and very little support. All Councillors agreed that CRT are not fulfilling their site management obligations and are showing disregard for the negative impact that these issues, occurring within their car park are having on the lives and wellbeing of local residents. **Action:** Cllr.Mark Rehorn to write to the CEO of CRT, regarding this matter and to include changes that they expect CRT to make in order to alleviate the unacceptable behaviours on their land.
- 4.5 Police Sergeant Paula McDowell provided an overview of the issues that the police are facing, what actions that they are taking and what powers that they have to deal with various crimes, including speeding. Options available include the placing of Markers on vehicles involved in ASB incidents The Parish Council found this information very beneficial.
- 4.6 Police Sergeant Paula McDowell also provided information on the areas that her Neighbourhood Police Team cover and some of the pressures that they face.
- 4.7 Police Sergeant Paula McDowell discussed the added difficulty of Earlswood Lake falling between 2 police forces, Warwickshire and West Midlands. However she explained that she has been liaising closely with her Counterpart from Warwickshire police, in order to agree and implement actions to deal with the issues, which include joint, cross border visits to the site.
- 4.8 Police Sergeant Paula McDowell explained that due to Covid- 19, some of the speeding operations had been reduced or stopped, due to the availability of Partner Agency staff. This includes combined vehicle safety checks where the police work with VOSA, carrying out stop and check operations. However Paula advised that these operations are now starting to resume.
- 4.9 Police Sergeant Paula McDowell confirmed that Wood Lane is covered by West Midlands Police and as such if anyone needs to call them (in a non-emergency), they should dial 101 and ask to be put through to West Midlands Police.
- 4.10 Police Sergeant Paula McDowell advised that anyone who wishes to report a non-emergency crime should call 101 or report the crime via www.west-midlands.police.uk/incident-report. The person reporting the crime, should provide as much information as possible. Information where possible should include:-
- Date(s) and time(s) of the incident
 - Detail of crime
 - Who was the victim
 - Any descriptions of the perpetrators, vehicles used, registration number or any other information which would assist the police.
 - CCTV, photographs etc. if available.

Emergencies should still be reported via 999

Police Sergeant Paula McDowell and the Parishioner in attendance were thanked for joining the meeting and left the Zoom Meeting.

5. To approve the Minutes of the meeting held on 20th May 2020

5.1 The minutes of the meeting of 20th May 2020 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.M.Reohorn and seconded by Cllr.L.Waites that they be signed as a true record of that meeting. **This was agreed unanimously.**

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

6.1 **The Action Tracker** document was briefly reviewed with focus applied to outstanding Actions, identified with a red status and items where the Clerk believed updates required sharing.

6.2 **Jan 20 (Minute 6.2) Review papers & minutes from the Solihull MBC, "Environment & Highways" meeting, which took place on Tuesday 21st January 2020.** It was **agreed unanimously** that this action can be closed.

6.3 **Feb 20 (Minute 8.2) Photographs of the emergency road to Regency Field, which is constantly flooded-** Cllr.C.Farr to check if he sent the photographs to Ed Bradford of Solihull MBC.

7. Appointment of Additional Councillor via Co-Option process

7.1 As reported at the May 2020 Annual Parish Council meeting one Parishioner had expressed an interest in the post, which they recently reconfirmed. Councillors discussed the expression of interest received. Given what the Parish Council know about the Parishioner, in terms of him being instrumental in the running of the Local Neighbourhood Watch and Street Watch initiatives, given that that he provided community voluntary help during the Covid-19 lock down and the fact that he won the West Midland Co-op Neighbour of the Year award in 2019, Councillors agreed that he would be an excellent addition to the Parish Council. It was proposed by Cllr.M.Reohorn, seconded by Cllr.L.Waites and agreed **unanimously** that providing that the parishioner meets the qualification criteria and is not disqualified from becoming a councillor, that he should be offered the co-opted position of the Tidbury Green Parish Council casual vacancy. **Action:** Clerk to inform the parishioner and to share the forms that the parishioner needs to complete, should he wish to accept the offer. Cllr.L.Waites to facilitate the completing of forms, witness the signing of the Declaration of Acceptance Form and ensure that the forms are returned to the Clerk.

8. Anti-Social & Criminal Behaviour – (Sergeant Paula McDowell of WMP – Local Policing team invited to attend)

8.1 This agenda item was dealt with in the Open Forum Section of the Meeting (Agenda item 4)

9. To consider the following planning matters

New Planning Applications

9.1 Appeal Ref APP/Q4625/W/20/3251921 – Land rear of Cleobury Barn, Cleobury Lane. Appeal against PL/2019/01663/PPF - **No Representation -Via Delegated Authority.**

9.2 PL/2020/00888/PPFL – Tidbury Green Golf Club – Tilehouse Lane - **No Representation -Via Delegated Authority.**

Planning Decisions by Solihull Borough Council

- 9.3 PL/2020/00484/PPFL – Building and land opposite 26 Houndsfield Lane. **No Representation agreed, Via Delegated Authority – Withdrawn**
- 9.4 PL/2020/00367/PPFL - Milk House Farm, Salter Street – **No Representation - Approved.**

Ongoing matters

- 9.5 PL/2019/02870/PPFL – 396 Tilehouse Lane – **No Response Submitted**

10. Lowbrook Farm Development

- 10.1 Cllr.C.Farr advised that the matters relating to the issue regarding the boundary fencing installed on the Regency Fields Estate, remain ongoing. There is also an issue relating to access to a manhole cover which also interlinks with the boundary and fencing issue, which Cllr Farr will be discussing with Solihull MBC.
- 10.2 There were no updates to report.

11. Tidbury Heights Development

- 11.1 Other than information included in Agenda item 4, some of which is relevant to Tidbury Heights, there were no further updates to report.

12. Solihull Local Plan Review

- 12.1 Jean Walters (CRPE) copied the Parish Council in to a letter which she submitted to Solihull MBC. The letter requested that Solihull MBC consider the Solihull Local Plan Review, in light of the Environment Bill 2019/2020, in order to seek opportunities to further invest in nature. The letter also made specific reference to Site 4 West of Dickens Heath. **Action:** Cllr.M.Rehorn to liaise with Jean Walter's to ascertain if there is anything specific that the Parish Council needs to be aware of.

13. Brunning & Price Pub & Restaurant

- 13.1 Brunning & Price recently responded to a query raised by the Parish Council, stating that once they have completed on the purchase of Tidbury Green Farm, they will undertake pre start work surveys and ground investigations. Therefore the likely earliest start date on the build would be spring 2021. This would mean a late 2021 opening if all goes well or possibly a 2022 opening.

14. Village Hall

- 14.1 Cllr.L.Waites advised that she will be meeting with the caretaker, at the Village Hall, imminently, to complete the Village Hall Assessment. **Action:** Clerk to add this item to the July 2020 meeting agenda.
- 14.2 Cllr.L.Waites advised that the 2019/20 Village Hall Accounts have not yet been completed. The Parish Council discussed the required formatting and detail required in the Accounts. It was agreed that Cllr.L.Waites will post the details to Cllr.C.Farr, who will arrange for Bev Heaven to take a look and offer some advice. It was **agreed unanimously** that Bev Heaven should be paid for any works undertaken.
- 14.3 Cllr.Waites advised that she will investigate the possibility of switching to online banking and review and where appropriate update the Village Hall Banking Mandate.

- 14.4 The Parish Council agreed that the Village Hall Statutes, Rules, Constitution and Management Committee requirements will be discussed at the July 2020 meeting. **Action:** Clerk to add to the July 2020 meeting agenda.
- 14.5 Cllr.L.Waites advised that she and the caretaker have reviewed the Village Hall Safe Opening guidance previously circulated by the Clerk. Cllr.L.Waites also advised that plans are currently in place and actions have commenced including the procurement of signage, to facilitate the safe opening of the Village Hall.

15. Financial Matters

- 15.1 Payment of the items listed in the June 2020 Agenda Appendix 1 were discussed. It was proposed by Cllr.L.Waites, seconded by Cllr.M.Reohorn and **agreed unanimously** that payment of these items should be made.

Payments Received,

- 15.2 £1,616.00 – Covid-19 Financial Support Grant
Income and Expenditure Budget Year to 31 March & 30 April 2020.
- 15.3 The Responsible Financial Officer talked through the Income and Expenditure report to 31 March 2020. It was noted that this was the last financial report for 2019/20 and figures included corresponded with those within the Accounting Statement (Section 2) of the 2019/20 Annual Return. The Responsible Financial Officer also talked through the Income and Expenditure reports to 30 April 2020. There were no questions.

16. Internal Audit

- 16.1 The Parish Council considered the Internal Auditor's Final Report which was circulated in advance of the meeting. All points were reviewed and discussed. It was proposed by Cllr.C.Farr, seconded by Cllr.L.Waites and **agreed unanimously** that the Parish council were content with the findings of the audit and they were clear about any resulting actions.
- 16.2 The Internal Auditor has completed her final end of financial year checks and completed the Internal Auditors section of the 2019/20 Annual Governance & Accountability Return (AGAR).

17. External Audit 2019/20

Review and consider for approval Section 1 of the 2019/20 Annual Governance & Accountability Return (AGAR).

- 17.1 The RFO, Charlotte Kirby talked through each item in the draft completed 2019/20 Annual Governance Statement (Section 1) included in the Annual Governance and Accountability Return. It was proposed by Cllr.Reohorn and seconded by Cllr.L.Waites that the 2019/20 Annual Governance Statement as given in the Annual Governance and Accountability Return be approved. **This motion was carried unanimously.** The 2019/20 Annual Governance Statement was signed by the Clerk and forwarded to the chair for immediate signature.

Review and consider for approval adoption of Section 2 of the 2019/20 Annual Governance & Accountability Return (AGAR).

- 17.2 The RFO, Charlotte Kirby talked through each item in the completed 2019/20 Accounting Statements (Section 2), included in the Annual Governance and Accountability Return, which the RFO had previously signed to "certify that for the year ended 31 March 2020 the accounting statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be." It was proposed Cllr.Reohorn and seconded by Cllr.L.Waites that the 2019/20 Accounting Statement as given in the Annual Governance and Accountability

Return be adopted. **This motion was carried unanimously.** The 2019/20 Accounting Statements were forwarded to the chair for immediate signature.

- 17.3 The Clerk explained that due to other commitments that there would be a delay in adding The Notice of Public Rights and other required documentation to the Parish Council Website. Parish Councillors **agreed unanimously** that they were content for the documents to be added to the Parish Council website on the 12th of July 2020 and for the public inspection period to run from Monday 13th July & Friday 21st August.

18. Parish Council Pension Re-enrolment

- 18.1 The Parish Council automatic re-enrolment requirements were discussed. All required tasks are completed other than the Declaration of Re-enrolment, which will be completed within the next few weeks.

19. Annual Parish Meeting

- 19.1 As reported at the May 2020 Parish Council meeting, despite changes to statutory laws, resulting from restrictions due to the Covid-19 virus, there has been no specific government guidance or changes to law, which state that an Annual Parish Meeting no longer has to take place prior to the 1st June. However given that statutory changes state that the Annual Parish Council Meeting does not have to take place until 2021 and that face to face meeting should not take place etc., NALC have advised that Parish Meetings should not be held, until further guidance is received.

20. Calendar of Actions

Review of documents for Chairman's Black Box

- 20.1 It was agreed that this action will be deferred until the September 2020 meeting, due to Coronavirus.

Update Calendar of Actions

- 20.2 The updated Calendar of Actions was reviewed. It was proposed by Cllr.L.Waites and seconded by Cllr.M.Rehorn that the Calendar of Actions be adopted. This was **agreed unanimously**.

Review Internal Controls, Risk Assessment documents and Asset Register

- 20.3 Having previously been circulated the draft Internal Controls document was discussed. It was proposed by Cllr.L.Waites and seconded by Cllr.M.Rehorn that the Internal Controls document be adopted. This was **agreed unanimously**.

- 20.4 The Draft Risk Assessment, having previously been circulated was discussed. The document was agreed. It was proposed by Cllr.L.Waites and seconded by Cllr.M.Rehorn that the Internal Controls document be adopted. This was **agreed unanimously**.

- 20.5 The Asset Register which had been revised as an electronic document, rather than in a written format, was discussed. The RFO talked through the Asset Register including the additions and disposal that had occurred during the year 2019/20. It was proposed by Cllr.L.Waites and seconded by Cllr.M.Rehorn that the Asset Register be approved. This was **agreed unanimously**.

Review document retention policy

- 20.6 The document having been previously circulated was reviewed and no changes were required. It was proposed by Cllr.L.Waites and seconded by Cllr.M.Rehorn that the document retention policy be re-adopted. This was **agreed unanimously**.

Review "Actions taken against Objectives" for the previous year

- 20.7 Actions taken against objectives for 2019/20 were reviewed. The majority of targets were either met or they are ongoing work in progress.

Publish the year's Council meeting dates on website, notice boards and next newsletter.

20.8 Meeting dates were included in the March 2020 Newsletter, which is on the website.

Review TGPC Disciplinary and Grievance Procedure

20.9 It was **agreed unanimously** that this should be delayed until September 2020, due to other work pressures.

Review TGPC Complaints Procedure

20.10 It was **agreed unanimously** that this should be delayed until September 2020, due to other work pressures.

Consider policies arising from the internal auditors report

20.11 All policies and requirements had been considered.

Appoint Internal Auditor

20.12 It was proposed by Cllr.L.Waites, Seconded by Cllr.M.Reohorn and **agreed unanimously** that the Parish Council would like to appoint Eleanor Choudry (WALC recommended Internal Auditor) who completed TGPC's 2018/19 & 2019/20 Internal Audits, to carry out the Parish Councils 2020/21 Internal Audit.

Review work undertaken by Internal Auditor

20.14 The Parish Council had reviewed the work undertaken by the Internal Auditor and they **unanimously agreed** that they were content with the work

21. Flooding issues

21.1 There were no updates to report.

22. Changes to Solihull MBC

22.1 It was agreed that this agenda item would be discussed at the July 2020 meeting.

23. Meetings with Solihull MBC

23.1 At the December 2019 meeting, the Clerk advised that the Solihull MBC Neighbourhood Coordinator has suggested that a regular meeting is scheduled between him and the Parish Council in order to raise and progress any issues. The Parish Council agreed that this would be beneficial and agreed that a quarterly meeting would be most appropriate. Due to COVID-19 the scheduling of the meeting will be delayed.

24. Litter and Dog Bins

24.1 The Clerk advised that a Tidbury Green Parishioner had requested an update regarding progress with getting litter bins installed in the village. The Parish Council have received no updates from Solihull or Ken Hawkins on this matter. **Action:** Cllr Reohorn to raise the matter, in his meeting with Nick Page (CEO SMBC) There were no updates to report.

25. Litter Picking in Tidbury Green

25.1 Cllr.M.Reohorn provided an update.

26. Crimes in Tidbury Green

26.1 There were no updates to report.

27. Neighbourhood Watch / Street Watch

27.1 There were no updates to report.

28. Update from Parish Clerk

28.1 The Clerk advised that due to COVID- 19, increased correspondence, issues and problems and also completing the External Audit that her hours were particularly high.

28.2 The Clerk advised that due to other commitments she will not be available for a few days.

28.3 Due to workloads it was **agreed unanimously** that the July meeting should be delayed until the 4th Wednesday in July. (22nd July 2020). This meeting will again be held remotely.

28.4 All other relevant updates were included during the meeting.

29. Correspondence

29.1 **Item 3 – HMRC Late payment Notification-** The Clerk advised that a PAYE, Late payment Notice was received, despite payment being paid within sufficient time. The late payment corresponded with the early stage of Covid-19 Lockdown, so the Clerk believes that the payment may have been delayed as a result of reduced postal services.

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

Private Section

(Closed agenda item – The Clerk, Press and public are asked to leave the meeting when this agenda item is discussed)

It was agreed that this item will be deferred until the July 2020 meeting.

30. Annual review, consideration of Clerk's pay

30.1 It was agreed that this item will be deferred until the July 2020 meeting **Action:** Clerk to circulate any contract, pay and Annual Leave relevant information to councillors in advance of the next meeting.

There being no further business the Chairman closed the meeting at 21:09

Date of the next meeting: Wednesday 22nd July 2020

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

June 2020 Agenda Appendix 1

Invoices Received

Invoice & Cheque No.

1. Clerk's Pay (C Kirby) - £944.24
Additional hours worked/pay May 2020

Invoice No: 82
Cheque No: 100522

Cheque paid in advance of meeting due to Social Distancing measures in place in response to Covid-19 and no face to face meetings taking place. Pre agreed budget expenditure

2. Clerk's costs (C Kirby) £254.22
Paper, ink, Zoom pro, stationery & phone)
& Separate cheque for additional

Invoice No: 82
Cheque No: 254.22

3. SLCC – £36.00
Online End of Financial Year Training

Invoice No: 131792
Cheque No: 100523

4. Eleanor Choudry (Parish Council Internal Auditor
2019/20 Internal Audit and Expenses £386.45

Invoice No: #090
Cheque No: 100525

Payments received

Cheque & Bank Credit No.

1. £1,616.00 – Covid-19 Financial Support Grant

Cheque No:

Payment Ref:

June 2020 Appendix 1 invoices and payments approved as correct:-

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

Chairman

Minutes of Tidbury Green Parish Council Ordinary meeting held on Wednesday 24th June 2020

Signed Date.....