

TIDBURY GREEN PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 22nd July 2020, 6.00pm, held remotely via Zoom, due to Covid- 19 Social distancing restrictions

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

1.1 **Tidbury Green Parish Councillors:** Cllr.M.Reohorn (Vice Chair), Cllr.A.Hussain and Cllr. L.Waites.

Clerk: Mrs C. L. Kirby

Parishioners: None

1.2 The Clerk advised that Cllr.C.Farr (Chairman), had contacted her to inform her that he had been delayed, so he would be approximately ten minutes late. Consequently vice Chair Cllr.M.Reohorn agreed to chair the meeting.

2. Apologies and reasons for Absence

2.1 None

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

5. To Approve the Minutes of the meeting held on 24th June 2020

5.1 The minutes of the meeting of 24th June 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 motion was carried by 2 in favour, with one abstention, due to the Councillor not being present at the June 2020 meeting.**

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 **Sept 19 (Minute 20.1) Litter & Dog waste bins** – Despite liaising with SMBC and Borough Councillor Ken Hawkins the Parish Council have not been able to secure any litter or dog waste bins for the area. This continues to be a real concern for the Parish Council and for members of the community. Cllr.M.Reohorn plans to have a meeting with Nick Page CEO of SMBC, to discuss various matters. Cllr.M.Reohorn will raise this issue during the meeting.
- 6.3 **Jan 20 (Minute 6.4) - Disabled parking space at the Village Hall** – When Cllr.L.Waites last met with Tidbury Green School, head Teacher Mrs McHale, she had advised Cllr.L.Waites that Tidbury Green School would liaise with Paul Tovey of Solihull MBC regarding tarmacking and remarking of the car parking spaces next to the Village Hall. She advised that she would also request that a disabled parking space be included. Due to Covid- 19 restriction Cllr.L.Waites has not chased progress, however she will liaise with Mrs McHale once the schools return, following the summer holidays.

18:18 - Cllr.C.Farr joined the meeting. – It was agreed unanimously that Cllr.M.Reohorn should continue to chair the remainder of the meeting.

7. Appointment of Additional Councillor via Co-Option process

- 7.1 After full consideration the Parishioner who had expressed an interest in the post, recently advised that they wished to withdraw their interest in the position. **It was agreed unanimously** that the position should be re-advertised in line with the production of the next Tidbury Green PC newsletter. In addition to the newsletter the vacancy will be advertised on the Parish Council website and the 5 village notice boards.

8. Anti-Social & Criminal Behaviour

- 8.1 Councillors discussed incidents of anti-social and criminal behaviours that they are aware of at Tidbury Heights and Regency Fields. The Parish Council are working with the relevant housing associations to try and help address these issues. However it remains important that and crimes and anti-social behaviour are reported to the police and to the housing associations and that wherever possible evidence is also provided. As detailed in the June 2020 Parish Council minutes, 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.

- 8.2 The Parish Council discussed the incident recording sheet which had been provided by Bromford. These sheets are shared with Parishioners when a complaint is made about one of Bromford's residents. It allows the complainant to record the details of the incident(s), provide evidence, dates times etc. and to detail how the behaviours are having an impact upon them.

It was agreed unanimously that this is not a suitable format, or level of detail required for

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Signed **Date.....**

the Parish Council to maintain a record of incidents that are brought to their attention. It was agreed that the Clerk will put together a simple spreadsheet to record incidents, including incident details, dates, times where available etc.

- 8.3 The Parish Council held a zoom meeting with Bromford in June 2020. At the meeting it was agreed that the Parish Council will have a quarterly meeting with them, to share information, discuss issues and obtain updates in relation to issues reported to Bromford by residents. **Action:** Clerk to circulate email to all Councillors to obtain dates when Councillors are available to meet with Bromford.

9. To consider the following planning matters

New Planning Applications

- 9.1 PL/2020/01293/MINFOT– Tidbury Green School Dickens Heath Road. It was proposed by Cllr.A.Hussain, seconded by Cllr.M.Reohorn and **agreed unanimously** that a response of No representation, should be submitted.
- 9.2 PL/2020/01223/PPFL – Garden Centre Adjacent 432 Norton Lane.
- 9.3 Appeal -Ref APP/Q4625/W/20/3249657 for Bowyer Farm - Lady Lane

Planning Decisions by Solihull Borough Council

- 9.4 None

Ongoing matters

- 9.5 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.**
- 9.6 PL/2020/00888/PPFL – Tidbury Green Golf Club – Tilehouse Lane - **No Representation - Via Delegated Authority.**
- 9.7 PL/2019/02870/PPFL – 396 Tilehouse Lane – **No Response Submitted.**

10. Lowbrook Farm Development

- 10.1 There were no updates to report.

11. Tidbury Heights Development

- 11.1 There were no updates to report.

12. Solihull Local Plan Review

- 12.1 Cllr.M.Reohorn had met with Jean Walters (CRPE) and asked if there is anything specific that the Parish Council needs to be aware of, in terms of the SLP Review. Jean advised that she continues to work on the SLP Review and she has a number of meetings scheduled, one of which is to explore the potential for increased usage of brown belt land. However currently there is nothing specific that the Parish Council need to be aware of.

13. Village Hall

- 13.1 Cllr.L.Waites advised that the caretaker, of the Village Hall, has completed the Village Hall Assessment. **Action:** Cllr Waites to share the report with the Clerk and Councillors.
- 13.2 As agreed at the June 2020 meeting Cllr.L.Waites provided details of the 2019/20 Village Hall Accounts requirements and documentation to Cllr.C.Farr. Bev Heaven has commenced a review, however has noted that a number of documents which are required, are not available. **Action:** Cllr.L.Waites to attempt to source and supply the documents to Bev Heaven.

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- 13.3 Cllr.L.Waites advised that steps had been taken in line with Government guidance to ensure that the Village Hall is Covid safe. Yoga and Karate have commenced socially distanced classes.
- 13.4 Cllr.L.Waites will investigate the possibility of switching to online banking and review and where appropriate update the Village Hall Banking Mandate.
- 13.5 The Parish Council agreed that the Village Hall Statutes, Rules, Constitution and Management Committee requirements will be discussed at the September 2020 meeting. **Action:** Clerk to add to the September 2020 meeting agenda.

14. Financial Matters

- 14.1 Payment of the items listed in the July 2020 Agenda Appendix 1 were discussed. It was proposed by Cllr.C.Farr, seconded by Cllr.A.Hussain and **agreed unanimously** that payment of these items should be made.

Payments Received,

- 14.2 None

Income and Expenditure Budget Year to 31 May & 30 June 2020.

- 14.3 The Responsible Financial Officer talked through the Income and Expenditure reports to 31 May 2020 and to the 30 June 2020. There were no questions.

15. External Audit 2019/20

- 15.1 The Clerk/ RFO, confirmed that the Annual Governance & Accountability Return (AGAR) and relevant supporting documents had been submitted to the External Auditor. The documents have also been added to the Parish Council website.
- 15.1 The Notice of Public Rights was added to the Parish Council Website and notice boards on the 12th of July 2020. The public inspection period will run from Monday 13th July & Friday 21st August.

16. Parish Council Pension Re-enrolment

- 16.1 The Parish Council automatic re-enrolment requirements were discussed. All required tasks are completed including the Declaration of Re-enrolment.

17. Annual Parish Meeting

- 17.1 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 stated that an Annual Parish Meeting no longer had to take place prior to the 1st June 2020. 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 has advised that Parish Meetings should not be held, until further guidance is received. It was **agreed unanimously** that this item should be removed from future agenda items, until further guidance is received.

18. Website Accessibility for Town & Parish Council Websites

- 18.1 The Clerk briefly discussed “The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018” which requires Public Sector Bodies, which includes Parish Councils, to ensure that reasonable adjustments are made to websites so they are accessible to people with various disabilities. All Parish Council websites will have to comply with those regulations. The Clerk advised that there is a lot of guidance that she needs to review, in order

to understand requirements. However based on her current understanding, in advance of the 23rd September 2020, an evaluation needs to be completed to ascertain where the website does meet the requirements and to identify any gaps that will need to be addressed to achieve compliance. An accessibility statement also needs to be developed and added to the PC website, setting out to what extent they meet the requirements and what alternative arrangements are available. The Parish Council also have to produce a plan to narrow the accessibility gap over time. The work required is of a technical nature, and quite time consuming so the Parish Council do not have the technical expertise or the resource to undertake the work. The Parish Council website was developed relatively recently and at the time of production the Parish Council agreed ongoing support for the website along with hosting and domain requirements. Given that supplier knows the website it **was agreed unanimously** that it would be pragmatic and more cost effective for the existing maintenance and support supplier to undertake the work. Inviting other suppliers would require a cost for the clerk to explain the existing system, would take additional time for an alternative supplier to familiarise and understand the Parish Councils website and would run the risk of having more than one supplier working on the website, which could result in inconsistencies, variations in processes and lack of audit trail and continuity for the Parish Councils existing supplier of system support. It was proposed by Cllr.C.Farr, seconded by Cllr.A.Hussain and **agreed unanimously** that £500.00 (excluding VAT) should be made available to undertake the initial work to ensure compliance by September 23rd 2020. **Action:** Clerk to share requirements with Cllr.M.Reohorn, who will inform the supplier of the upcoming work.

19. Calendar of Actions

Confirm policy for periodic tree survey on Wood Lane Allotments

- 19.1 The Clerk and the Chairman provided a brief overview of the history 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.

Review arrangements for Christmas trees/ lighting

- 19.2 It was agreed that this agenda item should be delayed until the September 2020 meeting.

20. Trees, Bulbs & Wild Flower

- 20.1 Solihull MBC offered all Parish and Town Council's within Solihull, a cherry blossom tree to plant, to symbolise the community coming together during the Covid- 19 pandemic, to remember those who lost loved ones and to reflect on the hard work and dedication given by a number of people. Tidbury Green Parish Council were very happy to accept this kind offer. During the coming weeks, Parish Councillors will consider a suitable location for the cherry tree to be planted.
- 20.2 The Parish Council agreed that they would like some bulbs for planting, along with some wild flower seeds, the same as those provided to Dickens Heath Parish Council. **Action:** Clerk to requests bulbs and seeds from Solihull MBC.
- 20.3 The Arden Free Tree scheme, which is run by Solihull Council in partnership with Birmingham Airport Solihull, is open to residents and local groups, who are invited to apply for free trees as part of a scheme to promote the planting of traditional native trees in the borough. The deadline for applications is the end of August and successful applicants will receive their free trees in time for the planting season (December – February). **Action:** Clerk to find out some further information from SMBC and to add relevant details to the Parish Council website.

21. Newsletter

- 21.1 Content for the next newsletter was discussed and agreed.
- 21.2 The Clerk will aim to have the newsletter produced towards the end of August 2020
- 21.3 Following production of the newsletter the Parish Council will assess the situation in relation to Covid-19, to establish if there are any restrictions in terms of delivering the newsletters or if there are any potential vulnerable newsletter delivery people, who should not be asked to deliver the newsletters.

22. Flooding issues

- 22.1 There were no updates to report.

23. Changes to Solihull MBC

- 23.1 Details of changes have been circulated to councillors. The new arrangements involve increased use of centralised contact methods, whereby your query is allocated to the appropriate person via the central team. This is opposed to the Parish Council having specific named contacts.

24. Meetings with Solihull MBC

- 24.1 Given SMBC's structure changes the Neighbourhood Coordinator has moved to a different team and the post has not been refilled. Therefore this agenda item will be removed, until the new structure is clearer to the Parish Council.

25. Litter and Dog Bins

- 25.1 Cllr.M.Reohorn advised that he has not yet had an opportunity to raise the matter about getting litter bins installed in the village. However he advised that he will do this during his meeting with Nick Page (CEO SMBC).

26. Litter Picking in Tidbury Green

- 26.1 There were no updates to report.

27. Crimes in Tidbury Green

- 27.1 There were no updates to report.

28. Neighbourhood Watch / Street Watch

- 28.1 There were no updates to report.

29. Update from Parish Clerk

- 29.1 All relevant updates were included during the meeting.

30. Correspondence

- 30.1 Item 39 – Query regarding CCTV – Councillors discussed and agreed a response.
- 30.2 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)

Councillors had previously met and **unanimously agreed** the Clerks pay increase for 2020/21, (which was in line with the current NJC Pay Offer) and holiday pay. Also updates to the Clerks contract had been agreed.

There were no press or public at the meeting, so no one was required to leave.

31. Annual review, consideration of Clerk's pay

32. Agree the Clerks Holiday Pay from 1st April 2019 – Current

There being no further business the Chairman closed the meeting at 19:43

Date of the next meeting: Wednesday 16th September 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

July 2020 Agenda Appendix 1

Invoices Received

Invoice & Cheque No.

1. Clerk's Pay (C Kirby) - £926.76
Additional hours worked/pay June 2020

Invoice No: 83
Cheque No: 100524

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. HMRC - £840.36 (£524.48 - Employee Tax & NI -
Deducted from Clerk's Employers NI
Pay - £315.88 – Employer NI)

Invoice No: Period Qtr. 2 Payment -
Cheque No: 100526

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

3. Clerk's costs (Previous month) (C Kirby) £285.15
Paper, ink, Zoom pro, stationery & phone)
Incorrect Amount of £254.22 Approved at
June 2020 Meeting (No Cheque was produced
For the incorrect amount).

Invoice No: 82
Cheque No: 100527

4. Clerk's costs (C Kirby) £257.97
Paper, ink, Zoom pro, stationery & phone)

Invoice No: 83
Cheque No: 100528

Payments received

Cheque & Bank Credit No.

1. None

Cheque No:

Payment Ref:

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

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

Chairman