

TIDBURY GREEN PARISH COUNCIL

DRAFT – Not Yet Approved - Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 16th September 2020, 7.00pm, held remotely via Zoom, due to Covid- 19 Social distancing restrictions

Clerk: Mrs C L Kirby
Tidbury Green PC
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AGENDA

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: None

2. Apologies and reasons for Absence

2.1 Apologies were received and accepted from Cllr.A.Hussain, who had been delayed due to train cancellations.

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. Engagement with SMBC Local Community Development Worker, Jade Reddie.

5.1 Jade Reddie, who was due to attend the remote meeting, to have initial introductions and discussions about her role and opportunities for collaborative working with the Parish Council, failed to attend the meeting. **Action:** Clerk to liaise with Jade Reddie, to arrange another suitable time for her to join a Parish Council meeting.

6. To Approve the Minutes of the meeting held on 22nd July 2020

6.1 The minutes of the meeting of 22nd July 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 and **agreed unanimously** that they be signed as a true record of that meeting.

Minutes of Tidbury Green Parish Council Ordinary meeting held on Wednesday 16th September 2020

Signed **Date.....**

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 briefly reviewed with focus applied to outstanding Actions, identified with a red status and items where the Clerk believed updates required sharing.
- 7.2 **Dec 19 (Minute 6.3) & Feb 20 (Minute 9.1) Power Supplies at Tidbury Heights & Regency Fields – For Christmas Tree Lights** – Cllr.C.Farr and Cllr.L.Waites have been liaising with Bellway and Miller Homes, to attempt to get them to install a power socket at the entrance of Tidbury Heights and Regency Fields Estates. This would enable the Parish Council to install and light a Christmas tree at these locations, as part of the annual village Christmas decorations programme. Despite this neither developer has yet provided the requested power supply. **Action:** Both Cllr.C.Farr and Cllr.L.Waites to send details of the latest position and contact information, to Cllr.M.Reohorn, who will try and progress this matter with the two companies involved.
- 7.3 **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 advised 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. Mrs McHale, also advised that she would request that a disabled parking space be included. Due to Covid- 19 restrictions Cllr.L.Waites has not chased progress, however she will liaise with Mrs McHale now that the schools have returned, following the summer holidays.
- 7.4 **Feb 20 (Minute 9.1) Flooding - Emergency road to Regency Fields** – Cllr.C.Farr confirmed that he has emailed photographs which illustrated the issue, to Ed Bradford, SMBC. It was agreed that this action can be closed.
- 7.5 **July 20 (Minute 20.2) Bulbs and wild flowers for planting in Tidbury Green** – The Clerk advised that a request for bulbs and wild flower seeds has been submitted to SMBC. SMBC have advised that they are considering the request and that they will respond in the near future.

8. Whitlock's End - Station Adoption

- 8.1 Sarah Oakley, who is a resident from Tidbury Green, kindly agreed to attend the meeting, to provide information about the Whitlock's End, Station adoption scheme that she is currently promoting.

Sarah joined the meeting at 19:20. The Chairman, Chris Farr welcomed Sarah to the meeting.

- 8.2 Sarah advised that she has been liaising with Fraser Pithie who is the Secretary, for the Shakespeare Line Promotion Group. (SLPG), who are the Rail User Group for train services between Birmingham Snow Hill/Moor St and Stratford upon Avon. A number of stations across the route, including Henley in Arden have been adopted by community groups and individuals. By adopting the stations, many improvements to the stations can be introduced and benefits can be achieved for the community. There is support and funding to help with flower planting, noticeboards, general tidying etc.
- 8.3 Sarah is working with Fraser to try and promote this initiative for Whitlock's End Station. They are looking for individuals or a group(s) to sponsor Whitlock's End Train Station and are seeking the support of the local community to come together to plant, paint, create, improve and promote at the station, hence creating a welcoming, informative, attractive safe environment.

- 8.4 To make the initiative successful, the more people that contribute the more benefits that can be achieved. Sarah advised that she has already met with Dickens Heath Parish Council, who are very keen to get involved. Tidbury Green Councillors advised Sarah that it sounded like an excellent initiative, which they fully support. However with only 4 Councillors, who work full time and one Clerk, they are restricted in terms of how much they can get involved and contribute. However the Parish Council advised that they are happy to endorse and promote the initiative as much as they can. Also Parish Councillors will be happy to assist as volunteers when they have the time available. The Clerk advised that Fraser Pithie of SLPG had provided some information for inclusion in the next newsletter, however, the clerk believed that the information may require updating. **Action:** Clerk to send the existing draft to Sarah Oakley for review and updating as required.

9. Appointment of Additional Councillor via Co-Option process

- 9.1 As agreed at the July 2020 meeting the position will be re-advertised in 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.

10. To consider the following planning matters

New Planning Applications

- 10.1 PL/2020/01568/MINFHO – 145 Wood Lane. – Councillors advised that they needed to take a more detailed look at this application. It was agreed that they would respond with their views to the Clerk by 20th September 2020.
- 10.2 PL/2020/01886/MINFHO – 148 Norton Lane – It was proposed by Cllr.C.Farr, seconded by Cllr.M.Reohorn and **agreed unanimously** that the Parish Council should submit a No Representation response.
- 10.3 PL/2020/01473/PPFL – Holly Cottage, Braggs Farm Lane. (No Response submitted)
- 10.4 PL/2020/01437/MINFHO– Buildings & Land opposite 26 Houndsfield Lane. (No Response submitted)

Planning Decisions by Solihull Borough Council

- 10.5 PL/2020/01293/MINFOT– Tidbury Green School Dickens Heath Road - **Approved**
- 10.6 PL/2020/01223/PPFL – Garden Centre Adjacent 432 Norton Lane - **Approved**

Ongoing matters

- 10.7 Appeal -Ref APP/Q4625/W/20/3249657 for Bowyer Farm - Lady Lane
- 10.8 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.**
- 10.9 PL/2020/00888/PPFL – Tidbury Green Golf Club – Tilehouse Lane - **No Representation - Via Delegated Authority.**
- 10.10 PL/2019/02870/PPFL – 396 Tilehouse Lane – **No Response Submitted.**

11. Brunning & Price Pub & Restaurant.

- 11.1 Brunning & Price recently announced that they will not be completing the purchase of Tidbury Green Farm, to develop it in to one of their family of pubs. They advised that the cost of constructing the revised approved plans for the development have become prohibitive in the current financial climate.

12. Changes to Planning system

- 12.1 As per correspondence previously circulated to Parish Councillors, the government are currently working on planning reforms. There are 2 key existing consultations which relate to changes to the current planning system. These are The White Paper: Planning for the Future (consultation end date of 29 October 2020) and Changes to the current planning system (consultation end date of 1 October 2020). It was agreed that all Councillors and the Clerk will review the documents. Cllr.M.Rehorn stated that he would speak to Jean Walter of CPRE to establish what these proposed changes mean for the planning system and if there are any implications that may affect Tidbury Green.

13. Lowbrook Farm Development

- 13.1 Matters relating to the issue regarding the boundary and fencing installed on the Regency Fields Estate, remain ongoing.

14. Tidbury Heights Development

- 14.1 The Clerk advised that a parishioner has raised a concern regarding unauthorised access, to the Park and Open Space (POS), which is due to be opened shortly at the Tidbury Heights site. The Clerk is liaising with SMBC to establish what steps are being taken to prevent unauthorised access to the POS by travellers, campers, quad bikes etc.
- 14.2 Cllr.C.Farr advised that he has noted that there is a new gate from the school to Tidbury Heights. **Action:** Cllr.L.Waites to investigate and attempt to establish the purpose of the gate.

15. Solihull Local Plan Review

- 15.1 Jean Walters (CRPE) has advised that the revised Solihull Local Plan will be published early October 2020. Following this there will be a public consultation period of 6 – 8 weeks.

16. Anti-Social & Criminal Behaviour

- 16.1 Councillors briefly discussed updates on incidents of anti-social and criminal behaviours that they are aware of within Tidbury Green.
- 16.2 The Clerk advised that she has included a section in the draft newsletter, which details the process for reporting crimes and Anti-Social Behaviours, to the relevant organisations. **Action:** All Councillors to review the guidance. If the guidance is agreed, the Parish Council will play more of an overseeing, check and challenge role in the resolution process, as opposed to reporting. This is due to the fact that it is easier for organisations to pursue complaints, where they can speak direct with the complainant, in order to obtain any further information and evidence that may be useful to progress the complaint. It was agreed that the Parish Council should have a regular meeting (3 times a year) with both of the Housing Associations (Bromford – Tidbury Heights and Citizen - Regency Fields). The aim of the meetings will be to discuss any issues that may have occurred or been reported to either of the housing organisations and to ensure that they are dealing with the matters. **Action:** Clerk to arrange a meeting with Bromford and Citizen.

17. Village Hall

- 17.1 Cllr.L.Waites advised that the caretaker, of the Village Hall, has completed the Village Hall Covid-19, Assessment, however not the Annual Risk Assessment Programme. **Action:** Clerk to resend copy of previous years Risk Assessment to Cllr Waites to arrange for the Risk Assessment to be completed as soon as possible.

- 17.2 As agreed at the June 2020 meeting Cllr.L.Waites has 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.
- 17.3 Cllr.L.Waites advised that steps had been taken in line with Government guidance to ensure that the Village Hall is Covid safe. This includes consideration and appropriate actions taken in relation to additional ongoing guidance circulated by the Clerk, including that relating to the use of facemasks.
- 17.4 Cllr.L.Waites will investigate the possibility of switching to online banking and review and where appropriate update the Village Hall Banking Mandate.
- 17.5 The Parish Council agreed that the Village Hall Statutes, Rules, Constitution and Management Committee requirements will be discussed at the October 2020 meeting. **Action:** Clerk to add to the October 2020 meeting agenda.

18. Parish Council insurance cover

- 18.1 The insurance documents were circulated to all Councillors, in advance of the meeting. This is the second year of a three year negotiated deal. It was proposed by Cllr.C.Farr, seconded by Cllr.L.Waites and **agreed unanimously** that the Parish Council remain content with the insurance cover in place with Zurich.

19. Financial Matters

- 19.1 Payment of the items listed in the September 2020 Agenda Appendix 1 were discussed. It was proposed by Cllr.C.Farr, seconded by Cllr.L.Waites and **agreed unanimously** that payment of these items should be made.
- Payments Received,**
- 19.2 £1,250.00 – Second instalment of 2020/21 Precept
Income and Expenditure Budget Year to 30 July & 31 August 2020.
- 19.3 The Responsible Financial Officer talked through the Income and Expenditure reports to 30 July & 31 August 2020. There were no questions.
- 19.4 It was proposed by Cllr.C.Farr, seconded by Cllr.L.Waites and **agreed unanimously** that the Parish Councils laptop should undergo a performance check, clean and optimise, in line with the quote of £48.00 provided by Bell Computers.

20 External Audit 2019/20

- 20.1 The Clerk / RFO, advised that the public inspection period ended on the 21st August, with no Parishioner requesting to view the Parish Councils Accounts / supporting documents.
- 20.2 The Clerk/ RFO, advised that she has not yet received any communications from the external auditor, following the submission of the 2019/20 Annual Governance & Accountability Return (AGAR) and relevant supporting documents.

21 Website Accessibility for Town & Parish Council Websites

- 21.1 The Clerk advised that Colin Redmond-Lyon, of RLBusiness solutions Ltd, is currently working on the Parish Council's website to carry out the required actions to comply with "The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018." This Regulation 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.

- 21.2 The Clerk advised that there was a lot of guidance circulated by NALC, WALC, SLCC etc., which detailed requirements. However, as the work required is of a technical nature, the Clerk shared the guidance with Colin Redmond Lyon, to allow him to understand the requirements, rather than the Clerk trying to interpret them and potentially misunderstanding them, due to their technical nature.
- 21.3 Colin Redmond Lyon is making excellent progress with the work, however he has advised that it was a highly time consuming job and had taken many more hours than previously anticipated. However, he advised that he would honour his original quote of £500.00. **Action:** Cllr.M.Reohorn advised that he would speak to Colin Redmond-Lyon, regarding this matter.

22. Calendar of Actions

Review arrangements for Christmas trees/ lighting

- 22.1 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.

Confirm booking for Over 60's lunch and pay deposit

- 22.2 After discussions regrettably the Parish Council had to make the decision that the 2020 Over 60's Lunch should not be held this year, due to the Covid -19 pandemic. **Action:** Clerk to include details of this decision in the next newsletter.

Review and adopt Financial Regulations

- 22.3 The Clerk will review in advance of the next Parish Council meeting.

To receive a half yearly report from the Allotment Association

- 22.4 The Allotment Association provided copies of the minutes of the 2020 AGM and their 2019 Accounts. They have also liaised with the Parish Council throughout the year on an ad-hoc basis, providing relevant details and raising any queries that they have. In normal circumstances an update would be provided for the Annual Parish meeting, which would have been held at the end of May 2020. However, due to Covid restrictions the 2020 meeting has not taken place. The Parish Councillors **agreed unanimously** that they were content to receive an official update at the next Annual Parish meeting.

Carry out independent review of bank reconciliations

- 22.5 Cllr.M.Reohorn agreed to complete the reconciliation. **Action:** Clerk to send relevant details and paperwork to Cllr.M.Reohorn.

23. Newsletter

- 23.1 The draft newsletter which was circulated in advance of the meeting was discussed. The Clerk advised that in a short period of time a number of articles included had become outdated and require updating. This included, articles regarding, Covid - 19, Brunning & Price and Adoption of Whitlock's Train Station. Also there were additional information that would now require adding to the newsletter, including information about the Solihull Local Plan and the Over 60's Christmas lunch. It was agreed that the Clerk will revisit and update the newsletter. The Clerk will aim to have the revised version, circulated mid to late October. Following this the Councillors will need to review the newsletter and decide on printing and distribution plans.
- 23.2 There was one article included in the draft newsletter, which asked for Parishioners of Tidbury Green to nominate 1 person from the community that they believe has gone the extra mile to help out neighbours across Tidbury Green, or to give up their time to make Tidbury Green a better place to live. To reward the person with the most votes, it was proposed by Cllr.M.Reohorn, Seconded by Cllr.L.Waites and **agreed unanimously** that a prize up to the value of £50.00 should be awarded.

24. Flooding issues

24.1 There were several emails from SMBC, which had been circulated to Councillors in advance of the meeting. The emails stated that Solihull Council has been granted some Flood Defence Grant in Aid (FDGiA) funding by the Environment Agency, along with some funding from the Trent Regional Flood and Coastal Committee. This means that SMBC has now secured over £800k of external funding to use for flood mitigation schemes, which will help over 100 properties across four locations within the borough. Tidbury Green is included within the 4 locations. These schemes will see residents being offered the opportunity to introduce Property Level Resilience and Resistance (PLR) measures, essentially practical support, to make their homes safer. Those residents who are included will be contacted and asked to complete an online questionnaire to scope out their requirements and to arrange individual property surveys. Flood risk specialists, appointed by the Council will be contacting these residents directly to undertake the surveys in accordance with Covid-19 guidelines. The Council will continue to look at securing further funding so that more schemes can be rolled out to other areas that are at risk of flooding.

25. Litter and Dog Bins

25.1 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. The Parish Council have recently, yet again, raised their concerns regarding lack of bins with Borough Councillor Ken Hawkins. They await his response.

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 The Clerk advised that her hours worked during August 2020 were 91. This was above the contracted hours due to volumes of work, External Audit work and Website Accessibility work that required undertaking.

29.2 All relevant updates were included during the meeting.

30 Correspondence

30.1 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.

Date of the next meeting: Wednesday 21st October 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

Minutes of Tidbury Green Parish Council Ordinary meeting held on Wednesday 16th September 2020

Signed **Date.....**

TIDBURY GREEN PARISH COUNCIL

September 2020 Agenda Appendix 1

Invoices Received

Invoice & Cheque No.

- | | |
|---|--|
| 1. Clerk's Pay (C Kirby) - £805.95 Additional hours worked/pay July 2020 | Invoice No: 84 Cheque No: 100530 |
| 2. Clerks Holiday Pay 50% - July £591.50 | Invoice No: Cheque No: 100531 |
| 3. Clerks Holiday Pay 50% - August £591.50 | Invoice No: Cheque No: 100530 |
| 4. Clerk's Pay (C Kirby) - £668.39 Additional hours worked/pay August 2020 | Invoice No: 84 Cheque No: 100532 |
| 5. Bell Computers £25.00 Install & Activate McAfee total protection 12 months | Invoice No: J20063 Cheque No: 100533 |
| 6. WALC - £30.00 Understanding Finances & Governance Training Course – WALC | Invoice No: 20430 Cheque No: 100534 |
| 7. Clerk's costs (C Kirby) £85.74 Paper, ink, Zoom pro, stationery & phone) | Invoice No: 84 Cheque No: 100535 |
| 8. Clerk Office Expenses £ 165.00 | Invoice No: Cheque No: 100536 |
| 9. Zurich - £ 371.80 – Tidbury Green Parish Council renewal | Invoice No: 501721169 Insurance Cheque No: 100537 |

Payments received

Cheque & Bank Credit No.

- | | |
|---|------------------------------------|
| 1. 2 nd Instalment of 2020/21 Precept £11,250.00 | Cheque No: Payment Ref: 2017775 |
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September 2020 Appendix 1 invoices and payments approved as correct:-

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

Chairman

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Signed Date.....