

# TIDBURY GREEN PARISH COUNCIL

## Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 11th November 2020, 7.00pm, 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), Cllr.A.Hussain and Cllr. L.Waites.

**Clerk:** Mrs C. L. Kirby

**Parishioners:** One

**Solihull MBC:** Jade Reddie

**CPRE:** Jean Walters

### 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 The member of public who attended, was invited to speak on matters that they wished to discuss. The parishioner provided a brief update regarding previously reported anti-social and criminal behaviour at Earlswood Lakes and surrounding roads including Wood Lane and Lady Lane. The member of the public explained that some positive progress had been made, which was welcome, by local residents. These included Canals & Rivers Trust (CRT) tidying up the Wood Lane Carpark, improving access restrictions and locking the carpark earlier in the evening.

4.2 Despite improvements being observed, some issues remain, which continue to cause significant distress to local residents. The parishioner explained that one of the key issues currently is visitors to Earlswood Lakes parking on Wood Lane and Lady Lane, obstructing pavements and the road and in some instances even blocking access and egress from resident's drives. Numerous photographs have been taken by the parishioner and these have been shared with partners including the West Midlands Police and Borough Councillor Ken Hawkins. The Parish Councillors agreed that these behaviours are unacceptable, and that they create significant safety risks for both pedestrians and road users. The parishioner advised that currently she has not received a response to her emails sent to PC McDowell, of West Midlands Police. **Action:** Clerk to email PC McDowell, thanking her for all WMP assistance dealing with Anti-social

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**Signed** ..... **Date**.....

behaviours, following her attendance at the June 2020 Parish Council Meeting. Clerk to also raise parking issues and request West Midlands Police assistance with this matter.

- 4.3 After discussions Parish Councillors agreed that a possible long term solution would be for SMBC to put double yellow lines along Wood Lane and Lady Lane. Borough Councillor Ken Hawkins had responded to the local parishioner's email advising the he would raise the issue with Solihull MBC, in his capacity of Cabinet Member, with responsibility for Highways. **Action:** Clerk to email Borough Councillor Ken Hawkins, to raise concerns and to request that he liaises with the Highways Team at SMBC to discuss the Parish Council's suggestion of installation of double yellow lines on Wood Lane and Lady Lane.

## **5. Engagement with SMBC Local Community Development Worker, Jade Reddie.**

- 5.1 Jade Reddie, was welcomed to the meeting. Jade explained the role of the Solihull MBC Community Development team, which she leads. She provided a brief background, explaining that initially the original focus of the team was on families with young children, however this had evolved over time and the team now offers support to all age groups. The team works with and supports groups within communities who have desire to introduce initiatives that will provide benefit to their communities. The team offers support and guidance to help to drive the projects, which community groups wish to take forward. The emphasis is on asset support, for example if a member of the community has an idea, the team can discuss this with them and offer support with things including venues, networking, advertising, finding funding opportunities etc.
- 5.2 Jade advised that she would circulate some information which provides some more details and examples of some of the initiatives that they have supported.
- 5.3 The Parish Council found the information provided very useful and will consider future opportunities to use and promote the facility for the benefit of the community.

**Jade was thanked for attending and left the meeting at 19:25**

## **6. To Approve the Minutes of the meeting held on 16<sup>th</sup> September 2020**

- 6.1 The minutes of the meeting of 16<sup>th</sup> September 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 the minutes should be approved. This motion was carried by **3 in favour, with one abstention**, due to Cllr.A.Hussain not being present at the September 2020 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 briefly reviewed with focus applied to outstanding Actions, identified with a red status and items where the Clerk believed updates required sharing.
- 7.2 **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 once the Covid 19 situation has improved and lockdowns have ended.

- 7.3 **Sept 20 (Minute 8.4) – Gate from School to Tidbury Heights.** It was agreed that if any Councillor is passing the site that they will have a look at the new gate which Cllr.C.Farr had previously noticed. The Parish Council wish to ascertain the purpose of the gate. Cllr.L.Waites advised that she would also speak to the school caretaker to find out the purpose of the gate.
- 7.4 **Sept 20 (Minute 22.1) - Lead on Village Christmas tree decorations. (As agreed at the September 2020 Parish Council Meeting)** Cllr.M.Reohorn agreed to lead on this matter. Firstly he will source a tree from Wood Farm. **Action:** Clerk to supply contact details. Cllr Reohorn will then lead on decorating the new tree, which will be situated on Lowbrook/ Norton Lane junction and the existing tree which is on the Junction of Norton Lane / Fulford Hall Road.

## 8. Whitlock's End - Station Adoption

- 8.1 As agreed at the September 2020 meeting, the Clerk circulated the information previously provided by Fraser Pithie of Shakespeare Line Promotion Group. (SLPG), to the Parishioner currently promoting the initiative. The information was originally provided for inclusion in the next Parish Council Newsletter. However it was suspected that the information required some updating to make it more relevant to the position of the project and details of support required from the community Etc. The Clerk advised that she has not received an update. Therefor it was **unanimously agreed** that the existing information should be removed from the current newsletter and added to the next newsletter, if and when an update is provided.

## 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.

## 10. To consider the following planning matters

### New Planning Applications

- 10.7 PL/2020/02344/TPO – Lowbrook Farm, Lowbrook Lane. Response submitted -**Via Delegated Authority – Stating that the Parish Council do not object providing that specified conditions to approval are agreed.**
- 10.8 PL/2020/02390/PPFL – Rumbush Farm, Rumbush Lane. - **Objection -Via Delegated Authority.**
- 10.9 PL/2020/02146/TPO – 38 Houndsfield Lane. **No Response Submitted.**
- 10.10 PL/2020/01568/MINFHO – 145 Wood Lane. **No Response Submitted.**
- 10.11 PL/2020/01886/MINFHO – 148 Norton Lane. **No Response Submitted.**
- 10.12 PL/2020/01473/PPFL – Holly Cottage, Braggs Farm Lane. No Response submitted

### Planning Decisions by Solihull Borough Council

- 10.13 PL/2020/00888/PPFL – Tidbury Green Golf Club – Tilehouse Lane - **No Representation - Via Delegated Authority. Withdrawn**
- 10.14 PL/2019/02870/PPFL – 396 Tilehouse Lane – **No Response Submitted. Approved**
- 10.15 PL/2020/01437/MINFHO– Buildings & Land opposite 26 Houndsfield Lane. (No Response submitted) **Approved**

### Ongoing matters

- 10.16 Appeal -Ref APP/Q4625/W/20/3249657 for Bowyer Farm - Lady Lane
- 10.11 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.**

## 11 Changes to Planning system

- 11.1 As per correspondence previously circulated to Parish Councillors, the government are currently working on planning reforms. There are 2 key consultations which have recently closed, which relate to changes to the current planning system. These are :-
- The White Paper: Planning for the Future &
  - Changes to the current planning system

Given the technical nature and the high volume of papers and the limited response time that the Parish Council had available, they did not respond to the consultations. However, Jean Walters had shared CPRE's response, in which a number of concerns were raised. It was agreed that all Councillors and the Clerk will review the documents, including the CPRE response. Jean Walter's kindly offered to deal with any queries that the Parish Council have.

## 12 Lowbrook Farm Development

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

## 13. Tidbury Heights Development

- 13.1 The Clerk advised that Solihull MBC had responded to a concern raised by a parishioner regarding unauthorised access, to the Park and Open Space (POS), at the Tidbury Heights site. SMBC provided a plan which showed that access would be restricted at the two entrances to the POS.

## 14. Solihull Local Plan Review

- 14.1 The revised Solihull Local Plan Review has been published and there is currently a six week consultation period which concludes on the 14<sup>th</sup> December 2020.
- 14.2 Jean Walters has kindly agreed to produce Tidbury Green Parish Council's response to the consultation. Jean advised that there is a significant amount of work to be undertaken. Once Jean has a draft available she will circulate it for the Parish Councillors review and comments.
- 14.3 Jean also kindly produced an article regarding the Solihull Local Plan Review consultation, to include in the Parish Council's newsletter. This document was reviewed and updated, where appropriate during the meeting.
- 14.4 It was agreed that the Parish Council should write to all three Borough Councillors asking them if they are going to object to Site BL1 (Site 4) – Land West of Dickens Heath. **Action:** Cllr.Reohorn to write to Borough Councillors.
- 14.5 The Parish Council has a meeting on the 17<sup>th</sup> November with MP Saqib Bhatti. It was agreed that Jean Walters should join the meeting, when planning and the Solihull Local Plan Review are discussed.
- 14.6 It was agreed that the Parish Council should request an extension to the Solihull Local Plan Review consultation period, due to complexity of the process of responding, Covid restrictions and the fact that the consultation period is during the lead up to Christmas when people are likely to busy. **Action:** Clerk to contact Solihull MBC and request an extension.

## 15. Anti-Social & Criminal Behaviour

- 15.1 Councillors briefly discussed updates on incidents of anti-social and criminal behaviours that they are aware of within Tidbury Green.

- 15.2 As was agreed at the September 2020 meeting, the Parish Council will aim to 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 have been reported to either of the Housing Association and to ensure that they are dealing with the matters. **Action:** Clerk to arrange a meeting with Bromford and Citizen.

## 16. Meeting with Saqib Bhatti MBE MP

- 16.1 Saqib Bhatti MBE MP has kindly agreed to meet with the Parish Council, in order to develop a clearer understanding of some of the issues faced in Tidbury Green and by the Parish Council. The Parish Council see this as an excellent opportunity to develop a positive working relationship between the Parish Council and Saqib Bhatti
- 16.2 Councillors agreed items that they wished to discuss. **Action:** Clerk to produce and circulate an agenda for the meeting.
- 16.3 Jean Walter’s (CPRE) kindly agreed to attend the meeting at approximately 8 o’clock whilst planning matters including the Solihull Local Plan Review are discussed.

## 17 Village Hall

- 17.1 The Village Hall 2019/20 Accounts, which had been circulated in advance of the meeting were discussed. It was proposed by Cllr.L.Waites and seconded by Cllr.C.Farr that the accounts should be approved. This was **agreed unanimously**. **Action:** Cllr.L.Waites to sign the accounts, file the original and send a copy to the clerk.
- 17.2 It was proposed by Cllr.L.Waites and seconded by Cllr.A.Hussain that £400.00 should be paid to Bev Heaven for the work completed, including reviewing historic processes, developing a revised approach and producing the 2019/20 Village Hall Accounts. This was **agreed unanimously**. This will be paid via Village Hall funds.
- 17.3 Cllr.L.Waites advised that the Village Hall Risk Assessment Programme, will be finalised shortly. **Action:** Cllr Waites to arrange for the Risk Assessment to be circulated as soon as possible.
- 17.4 Cllr.L.Waites advised that the Village Hall Banking Mandate has been updated, meaning that Cllr.L.Waites and Cllr.A.Hussain can now sign cheques. Cllr. L.Waites will investigate the possibility of switching to online banking.
- 17.5 The Parish Council agreed that the Village Hall Statutes, Rules, Constitution and Management Committee requirements will be discussed at the December 2020 meeting. **Action:** Clerk to add to the December 2020 meeting agenda.

## 18 Financial Matters

- 18.1 Payment of the items listed in the November 2020 Agenda Appendix 1 were discussed. It was proposed by Cllr.M.Reohorn, seconded by Cllr.C.Farr and **agreed unanimously** that payment of these items should be made.
- Payments Received,**
- 18.2 None
- Income and Expenditure Budget Year to 30 September & 31 October 2020.**
- 18.3 The Responsible Financial Officer talked through the Income and Expenditure reports to 30 September 2020. The October report was not yet available due to not yet receiving the appropriate bank statement. This will be considered at the December 2020 meeting. There were no questions.
- 18.4 It was proposed by Cllr.M.Reohorn, seconded by Cllr.C.Farr and **agreed unanimously** that the Parish Council should purchase the Arnold-Baker on local Council Administration – twelfth edition, at a cost of £120.00.

## 19. External Audit 2019/20

- 19.1 PKF Littlejohn LLP have completed the Limited Assurance review of Tidbury Green Parish Council Accounts for the Year Ending 31 March 2020. The Annual Governance & Accountability Return (AGAR), has been certified unqualified and published.
- 19.2 The Notice of Completion of Audit along with relevant documents has been added to the Parish Council's website. Due to Covid-19 restrictions and risks the documents have not been added to Parish noticeboards.

## 20. Website Accessibility for Town & Parish Council Websites

- 20.1 The Clerk advised that Colin Redmond-Lyon, of RLBusiness solutions Ltd, has completed the first stage of the work required for "The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018." He has reviewed the Parish Council's website to assess where it does and does not comply with the Accessibility Regulations.
- 20.2 As previously discussed the Clerk advised that there was a lot of guidance circulated by NALC, WALC, SLCC etc., which detailed requirements. However, given that the work required was 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.
- 20.3 The Clerk has requested a quote from Colin Redmond-Lyon, of RLBusiness solutions Ltd, to carry out the remedial works that will be required to resolve as many as possible, of the non-compliance items identified during the stage 1 assessment.

## 21. Calendar of Actions

### Review and adopt Financial Regulations

- 21.1 As agreed at the September 2020 Meeting the Clerk will review the Financial Regulations and update if appropriate. **Action:** Clerk to review and update Tidbury Green Parish Council's Financial Regulations.

### Carry out independent review of bank reconciliations

- 21.2 Cllr.M.Reohorn will complete the independent review of bank reconciliations. The Clerk will provide him with the relevant papers at the December 2020 Meeting, as this will be the first face to face opportunity to do this, due to Covid restrictions.

### Appoint Internal Auditor

- 21.3 It was **agreed unanimously** that the Parish Council should re-appoint the WALC trained Internal Auditor who completed the 2018/19 and 2019/20 Parish Council Internal Audit. **Action:** Clerk to contact the Internal Auditor and ask if she is content to carry out the role for 2020/21.

### Review work undertaken by Internal Auditor

- 21.4 The Parish Councillors confirmed that they were happy with the work undertaken by the Internal Auditor.

### Advertise and hold the Annual Parish Meeting

- 21.5 It was **agreed unanimously** that due to significant Covid risks and restrictions that the Parish Council will not organise a 2020/21 Annual Parish Meeting. Due to restrictions and Health and Safety risks, a face to face meeting would not be possible. Given the demographics of the community and the possibility that some residents may not have sufficient technology or knowledge to join a remote meeting, it was felt unfair to hold the meeting remotely. It would potentially exclude a group of residents, which Councillors agreed did not appear fair.

**Receive and discuss initial proposals from Councillors for objectives and expenditure on projects for the following financial year/ consider a first draft budget and objectives Statement.**

- 21.6 The previously circulated draft objectives Statement for 2021/22 was presented by the RFO. It was agreed that Councillors would give further consideration to the draft objectives statement in advance of the December 2020 meeting, where it will be reconsidered for approval.
- 21.7 The previously circulated draft 2021/22 budget was presented. Due to time constraints the RFO briefly talked through the proposed budget. The budget was developed based on the proposed objectives for 2021/22. It was also recognised that due to the additional dwellings occupied in Tidbury Green, as a result of the current ongoing development, that expenditure to deliver the objectives will continue to increase and consequently this required factoring into the proposed budget. Solihull MBC have confirmed that there are already 70 additional homes compared to previous year. Based on the draft budget the proposed 2021/22 precept would be £25,000. The RFO talked through the impact that this would have on the precept charge per band D Household Property in Tidbury Green. The proposed budget would result in a 2021/ 22 precept rate of approx. £34.11 per band D household, compared to this financial year's charge of £33.94. This would result in an increase for Tidbury Green of 0.5%. The RFO advised that the Parish Councils reserve funds had been reduced over recent years, due to various factors including, the Bye-Election, purchase of gate signage and purchase of a new laptop. Currently the general reserves likely to be held at the end of the year, is less than 4 months' worth of Precept. This is relatively low, as the recommended amount is between 3 – 12 months precept. The RFO had included columns within the draft budget document to demonstrate the impact on precept charges if the budget was increased by £1k, £2K or £3k in order to increase the general reserves held by the Parish Council. It was agreed that Councillors will give further consideration to the draft budget and general reserves in advance and during the December 2020 meeting, where the draft budget will be reconsidered for approval.

**Consider the need for a three year financial forecast**

- 21.8 **It was agreed unanimously** that a three year financial forecast was not considered necessary or appropriate.

**Review use of deposit account.**

- 21.9 It was proposed by Cllr.A.Hussain and seconded by Cllr.M.Reohorn that given poor interest rates, that the PC funds should remain in the current account. **This was agreed unanimously.**

**Consider production of PC Disaster Recovery Plan**

- 21.10 It was agreed unanimously that this should be delayed until early 2021/22.

## **22. Newsletter**

- 22.1 The draft newsletter which was circulated in advance of the meeting was discussed. Councillors confirmed that they had reviewed the newsletter and that they were content with it. It was agreed that the newsletter should be approved and sent for print (black and white). It was agreed that given Covid-19 that the Tidbury Green delivery volunteers should be contacted to ask if they are content to deliver newsletters, or would prefer not to deliver the newsletters on this occasion.

## **23. Bulbs & Wildflowers**

- 23.1 SMBC have advised that due to other pressures that bulbs will not be provided to Parish Councils this year. The Parish Council will consider adding funds to their 2021/22 budget so that these can be procured and planted next year.
- 23.2 Cllr.A,Hussain advised that 2 local Parishioners, had kindly given up both their Saturday and Sunday morning to plant the Cherry Tree provided by Solihull MBC, outside the village Hall. It was proposed by Cllr.C.Farr, seconded by Cllr.A.Hussain and **agreed unanimously** that a gift of £50.00 in vouchers should be awarded to be shared between the 2 Parishioners.

**24 Update from Parish Council Chairman re meeting with SMBC**

- 24.1 Cllr.C.Farr provided an update following his recent meeting with Matthew Gardner (SMBC), regarding various issues including Dickens Heath Road pavement, leading from Tidbury Green to the school.
- 24.2 Solihull MBC have suggested monthly meetings with the Parish Council to discuss issues and concerns. It was agreed that this is a positive step. It was agreed that Councillors will take it in turns attending the meetings with SMBC, with Chairman Cllr.C.Farr attending the first meeting.

**25. Flooding issues**

- 25.1 Cllr.M.Reohorn confirmed that the Local Parishioner who lives on Norton Lane, who previously raised issues regarding flooding has been contacted by Solihull MBC regarding the Flooding Grants which are available.

**26. Litter and Dog Bins**

- 26.1 It was agreed that this matter will be raised during one of the initial monthly meetings with Solihull MBC (See Minute 24.2)

**27. Litter Picking in Tidbury Green**

- 27.1 Cllr.M.Reohorn advised that he and Ann Marie may stop doing the litter pick unless SMBC and West Midlands Police make Norton Land safer. The cars speeding along the roads (however intermittently) is unacceptable. The Parish Council believes that speed cameras, policing, signage and some degree of strategic planning is needed. It is believed that unless there is some PR or penalties are issued this behaviour will get worse. This matter will be discussed with SMBC during planned monthly meetings.
- 27.2 There were no updates to report.

**28. Crimes in Tidbury Green**

- 28.1 There were no updates to report.

**29. Neighbourhood Watch / Street Watch**

- 29.1 There were no updates to report.

**30. Update from Parish Clerk**

- 30.1 The Clerk advised that her hours worked during November 2020 were 92 Hours. This was above the contracted hours due to volumes of work, the Clerk not working at full capacity due to Covid – 19, working on a newsletter, completing a WALC online finance budget setting course, website work and MP correspondence etc.

**31. Correspondence**

- 31.1 All items of concern or interest were dealt with as separate agenda items, or flagged as of interest to Councillors.

**Date of the next meeting: Due to other commitments it was agreed that the date of the December 2020 meeting should be Wednesday 16<sup>th</sup> December 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 11<sup>h</sup> November 2020**

**Signed .....** **Date.....**



# TIDBURY GREEN PARISH COUNCIL

## November 2020 Agenda Appendix 1

### Invoices Received

### Invoice & Cheque No.

- |   |   |
|---|---|
| 1. Clerk's Pay (C Kirby) - £677.35<br>Additional hours worked/pay September 2020<br><br>(Paid in advance of meeting)  | Invoice No: 85<br>Cheque No: 100538         |
| 2. Clerk's Pay (C Kirby) - £731.89<br>Additional hours worked/pay October 2020  | Invoice No: 85<br>Cheque No: 100540         |
| 3. Clerk's costs (C Kirby) £228.64<br>Paper, ink, Zoom pro, stationery & phone)   | Invoice No: 85<br>Cheque No: 100541         |
| 4. HMRC - £ 738.42 (£453.31 - Employee Tax & NI -<br>Deducted from Clerk's pay - £285.11 Employers NI<br>(Paid in advance of meeting as a result of due date) | Invoice No: Quarter 2<br>Cheque No: 100539  |
| 5. PKF Littlejohn LLP £360.00<br>Limited Assurance Review of AGAR for<br>Year Ended 31 March 2020   | Invoice No: SB20202038<br>Cheque No: 100542 |
| 6. SLCC Membership £201.00<br>(£161.00 SLCC & £40.00 ALCC)<br>£161.00 Paid via Cheque £40.00 by<br>Credit Card – See Clerks Expense's No. 86                  | Invoice No: MEM226168<br>Cheque No: 100543  |
| 7. CPRE Annual Membership £36.00  | Invoice No: N/A<br>Cheque No: 100544        |

### Payments received

### Cheque & Bank Credit No.

1. None

Cheque No:  
 Payment Ref:

**November 2020 Appendix 1 invoices and payments approved as correct:-**

**Signed..... Date.....**

**Chairman**

**Minutes of Tidbury Green Parish Council Ordinary meeting held on Wednesday 11<sup>h</sup> November 2020**

**Signed ..... Date.....**