

TIDBURY GREEN PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 16th December 2020, 7.00pm, held at Tidbury Green Village Hall

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

1.1 **Tidbury Green Parish Councillors:** Cllr.A.Hussain and Cllr.L.Waites.

Clerk: Mrs C. L. Kirby

Parishioners: None

1.2 Cllr.C.Farr (Chairman), arrived at 19:30 and offered his apologies for his late arrival. The meeting was delayed until this point, due to not having a quorum. Therefore the meeting commenced at 19:35.

2. Apologies and reasons for Absence

2.1 Apologies were received and accepted from Cllr.M.Reohorn.

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 11th November 2020

5.1 The minutes of the meeting of 11th November 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.A.Hussain, seconded by Cllr.L.Waites and **agreed unanimously** that they be signed as a true record of that 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 **Review/Update Action Tracker** – It was agreed **unanimously** that the Clerk should carry out a review of the Parish Councils Action Tracker, in the New Year. Where possible actions greater than 12 months old, where no updates have been received during the last 6 months and where further updates are unlikely, should be removed.

7. Appointment of Additional Councillor via Co-Option process

- 7.1 Since the position has been advertised in the latest Tidbury Green PC newsletter and on the Parish Council website, 2 applications have been received. **Action:** Clerk to produce two acknowledgement of Receipts of Applications, which Cllr.C.Farr will deliver.
- 7.2 The closing date for applications is 10th January 2020. After this point the Parish Council will consider a timescale/ process for considering applications.

8. Community Governance Review

- 8.1 The proposal to increase the number of Tidbury Green Parish Councillors by two, was agreed by Solihull MBC, during January 2020. The election for the two additional Parish Councillors, was scheduled for May 2020. However due to Covid-19, all planned elections were cancelled. The Clerk advised that Solihull MBC have been in touch recently and advised that they are making plans for an election of two parish councillors in Tidbury Green Parish (providing we have more than 2 nominations), to be held Thursday 6th May 2021. The Notice of Election will be published on Monday 22 March 2021. The Parish Council will then need to display the notice somewhere in the Parish.

9. To consider the following planning matters

New Planning Applications & Permanent Traffic Order

- 9.1 PL/2020/02520/PPFL – 66 Shutt Lane. - **No Response Submitted.**
- 9.2 PL/2020/02694/MINFHO – 101 Wood Lane. **No Response Submitted.**
- 9.3 PL/2020/02368/MINFHO – 142 Norton Lane. **No Response Submitted.**
- 9.4 PL/2020/02149/TPO – 25 Lowbrook Lane - **No Representation, provided that the tree works are carried out in a way that causes no long term damage. Submitted via delegated authority.**
- 9.5 PL/2020/02528/MINFHO – 90 Norton Lane. **No Representation, submitted via delegated authority.**
- 9.6 PL/2020/02623/MINFHO – 5 Houndsfield Lane. **No Representation, submitted via delegated authority.**
- 9.7 **Fulford Hall Road (Prohibition of Left Turn) 2020 - No Response Submitted.**

Planning Decisions by Solihull Borough Council

- 9.8 PL/2020/01568/MINFHO – 145 Wood Lane. **No Response Submitted – Approved.**
- 9.9 PL/2020/01886/MINFHO – 148 Norton Lane. **No Response Submitted - Refused**
- 9.10 Appeal -Ref APP/Q4625/W/20/3249657 for Bowyer Farm - Lady Lane – **Appeal Withdrawn**
- 9.11 PL/2020/02146/TPO – 38 Houndsfield Lane. **No Response Submitted – Approved.**

Ongoing matters

- 9.12 PL/2020/02344/TPO – Lowbrook Farm, Lowbrook Lane. **No Representation, provided certain conditions are met - submitted via delegated authority.**
- 9.13 PL/2020/01473/PPFL – Holly Cottage, Braggs Farm Lane. **-No Response submitted**
- 9.14 PL/2020/02390/PPFL – Rumbush Farm, Rumbush Lane – **Objection submitted via delegated authority.**
- 9.15 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. 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 Tidbury Green Parish Council’s response to the Solihull Local Plan Review was submitted in advance of the consultation end date of the 14th December 2020.
- 12.2 Jean Walters kindly produced Tidbury Green Parish Council’s response to the consultation. It was recognised that Jean had undertaken a significant amount of work and produced a quality detailed response. The Parish Council were extremely grateful for the work undertaken. As a small gesture it was proposed by Cllr.Farr, seconded by Cllr.A. Hussain and agreed by the majority that a donation of £200.00 should be made to CPRE, to show appreciation for the work.

13. Anti-Social & Criminal Behaviour

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

14. Wood Lane / Lady Lane Parking Issues

- 14.1 The Parish Council have raised the issue of 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, with WM Police and Borough Councillor Ken Hawkins. Full details of the issues along with photographic evidence have also been submitted to SMBC Highways Team by the Parish Council, along with a request for them to source a solution, considering double yellow lines and other available interventions to restrict parking.

15. Meeting with Saqib Bhatti MBE MP

- 15.1 The Parish Council met with Saqib Bhatti MBE MP (remotely) on the 17th November 2020. The Parish Councillors found the meeting extremely beneficial, providing them with the opportunity to discuss some of the issues and challenges that Tidbury Green PC and local residents face and also to learn from Saqib Bhatti MBE about some of the wider issues and challenges that exist. The Parish Council were very impressed by Saqib Bhatti's MBE positive approach and his willingness to meet with the Parish Council in order to develop strong working relationships and to work collaboratively to resolve some of the issues faced.
- 15.2 It was agreed that the Parish Council will meet with Saqib Bhatti MBE on a quarterly basis and he also agreed to join the Councillors to walk around the village, so that they can point out some of the issues.
- 15.3 The next meeting has been agreed for 2nd March 2021. Due to logistics and Covid restrictions this meeting will be held remotely. It was agreed by all Councillors that the next meeting ideally needs to be a face to face meeting. **Action:** Clerk to arrange a face to face meeting, for May 2021. This is in addition to the March meeting.

16 Village Hall

- 16.1 Cllr.L.Waites talked through the Village Hall Risk Assessment, which had been circulated in advance of the meeting. Cllr.L.Waites advised that the Risk Assessment was completed by Derek Jesson (Caretaker) and Cllr.L.Waites on the 8th August 2020. Cllr.Waites advised that since the document was circulated that the fire extinguisher has been serviced. **Action:** Clerk to update risk Register Checklist Programme. Cllr Waites also advised that the fire alarm will be tested and serviced early 2021. Councillors confirmed that they were content with the Risk Assessment undertaken and the findings.
- 16.2 It was proposed by Cllr.L.Waites, seconded by Cllr.C.Farr and **agreed unanimously** that an annual bonus should be paid to the Village Hall Caretaker. This will be dealt with separately from the Village Hall separate accounts etc.
- 16.3 The Parish Council agreed that the Village Hall Statutes, Rules, Constitution and Management Committee requirements will be discussed at the January 2021 meeting. **Action:** Clerk to add to the January 2021 meeting agenda.

17 Financial Matters

- 17.1 Payment of the items listed in the December 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,

- 17.2 None

Income and Expenditure Budget Year to 31 October 2020 & 30 November 2020.

- 17.3 The Responsible Financial Officer talked through the Income and Expenditure reports to 31 October 2020. The November report was not yet available due to only recently receiving the appropriate bank statement. This will be considered at the January 2021 meeting. There were no questions.

Review existing cheque signatories on bank mandate

- 17.4 It was agreed that this will be reviewed once new Councillors have joined the Parish Council.

Consider the need for a three year financial forecast

- 17.5 As agreed at the November 2020 Parish Council Meeting a three year financial forecast was not considered necessary or appropriate.

Approve final Objectives Statement for 2021/22

- 17.6 The Objectives Statement for the following financial year, which was presented at the November 2020 meeting, was further discussed. It was noted that no one had raised any points in relation to the draft previously presented and consequently no changes had been made to the draft. It was proposed by Cllr.C.Farr and seconded by Cllr.A.Waites **and agreed unanimously** that the Objectives Statements represents the aims of the Parish Council and should consequently be adopted for 2021/22.

Review and consider the Parish Council's Specific and General Reserves for 2021/22

- 17.7 It was proposed by Cllr.C.Farr and seconded by Cllr.A.Hussain that the listed items totalling £8000 allocated to 'Specific Reserves', be agreed. **This motion was carried unanimously.** Based on current information the General Reserves at the end of March 2021 is likely to be between £7,000 and £8,000. The amount of expected 'General Reserve' is relatively low at less than 4 months of the Parish Councils Precept, where the recommended amount should be between 3 and 12 months precept. It was proposed by Cllr.C.Farr and seconded by Cllr.A.Hussain and **agreed unanimously** that £1,000 should be included in the 2021/22 Budget to increase the General reserves by a £1,000.

Agree final budget and Precept for 2021/22

- 17.8 The draft 2021/22 budget which was presented by the RFO at the November 2020 meeting was discussed. There had been no changes to the budget but a slight change to impact on precept per Band D, as the number of houses confirmed by Solihull MBC were 741, not 733 as they had previously reported.
The proposed budget and precept required for 2021/22 is £26,000. This includes £1000 to add to depleted General Reserves, so that the Parish Council has additional funding should any unexpected eventualities occur. It was proposed by Cllr.C.Farr and seconded by Cllr.A.Hussain that the draft 2021/22 budget be approved and adopted and that the precept for 2021/22 be set at £26,000, which would equate to a 2021/22, Band D rate of £35.09, compared to this financial year's charge of £33.94, an increase of 3.4%. **This was agreed unanimously.**

18. Website Accessibility for Town & Parish Council Websites

- 18.1 As previously reported, Colin Redmond-Lyon, of RL Business 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.
- 18.2 He has now provided a quote for carrying out the remedial works that are required to resolve as many as possible, of the non-compliance items identified during the stage 1 assessment. The quote for £960.00 inclusive of VAT, which was circulated in advance of the meeting, was discussed. Given that the supplier set up the Parish Council website relatively recently and at the time the Parish Council agreed ongoing support for the website along with hosting and domain requirements, combined with the fact that the supplier is familiar with the website and carried out the Stage 1 Assessment work, it **was agreed unanimously** that it would be pragmatic and more cost effective for him to complete stage 2 remedial works It was proposed by Cllr.C.Farr, seconded by Cllr.A.Hussain and **agreed unanimously** that £800.00 (excluding VAT) should be made available to undertake the stage 2 works. The work should be completed between April 2021 and August 2021 (Inclusive) **Action:** Clerk to update Colin Redmond-Lyon, of RL Business solutions Ltd.

- 18.3 The quote provided by RL Business stated that "Please note that this work may not fully address the item requirement WCAG Ref 1.3.1 (Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text). The particular non-compliance would for example mean that screen readers would not describe a list of public notices as a list, just a sequence of sentences. To address this requirement there may be an additional cost similar to the cost for this estimate and so I think that you might consider the additional work for this requirement to be a disproportionate burden" as per regulation 6." The Parish Council discussed this matter and it was proposed by Cllr.C.Farr, Seconded by Cllr. A Hussain and **agreed unanimously** that given the size of the Council and limited funds available to the Parish Council that it should declare itself exempt from additional work requirements due to it being a disproportionate burden" as per regulation 6.
- 18.4 Colin Redmond-Lyon, of RL Business solutions Ltd, had provided a proposal of text formatting that is required with regards to the item 1.4.3 which relates to the minimum contrast between the background and the foreground the colour, to meet part of the new regulations. **Action:** Clerk to email this to Councillors for review and consideration.

19. Calendar of Actions

Review and adopt Financial Regulations

- 19.1 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

- 19.2 Cllr.M.Reohorn will complete the independent review of bank reconciliations. **Action:** Clerk to provide Cllr.M.Reohorn with the relevant papers.

20. Monthly meetings with Solihull MBC (Pilot)

- 20.1 It was agreed that Cllr.C.Farr will provide a date to meet with Solihull MBC, for the first pilot monthly meeting. Following this the Clerk will circulate a meeting schedule so that all Councillors can attend the monthly meeting on a rota basis. The Clerk will also consider a process for the pilot monthly meetings with Solihull MBC

21. Litter Picking in Tidbury Green

- 21.1 There were no updates to report.

22. Crimes in Tidbury Green

- 22.1 There were no updates to report.

23. Neighbourhood Watch / Street Watch

- 23.1 There were no updates to report.

24. Update from Parish Clerk

- 24.1 The Clerk advised that her hours worked during November 2020 were 112 Hours. This was above the contracted hours due to volumes of work, budget setting, MP correspondence, a high level of Planning Applications, Solihull Local Plan Review Consultation, Newsletter printing, sorting and distribution.

24.2 The Clerks revised Contract of Employment which was circulated in advance of the meeting was discussed. It was proposed by Cllr.A.Hussain, seconded by Cllr.C.Farr and **agreed unanimously** that the Contact of Employment should be approved

25. Correspondence

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

There being no further business the Chairman closed the meeting at 20:35

Date of the next meeting: Wednesday 20th January 2021

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

December 2020 Agenda Appendix 1

Invoices Received

Invoice & Cheque No.

- | | |
|---|--|
| 1. Clerk's Pay (C Kirby) - £859.08
Additional hours worked/pay November 2020 | Invoice No: 86
Cheque No: 100545 |
| 2. Clerk's costs (C Kirby) £581.31
Paper, ink, Zoom pro, stationery,
ALCC, Newsletter printing & phone) | Invoice No: 86
Cheque No: 100546 |
| 3. Information Commissioners £40.00
Data Protection Registration | Order Ref No: 02da32520607
Cheque No: 100549 |
| 4. RL Business Solutions Limited £187.20
Annual website hosting, domain and support | Invoice No: 194
Cheque No: 100548 |
| 5. RL Business Solutions Limited £600.00
Website Accessibility Evaluation work | Invoice No: 195
Cheque No: 100548 |
| 6. Cllr.Azra Hussain £50.00
Refund for voucher presented to Residents
for planting the SMBC donated cherry tree | Invoice No: N/A
Cheque No: 100547 (Error on
Cheque – Cheque Cancelled) |

To be reissued – January 2021

Payments received

Cheque & Bank Credit No.

- | | |
|---------|----------------------------|
| 1. None | Cheque No:
Payment Ref: |
|---------|----------------------------|

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

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

Chairman

Minutes of Tidbury Green Parish Council Ordinary meeting held on Wednesday 16^h December 2020

Signed Date.....