

TIDBURY GREEN PARISH COUNCIL

Draft Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 20th January 2021, 7.00pm, held remotely via Zoom, due to Covid- 19 Social distancing restrictions

Clerk: Mrs C L Kirby
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AGENDA

1. Record of members present

- 1.1 **Tidbury Green Parish Councillors:** Cllr.C.Farr (Chairman), Cllr.M.Reohorn (Vice-Chairman) and Cllr.A.Hussain
Clerk: Mrs C. L. Kirby
Parishioners: None

2. Apologies and reasons for Absence

- 2.1 Cllr.L.Waites advised that she was running late by approximately 15 minutes. Her apologies were accepted.

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 16th December 2020

- 5.1 The minutes of the meeting of 16th December 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 and seconded by Cllr.C.Farr that the minutes should be approved. **This motion was carried by 2 in favour, with one abstention, due to the Councillor not being present at the December 2020 meeting.**

19:16 – Cllr.L.Waites joined the meeting

Minutes of Tidbury Green Parish Council Ordinary meeting held on Wednesday 20th January 2021

Signed Date.....

5.2 Prior to the meeting a Tidbury Green parishioner had raised a query regarding minute 7.2 of the Parish Council meeting held on 11th November 2020. The action relates to on-going correspondence with Tidbury Green School regarding the car park at the Village Hall. The minutes state that "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." The Parishioner correctly pointed out that Mrs R Fitter had taken over as Head Teacher of the school, several months ago. The Parish Council agreed that this was the case, however, it was their understanding that Mrs McHale had remained at the school for a transition period up until Christmas 2020, to deliver a hand over to Mrs Fitter. Therefore at the time of the meeting on the 11th November 2020, it remained Cllr.L.Waites intention, to discuss the matter with Mrs McHale in the first instance. Therefore Councillors **agreed unanimously** that the minutes reflected the situation at that point in time and therefore did not require amendment.

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** – As agreed at the December 2020 Parish Council Meeting, the Clerk has completed a review of the Parish Councils Action Tracker. Any actions which were greater than 12 months old, where no updates had been received during the previous 6 months and where further updates were unlikely, were removed.
- 6.3 **Jul 20 (N/A) – Ditch Clearing on Rumbush Lane & Fulford Hall Road** – It was agreed that this matter will be raised with Solihull MBC, during the Parish Council’s next monthly meeting with them.
- 6.4 **Jan 20 (Minute 6.4) - Disabled parking space at the Village Hall** – Cllr.L.Waites thinks that some resurfacing works may have already been undertaken, however, there has been no disabled parking space added to the Village Hall carpark. Cllr. Waites advised that she will discuss the matter with Mrs R Fitter, (Tidbury Green School, Head Teacher) and possibly Paul Tovey of Solihull MBC, regarding tarmacking and remarking of the car parking spaces next to the Village Hall. Cllr.L.Waites will progress this action once the Covid 19 situation has improved and lockdowns have ended.
- 6.5 **Dec 20 (Minute 19.1) – Review Tidbury Green Parish Council Financial Regulations and update if required** – The Clerk advised that she had completed a thorough examination of the Parish Councils Financial Regulations which had been circulated to Councillors in advance of the meeting. The Financial Regulations were last updated and approved in November 2019. The Clerk advised that no additional changes were required to the existing Financial Regulations, as they remain in line with NALC’s latest model financial regulations and are appropriately tailored to the Parish Council’s needs whilst remaining compliant with best practice and legal requirements. It was therefor **agreed unanimously** that the Tidbury Green Parish Council Standing Orders should be approved and re-adopted.

7. Appointment of Additional Councillor via Co-Option process

- 7.1 Given that there was no members of the public or press in attendance, no one was required to leave the meeting, whilst this agenda item was discussed (due to the confidential nature)
- 7.2 The Councillors considered and discussed the applications, which had been circulated prior to the meeting. It was proposed by Cllr.C.Farr, seconded by Cllr.L.Waites and **agreed unanimously** that two candidates should be invited to the next Parish Council Meeting, to informally provide details of their backgrounds and reasons for wanting to join the Parish council. **Action:** Clerk to write to applicants.

8. Community Governance Review

- 8.1 There were no additional updates since those provided at the December 2020 meeting: - “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

- 9.1 PL/2020/03076/TPO – 136A Norton Lane – **No Representation submitted, via delegated authority**

Planning Decisions by Solihull Borough Council

- 9.2 The Clerk advised that she was unable to check planning applications for any decisions, as Solihull MBC Planning website has been undergoing essential maintenance works and hence is not accessible. This will be updated in advance of the next Parish council Meeting.

Ongoing matters

- 9.3 PL/2020/02520/PPFL – 66 Shutt Lane – **No Response Submitted**
- 9.4 PL/2020/02694/MINFHO – 101 Wood Lane – **No Response Submitted**
- 9.5 PL/2020/02368/MINFHO – 142 Norton Lane – **No Response Submitted**
- 9.6 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.**
- 9.7 PL/2020/02528/MINFHO – 90 Norton Lane. **No Representation, submitted via delegated authority.**
- 9.8 PL/2020/02623/MINFHO – 5 Houndsfield Lane. **No Representation, submitted via delegated authority.**
- 9.9 **Fulford Hall Road (Prohibition of Left Turn) 2020 – No Response Submitted**
- 9.10 PL/2020/02344/TPO – Lowbrook Farm, Lowbrook Lane. **No Representation, provided certain conditions are met - submitted via delegated authority.**
- 9.11 PL/2020/01473/PPFL – Holly Cottage, Braggs Farm Lane. **-No Response submitted**
- 9.12 PL/2020/02390/PPFL – Rumbush Farm, Rumbush Lane – **Objection submitted via delegated authority.**
- 9.14 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 Cllr.Farr advised that during his monthly meeting with Solihull MBC, that he raised Lowbrook Lane drainage issue, connected to the Regency Fields Development. This was raised with SMBC in September 2019 and at that point SMBC advised the Parish Council that they had raised this matter with the developer, who had agreed to install an extra two gullies on the upstream side of the development site access, to reduce the runoff water on Lowbrook Lane. Despite this no works have been carried out. During the meeting, Cllr.C.Farr suggested that SMBC should not sign off or adopt the development, before this matter is resolved.
- 10.2 There were no further updates to report.

11 Tidbury Heights Development

- 11.1 There were no updates to report.

12 Solihull Local Plan Review

- 12.1 Jean Walters had emailed Cllr.C.Farr and the Clerk to advise that she had discussed Tidbury Green Parish council's response to the Solihull Local Plan review Consultation with Saqib Bhatti, MBE MP.
- 12.2 There were no further updates to report.

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 Clerk advised that she has chased Solihull MBC Highways Team for a response to the emails previously sent, in which the Parish Council have raised the ongoing parking issues on Lady Lane and Wood Lane. As previously reported the main issue is that visitors to Earlswood Lakes are 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. It is envisaged that this problem will get worse, given that the craft centre on Wood Lane have started charging for parking. Cllr.M.Reohorn advised that he joined the recent SAC, zoom meeting and based on discussions, it appears that a number of other Parishes are experiencing similar problems and issues to those experienced in Tidbury Green. It was therefore agreed that it would be beneficial to correspond with some other local Parish Councils, to understand and share issues and solutions which may be available. Cllr.M.Reohorn advised that Meriden have experienced parking issues and Cllr. Reohorn believe that they have used Double yellow lines to help alleviate some of the issues. **Action:** Clerk to find the contact details of the Meriden Councillor, who attended the SAC meeting and provide these to Cllr.Reohorn. Cllr Reohorn to make initial contact in order to share issues and lessons learnt. Cllr.M.Reohorn also advised that he believed that Cheswick Green PC have made effective use of signage and employed a private firm to issue fines to vehicles parking on yellow lines or other restricted parking locations. **Action:** Clerk to contact Cheswick Green Clerk to obtain some further information. The Clerk advised that Earlswood & Forshaw Heath Residents' Association and Tanworth in Arden Parish Council have carried out a lot of work and introduced a number of interventions in their boundary of Earlswood Lake. They are

also aware of the issues on Wood Lane and Lady Lane. Earlswood & Forshaw Heath Residents' Association have liaised with parishioners and raised concerns to Solihull MBC and other authorities. They have also shared intelligence and suggestions with Tidbury Green Parish Council. It was agreed that Cllr.Mark Rehorn will engage with the Chairman of Earlswood & Forshaw Heath Residents' Association to discuss issues and potential interventions, to try and reduce the issues faced.

15. Meeting with Saqib Bhatti MBE MP

- 15.1 As reported at the December 2020 meeting the next meeting Saqib Bhatti MBE MP 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 It was proposed by Cllr.L.Waites, seconded by Cllr.C.Farr and **agreed unanimously** that the Village Hall shall no longer have a separate Management Committee. The day to day running will be managed by the caretaker and Cllr.L.Waites, with the support of Cllr. A.Hussain, as and when required. The management of the Village Hall, including day to day decisions, production of accounts, insurance, risk assessments etc. will be remain separate from the Parish Council. However regular updates will continue to be provided to the Parish Council.
- 16.2 A challenge has been received from a parishioner, regarding the decision to close the Village Hall, including for mother and toddler classes, when Solihull went into Covid 19 Tier 4. Councillors agreed that the decision to close the Village Hall was reached, based on Government advice, legal requirements and consideration for the Health & Safety of hirers, the caretaker and those attending classes at the Village Hall. The caretaker of the Village Hall engaged with all hirers of the hall to discuss the closure plans and reasons for the decision. No hirer raised any objections to the closure. The blanket closure was also deemed not only the safest, but also the fairest way to proceed. The same policy was applied to all groups, so no particular group could appear to be discriminated against or any other group favoured. The Village Hall have a duty of care for all those who use the Village Hall, for the caretaker and for the wider community. Given the Covid 19 pandemic, and in particular the growing numbers of cases, the Parish Council **agreed unanimously** that it was the right thing to close the Village Hall and for it to remain closed until it is deemed safe to open and government guidelines and the legal system allow this. The Village Hall has one employee, who would have to attend the Village Hall to allow classes to take place. This would mean that he would have to have face to face contact with people. He would also have to carry out a deep Covid-19 clean after each class. It was agreed that this was an unacceptable risk, taking in to consideration individual circumstances and was not deemed viable, to enable one class to continue running. The class is not just for children as are schools and nurseries, which have remained open. It is for parents also. In Tier 4 and National lockdown the Village Hall must comply with legal requirements and also consider risks, which in this instance, were deemed too great, by the Parish Council. The position will be reconsidered at the February 2021 meeting and any decisions will be based on government guidance, legal requirements and risks. The Parish Council understands the disappointment caused, given that that these classes cannot be run at the moment and we know that many are suffering greatly from the pandemic, particularly with mental health issues. However, the Parish Council are clear that they will not take undue risks which could lead to increased cases of Covid, additional strain on the NHS or loss of life.

17 Financial Matters

- 17.1 Payment of the items listed in the January 2021 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.
- 17.2 It was agreed that going forward that the layout of the Clerks hours of work pay, should be revised. Currently Appendix 1 states that pay is for “Additional hours worked”, giving the impression that the pay relates to additional hours worked above the Clerks contracted hours. This is not the case. This situation relates to an historic ongoing situation where the Clerk receives a small amount of pay each month via Standing Order, which equates to approx. 31 hours pay. The remaining contracted hours (49), plus any further hours worked are included in this additional hours worked. It was agreed that longer term that the Standing Order needs to be updated to represent the Clerks contracted hours. However in the short term the Clerk will break down the pay in appendix 1 to contracted hours and additional hours.

Payments Received

- 17.3 999.60 – Bank Charges Refund
- Income and Expenditure Budget Year to 31 October 2020 & 30 November 2020.**
- 17.4 The Responsible Financial Officer talked through the Income and Expenditure reports to 30 November & 31 December 2020. The Clerk explained that most budget items were underspent, excluding salary. The Clerk explained reasons for this. Also it was agreed that going forward the Parish Council National Insurance obligations should be separated out on the budget sheet, so it is not shown as pay, but as an employer payment due to HMRC.

18. 2021/22 Precept

- 18.1 The Clerk talked through the draft precept notice that was circulated in advance of the meeting and which was also shared on screen. Solihull MBC have confirmed that the Council tax base for Tidbury Green for 2021/22 is 741, which is an increase from the 2019/20 figure of 663. They also confirmed that there will be no Support Grant allocation in 2021/22. It was proposed by Cllr.C.Farr and seconded by Cllr.M.Rehorn that the precept notice be authorised at £26,000. **This motion was carried unanimously.** This results in a band D figure of £35.09 against £33.94 for the previous year, giving an increase of 3.4%. **Action:** Clerk to submit the 2021/22 Precept Notice to SMBC.

19. Calendar of Actions

Review the Village Hall’s insurance arrangements

- 19.1 Cllr. L.Waites confirmed that a 12 month Village Hall insurance policy had been agreed and payment was sent in January 2021.

Attend AGM of Allotment Association and receive the Annual Accounts

- 19.2 No information had yet been received from the Allotments Association. **Action:** Clerk to request a copy of the documents.

Carry out independent Councillor Review of bank reconciliations

As previously done, Cllr.Rehorn will carry out the independent review of the bank reconciliations.

Prepare VAT refund claim

- 19.4 The Responsible Financial Officer will prepare the VAT return during the coming week.

Arrange for internal audit to be carried out

- 19.5 The internal audit is scheduled to take place around 15th February 2021.

20. Monthly meetings with Solihull MBC (Pilot)

20.1 Cllr.C.Farr provided an update following his first (pilot) monthly meeting with Solihull MBC. During the meeting he raised a number of issues including leaves blocking drainage and an issue on Tilehouse Lane where the pavement/verge is lower than the road. It was agreed that Cllr.Farr will attend the next meeting with Solihull MBC. Following this the Clerk will circulate a meeting schedule so that all Councillors can attend the monthly meeting on a rota basis. The Clerk is also currently working on compiling a process for the pilot monthly meetings.

21. Litter Picking in Tidbury Green

21.1 Lack of bins, particularly dog waste bins, continues to be a key concern for parishioners and the Parish Council. Despite raising this matter with SMBC and Borough Councillor Ken Hawkins, on a number of occasions, no progress has been achieved with this matter. It was agreed that Cllr.C.Farr will raise this issue, again with Solihull MBC during his next monthly meeting with them. If this fails, Cllr.L.Waites advised that she would investigate to establish the cost of installing bins and maintaining/emptying them. It was recognised that potentially ongoing maintenance may have to be funded from an increase in precept.

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 December 2020 were 85 Hours.

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 21:35

It was agreed unanimously that the date of the next meeting, will be: - Wednesday 24th February 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

Minutes of Tidbury Green Parish Council Ordinary meeting held on Wednesday 20th January 2021

Signed **Date.....**

TIDBURY GREEN PARISH COUNCIL

January 2021 Agenda Appendix 1

Invoices Received

Invoice & Cheque No.

- | | |
|---|--|
| 1. Clerk's Pay (C Kirby) - £613.85
Additional hours worked/pay December 2020 | Invoice No: 87
Cheque No: 100551 |
| 2. Clerk's costs (C Kirby) £124.10
Phone, Zoom pro & Ink) | Invoice No: 87
Cheque No: 100552 |
| 3. HMRC - £ 771.44 (£476.38 - Employee Tax & NI -
Deducted from Clerk's pay - £295.06 Employers NI
(Paid in advance of meeting as a result of due date) | Invoice No: Quarter 3
Cheque No: 100550 |
| 4. Cllr. Azra Hussain £50.00
Refund for voucher presented to
Residents for planting the SMBC donated cherry tree | Invoice No: N/A
Cheque No: 100553 |
| Payment included on December 2020 – Agenda Appendix 1 – However Cheque 100547
which was produced was cancelled, due to an error. | |
| 5. CPRE - £200.00
(As agreed at December 2020 Meeting –
Minute 12.2 as a thank you for Jean Walter's
Support and work undertaken for the PC. | Invoice No: N/A
Cheque No: 100554 |

Payments received

Cheque & Bank Credit No.

- | | |
|-------------------------------|---|
| 1. Bank Charges Refund £999.6 | Cheque No:
Payment Ref: CMTY01/CIN10643679 |
|-------------------------------|---|

January 2021 Appendix 1 invoices and payments approved as correct:-

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

Chairman

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