

# TIDBURY GREEN PARISH COUNCIL

**Clerk: Mrs Charlotte Kirby  
Tidbury Green PC  
PO Box 17622  
BIRMINGHAM  
B13 3PR**

**E-mail: [tidburygreenpc@googlemail.com](mailto:tidburygreenpc@googlemail.com)  
Tel: 07832 925080**

To: – Councillors C.Farr (Chairman), A.Hussain, M.Reohorn and L.Waites of Tidbury Green Parish Council.

You are hereby summoned to attend the Parish Council's ordinary meeting to be held via video conference (Zoom) on Wednesday 24<sup>th</sup> March 2021 at 7:00pm for the purposes of transacting the following business.

**Zoom Joining Instructions have been sent to Parish Councillors. Should the press or public wish to join the meeting, please email the Clerk - [tidburygreenpc@googlemail.com](mailto:tidburygreenpc@googlemail.com). The Clerk will then send you an invite with the relevant joining instructions, ID and password.**

Charlotte L Kirby  
Clerk to the Council

Dated this 18th March 2021

## AGENDA

- 1. Record of members present**
- 2. Apologies and reasons for Absence**
- 3. Appointment of Additional Councillor via Co-Option process (Closed agenda item - Press and public are asked to leave the meeting when this agenda item is discussed)**
  - Based on applications/interviews, to discuss and vote on the Councillor appointment
  - If appointment of new Councillor is approved, to receive a signed "Declaration of Acceptance of Office"
- 4. Declarations of Interest and Dispensations**
  - To receive Declarations of interest from councillors on items on the agenda
  - To receive written requests for dispensations for disclosable pecuniary interests
  - To grant any requests for dispensation as appropriate.
- 5. Open Forum**
  - Parishioners of Tidbury Green are invited to address the Parish Council on any relevant matter for a maximum of three minutes. *Should you wish to join the meeting, please email the Clerk - [tidburygreenpc@googlemail.com](mailto:tidburygreenpc@googlemail.com). The Clerk will then send you an invite with the relevant joining instructions, ID and password.*

## 6. Introduction and Welcome to New Councillor (If Confirmed and Accepted)

- To circulate Induction pack and any relevant papers
- To discuss training
- To share contact details
- To discuss any further relevant matters

## 7. To Approve the Minutes

- To approve the Minutes of the meeting held on 24th February 2021 (attached are unconfirmed).
- Revisit, reconsider and if appropriate agree to record an amendment to Minute 16.2 and if required any other relevant minutes of the meeting held on 20th January 2021 (attached are unconfirmed).

## 8. To review and consider progress against actions as detailed on the Action Tracker (Previously Distributed) and if necessary consider any matters arising from minutes.

## 9. To consider the following planning matters

### New Planning Applications

- PL/2021/00268/PNCUDW – Bowyer Farm, Lady Lane
- PL/2021/00332/PPFL – 5 Houndsfield Lane

### Planning Decisions by Solihull Borough Council

- PL/2020/03076/TPO – 136A Norton Lane – **No Representation submitted, via delegated authority – Approved.**
- PL/2020/02520/PPFL – 66 Shutt Lane – **No Response Submitted - Approved**
- PL/2020/02344/TPO – Lowbrook Farm, Lowbrook Lane. **No Representation, provided certain conditions are met - submitted via delegated authority. - Approved**
- PL/2020/02390/PPFL – Rumbush Farm, Rumbush Lane – **Objection submitted via delegated authority. - Refused**

### Ongoing matters

- PL/2020/02750/MINGHO – Engine House Cottage – Valley Road **No Response Submitted**
- 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.**
- **Fulford Hall Road (Prohibition of Left Turn) 2020 – No Response Submitted**
- 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

- To receive and discuss any relevant updates.
- Discuss and agree any further action to be taken

**11. Tidbury Heights Development**

- To receive and discuss any further relevant updates.
- Discuss and agree any further action to be taken

**12. Solihull Local Plan Review**

- To receive and discuss any relevant updates.
- Discuss and agree any action to be taken.

**13. Community Governance Review/ Election of 2 Additional Councillors**

- Receive an update on the Election to increase the number of Parish Councillors by 2.
- Discuss any issues and plans regarding the Election.
- Receive an update from Cllr.M.Reohorn regarding the WALC training that he attended - “How to Find New Town and Parish Councillors”

**14. Anti-Social & Criminal Behaviour**

- To discuss concerns relating to reports of Anti-Social and Criminal Behaviour in Tidbury Green.
- To receive relevant updates on previously reported incidents of Anti-Social and Criminal Behaviour in Tidbury Green.

**15. Wood Lane / Lady Lane Parking Issues**

- To receive and discuss relevant updates, including those from Cllr.Reohorn regarding the ASB Working Party.
- Discuss and agree any further action to be taken

**16. Village Hall**

- To receive and discuss any relevant updates.
- Discuss Village Hall closure, management and plans during the Covid-19 virus and current plans for reopening (In Line with Government guidance)

**17. Financial Matters**

- Invoices Received – to consider for payment those items listed in March 2021 Agenda Appendix 1
- Payments Received – £ 541.91 - 2020 VAT Refund
- Income and Expenditure Budget Year to 31 January 2021 & 28<sup>th</sup> February 2021.

**18. Internal Audit**

- Review and consider the Annual Internal Audit Report Findings (Previously circulated) and agree corrective actions to be taken and the Parish Councils response to the report.

**19. External Audit 2020/21**

- Discuss and agree External Audit requirements for 2020/21.

**20. Calendar of Actions**

- To receive a report on the Allotment Association's insurance cover
- Review of documents for Chairman's Black Box
- Set date for Annual Parish Meeting
- Review Progress with GDPR requirements/ Approve appropriate policies.

**21. Member of the community nominated who has gone the extra mile to help out neighbours or to make Tidbury Green a better place to live**

- Consider the nominations received following the request for nominations, included in the November 2020 Newsletter
- Agree prize for person with the most votes.

**22. Parish Council Newsletter**

- Discuss Timescales and Plans for the next Newsletter.
- Agree information/ articles to be included in the next newsletter.

**23. Monthly meetings with Solihull MBC (Pilot)**

- To receive and discuss any relevant information.
- Discuss any matters to be raised at the next meeting, including narrow paths on the Dickens Heath Road, on route to the school and speeding vehicles on this route.

**24. Litter & Dog Waste Bins – Needed in Tidbury Green**

- To discuss this ongoing issue of being unable to secure any litter or dog waste bins in Tidbury Green, despite ongoing requests made to SMBC.
- To receive an update from the meeting with Borough Councillor James Butler, who is trying to assist the PC in securing some bins.

**25. Litter Picking in Tidbury Green**

- To receive an update regarding the Local Litter Picking Initiative.
- Thanks to Our Litter Pickers
- Discuss and agree any further action to be taken

**26. Crimes in Tidbury Green**

- Discuss and consider any recent crimes reported in the area.
- Consider options for reducing crime in the area.

**27. Neighbourhood Watch / Street Watch**

- To receive any relevant updates.
- Discuss and agree any further action to be taken.

**28. Update from Parish Clerk**

- To receive updates on progress and any relevant issues

**29. Correspondence**

- As listed in March 2021 Agenda Appendix 1.

**Date of the next meeting: Wednesday 21<sup>st</sup> April 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

## March 2021 Agenda Appendix 1

### Invoices Received

### Invoice & Cheque No.

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Clerk’s Pay (C Kirby) - £813.70<br/>Standard Contracted Hours<br/>(Excluding SO) - £648.80<br/>Additional hours worked/pay February 2021- £164.90</li> <li>2. Clerk’s costs (C Kirby) £86.51<br/>Phone, Zoom, stationary &amp; Ink</li> <li>3. WALC - £15.00<br/>Good Councillor Guide x 3 Copies</li> </ol> | <p>Invoice No: 2021/89<br/>Cheque No:</p> <p>Invoice No: 2021/89<br/>Cheque No:</p> <p>Invoice No: WALC-0534<br/>Cheque No:</p> |
|--|---|

### Payments received

### Cheque & Bank Credit No.

- |   |                                    |
|---|------------------------------------|
| <ol style="list-style-type: none"> <li>1. 2020 VAT Refund £ 541.91</li> </ol> | <p>Cheque No:<br/>Payment Ref:</p> |
|---|------------------------------------|

**March 2021 Appendix 1 invoices and payments approved as correct:-**

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

**Chairman**

## March 2021 Agenda Appendix 1

Correspondence:

(Those of particular note are in bold)

### February 2021

1. *SMBC – email 18/02 – 2021 Census*
2. Member of public – email 22/02 – Village Hall Booking Query.
3. NALC – email 23/02 – Coronavirus update.
4. SMBC – email 24/02 - Suicide Prevent in Solihull.
5. WALC – email 24/02 - WALC Members Newsletter - 24th February 2021.
6. SMBC – email 24/02 - Agenda for Planning Committee, Wednesday 3rd March 2021.
7. **SMBC – email 26/02 - Tidbury Green Parish Election - Thursday 6 May 2021.**
8. **WALC – email 24/02 - Holding of Annual Parish Council Meetings and Annual Assemblies (Circulated 10<sup>th</sup> March 2021).**
9. **SMBC – email 24/02 – Planning Application PL/2021/00268/PNCUDW – Bowyer Farm, Lady Lane (Circulated 3<sup>rd</sup> March 2021).**
10. Member of public – email 24/02 – Village Hall Booking Query.
11. Bromsgrove & Redditch Gov – email 25/02 - Catshill and North Marlbrook Parish Neighbourhood Plan - Regulation 16 Representation Period (Circulated 3<sup>rd</sup> March 2021).
12. NALC – email 26/02 – Chief Executives Bulletin.

### March 2021

13. NALC – email 01/03 – Coronavirus update.
14. **Parishioner – email 01/03 – Anti-Social Behaviour - (Circulated to C Farr, 3<sup>rd</sup> March 2021).**
15. **SMBC – email 02/03 – Planning Application PL/2021/00332/PPFL – 5 Houndsfield Lane (Circulated 3<sup>rd</sup> March 2021).**
16. SMBC – email 03/03 - Notification of Temporary Footpath Restrictions - Guernsey Drive, Smith's Wood - Temporary Footpath Closure - 15 March to 2 April 2021.
17. SMBC – email 03/03 - Notification of Temporary Traffic Restrictions - Damson Parkway, Solihull - Temporary Overnight Road Closures - 15 to 28 March 2021.
18. SMBC – email 03/03 - Permanent Traffic Regulation Order - Notice of Implementation - (Neville Road, Shirley) (Restriction of Waiting) Order 2020.
19. **WM Now – email 03/03 - Spotting the Signs of County Lines. (Circulated 8<sup>th</sup> March 2021).**
20. Solihull Ratepayers – email 04/03 - Dickens Heath Parish Council Annual Meeting on Zoom 6.30pm Tuesday 9th March.
21. SMBC – email 04/03 - EMERGENCY Road Closure – Vicarage Road, Dorridge – Immediate until 8/3/21 (0900 to 1600hrs daily).

22. SMBC – email 04/03 - Notification of Temporary Traffic Restrictions - Mill Lane, Bentley Heath - Temporary Road Closure - 12 to 15 March 2021.
23. SMBC – email 04/03 - Notification of Temporary Traffic Restrictions - Colebrook Road, Shirley - Temporary Road Closure - 14 March 2021.
24. SMBC – email 04/03 - Notification of Temporary Traffic Restrictions - Station Road, Berkswell - Temporary Road Closure - 14 March 2021.
25. Member of public – email 04/03 – Village Hall Booking Query.
26. SMBC – email 05/03 - Notification of Temporary Traffic Restrictions - Windmill Lane, Balsall Common - Temporary Road Closure - 15 to 18 March 2021.
27. CSW – email 05/03 - CSW Newsletter March 2021 (Circulated 8<sup>th</sup> March 2021).
28. NALC – email 05/03 – Chief Executives Bulletin.
29. SLCC – email 05/03 - News Bulletin.
30. SMBC – email 07/03 - Press release: Community testing centres to open to anyone without COVID symptoms 2021 (Circulated 8<sup>th</sup> March 2021).
31. SAC – email 09/03 - Planning Committee Handbook.
32. SAC – email 10/03 - Agenda for the meeting Tuesday 20th April (Circulated 10<sup>th</sup> March 2021).
33. WALC – email 10/03 - WALC Members Newsletter.
34. NALC – email 12/03 - Chief executive's bulletin
35. **HMRC – email 12/03 - Get ready for the new tax year**
36. SAC – email 13/03 – Membership Contact List.
37. SAC – email 13/03 - Draft minutes from SAC meeting 14th January (also included 2 presentation) (Circulated 15<sup>th</sup> March 2021).
38. SMBC – email 15/03 – Latest News including, flood works begin.
39. Hockley Heath PC – email 15/03 - Parish Council Carbon Calculator.
40. Rural Services Network – email 16/03 – The Rural Bulletin.
41. WALC – email 17/03 - WALC Training & Events Newsletter - 17th March 2021



**Action Progress****Outstanding Actions carried over from previous meetings**

Month	Minute No.	Action	Owner	Complete Date	Progress
Jul	17.1	Produce a list of all tasks that the Parish Council need to complete and identify any gaps where task owners need to be allocated.	CK		Draft produced for discussion at Oct 2019 meeting. <b>To be considered, amended and approved once the Parish Council have their new Councillors settled in post.</b>
Sep-19	15.5	Investigate how the PC goes about updating the bank authorised signatory mandate.	CK		To be discussed at May 2020 Meeting. Relevant Forms completed to make any required immediate changes. Cllr.L.Waites to be added to the mandate once the new Councillor is in post, so both signatories can be added at the same time. <b>Document received from bank regarding account. Need to confirm with Cllrs that it is not a scam and then decide what to do.</b>
Sep-19	20.1	Contact SMBC and ask who supplies and empties litter and dog waste bins.	M R C K		Email sent on 14/10 Cllr.Reohorn attended the SMBC Localities Workshop, where Ken Hawkins advised that he could arrange this. Cllr Reohorn has sent requirements to Ken Hawkins. 26/02 Cllr.M.Reohorn reminded Ken Hawkins about his offer of including dog waste bins for Tidbury Green in the annual budget. Ken Hawkins advised that he would review this. Clerk to send a reminder to Ken H. Clerk emailed a reminder to Ken Hawkins on 23 March - No response received Request for additional bin for Dickens Heath Road - Opp School sent to SMBC - 28/08. Various emails, including progress update request sent from Clerk on 09/09/2020. Several emails between Ken Hawkins and PC regarding overflowing bins. The matter currently remains with Ken Hawkins. <b>Feb 2021 - Borough Cllr James Butler is assisting the PC with trying to get litter/dog waste bins in TG.</b>

Nov-19	Sept 9.5 Nov 6.5	<p>In relation to considering installation of CCTV in Tidbury Green:-          Contact Barston PC to obtain some further information about CCTV, including: -          How much would it cost to have CCTV installed.          Would there be any ongoing costs associated with the CCTV.          What regulations would the Parish Council need to comply with in order to install and manage such a system          Is there any other information that would be relevant for the Parish Councils consideration.          How would the Parish Council go about undertaking such a project, i.e. what is the process of initiating and delivering such a project.</p>	C F M R	<p>21/11 - Barston PC Contact details passed to Cllr. Farr and Reohorn, who have agreed to arrange a meeting and take this initiative forward.  <b>26/02 - It was agreed that the meeting will be delayed until the Parish Council have discussed this matter with the local Police Commander, Chief Superintendent. This has been delayed due to Covid-19.</b></p>
Dec-19	6.3	<p>Meet with Millers on site Manager to attempt to get them to install a power socket at the entrance of their site, so that a Christmas tree can be lit at this location in future years, starting Christmas 2020.</p>	C F M R	<p>03/02 - Cllr.M.Reohorn has wrote to the he Chief executives of both Miller Homes and Regency Heights to request that they install power supplies at the entrance to their developments, to allow the Parish Council to install and light Christmas trees during the festive period.          05/02 Millers responded "I attach the plan for you to mark the location of the socket/supply. As discussed when in receipt of this we will do some work on the logistics/costs involved but until these are known I can't give an undertaking that we will be able to fulfil the request".          26/02 Additional details and photograph of required location sent to Miller Homes by Cllr.Farr.</p>
Dec-19	17.2	<p>Add to a future agenda to discuss who will attend the meeting with SMBC to discuss CIL Funding and to agree the objectives of the meeting.</p>	C K	<p>Delayed due to Covid-19 restrictions</p>

Jan-20	6.4	Cllr.L.Waites to produce an email detailing requirements for a disabled parking space at the Village Hall and requesting a visit from Solihull MBC Highways to assess and offer advice on best approach. This should be submitted to the Clerk who will forward the request to Matthew Gardner – SMBC, in the first instance.	L W	26/02 The Clerk reminded Councillor Lynn Waites about this action. 18/03 - Councillor Waites advised that Mrs McHale of 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. Councillor Waites to monitor the situation. Due to Covid- 19 restriction Cllr.L.Waites has not chased progress, however she will liaise with Mrs McHale once the Covid 19 situation has improved. <b>20/01/2021 - 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.</b>
Jan-20	N/A	Review Working at Home Risk Assessment Requirements	C K	
Jan-20	21.1	Asks WALC if every Parish Council has to have a disaster plan, or whether it is optional,	C K	13/02 - Question asked and the response received was that "It is not a legal requirement - it is good practice". It was agreed unanimously that this action should be reconsidered in 6 months' time, when new Councillors are in place. Action: Clerk to add this action to the Calendar of Actions for consideration at the November 2020 Parish Council Meeting. <b>Carried over to 2021.</b>
Jan-20	33.1	Read the Surveillance Cameras guidance included in the previously circulated NALC Chief Executives Bulletin on the 12th December 2019. Required action as the Parish Council are considering CCTV for Tidbury Green.	A II	<b>As agreed at the Feb 20 meeting, clerk to recirculate. Re-circulated 18/03/2020</b>
Feb-20	4.4	Arrange a meeting between the Parish Council and the local Police Commander, Chief Superintendent, to discuss the possibility of having CCTV installed in Tidbury Green. Discussions to include details of regulations, restrictions, procedures etc. Also discuss speeding/dangerous driving concerns and possible interventions that could be used to reduce these issues	M R	<b>Delayed due to Covid-19 restrictions</b>

Feb-20	9.1	Visit the Tidbury Heights Show Home to request that they install power supplies at the entrance to their Tidbury Heights development, to allow the Parish Council to install and light a Christmas trees during the festive period.	L W	Councillor L.Waites liaised with Bellway Homes regarding the request. There was a positive response from Bellway, however they did raise a question regarding ongoing payment of the electricity for the power socket. Councillors agreed a response to the question, which Cllr.L.Waites will send to Bellway. Cllr.C.Farr will contact Paul Tovey from Solihull MBC to confirm that they will cover the minimal costs involved once they adopt the roads, for both Tidbury Heights and Regency Fields.
May-20	7.1	Once Covid 19 Restrictions are eased, review remote meeting Standing Orders and revert back to previous rules if appropriate.	C K	
May-20	22.1	Once Covid 19 Restrictions are eased, add an agenda item for the next available meeting entitled "Delegated Authority - Review and consider removal of temporary Changes to delegated authority, due to Covid-19.	C K	
May-20	30.1	Investigate the possibility of switching to online banking for the Village Hall.	L W	
Jul-20	8.3	Circulate email to all Councillors to obtain dates when Councillors are available to meet with Bromford.	C K	Email sent to all Councillors, requesting availability for week commencing 21st September 2020. 24/08 - Limited response received. <b>Clerk to circulate to Councillors a request for dates available to meet with Bromford.</b>
Jul-20	N/A	Request that SMBC arrange for all the ditches on Rumbush Lane and Fulford Hall Road to be cleared as soon as possible and then ongoing on a quarterly basis	C K	Email request sent to SMBC - 24/08. Response received 24/08 - stating that "The Street Care team, advice that the ditches in this case belong to and are therefore the responsibility of the owner of the land adjacent to the ditch. The council is therefore not responsible for cleaning or maintaining these ditches. The best thing to do in this situation would be to contact the land owners directly to discuss the issue." Clerk responded on 25/08 - Stating that "If SMBC will not do the work, could someone at SMBC organise closure of the roads in question 4 times per year and we will endeavour to get a team of volunteers available to do the litter picking in those areas in question" & "I've also been informed that some of the items in the ditches amount to fly tipping on the highway and therefore we believe that SMBC have responsibility for some of this." <b>At the Sept 2020 Meeting Councillors advised that it looked like some works had been undertaken on the ditches. It was agreed at the November 2020 meeting that this will be raised during planned monthly meetings with SMBC.</b>

Sep-20	14.2	Investigate and attempt to establish the purpose of the new gate that Cllr.C.Farr noticed, leading from the school to Tidbury Heights.	A L L	All Councillors to have a look if and when passing. Cllr.L.Waites to ask the Tidbury Green School caretaker about the purpose of the gate.
Nov-20	4.2	Email PC McDowell, thanking her for all WMP assistance dealing with Anti-social behaviours, on Wood Lane / Earlswood Lane, following her attendance at the June 2020 Parish Council Meeting. Clerk to also raise Wood Lane/ Lady Lane parking issues and request West Midlands Police assistance with this matter.	C K	Email sent 19/11. Also copied in (stating no response received) on email dated 07/12.
Nov-20	4.2	Email Borough Councillor Ken Hawkins, to raise concerns about parking on Wood Lane and lady Lane and 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.	C K	Several emails sent to Ken H. He has now advised the PC to contact SMBC Highways direct. Matter raised with SMBC Highways. Ongoing agenda item - Refer to Minutes.
Nov-20	18.4	Purchase the Arnold-Baker on local Council Administration – twelfth edition, at a cost of £120.00.	C K	
Dec-20	15.3	Arrange a face to face meeting, with Saqib Bhatti MBE MP, for end of July / August 2021.	C K	
Dec-20	18.1	Update Colin Redmond-Lyon, of RL Business solutions Ltd, that the PC have considered and accepted his quote of £960.00 (Inclusive of VAT) for carrying out the Stage 2 remedial works that are required to resolve as many as possible, of the non-compliance items identified during the stage 1 assessment (of “The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.”). The work should be completed between April 2021 and August 2021 (Inclusive)	C K	
Dec-20	18.2	Circulate to Councillors for consideration proposal of text formatting that is required with regards to the item 1.4.3 (“The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.”) which relates to the minimum contrast between the background and the foreground the colour, to meet part of the new regulations, provided by Colin Redmond-Lyon, of RL Business solutions Ltd.	C K	

Jan-21	14.1	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, in terms of dealing with common issues including inconsiderate/dangerous parking.	C K M R		MR will be joining the Earlswood ASB WP, where Tanworth PC are members. A lot of the issues are similar, so Cllr.M.Reohorn should be able to obtain the required information from this forum. Check if this item can be removed.
Jan-21	14.1	Clerk to contact Cheswick Green Clerk to obtain some further information about interventions that they have used (including, use of signage, employment of a private firm to issue fines) to deal with parking issues, including vehicles parking on yellow lines or other restricted parking locations.	C K		MR will be joining the Earlswood ASB WP, where Tanworth PC are members. A lot of the issues are similar, so Cllr.M.Reohorn should be able to obtain the required information from this forum. Check if this item can be removed.
Jan-21	14.1	Engage with the Chairman of Earlswood & Forshaw Heath Residents' Association to discuss issues and potential interventions, to try and reduce the issues faced, in relation to anti-social behaviours, including inconsiderate/dangerous parking, on Wood Lane and Lady Lane.	M R		MR will be joining the Earlswood ASB WP, where Tanworth PC are members. Updates will be included as regular PC agenda items.
Jan-21	19.1	Request a copy of the Allotment Associations Accounts.	C K		Request sent. No AGM yet due to Covid 19. Accounts & Statements Received. Just awaiting a copy of Insurance Documents.
Jan-21	19.4	Complete PC VAT Refund Claim	C K	14/03/2021	Completed & Submitted 01/02/2021. Refund received.

#### Actions From February 2021

1	7.5	Speak to Bellway Customer services about the reports about the bin that has been installed, by the developer, at the park at Tidbury Heights, being overflowing and about litter, particularly alcohol cans and bottles.	L W		
2	7.8	Arrange a follow up meeting between the PC & Borough Cllr Butler to discuss the lack of bins issue	C K	16/03/2021	Meeting arranged - 17/03

3	14.1	Respond to the Draft Residential Backland Development SPD Consultation paper	C K	10/03/2021	Complete
4	20.1	Arrange for Cllr M.Reohorn to attend & “How to Find New Town and Parish Councillors” Training Course, rather than the clerk. Forward relevant details to Cllr Reohorn.	C K	25/03/2021	Complete
5	21.5	Add the approved Financial Regulations to the Parish Council's website.	C K		
6	21.6 - 21.12	The Chairman and the clerk to sign the following adopted policy documents and the clerk to add the approved policy documents to the Parish Council's website. Parish Council's Equality & Diversity Policy Parish Council's Health & Safety Policy Parish Council's Lone Working Policy Parish Council's Working from Home Policy Parish Council's Disaster Recovery Policy TGPC Complaints Procedure TGPC Disciplinary and Grievance Procedure	C K		
7	21.11	Complete a full review and update of the TGPC Disciplinary and Grievance Procedure, by the end of September 2021	C K		

	<b>Complete</b>
	<b>Action Complete, however awaiting action by others.</b>
	<b>Needs Action</b>
	<b>Needs urgent Action</b>

## Last 12 Months Planning Applications

Application No.	Application Type	Date	Consultation	Decision Date	Planning Officer	Proposal	Location	Notes from viewing the plans	PC	Status
PL/2021/00332/PPFL	Prior Notification Agg Building to residential	09/03/2021	23/03/2021	26/04/2021	Lucy Hodgetts	Erection of a two storey dwelling between plots 1 and 2	5 Houndsfield Lane	Between 2 houses recently built. Proposed as an infill development. Site of Glider Yard - After several applications received CLEUD. The site was accepted for inclusion in part 1 of the Council's Brownfield Land Register, which estimated that the site could contain 2 - 4 dwellings. Appears proposed dwelling, is the same as the other 2, including height.		
PL/2021/00268/PNCUDW	Prior Notification Agg Building to residential	03/03/2021	17/03/2021	31/03/2021	Benn Watkins	Prior notification for a change of use from agricultural building to dwelling.	Bowyer Farm, Lady Lane	Use of existing wooden agricultural building. One storey, 1 bedroom.	<b>Response submitted raising difficulty understanding the application and site history and other concerns regarding this type of application</b>	
PL/2020/02751/MINFHO	Minor Full Household	02/02/2020	08/02/2020	22/03/2020	Lou Randall	Alterations and extensions to first floor to include new dormer windows to the front and rear and balcony to rear.	66 Shutt Lane	Proposal includes addition of a number of dormer windows and a balcony.	<b>No Response Submitted</b>	



PL/2020/02750/MIN FHO	Minor Full Household	28/01/2020	08/02/2020	05/03/2020	Jessica Mantle	Two storey side extension, set back and set down to be subservient to existing building	Engine house Cottage, Valley Road	Extension to side of house - 2 storey. Applicant states that the extension is not visible from the engine pumping Stations or Earlswood Lakes.	<b>No Response Submitted</b>	
PL/2020/03076/TPO	TPO	07/01/2020	26/01/2020	23/02/2020	Ruth Witherspoon	Reduce crown height by approximately 5-6m, reduce crown spread north/north east by approximately 5m, and remove dead wood on 1 No. oak tree in rear garden.	136A Norton Lane	Mature tree has severe imbalance, bark coming away from trunk & stem is likely to continue to deteriorate over time leading to more dieback.	<b>No Representation</b>	<b>Approved</b>
PL/2020/02520/PPFL	Minor Full Dwellings	03/12/2020	22/12/2020	26/01/2021	Laura Taylor	Conversion of stables into a two bedroom dwelling and detached garage with associated landscaping and parking	66 Shutt Lane	Appears using existing stables. States limited impact of openness of greenbelt. Structural report included, stating that existing outbuilding could be used for proposed dwelling without any required significant structural. works	<b>No Response Submitted</b>	<b>Approved</b>
PL/2020/02694/MIN FHO	Minor Full Household	02/12/2020	18/12/2020	22/01/2021	Jessica Mantle	Demolition of conservatory and part of kitchen, and erection of an orangery style conservatory. Rebuild the first floor roof and gables. New front dormer windows. Rearrange internal rooms and spaces and alterations to front and side elevations	101 Wood Lane	Appears a relatively large increase in roof space. Bat survey completed. Cert of Lawfulness Decision Notice for a single storey obtained. Increased space for family and daughter to move in. This and previous app result in greater than 40% increase. Greenbelt special circumstances required. Relate to family requirements and desire not to have to move away from long term family home.	<b>No Response Submitted</b>	<b>Approved</b>
PL/2020/02368/MIN FHO	Minor Full Household	25/11/2020	08/12/2020	28/12/2020	Jasmine Preston-Wood	Demolition of existing conservatory and 2 storey element of rear of existing dwelling and proposed erection of 2 storey rear and side extension.	142 Norton Lane	Limited change to front of property, in that you can see the 2nd floor above existing garage. Most work to the rear/side. Changing house to 4 bedrooled, from 3.	<b>No Response Submitted</b>	<b>Approved</b>

PL/2020/02149/TPO	TPO	18/11/2020	07/12/2020	03/12/2020	Alan Lynch	Cedar tree remove lower limb over drive and electric cables, reduce height and evenly shape	25 Lowbrook Farm	Tree to be reduced by 3 Metres and limb removed	<b>No Representation - Provided no long term tree damage created.</b>	
PL/2020/02623/MIN FHO	Minor Full Household	16/11/2020	03/12/2020	01/01/2021	Nikki Openshaw	Ground and first floor extension to rear	5 Houndsfield Lane	2 bungalows approved 2018. One has already been extended. (Plot 1) This is seeking approval to extend the other (Plot 2), just less than 40%. Mirror of extension approved and constructed to plot 1.	<b>No Representation</b>	<b>Approved</b>
PL/2020/02528/MIN FHO	Minor Full Household	16/11/2020	26/11/2020	23/12/2020	Lou Randall	Ground floor rear extension to kitchen/dining area.	90 Norton Lane	To remove a conservatory and build a single storey extension that goes across the back of the house but doesn't protrude as far as the conservatory did into the rear garden. It's all to the rear of the property and can hardly be seen from the road.	<b>No Representation</b>	<b>Approved</b>
PL/2020/02344/PPT REE	TPO	22/10/2020	10/11/2020	04/12/2020	Jessica Mantle	As per Keen Consultants' Schedule of Tree Works reference 1263-KC-XX-YTREE-Schedule-RevA Reasons: Integration of trees with new development.	Lowbrook Farm, Lowbrook Lane,	Approx. 26 trees included. Mainly cutting back, crown lifting & reducing size. Appears to be one removal of an English Oak, to allow development.	<b>No Representation - Providing Conditions applied.</b>	<b>Approved</b>
PL/2020/02390/PPF L	Minor Full Household	21/10/2020	09/11/2020	09/12/2020	Matt Preece	Change of use of part of building to use by agricultural tractor assembly company (Use Classes E(g)(iii) / B8)	Rumbush Farm, Rumbush Lane.	The company is a dealer for Armatrac tractors and a UK importer of compact Mitsubishi tractors, primarily used in the agricultural industry. They import the tractors, put on the wheels and add the roll bar before onward distribution, each tractor taking two to three hours to assemble. The business employs four members of staff. Imported tractors would arrive 2-3 times each week on articulated container lorries and would be distributed as necessary by pickup and trailer, between 8 and 10 times each week.	<b>Objection</b>	<b>Refused</b>

PL/2020/0 2146/TPO	TPO	30/09/ 2020	14/10/2020 16/11/2020	Lou Randall	Fell tree T6 (Ash) due to basal rot.	38 Houndsfield Lane	It is reported that the tree has basal rot, meaning that it is weak and likely to fall in strong winds.	No Response submitted Due to insufficient PC Views	<b>Approv ed</b>
PL/2020/0 1568/MIN FHO	Minor Full Household er	02/09/ 2020	23/09/2020 20/10/2020	Jasmine Preston- Wood	Loft conversion and roof extension to form two new bedrooms with en-suite bathrooms, entrance porch alterations and single storey rear extension to replace existing rear extension.	145 Wood Lane	Appears leaving 1 of the 2 existing bedrooms downstairs. Removing the second bedroom downstairs to create a larger living area. Using roof space to create room for 2 further bedrooms, both being on-suite. Little change to the external look of the side or front of the property, however more significant change to the rear. Does not appear that foot print is being increased.	No Response submitted Due to insufficient PC Views	<b>Approv ed</b>
PL/2020/0 1886/MIN FHO	Minor Full Household er	02/09/ 2020	18/09/2020 14/10/2020	Alan Lynch	Erection of timber framed garage to front of property.	148 Norton Lane	Appears quite a large wooden garage, set forward, away from house.	No Response submitted Due to insufficient PC Views	<b>Refuse d</b>
PL/2020/0 1437/MIN FHO	Planning portal - Full Application	03/08/ 2020	19/08/2020 16/09/2020	Jasmine Preston- Wood	Ground and first floor extension at rear.	Buildings and Land Opposite 26 Houndsfield Lane	Homes under construction - Plan for 40% increase to one house - 2 storey extension. Large homes. The previous application for this site - PL/2020/00484/PPFL was for 2 four bed roomed houses within former Glider Yard (Revised scheme to that previously approved under PL/2018/01292/PPFL). The Parish Council submitted No Representation for the application, however the application was withdrawn.	No Response submitted Due to insufficient PC Views	<b>Approv ed</b>
PL/2020/0 1473/PPF L	Planning portal - Full Application	20/07/ 2020	06/08/2020 31/08/2020	Benn Watkins on	Replacement of a lawful caravan used as a self-contained dwelling unit with a dwelling and subdivision of plot	Holly Cottage - Braggs Farm	Green Belt. There is limited documentation, info available. This has been raised with the planning Officer. Additional info provided. - Proposed one story home slightly smaller than existing CLEUD caravan. Difference separated plot on the site.	No Response submitted Due to insufficient PC Views	<b>Approv ed</b>

PL/2020/01223/PPFL	Planning portal - Full Application	08/07/2020	27/07/2020	27/08/2020	Lucy Hodgetts	Erection of a building (replacement of previous building) and erection of 2 metre high palisade fence (retrospective).	Garden Centre Adjacent 432 Norton Lane Earlswood	Building slightly smaller than the existing one. Similar to original. Retrospective.	No Representation	<b>Approved</b>
PL/2020/01293/MIN FOT	Minor Full Other	29/06/2020	15/07/2020	14/08/2020	Lucy Hodgetts	Erect new multi-use games area (30m x 15m) with 2m wide pedestrian access to existing playing field.	Tidbury Green School Dickens Heath Road	Multi Use Games activity Area - 30 x 15 metres Artificial grass & football pitch. To be used for a range of outdoor sports and Physical activity. To be installed next to existing football playing field	No Response submitted Due to No PC Views	<b>Approved</b>
PL/2020/00888/PPFL	Planning Portal - Full Application	25/05/2020	12/06/2020	16/07/2020	Alan Lynch	Redesign of Plot 4, previously approved under application number PL/2016/01524/PPFL. This application is seeking the approval of the redesign of Plot 4 for a replacement detached dwelling with sedum walls, associated parking, garden and landscaping.	Tidbury Green Golfclub - Tilehouse Lane	3 story, rather than 2. Higher building. Family home or separate apartments ?	No Representation	<b>Withdrawn</b>
PL/2020/00484/PPFL	Minor Full Dwelling	27/03/2020	13/04/2020	14/05/2020	Laura Taylor	2 No. four bedroomed houses within former glider yard (Revised scheme to that previously approved under PL/2018/01292/PPFL)	Buildings and Land Opposite 26 Houndsfield Lane	Homes under construction - Plan for 40% increase to that approved - 2 storey extension. Large homes.	No Representation	<b>Withdrawn</b>

<b>Actual at 31/01/2021</b>		<b>Budget</b>
£		£
£ 22,500.00	Precept and support grant	£ 22,500.00
£ 1,616.00	Grant Funding for Coronavirus impact	
£ -	Community Infrastructure Levy	
	VAT Refund	
£ 999.61	Refund of Fees on Community Current Account	
£ 25,115.61		£ 22,500.00
	<b>Expenditure:</b>	
£ 15,627.47	Clerks' pay and expenses	£ 14,000.00
£ 1,232.56	TGPC Payments to HMRC - Employees NI	£ -
£ 1,770.85	Printing, postage, telephone and stationery	£ 2,100.00
£ 18.90	Travel	£ -
£ 200.00	Consultancy	£ 1,000.00
	Website Hosting, Maintenance & Support &	
£ 156.00	Laptop Support - Anti Virus Etc	£ 220.00
£ 749.00	WALC and other subscriptions	£ 550.00
£ -	Election Costs	£ 300.00
£ -	Over 60's Xmas lunch	£ 950.00
£ 371.80	Insurance	£ 380.00
	Sponsorship of entertainment	£ 150.00
£ 55.00	Training	£ 400.00
£ 686.45	Internal & External Audit	£ 550.00
	Christmas Tree/lights	£ 200.00
	Donations	£ 100.00
£ 24.28	Bank Charges	£ 100.00
£ 457.58	VAT	
£ 500.00	Website Accessibility resources requirements	£ 500.00
	Other (Thank you Voucher - For Planting	
£ 50.00	Cherry Tree)	
----- £ 21,899.89 -----		----- £ 21,500.00 -----
	Contingency	£ 1,000.00
----- £ 3,215.72 -----		----- £ 22,500.00 -----
£ 78,496.98	Cash at 31 March 2020	
£ 81,712.70	Cash at 31 January 2021	

\*This balance includes CIL money totalling £64,038.52, which can be spent solely on infrastructure. The amount available for general purpose expenditure is therefore £17,674.18

<b>Actual at 28/02/2021</b>		<b>Budget</b>
£		£
£ 22,500.00	Precept and support grant	£ 22,500.00
£ 1,616.00	Grant Funding for Coronavirus impact	
£ -	Community Infrastructure Levy	
£ 541.91	VAT Refund	
£ 999.61	Refund of Fees on Community Current Account	
£ 25,657.52		£ 22,500.00
<b>Expenditure:</b>		
£ 16,797.67	Clerks' pay and expenses	£ 14,000.00
£ 1,232.56	TGPC Payments to HMRC - Employees NI	£ -
£ 1,905.72	Printing, postage, telephone and stationery	£ 2,100.00
£ 18.90	Travel	£ -
£ 200.00	Consultancy	£ 1,000.00
	Website Hosting, Maintenance & Support & Laptop Support - Anti Virus Etc	£ 220.00
£ 156.00	WALC and other subscriptions	£ 550.00
£ 749.00	Election Costs	£ 300.00
£ -	Over 60's Xmas lunch	£ 950.00
£ -	Insurance	£ 380.00
£ 371.80	Sponsorship of entertainment	£ 150.00
£ 129.00	Training	£ 400.00
£ 686.45	Internal & External Audit	£ 550.00
	Christmas Tree/lights	£ 200.00
	Donations	£ 100.00
£ 24.28	Bank Charges	£ 100.00
£ 495.46	VAT	
£ 500.00	Website Accessibility resources requirements	£ 500.00
£ 50.00	Other (Thank you Voucher - For Planting Cherry Tree)	
----- £ 23,316.84 -----		----- £ 21,500.00 -----
	Contingency	£ 1,000.00
----- £ 2,340.68 -----		----- £ 22,500.00 -----
£ 78,496.98	Cash at 31 March 2020	
----- £ 80,837.66 -----	Cash at 28 February 2021	

\*This balance includes CIL money totalling £64,038.52, which can be spent solely on infrastructure. The amount available for general purpose expenditure is therefore £16,799.14