

TIDBURY GREEN PARISH COUNCIL

**Clerk: Mrs Charlotte Kirby
Tidbury Green PC
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BIRMINGHAM
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To: – Councillors G.Thomas (Chairman), C.Farr, A.Hussain, M.Reohorn, L.Waites and L Gardner of Tidbury Green Parish Council

You are hereby summoned to attend the Parish Council's Annual meeting to be held in Tidbury Green Village Hall on Wednesday 22nd May 2019 at 7.45pm for the purposes of transacting the following business.

Charlotte L Kirby
Clerk to the Council

Dated this 15th May 2019

Please arrive at 7:35PM to sign your Declarations of Acceptance of Office.

AGENDA

- 1. Election of Chairman**
- 2. To receive the Chairman's Declaration of Acceptance of Office**
- 3. Election of Vice-Chairman**
- 4. To receive the Vice Chairman's Declaration of Acceptance of Office**

5. Record of members present

6. Apologies and reasons for Absence

7. To confirm whether all Councillors have signed “Declarations of Acceptance of Office” and to put forward a motion to permit any Councillor not present to complete a “Declarations of Acceptance of Office” in the prescribed form before or at the next meeting of the Parish Council.

8. 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.

9. Introduction and Welcome to New Councillors

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

10. To review Councillors’ Declaration of Interests

11. To appoint a Responsible Financial Officer

12. To agree dates of and venue for Council Meetings for the year

13. To appoint representatives to sit on

- a) Village Hall Management Committee**
- b) Solihull Area Committee**

14. Review Tidbury Green Village Hall’s accounts and risk assessment programme

15. To consider existing cheque signatories on bank mandate

16. To approve following accounts for payment

- Annual subscription to WALC
- Insurance premium
- Internal Auditor's fee
- External Auditor's fee

17. To consider Members Allowances.**Ordinary Agenda Items****18. Open Forum**

- Parishioners of Tidbury Green are invited to address the Parish Council on any relevant matter for a maximum of three minutes.

19. To approve the Minutes

- To approve the Minutes of the meeting held on 17th April 2019 (attached are unconfirmed).

20. To review and consider progress against actions as detailed on the Action Tracker (Previously Distributed) and if necessary consider any matters arising from minutes.**21. To consider the following planning matters****New Planning Applications**

- PL/2019/01101/MINFHO – Fulford Hall, Fulford Hall Road - **No Representation agreed, Via Delegated Authority.**
- PL/2015/52197/MINFHO – 374 Tilehouse Lane – Appeal-APP/Q4625/C/18/3215188

Planning Decisions by Solihull Borough Council

- PL/2019/00228/PPFL – The Lake Houses, Lake Drive - **No Representation Submitted. Approved**
- PL/2017/01568/PPFL – 27 Lowbrook Farm – **Objection Submitted - Refused**
- PL/2018/03258/MINFHO– Land Rear of Cleobury Barn – Cleobury Lane **No Representation Submitted – Approved.**
- PL/2018/01717/PPFL – 27 Lowbrook Lane – **Objection Submitted - Refused**

Ongoing matters

- PL/2019/00554/MINFHO – 103 Wood Lane – **No Representation Submitted, Via Delegated Authority.**
- PL/2019/00830/MINFHO – Building & land opposite 26 Houndsfield Lane
- PL/2019/00039/PPFL – Tidbury Green Farm Pub & Restaurant, Fulford Hall Road – resubmission of withdrawn application PL/2018/00235/PPFL - **Objection Submitted, Via Delegated Authority.**
- PL/2018/03030/PPFL – Holly Cottage – Braggs Farm – **No response submitted** to SMBC, due to Parish Councillors failing to reach an a majority decision
- SMBC – email 29/01 - Planning Application Notification – PL/2018/00235/PPFL – Tidbury Green Farm, Pub and Restaurant – **Objection Submitted – Shown as Unknown on SMBC website**

22. Lowbrook Farm Development

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

23. Solihull Local Plan Review

- To receive and discuss any relevant updates
- To consider letters sent to some residents on Lowbrook and Tilehouse Lane from a Local Developer, regarding future greenbelt status of their land.
- Discuss and agree any further action to be taken

24. Ancient Woodland

- Consider contacting Natural England to request the registration of the woodland on the corner of Dickens Heath Road and Birchy Leasowes Lane as Ancient Woodland.

25. Internal Audit

- To receive an update on the 2018/19 Annual Internal Audit
- Consider policies arising from the internal auditors report

26. Financial Matters

- Invoices Received – to consider for payment those items listed in May 2019 Agenda Appendix 1
- Payments Received – CIL Payment £3,698.99 - Cheque Not yet Banked
- Income and Expenditure Budget Year to 30 April 2019.

27. External Audit 2018/19 / Annual Return

- Review and consider for approval Section 1 of the 2018/19 Annual Governance & Accountability Return (AGAR).
- Review and consider for approval adoption of Section 2 of the 2018/19 Annual Governance & Accountability Return (AGAR).
- Discuss and agree further tasks and timescales for meeting External Audit/ Annual Return requirements, including submitting and publishing the Annual Return and agreeing the inspection period, which must include the first 10 working days of July, inclusive, i.e. 1st – 12th July 2019.

28. Annual Parish Meeting

- To confirm details and arrangements for the meeting that will take place on the 24th May 2019.

29. Over 60's Christmas Lunch 2019

- Discuss initial plans for the 2019 event.

30. Litter Picking in Tidbury Green

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

31. Correspondence From Tidbury Green School

- Receive feedback from the Village Hall Management Committee and consider and agree a response to the points raised regarding security matters.

32. Newsletter

- Discuss content and timescales for the next Parish Council Newsletter

33. Update from Parish Clerk

- To receive updates on progress and any relevant issues
- Update on and consideration of Clerk's predicted hours for May 2019.

34. Correspondence

- As listed in May 2019 Agenda Appendix 1.

Private Section

35. Annual review, consideration of Clerk's pay

Date of the next meeting: Wednesday 19th June 2019

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

May 2019 Agenda Appendix 1

Invoices Received

Invoice & Cheque No.

1. Clerk’s costs (C Kirby) April/May 2019
£226.07 (Mileage, Paper, Ink, printing & phone)
& Separate cheques for additional
Hours worked/pay £426.60 – April
2. Eleanor Choudry (Parish Council Internal Auditor
2018/19 Internal Audit and Expenses £186.45

Invoice No: 2019/71
Cheque No:

Invoice No: #040
Cheque No:

Payments received

Cheque & Bank Credit No.

1. CIL Payment £3,698.99
(25 Lowbrook Lane)
Cheque Not yet Banked

Payment Ref:
Cheque No: 389578

May 2019 Appendix 1 invoices and payments approved as correct:-

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

Chairman

May 2019 Agenda Appendix 1

Correspondence:

(Those of particular note are in bold)

April 2019

1. SMBC – email 10/04 - Notification of Proposed New Permanent Traffic Regulation Order - Elmdon Lane & Interconnecting Side Roads.
2. SMBC – email 11/04 - Notification of Temporary Traffic Restrictions - St Georges Day Parade - Knowle - 28 April 2019.
3. **SMBC – email 11/04 - Notification of Temporary Traffic Restrictions - Velo 2019 Cycling Event - 12 May 2019 (Circulated 20th April 2019).**
4. HMRC – email 11/04 - Important information for employers.
5. NALC – email 12/04 - Chief executive's bulletin - 12 April 2019.
6. Member of Public – email 12/04 – Query about Tidbury Green Parish Council "Christmas Lights Extension – (14th April - Forwarded to DHPC as referring to trees with lights on lampposts)
7. CPRE – email 13/04 - Celebrating 70 years of our National Parks (Circulated 13th April 2019).
8. Member of Public – email 13/04 – Enquiring about Allotment plot.
9. Parishioner – email 17/04 - Tidbury Green Parish Council "Tidbury Green Elections.
10. SMBC – email 17/04 - The Local Authorities (Members' Allowances) Regulations 2003 – Parish Basic Allowances 2019 – 20 (Shared with Chairman 20th April 2019).
11. NALC – email 18/04 - Chief executive's bulletin.
12. SMBC – email 18/04 - URGENT - road works on Church Hill Road tonight - DO NOT GET BLOCKED IN (Council House/Civic Suite).
13. SMBC – email 18/04 - Notification of Temporary Traffic Restrictions - Mill Lane, Bentley Heath - 29 & 30 April 2019.
14. Member of public – email 18/04 – Query about booking Village Hall.
15. **SMBC – email 18/04 - Locality Plans (Circulated 20th April 2019).**
16. Rural Services Network – email 23/04 – The Rural Bulletin.
17. HMRC – email 23/04 - A new tax year, expenses and employee travel.
18. WALC – email 24/04 - Receipt of Payment for WALC Subscription 2019/2020.
19. WALC – email 24/04 - Receipt of Payment for Governance and Accountability, a practitioner's guide (England).
20. WALC – email 24/04 - Receipt of Payment for Local Council Administration 11th Edition.
21. SMBC – email 24/04 - Permanent Traffic Regulation Order - Notice of Implementation - Damson Parkway and Interconnecting Side Roads.
22. HMRC – email 23/04 - A new tax year, expenses and employee travel.

23. Solihull Ratepayers – email 23/04 - Dickens Heath Community News Bulletin - New Parish Council Update (Circulated 29th April 2019).
24. CSW – email 24/04 - CSW Broadband Update - April 2019.
25. **SMBC – email 24/04 - Planning Application Notification – PL/2019/01101/MINFHO – Fulford Hall, Fulford Hall Road (Circulated 28th March 2019).**
26. WRCC – email 25/04 - Newsletter - April 2019 (Circulated to Cllr Thomas 29th April 2019, due to article regarding VH Grants).
27. St John's Church – email 29/04 - Summer Fete (Circulated 29th April 2019).
28. SLCC – email 26/04 - News Bulletin - 26th April 2019.
29. NALC – email 26/04 - Chief executive's bulletin
30. SMBC – email 29/04 - EMERGENCY Road Closure - Stratford Road Service Road, Shirley, B90 3BD - Immediate overnight closures until 3 May 2019.
31. Public Sector Executive Online – email 29/04 – Newsletter.
32. Rural Services Network – email 30/04 – The Rural Bulletin.
33. SMBC – email 30/04 - Notification of Temporary Traffic Restrictions - Various Resurfacing Works - May 2019 – (Non in Tidbury Green).
34. Marie Curie – email 30/04 - 'Planning Ahead' evening event - Monday 13th May, 6pm-8pm
35. **CPRE – email 30/04 - Ancient Woodland, Dickens Heath Road.**

May 2019

36. SMBC – email 01/05 - EMERGENCY Road Closure - Kingshurst Way, Kingshurst - Immediate until 03.05.19.
37. SMBC – email 01/05 - Permanent Traffic Regulation Order - Notice of Implementation - Fillongley Road and Highfield, Meriden.
38. SMBC – email 02/05 - Notification of Temporary Traffic Restrictions - Frog Lane, Balsall Common - 13-17 May 2019.
39. SMBC – email 02/05 - Notification of Temporary Traffic Restrictions - Marston Green Annual Scout Gala - 11 May 2019.
40. SMBC – email 02/05 - Notification of Temporary Traffic Restrictions - Old Road, Meriden - 13-16 May 2019.
41. SMBC – email 02/05 - Notification of Temporary Traffic Restrictions - Union Road, Solihull - 12/13 May 2019.
42. SMBC – email 02/05 - COUNCIL YEAR BOOK 2019/20 TGPC Details.
43. Member of public – email 04/05 – Query about booking Village Hall.
44. NALC – email 03/05 - Chief executive's bulletin.
45. Tidbury Green School – email 03/05 – Newsletter No.27.
46. SMBC – email 03/05 - Help to promote Solihull wellbeing surveys.
47. SLCC – email 04/05 – Meeting Agenda 13th June 2019.
48. **SMBC – email 05/05 – Notification of Appeal – Appeal-APP/Q4625/C/18/3215188 – 374 Tilehouse Lane (PL/2015/52197/MINFHO)**

49. Member of Public / potential house buyer – email 04/05 – Query about Tidbury Heights.
50. Solihull Ratepayers – email 05/05 - News on Dickens Heath Forthcoming Events in May.
51. Member of public – email 07/05 – Query about booking Village Hall.
52. WALC – email 08/05 - Annual meeting of Parish Council
53. SMBC – email 08/05 - Agenda for Planning Committee, Wednesday, 15th May 2019.
54. WALC email 08/05- Acceptance of office.
55. SMBC – email 09/05 - Invitation to Locality Working in Solihull Event - Friday 17th May.
56. SLCC – email 10/05 - News Bulletin - 10th May 2019.
57. Vintage Trains Ltd– email 10/05 – Query Regarding Advertising Cost Required for Vintage Trains Limited Railtour Programme for 2019.
58. Tidbury Green School – email 10/05 – Newsletter No.28.
59. NALC –email 10/05- Chief executive's bulletin.
60. Public Sector Executive Online – email 13/05 – Newsletter.
61. Solihull Ratepayers – email 13/05 - Plans to increase Housing at Rear 85 Birchy Leasowes Lane on 15th May SMBC Meeting (Circulated 13th May 2019).
62. WALC – email 13/05 - WALC Members Newsletter May 2019.
63. Public Sector Executive Online – email 15/05 – Newsletter.
64. Rural Services Network – email 15/05 – The Rural Bulletin.
65. SMBC – email 14/05 - Notification of Temporary Traffic Restrictions - Moorend Avenue, Chelmsley Wood - 26 May 2019.
66. SMBC – email 14/05 - Notification of Temporary Traffic Restrictions - Salter Street, Earlswood - 28 May to 11 June 2019.
67. NALC – email 15/05 - NALC Newsletter.

Tidbury Green Parish Council 2019 – Meeting Dates

Type Of Meeting	Month	Day
Ordinary	February	20
Ordinary	March	20
Ordinary	April	17
Annual Parish Council	May	22
Annual Parish	May	24
Ordinary	June	19
Ordinary	July	17
August No Meeting		
Ordinary	September	18
Ordinary	October	16
Ordinary	November	20
Ordinary	December	11

Tidbury Green Village Hall
Risk Assessment Checklist

09-May-19 Hall Capacity

15m x 7m = 105 sitting or 210 standing

			Date of check	Result
Fire alarm tested and serviced	Monument	Once a quarter	Mar-19	Contract renewed 29 March 2019
Emergency Lighting last tested	Monument	Once a quarter	Mar-19	As above
Fire Extinguishers serviced	Chubb	Annually	23-Apr-18	Inspection now due
Burglar Alarm tested and serviced	Patrol Alarm Systems	Quarterly		Renewal due 01/06/19

Main Halls

	To be checked for	Date of Check	Action to be Taken
Emergency Exits 3	Open easily and securely	09/05/2019	
	Secure when closed	09/05/2019	
Dividing screen 1	Secured top and bottom	09/05/2019	
	Slides freely	09/05/2019	
	Door closes when fully extended	09/05/2019	
Windows	Close easily and securely	09/05/2019	
	No cracked glass	09/05/2019	
	Blinds open/close	09/05/2019	
	Blinds swivel	09/05/2019	
Central Heating covers 4	Secured to wall	09/05/2019	
	Level	09/05/2019	
	No sharp corners	09/05/2019	
Fire Extinguishers 3	Service up to date	09/05/2019	
	Secured to wall	09/05/2019	
Wall lights 10	Secured to wall	09/05/2019	One bulb needs changing
	Lights working	09/05/2019	
	No foreign bodies caught in shade	09/05/2019	
Ceiling Lights	All tubes working	09/05/2019	

	Covers secure (view from ground)	09/05/2019	
Floor	Floor covering secure all round Integrity of covering not compromised	09/05/2019 09/05/2019	
Cupboard doors 3	Open easily and securely Secure when closed	09/05/2019 09/05/2019	
Cupboard contents 3	Tidy Relevant to hall use	09/05/2019 09/05/2019	
Chairs	No splayed or damaged legs Seat secure	09/05/2019 09/05/2019	
Electric socket outlets	Secure to wall Circuit breaker disconnects power Socket not cracked or damaged	09/05/2019 09/05/2019 09/05/2019	
Light switches	Switches secure to wall Switch not cracked or damaged	09/05/2019 09/05/2019	
Dimmer switches	Lights operate Dimmers not cracked Light switches off	09/05/2019 09/05/2019 09/05/2019	Not working, no action
Dimmed lights	Light fittings secure Lamps work	09/05/2019 09/05/2019	No requirement, no action

Passage to hall

Fire Extinguisher 1 - CO2	Service up to date Secured to wall	09/05/2019 09/05/2019	
Ceiling Lights	All tubes working Covers secure (view from ground)	09/05/2019 09/05/2019	
Floor	Floor covering secure all round Integrity of covering not compromised	09/05/2019 09/05/2019	
Doors to electric cupboard	Open easily and securely Secure when closed	09/05/2019 09/05/2019	
Door to boiler room	Open easily and securely Secure when closed	09/05/2019 09/05/2019	

Entrance doors 2 sets	Open easily and securely	09/05/2019	
	Secure when closed	09/05/2019	
	Closures work correctly	09/05/2019	
Light switches	Switches secure to wall	09/05/2019	
	Switch not cracked or damaged	09/05/2019	

Lobby

Entrance doors 1	Open easily and securely	09/05/2019	
	Secure when closed	09/05/2019	
	Closures work correctly	09/05/2019	
Ceiling Lights 6	All tubes working	09/05/2019	
	Covers secure (view from ground)	09/05/2019	
Floor	Floor covering secure all round	09/05/2019	
	Integrity of covering not compromised	09/05/2019	
Light switches	Switches secure to wall	09/05/2019	
	Switch not cracked or damaged	09/05/2019	
Tables	Stacked and not damaged	09/05/2019	There were no tables, transferred to main hall and cupboards
Fire Extinguisher	Service up to date	09/05/2019	
	Secured to wall	09/05/2019	
Radiator Cover	Secured to wall	09/05/2019	
	Level	09/05/2019	
Noticeboards	Secure	09/05/2019	
	Logbook, H&S book present	09/05/2019	

Kitchen

Entrance door 1	Open easily and securely	09/05/2019	
	Secure when closed	09/05/2019	
	Closures work correctly	09/05/2019	
Ceiling Lights	All tubes working	09/05/2019	
	Covers secure (view from ground)	09/05/2019	
Floor	No cracked tiles	09/05/2019	
	Integrity of covering not compromised	09/05/2019	

Light switches	Switches secure to wall	09/05/2019	
	Switch not cracked or damaged	09/05/2019	
Cupboards and doors	Secured to wall	09/05/2019	
	Doors open and close correctly	09/05/2019	
	Cupboards clean	09/05/2019	
Heating Fan	Works correctly	09/05/2019	
	Clean	09/05/2019	
Extractor Fan	Works correctly	09/05/2019	
	Clean	09/05/2019	
Sink unit	Clean and secure	09/05/2019	Hot water required for washing up, so no thermostat. Caution sign on wall
	Hot water temperature	09/05/2019	
First Aid Box	Box complete	09/05/2019	No logs noted
	Accident record book with box	09/05/2019	
Fridge	PAT tested	09/05/2019	Needs replacement. "Do not use" sign attached
	Clean and contents clean	09/05/2019	
Tea Urn	PAT tested	09/05/2019	PAT tests now due, last 27/04/2018
	Clean and usable	09/05/2019	
Kettle and Microwave	PAT tested	09/05/2019	PAT tests now due, last 27/04/2018
	Clean and usable	09/05/2019	
Cooker	Clean	09/05/2019	
	Shelves and trays secure	09/05/2019	
Fire Extinguisher + Blanket	Secured to wall	09/05/2019	
	Service up to date	09/05/2019	

Disabled Toilet

Entrance door	1	Open easily and securely	09/05/2019	
		Secure when closed	09/05/2019	
		Closures work correctly	09/05/2019	
Ceiling Lights		All tubes working	09/05/2019	
		Covers secure (view from ground)	09/05/2019	
Floor		Floor covering secure all round	09/05/2019	

	Integrity of covering not compromised	09/05/2019	
Alarm pull switch operates	Alarm in kitchen Alarm in toilet Reset to clear alarm	09/05/2019 09/05/2019 09/05/2019	
Toilet	Secure Not cracked Flushes	09/05/2019 09/05/2019 09/05/2019	
Handrails	Secure to wall	09/05/2019	
Hand basin	Hand hot water Cold water runs	09/05/2019 09/05/2019	
Hand drier	Provides blast of hot air	09/05/2019	
Windows	Close easily and securely No cracked glass	09/05/2019 09/05/2019	

Ladies Toilet

Entrance door	2	Open easily and securely Secure when closed Closures work correctly	09/05/2019 09/05/2019 09/05/2019	
Ceiling Lights	2	All tubes working Covers secure (view from ground)	09/05/2019 09/05/2019	
Floor		Floor covering secure all round Integrity of covering not compromised	09/05/2019 09/05/2019	
Toilets	2	Secure Not cracked Flushes	09/05/2019 09/05/2019 09/05/2019	
Toilet stalls	2	Secured to wall Doors secure Locks work	09/05/2019 09/05/2019 09/05/2019	
Hand basins		Hand hot water	09/05/2019	
		Cold water runs	09/05/2019	
	2	Sink plug works	09/05/2019	No plugs necessary.

Hand drier	Provides blast of hot air	09/05/2019	
Windows	Close easily and securely	09/05/2019	
	1 No cracked glass	09/05/2019	

Gents Toilet

Entrance door	Open easily and securely	09/05/2019	
	2 Secure when closed	09/05/2019	
	Closures work correctly	09/05/2019	
Ceiling Lights	All tubes working	09/05/2019	One new bulb needed
	2 Covers secure (view from ground)	09/05/2019	
Floor	Floor covering secure all round	09/05/2019	
	Integrity of covering not compromised	09/05/2019	
Toilets	Secure	09/05/2019	
	1 Not cracked	09/05/2019	
	Flushes	09/05/2019	
Toilet stalls	Secured to wall	09/05/2019	
	1 Doors secure	09/05/2019	
	Locks work	09/05/2019	
Hand basins	Hand hot water	09/05/2019	
	2 Cold water runs	09/05/2019	
	Sink plug works	09/05/2019	No plugs necessary
Hand drier	Provides blast of hot air	09/05/2019	
Windows	Close easily and securely	09/05/2019	
	No cracked glass	09/05/2019	
Urinals	Secure	09/05/2019	
	Not cracked	09/05/2019	
	Cistern secure	09/05/2019	

Entrance door/Lobby

Ceiling Lights	All tubes working	09/05/2019	
	Covers secure (view from ground)	09/05/2019	
Floor	Floor covering secure all round	09/05/2019	
	Integrity of covering not compromised	09/05/2019	
Doors	Open easily and securely	09/05/2019	
	Secure when closed	09/05/2019	

	Closures work correctly	09/05/2019	
	Lock works	09/05/2019	
Radiator Cover	Secure to wall	09/05/2019	
	Level	09/05/2019	

Overall Comment

Very good

Kitchen refurbished March 2014, Complete interior redecoration August 2013

Outside painting carried out Summer 2016

Review carried out by Roland Robson, Graham Thomas and Derek Jesson on the date set out in the review , being 09/05/2019

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

0

Month	Minute No.	Action	Owner	Complete Date	Progress
July	7.2	Report overgrown hedges and verges on Dickens Heath Road to SMBC.	CK	05/05/2019	<p>Reported 25/07 - Initially advised that issues had been addressed on the 26/07 - following an inspection, however TGPC advised that this was not the case.</p> <p>Clerk email SMBC again on 31/08 - On the 08/08 Matt Gardner advised that he had liaised with the street care team who had informed me that a flail cut is programmed in for this area and With regards to the hedges, SMBC will contact the land owners and advise them to cut back the hedges, however there may be a delay in getting them cut back as we are still within the bird nesting season.</p> <p>21/09 Councillors agreed to monitor the situation and keep the Clerk and others updated.</p> <p>Action Closed as no reports of problems received from Clerk and new Parish Council in Place</p>
Dec	14.4	Share gate and signage solution used in Wickhamford with SMBC and see if this would be a possibility for TG. Also provide SMBC with names and addresses of relevant land owners as previously agreed.	CK	17/03/2019	<p>17/01 - MR sent email to SMBC. 17/01 - SMBC responded stating that it is the verge width that is the constraint.</p> <p>SMBC considering alternative, suitable locations</p> <p>21/ 05 The Clerk and Cllr.Thomas met with SMBC and Sergeant Diane Sheppard. It was agreed that SMBC will seek to provide the Parish Council with costs for back to back gates with "Welcome to" signage (in conjunction with Dickens Heath PC) to be placed on Dickens Heath Road. SMBC will also provide costing to install the same signage on the verge of Lowbrook Lane/Norton Lane, as this is the only location along Norton Lane that meets the specified Department of Transport Statutory requirements in terms of locating this type of signage.</p> <p>06/08 Price for signage on the verge of Lowbrook Lane/Norton Lane provided by SMBC and accepted by PC. PC will pay for signage and SMBC will install.</p> <p>12/12 Sign Installed - Awaiting Invoice.</p> <p>Invoice Received and included on April 2019 Agenda for payment.</p>

Jun-18	19.1	Request that a TPO is added to the Woodland on the Western Section of Dickens Heath Road/ Birchy Leasowes Lane.	CK	17/03/2019	Request sent 06/06/2018 - 05/08 - Request supported by Solihull Ratepayers. 22/08 - SMBC advised that the case officer for this one (ref: TPO/01159) is Alan Lynch. The relevant Tree Officer has been asked to carry out the necessary assessment and that is currently still awaited. Progress chased - 08/10/2018 & 05/11/2018 & 03/12/2018 SMBC - 04/12 - There has been a delay, due to work pressures, however the matter is being pursued, assessment is being sought, and we do hope to have some results to share with you and other requesters before too much longer. 04/02 - Update requested from SMBC. 04/03 Notified of Tree Felling at Site - Liaised with SMBC, who advised that they had undertook works due Safety Critical Requirements, resulting from high winds. 06/03 - Advised by SMBC that they have refused TPO request, as area is wet land. This combined with clay soil causes tree failures.
Sep-18	14.1	Arrange a meeting with SMBC to discuss SMBC/PC Partnership working matters. Clerk and Cllr.G.Thomas to attend.	CK		Have been attempting to arrange a meeting dates, but struggled to find a date when everyone who needs to attend is available. Last suggested dates are first week of April 2019. Awaiting confirmation of availability from SMBC. Meeting to be arranged once new Council in place.
Oct-18	17.1	Draft an email to be sent to SMBC, requesting that TPO's are added to all the trees on avenues bordering pavements throughout the Tidbury Triangle. Circulate to Councillors for comments.	CF		Email drafted, agreed and submitted. 15/10 SMBC responded, stating that given that the Council already has control over its own tree stock that there would be nothing to be gained from imposing TPOs, but there would be some serious disadvantages as the existence of a TPO would hamper the proper management and maintenance of the trees in question. It may therefore be more fruitful for you speak to the relevant Tree Officer for your part of the Borough (Charles Venables) about any concerns you may have regarding recent or future works to highway trees. It was agreed that Cllr Farr will arrange a meeting / walk around the area to discuss the trees which are of concern.
Oct-18	14.5	Procure the latest version (11th Edition) of the Arnold Baker publication - which costs 103.99 plus postage.	CK	07/05/2019	Order Place 07/04/2019 Received

Oct-18	20.2	Liaise with Bell Computers to discuss options and prices in relation to procuring a new PC laptop.	CK		
Nov-18	7.4	Consider boats at Lady lane marina, in terms of potential residential usage and licencing matters.	PB	05/05/2019	If appropriate Cllr Bulcock to pursue Action Closed as no reports of problems received and new Parish Council in Place
Nov-18	19.1	Once SMBC has produced and issued their full Flooding report to Council, which is expected take place in spring 2019, request a copy.	CK		Interim Report produced and circulated 24/01/2019.
Dec-18	6.3	Add the issue relating to difficulties experienced this year in relation to putting the lights on the trees and potential solutions for Christmas 2019 to the June 2019 agenda for consideration.	CK		
Dec-18	6.3	Request that Millers put sockets for future Village Christmas trees into the verges to their estates (Lowbrook Farm) together with suitable mains sockets.	CF		Longer Term action
Dec-18	22.4	Email Virgin Media to ask about any current and proposed future installations of Cable TV in Tidbury Green.	CK	17/05/2019	As agreed at the April 2019 Meeting (Minute 6.2)- Action to be removed

Feb-19	6.4	Forward the email from the Local Police Community Support Officer, which suggests that the Parish Council should contact SMBC, to see if they would consider placing parking restrictions in the area, advising that they agree with his suggestion and therefore request that Double Yellow Lines are added to the road outside of the school.	CK		Email Request sent 18/03/2019 Message received from SMBC 25/04 - They are working with Tidbury Green School on this matter. CK to call SMBC for details.
Feb-19	13.2	Establish why sandbags, covered with turf have appeared by the edge of the road on Norton Lane, adjacent to Ambleside Nurseries.	CK	17/05/2019	Clerk raised this issue with SMBC. SMBC advised that they are aware of the sandbags and that they believe these have been installed on the highway verge by one of the residents. They advised that they had written to the resident(s) believed to be responsible and requested that they remove the sandbags. Since receiving this update from SMBC, the Parish Council learnt of further works taking place at the site and it was also reported that workmen at the site were managing traffic flows, due to part of the road being inaccessible as a result of their works. This matter was urgently reported to SMBC. SMBC advised that officers from the drainage and highway permit teams had already visited the site and action was been taken against unofficial works on the carriageway, in line with the enforcement process. As agreed at the April 2019 Meeting (Minute 6.3)- Action to be removed
Mar-19	10.10	Advise Daniel Edward that the Parish Council agreed to make £150.00 available to fund additional litter picking equipment, if required.	CK		Advised Dan of available funding on 23/03 - He responded stating that "I have managed to source extra from Talking Rubbish who were given some funding from the West Mids PCC. If however this does not come to fruition (I'm sure it will) I will then purchase additional equipment". As agreed at the April 2019 Meeting the funds shall remain available, so that they are there if required.
Mar-19	13.1	Write to Internal Auditor with the PC response to the draft Internal audit Report and the recommendations contained within.	CK	05/05/2019	Sent 1st April 2019. Requested a response in advance of the April 2019 PC Meeting. Complete - Audit finalised 05/05/2019

Mar -19	15. 7	Book the Village Hall for the Annual parish Meeting on 22 May 2019.	CK	08/05/2019	Date changed to 24/05/2019
Actions From April 2019 Meeting					
1	13. 1 - 13. 4	Update all documents Approved at the April 2019 Meeting	CK	05/05/2019	Complete
2	17. 1	Send initial holding response to Tidbury Green School, in response to their letter sent to the Parish council regarding the Village Hall	CK	27/03/2019	Response Emailed

	Complete
	Action Complete, however awaiting action by others.
	Needs Action
	Needs urgent Action

Date	Consultation ends	Decision Date	Decision	Planning Officer	Proposal	Location	Notes from viewing the plans	PC	Status
29/04/2019	15/05/2019	13/06/2019		Hazel Bailey	Single storey extension and internal alterations	Fulford Hall, Fulford Hall Road	Looking to extend the kitchen with an orangery styled extension. The building is listed. Total increase floor area with this extension = 31.3%	No Representation	
03/04/2019	22/04/2019	19/05/2019		Jasmine Preston-Wood	2 No. five bedroomed houses within former Glider Yard (Revised scheme to that previously approved under PL/2018/01292/PPFL)	Buildings and Land Opposite 26 Houndsfield Lane	2 Large houses. Subject to a number of applications over the years. CLEUD agreed in 2016 to recognise existing buildings. Applicant claims land is previously developed land. SMBC approved in 2018 for 2 4 bedroomed bungalows.	No Representation	
28/03/2019	17/04/2019	21/05/2019		Jessica Mantle	Loft conversion to existing bungalow, to incorporate two double bedrooms with en suites and two dormer windows to front and rear roof.	103 Wood lane	Nothing additional to note.	No Representation	
07/02/2019	27/02/2019	25/03/2019		Alan Lynch	Erection of three proposed structurally insulated panels (SIP) garages	The Lake Houses, Lake Drive	Former Driving Range TG Golf Course	No Representation	Approved
18/01/2019	06/02/2018	12/03/2019		Rebecca Hadley	Change of use of existing farmhouse, associated buildings and land from residential use. (Use Class C3) to a pub / restaurant (Use Class A3/A4) with ancillary, manager's accommodation, and construction of extensions and associated works, including: formation of access and car parking; partial infilling of the pond; and hard and soft landscaping. (Resubmission of withdrawn application PL/2018/00235/PPFL)	Tidbury Green Farm Pub & restaurant	Under review - 40+ Documents, a number of which are large. (Resubmission of withdrawn application PL/2018/00235/PPFL), which TGPC objected to.	Objection Submitted	

09/01/2019	29/01/2019	02/11/2017	Claire Bishop	Erection of 1, 1.5 storey 4 bedroom dwelling in the rear garden of the property. To have detached garage, access from adjacent development approved under application references PL/2016/02834/PPOL & PL/2017/00556/PPRM.	27 Lowbrook Lane	Previously submitted, PC Objected - Approved Application resubmitted under P/A PL/2018/01717/PPFL - PC Objected - undecided by SMBC. Proposed site is in greenbelt. Large house, taking up large proportion of garden Access proposed via adjacent development 25 Lowbrook Lane.	Objection Submitted	Refused
09/01/2019	30/01/2019	06/03/2019	Alan Lynch	Retrospective application for railings and gates to the front of the property.	97 Lowbrook Lane	Gates and fence have been installed for several months. White gates, fairly high and close to the highway. Applicant claims added for security, due to recent burglary's in the area. Claims did not realise that planning permission was required.	No Representation, providing conditions re colour imposed.	Refused
02/01/2019	23/01/2019	15/02/2019	Jasmine Preston-Wood	Extension and alterations to existing outbuildings.	The Grove House, Tanners Green Lane	Appears that the applicant wishes to turn an outbuilding currently used as a garage and gym in to a 2 bedroomed dwelling.	No response submitted	Approved
03/12/2018	21/12/2018	23/01/2018	Jasmine Preston-Wood	Erection of a new boundary wall to the front elevation including pedestrian and vehicular access gates and decorative fencing panels in wrought iron.	44 Houndsfield Lane	Brick and Wrought iron Decorative Fencing Panels.	No Representation	Approved
29/11/2018	17/12/2018	15/01/2019	Bali Kaur	Relocation of 3 bay garage and garden store (As granted under PL/2018/00492/MINFHO).	Land Rear of Cleobury Barn - Cleobury Lane	Previously approved. However applicant wanting to relocate the outbuildings associated with a new dwelling which has also been approved.	No Representation	Approved
28/11/2018	17/12/2018	21/01/2018	Laura Taylor	Demolition of former Glider repair and maintenance workshop and stores and erection of erection of 3 No. four bedroomed dwellings.	Former Glider Yard Land opposite 26 Houndsfield Lane	Appears that 2 houses were approved to be built as per PA PL/2018/03267/PPFL. Applicant now seeking to build 3 homes.	No Response Submitted	Refused

25/11/2018	14/12/2018	14/01/2018	Nikki Openshaw	Ground Floor and first floor front extension, render existing brickwork.	156 Tilehouse Lane	Appears the proposal is to extend out to front of property almost in line with existing garage.	No Representation	Approved
24/11/2018	11/12/2018	04/01/2019	Jasmine Preston-Wood	Single Storey Extension to the Rear.	8 Lowbrook Lane	Relatively small extension to facilitate a family room.	No Representation	Approved
02/11/2018	22/11/2018	24/12/2018	Laura Taylor	Replacement of existing caravan used as a self-contained dwelling unit with a single storey dwelling and subdivision of plot	Holly Cottage, Braggs Farm Lane	Caravan for which a CLEUD exists to be replaced with one storey 2 roomed dwelling. Same footprint. Green Belt.	No Response Submitted, Due to no Majority.	
01/11/2018	21/11/2018	26/12/2018	Benn Watkinson	Erect dwelling on the footprint of the existing garage, plus porch.	167 Wood Lane	1 new 3 bedroomed property, using footprint of existing garage. Greenbelt. In October 2017 an application was submitted for this site to Erect 3 No. new 4 bedroom dwellings with associated parking and garages	No Representation	Refused
31/10/2018	20/11/2018	19/12/2018	Benn Watkinson	Demolition of substandard existing social room, substandard toilet blocks and outbuildings. Construction of new shower, toilet block and reception facility either side of existing dwelling	Lady Lane Marina	Appears to be removing substandard social club and adding facilities for Canal Users - Toilets and showers. Reduced Footprint.	Objection Submitted	Approved
02/08/2018	02/11/2018	N/K	Bali Kaur	Single storey extension to rear.	74 low brook Lane	No notification received. Noticed it in Planning Application inbox (SMBC System) Doesn't appear to extend beyond current building line.	No Representation	Approved
24/09/2018	11/10/2018	12/11/2018	Nikki Openshaw	Ground floor rear/side extension.	176 Norton Lane	Single rear/side extension. Adding an orangery to the rear of the property.	No Representation	Approved

08/09/2018	28/09/2018	26/10/2018	Nikki Openshaw	Crown raise to 5m, reduce large Crown raise to 5m, reduce large lateral limb over drive side 1 no. Cedar tree (T1), raise on hedge side to balance crown 1 no. Lawson Cypress tree (T2).	25 Lowbrook Lane	Trees to front of drive.	Objection Submitted	Approved
30/08/2017	27/08/2018	25/08/2018	Benn Watkinson	Change of use to rear, and erection of boarding cattery for 6 pens measuring 4414m deep by 7614mm wide	146 Norton Lane	Resubmission of PL/2017/02063/COU, which was refused. Small reception - (Log Cabin type, with 6 pens at rear. Positioned to bottom of rear garden.	Objection Submitted	Refused
05/08/2018	23/08/2018	20/09/2019	Jasmine Preston-Wood	Single Storey extension, second storey side extension and addition of side pitched roof dormer.	242 Norton Lane	For extension to kitchen, creation of a family room and 4 4th bedroom. Does not appear to extend beyond the current building line.	No Representation	Approved
02/08/2018	23/08/2018	21/09/2018	Claire Bishop	Replacement of existing bungalow roof to form an additional bedroom and bathroom space; new bay windows constructed to bay window, ground floor rear extension to form sitting room and kitchen space.	7 Mason Lane	Resubmission of approved PL/2017/03290/MINFHO	No Representation	Approved
01/08/2018	21/08/2018	24/09/2018	Nikki Openshaw	First Floor Extension to Link Main swelling to Annexe	115 Dewberry Road	Annex next to main home. Appear a small extension to join the two dwellings	No Representation	Approved
14/07/2018	02/08/2018	31/08/2018	Claire Bishop	Erection of 1 No 1.5 storey 4 bedroom dwelling in the rear of the garden of 27 Lowbrook Lane, with detached garage and access from adjacent development approved under application reference PL/2016/02834/PPOL & PL/2017/00556/PPRM (Resubmission of planning approval PL2017/01568/PPFL)	27 Lowbrook Lane	(Resubmission of planning approval PL2017/01568/PPFL) Seeking to add additional house to already approved 4 homes in rear garden. Vert Special Circumstance statement also submitted.	Objection Submitted	Refused

05/07/2018	25/07/2018	24/08/2018	Lawrence Osborne	Reserved matters (Appearance, Landscaping, layout and scale) submission of details pursuant to conditions 2, 3, 5 and 15 of Appeal Decision Ref. No. APP/Q4625/13/2192125 (Outline Planning application Ref. No. 2012/1627) for erection of 200 no. dwellings and associated highway infrastructure, drainage and open space works.	Lowbrook Farm	Significant amount of documentation to go through. Further amendments submitted by developer. Further submission by the developer on 5th October 2018 - submission of details pursuant to conditions 2, 3, 5 and 15 of Appeal Decision Ref. No. APP/Q4625/13/2192128 (Outline Planning Application Ref. No. 2012/1627)	Objection Submitted x 2	Approved
28/06/2018	13/07/2018	17/08/2018	Jasmine Preston-Wood	Single storey rear extension	5 Station Drive	Extension all at rear. Does extend slightly beyond other rear of buildings. Does not appear significant.	No Representation	Approved
15/06/2018	04/07/2018	07/08/2018	Jasmine Preston-Wood	Ground Floor Extension, loft conversion, raise ridge first floor extension.	102 Norton Lane	Main building is above garage and the raised ridge to accommodate loft conversion.	No Representation	Approved
31/05/2018	21/06/2018	24/07/2018	Jasmine Preston-Wood	Single storey extension to front elevation to form a larger garage and a new porch.	210 Norton Lane	Appears a relatively small extension.	No Representation	Approved
31/05/2018	20/06/2018	24/07/2018	Bali Kaur	Removal of a split stem ash tree and grind out of roots	40 Houndsfield Lane	Roots above ground level. Several large branches have fallen causing H&S concerns.	No Representation, however requested that a replacement tree is planted.	Approved Condition re replacement tree
24/05/2018	12/06/2018	13/07/2018	Lawrence Osborne	Demolition of former glider repair and maintenance workshop and stores and erection of two four bedroomed dormer bungalows	Buildings and Land Opposite 26 Houndsfield Lane	Land in Green belt. Subject to a number of applications over the years. CLEUD agreed in 2016 to recognise existing buildings. Applicant claims land is previously developed land.	No Representation	Approved

06/05/2018	23/05/2018	26/06/2018	Bali Kaur	Side extensions comprising garage, study and wc.	61A Wood Lane	Previously garage changed to 2 bedroomed bungalow.	Objection Submitted	Approved
04/04/2018	24/04/2018	24/04/2018	Nikki Openshaw	Replace 2 no. existing front roof dormers with 3 no. roof dormers.	110A Norton Lane	Currently 2 dormers and 1 flat window - to be replaced by 3 dormers.	No Representation	Approved
29/03/2018	17/04/2018	17/05/2018	Jasmine Preston-Wood	Fell to ground level 2 No. oak trees (G4) due to requirement of emergency access road to development to the east. Fell 1 No. ash tree (T130) to ground level due to waterlogged ground conditions and close proximity to adjacent new property.	Fulford Hall Road	Emergency access to Tidbury Green Farm site	No Representation	Approved
25/10/2017	29/03/2018	29/03/2018	Claire Bishop	Erect 3 No. new 4 bedroom dwellings with associated parking and garages	167 Wood Lane	Green Belt Land	Objection	Withdrawn
08/03/2018	29/03/2018	03/05/2018	Nikki Openshaw	Erect new entrance gates with adjacent fence.	338 Norton Lane	Entrance gates appear to be set back from road.	No Representation	Approved
19/02/2018	07/03/2018	06/04/2018	Michael Stephenson	First Floor extensions to extend existing front bedroom and rear/side extension to form a new bedroom.	92 Norton Lane	Extension over garage to add a No. 4 bedroom.	No Representation	Approved
12/01/2018	31/01/2018	07/03/2018	Nikki Openshaw	Two Storey Side & Rear Extension to provide a self-contained grannie annex.	158 Tilehouse Lane	Two Storey annex to provide independent living to grandparents. House No., Gas, electricity supply etc. all the same/linked to main address.	No Representation	Approved

12/01/2018	31/01/2018	07/03/2018	Nikki Openshaw	Ground floor rear extension	414 Tilehouse Lane	Rear ground floor extension to add extra bedroom and enlarged kitchen diner. Building line brought forward in advance of most other houses. However one other property appears to have been developed forward to this point.	No Representation	Approved
20/12/2017	08/01/2018	05/02/2017	Michael Stephenson	Replacement of existing bungalow roof to form an additional bedroom and bathroom space; new bay windows constructed to bay window, ground floor rear extension to form sitting room and kitchen space.	7 Mason Drive	Most of extension to side and rear of property. Front of house look changes, partly due to addition of bay windows and 3 windows to the new roof.	No Representation	Approved
26/11/2017	15/12/2017	17/01/2018	Michelle Hill	Two storey extension to the side and a single storey extension to the rear.	334 Norton Lane	Extension to add 4th bedroom and family room	No Representation	Approved
25/11/2017	12/12/2017	09/01/2018	Michelle Hill	First Floor side and rear extensions, ground floor rear extension.	216 Norton Lane	Appears smaller extension to ground floor to accommodate larger extension (using existing + proposed additional ground floor space) to first floor.	No Representation	Approved
02/11/2017	21/11/2017	26/12/2017	Claire Bishop	Notification for prior approval for a proposed change of use of agricultural buildings to form 3x Class 3 residential dwellings	Fulford Hall Farm, Fulford Hall road	Using 3 existing agricultural buildings to turn into 3 2 storey 3 bedroomed dwellings. Structural reports submitted stating that existing buildings are of robust construction	No Representation	Prior Approval Granted

Tidbury Green Village Hall Annual Meeting

Tidbury Green Village Hall Management Committee invites the Residents of Tidbury Green, who are entitled to vote in an election, to its Annual Meeting.

To be held at Tidbury Green Village Hall on Friday 24 May 2019 commencing at 7.00 p.m.

Agenda:

1. To accept apologies for absence
2. To note the minutes recorded under the meeting dated 30 May 2018
3. To receive a report on the accounts of the Village Hall to 31 March 2019
4. To elect the following members of the Committee, who put themselves forward for re-election: J Robson, I McDowall, D Ollis and A Causon

Tidbury Green Annual Parish Meeting

All electors of Tidbury Green are invited to take part in this meeting to be held at Tidbury Green Village Hall on Friday 24 May 2019 commencing immediately following the conclusion of the aforementioned Village Hall Annual Meeting.

G. A. Thomas

Chairman of the Parish Council, dated 7 May 2019

Agenda:

1) To receive reports from:

- The Parish Council
- The Allotment Association

2) The Annual Parish Meeting:

- a) To accept apologies for absence
- b) Minutes of the Meeting held on 30 May 2018
- c) A discussion by Parishioners of Tidbury Green concerning any matters relating to the Parish. The Parish meeting has a general power to discuss parish affairs and pass resolutions thereon. Such resolutions will not bind the Parish Council

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND