

# TIDBURY GREEN PARISH COUNCIL

**Clerk: Mrs Charlotte Kirby  
Tidbury Green Parish Council  
Tidbury Green Village Hall  
Dickens Heath Road  
(On Tidbury Green School Site)  
Solihull  
West Midlands B90 1QW**

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

To: – Councillors C.Farr (Chairman), A.Hussain, M.Reohorn, L.Waites and A.Higgins 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 28<sup>th</sup> April 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.**

**Please note that due to the large quantity of matters to discuss and the anticipated time for a number of key agenda items, some agenda items below, may be delayed until the next Parish Council Meeting. The agenda items that are highlighted in grey are those that may be delayed. However, if a member(s) of the public requests that any of these items be discussed the Parish Council will ensure that they are considered during the meeting.**

Charlotte L Kirby  
Clerk to the Council

Dated this 23rd April 2021

## AGENDA

- 1. Record of members present**
- 2. Apologies and reasons for Absence**

### 3. Appointment of Additional Councillor's via Co-Option process - (Closed agenda item - Press and public are asked to leave the meeting when this agenda item is discussed)

- To confirm that no nominations were received for the 2 Parish Council vacancies, included in the May 2021 Elections. Consequently the Parish Council can co-opt to fill the 2 vacancies. The vacancies have been advertised by the Parish Council with a closing date of 25<sup>th</sup> April 2021.
- To consider any applications received for the Parish Council casual vacancy
- To discuss and vote on which applicants should be invited for an informal chat or be appointed.
- To discuss and agree next steps in terms of appointing 2 additional Councillors.

### 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. To Approve the Minutes

- To approve the Minutes of the meeting held on 24th March 2021 (attached are unconfirmed).

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

### 8. To consider the following planning matters

#### New Planning Applications

#### Planning Decisions by Solihull Borough Council

##### Ongoing matters

- PL/2021/00268/PNCUDW – Bowyer Farm, Lady Lane – Response submitted **Via Delegated Authority.**
- PL/2021/00332/PPFL – 5 Houndsfield Lane – No Response Submitted
- 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.**
- Appeal Ref APP/04625/W/21/3268215 - **Rumbush Farm, Rumbush Lane – Appeal against PL/2020/02390/PPFL – Objection submitted via delegated authority.**

#### **9. Lowbrook Farm Development**

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

#### **10. Tidbury Heights Development**

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

#### **11. Solihull Local Plan Review**

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

#### **12. 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.

#### **13. 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

#### **14. 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)

#### **15. Future Parish Council Meeting**

- Consider how the Parish Council will reintroduce Face to Face Parish Council Meetings, ensuring that meetings are 'COVID-safe' and that they comply with Government guidance.
- Consider revisions required to Standing Orders and any other guidance, due to the return of Face to Face Meetings.
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**16. Annual Parish Meeting**

- To confirm the date, receive updates and consider future planning regarding the 2021 Annual Parish Meeting.

**17. Financial Matters**

- Invoices Received – to consider for payment those items listed in April 2021 Agenda Appendix 1
- Payments Received – £13,000.00 First Instalment of 2021/22 Parish Council Precept & LCTS Grant, from SMBC - £207.00, received April 2021
- Income and Expenditure Budget Year to 31 March 2021.
- Discuss Parish Council bank account review required with the PC's bank

**18. Internal Audit**

- To receive an update in relation to the Annual Internal Audit Report and agree any further actions to be taken.

**19. External Audit 2020/21**

- Discuss and agree External Audit requirements for 2021/22.
- Agree dates for beginning and end of the public inspection period for Annual Return.

**20. Calendar of Actions**

- To receive a report on the Allotment Association's insurance cover
- Review of documents for Chairman's Black Box
- Prepare annual accounts of the Parish Council and complete Annual Return
- Set dates for beginning and end of inspection period for Annual Return, must include the first 10 working days of July
- Update Calendar of Actions
- Agree reserves to be earmarked against projects and confirm that the general reserve is in compliance with regulations
- Carry out independent review of bank reconciliations
- Reconfirm Clerk's payments under Standing Order arrangements
- Review Internal Controls, Risk Assessment documents and Asset Register
- Review Clerk's pay
- Review document retention policy
- Review "Actions taken against Objectives" for the previous year
- Publish the year's Council meeting dates on website, notice boards and next newsletter.

**21. Agree Agenda Item for Future Meeting(s), Including**

- CIL Projects
- Project process, management and delivery
- Speed Camera's
- Revised Code of Conduct
- Rural Crime Prevention
- Other

**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 26<sup>th</sup> May 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

## April 2021 Agenda Appendix 1

Invoices Received	Invoice & Cheque No.
1. Clerk's Pay (C Kirby) - £877.20 Standard Contracted Hours (Excluding SO) - £648.80 Additional hours worked/pay February 2021- £228.40	Invoice No: 2021/90 Cheque No:
2. Clerk's costs (C Kirby) £175.07 Phone, Zoom, stationary & Ink	Invoice No: 2021/90 Cheque No:
3. HMRC - £ 930.46 (£587.46- Employee Tax & NI - Deducted from Clerk's pay -£343.00 Employers NI (Paid in advance of meeting as a result of due date)	Invoice No: Quarter 4 Cheque No: 100562
4. WALC - £606.00 WALC/NALC -Annual membership (Paid in advance of meeting as a result of due date)	Invoice No: SUBS-2021-066 Cheque No: 100565
5. Clerks Holiday Pay £865.06 50% April	Invoice No: Cheque No:
6. WALC - £30.00 Understanding Council Meetings Training Councillor Annette Higgins	Invoice No: INV- <b>21379</b> Cheque No:
7. WALC - £16.80 ELearning training – Councillor Annette Higgins - Introduction to Councils (Paid in advance of meeting as a result of due date)	Invoice No: WALC- <b>0536</b> Cheque No: 100564
8. WALC - £30.00 Training – Charlotte Kirby Year-end Accounts & Audit (Paid in advance of meeting as a result of due date)	Invoice No: INV- <b>21382</b> Cheque No: 100563
9. Councillor A.Hussain - £40.00 Refund of 2 X amazon Vouchers For Litter Picking – Girls As agreed at March 2021 meeting,	Invoice No: 2021-152028597 Cheque No:

**Payments received**

**Cheque & Bank Credit No.**

1. First instalment of 21/22 Precept - £13,0000

Cheque No:  
Payment Ref: 2104935

2. LCTS Grant, from SMBC - £207.00

Cheque No:  
Payment Ref: 2104935

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

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

**Chairman**

## April 2021 Agenda Appendix 1

Correspondence:

(Those of particular note are in bold)

**March 2021**

1. NALC – email 17/03 – Coronavirus update.
2. **HMRC – email 17/03 - Important information for Employers.**
3. SMBC – email 18/03 – Permanent Traffic Regulation Order - Notice of Implementation - Designation of Electric Vehicle Charging Places.
4. SMBC – email 18/03 - Notification of Temporary Traffic Restrictions - Berkswell Crossroads - Temporary Road Closure - 27 to 28 March 2021.
5. NALC – email 19/03 - Chief executive's bulletin.
6. SLCC – email 19/03 - News Bulletin - 19th March 2021.
7. Parishioner 22/03 - Tidbury Green Parish Council "Cold callers" (Circulated 22<sup>nd</sup> March 2021).
8. **SMBC – email 22/03 - Solihull Local Plan update - 19 March (Circulated 22<sup>nd</sup> March 2021).**
9. SMBC – email 23/03- Workshop - Community Led Housing (Circulated 25<sup>th</sup> March 2021).
10. Member of Public – email 23/03- Art Class Advert.
11. SMBC – email 24/03 - Agenda for Planning Committee, Wednesday 31st March 2021.
12. **WALC – email 24/03 - 2021/2022 WALC subscription renewal for Tidbury Green Parish Council.**
13. **SMBC – email 24/03 - It's time to engage your communities in the Great British Spring Clean (Circulated to Cllrs & Dan Edwards - 30<sup>th</sup> March 2021).**
14. **WALC – email 25/03 - Finance training with the Parkinson Partnership**
15. WALC – email 25/03 - WALC Members Newsletter.
16. **PK Littlejohn – email 25/03 - WA0190 Tidbury Green Parish Council - 2020/21 AGAR external auditor instructions.**
17. Tidbury Green School – email 25/03 – Weekly News.
18. SMBC – email 25/03 - Community Champions update 25.03.21(Circulated 25<sup>th</sup> March 2021).
19. **WM Now – email 25/03 - Roadmap to Easing Covid Restrictions 25/03/2021.**
20. SMBC – email – 25/03 - EMERGENCY Road Closure – Darley Green Road (underneath the Railway Bridge) – Immediate until 29/03/21 (8am-4pm daily).



21. **NALC – email 26/03 - Chief executive's bulletin. Info regarding end of Remote Meetings, Opening Council buildings and Average Band D Precept charge. (Circulated 29<sup>th</sup> March 2021).**
22. SMBC – email 29/03 - Notification of Temporary Traffic Restrictions - Carriageway Resurfacing Various Locations - Temporary Road Closures - April 2021 – Not TG.
23. SMBC – email 29/03 - GBSLEP Small Habitats Grants Programme (Circulated 29<sup>th</sup> March 2021)
24. Rural Services Network – email 30/03 – The Rural Bulletin.
25. **WALC – email 30/03 - WALC Members Special Update – Remote Meeting Powers Not Extended.**
26. **WALC – email 31/03 - Government consultation on remote meetings – completed.**

### **April 2021**

27. **SLCC-email 01/04 - News Bulletin - 1st April 2021. – Includes managing the risk of Legionnaires disease after lockdown and updated guidance on the safe use of council buildings. (Circulated 8th April 2021).**
28. NALC – email 01/04 – Chief Executives Bulletin.
29. **SMBC – email 01/04 - Bacs Remittance for THE PARISH COUNCIL OF TIDBURY GREEN.**
30. Parishioner – email 05/04 – Request to be added to Allotment Site Waiting List.
31. SMBC – email 06/04 - The Local Authorities (Members’ Allowances) Regulations 2003 – Parish Basic Allowances 2021-22.
32. **SMBC –Stay Connected – email 06/04 - Latest News - Tuesday 6 April including info on reopening businesses safely. (Circulated 12<sup>th</sup> April 2021).**
33. Rural Services Network – email 07/04 – The Rural Bulletin.
34. WALC – email 08/04 - WALC subscription renewal for Tidbury Green Parish Council - 2021 /2022.
35. **HSBC – email 08/04 - We need you to update and confirm your business or organisation details**
36. NALC – email 09/04 - Chief executive's bulletin.
37. WALC – email 12/04 - General Information on period of Mourning.
38. **HMRC – email 13/04 - PAYE – let’s get started with the new tax year.**
39. **SAC – email x2 14/04 – SAC Meeting – (Circulated 14<sup>th</sup> April 2021).**
40. WALC – email 14/04 – WALC Newsletter.
41. **HMRC – email 14/04 - Important information and updates for all employers.**
42. SLCC – email 15/04 - News Bulletin - 15th April 2021.
43. **BHIB – email 15/04 - Free Checklist & Guide: Holding 'COVID-safe' Council Meetings after May 7 (Circulated 16<sup>th</sup> April 2021).**
44. WALC – email 15/04 - URGENT Car Parks.
45. SLCC – email 16/04 - Daily Digest - 16/04/2021.

46. NALC – email 16/04 – Chief Executives Bulletin.
47. WALC – email 20/04 - WALC Annual Report.
48. **WALC – email 21/04 - WALC Training & Events Newsletter.**
49. SMBC – email 21/04 - Agenda for Planning Committee, Wednesday 28th April 2021.
50. **WALC – email 21/04 – National Code of Conduct x3**
51. Tidbury Green School – email 22/04 – Weekly News.

<b>Actual at 31/03/2021</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>				
£	18,031.37	Clerks' pay and expenses	£	14,000.00
£	1,232.56	TGPC Payments to HMRC - Employees NI	£	-
£	1,981.05	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
£	144.00	Training	£	400.00
£	686.45	Internal & External Audit	£	550.00
		Christmas Tree/lights	£	200.00
		Donations	£	100.00
£	24.28	Bank Charges	£	100.00
£	506.64	VAT		
£	500.00	Website Accessibility resources requirements	£	500.00
£	50.00	Other (Thank you Voucher - For Planting Cherry Tree)		
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£	24,652.05		£	21,500.00
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		Contingency	£	1,000.00
£	1,005.47		£	22,500.00
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£	78,496.98	Cash at 31 March 2020		
£	79,502.45	Cash at 31 March 2021		
=====			£	15,463.93
<b>£ 79,502.45</b>				

\*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 £15,463.93