

**Minutes of the Parish Council Meeting
Wednesday, 6th January 2021
Via Zoom Video Conferencing**

Present:

Cllr Clive Hill - Chairman
Cllr Karen Dunn
Cllr Kim Wallace
Cllr Michael Kay
Cllr Jonathan Horton
Cllr John Fox
Cllr Wayne Hadley
Cllr Peter Tennant
Cllr Trevor Wills

Clerk: Franciska Giles
RFO: Carole Cox

Public: 0

3043 The Clerk advised that Lizzy Quinney has sent her apologies for not attending the meeting. It is anticipated that Lizzy will participate in the February 2021 Parish Council meeting.

3044 Rules and Procedures of Video Conferencing

Cllr Clive Hill explained the rules and procedures of Zoom video conferencing.

3045 Clarification of Parish Council Meetings Held via Zoom Video Conferencing

The Coronavirus Regulations 2020 were passed by Government on 1st April 2020 and apply to meetings taking place before 7 May 2021. The regulations enable local authorities to hold meetings remotely including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming.

3046 The Public

None present. Cllr Clive Hill stated as a member of the public that residents may have noticed a group of homeless people begging for money in the centre of Marston Green. Cllr Bob Sleight advised Cllr Clive Hill that these people have been contacted by Solihull MBC and have been offered help.

3047 Apologies

None

3048 Declaration of Pecuniary Interests and Dispensations

None

3049 Approval of the Parish Council Meeting Minutes - Held on Wednesday 2nd December 2020

Cllr Clive Hill asked the members if they had read the minutes and if they could confirm these as a true and accurate record.

Proposed: Cllr Michael Kay

Seconded: Cllr Wayne Hadley

All in favour

It was resolved that the minutes were a true and accurate record

3050 Matters arising from the Parish Council Meeting Minutes – Held Wednesday 2nd December 2020

Minute no. 3033 (649) – Budget 2020/21

Cllr Wayne Hadley said that he has carried out some research of leasing a replacement pick up van however it seems that leasing is expensive and purchasing a replacement second hand vehicle could be financial more viable. The RFO asked whether the Parish Council would consider setting a budget in this financial year for the replacement vehicle. The Parish Council was of the opinion that further research of pick up van makes, models and their sell price is required before agreeing on the budget. Cllr Wayne Hadley, Cllr Trevor Wills and Cllr Michael Kay offered to obtain more information and costs and present them to the Recreation Committee meeting.

Action item: On-going

Minute no. 3035 – Parish Council Mobile Phone

The RFO said that a replacement mobile phone has been purchased. A new BT contract has also been negotiated which will provide better coverage and a call divert from the office land line number to the new mobile phone.

Minute no. 3041.2 – SMBC/Helping Hand’s Emergency Christmas Food Parcel Initiative

Cllr Clive Hill said that SMBC had delivered the promised emergency food parcels to the Parish Hall just before Christmas and that some of the parcels had been distributed by the Hall. The leftover parcels are going to be delivered as and when the Parish Hall receives a call from SMBC. The Parish Council has extended their thanks to Lisa Tennant, Parish Hall manager, for her support.

3051 Matters arising from the Recreation Committee Meeting - Held on 30th November 2020

Cllr Clive Hill and Cllr Jonathan Horton said that a Zoom meeting with representatives from the Birmingham Baseball Club was organised. During the meeting the Baseball Club said that the club:

- has recently had a change of management
- is trying to rebuild a strong foundation by improving their internal and external communication
- is trying to foster a community of caring members who appreciate and care for the club and one another
- recently set up a ‘go fund me’ charity drive to help raise money to pay for the repairs and renovations
- hoping to work in conjunction with other teams in the West Midlands Baseball League to create 1 or 2 women’s baseball or softball teams

The Baseball Club confirmed that they have also applied for external funding to create an improved backstop, bullpen, batting cage and infield diamond area. Drawings and other documents will be submitted to the Parish Council shortly to be discussed by the Committees and the Parish Council. In principle, the Parish Council supports the Baseball Club’s improvement initiative.

During the meeting the Baseball Club was asked about their AGM minutes referring to a sponsor who wishes to vend food and drink on the 3Ms field. Cllr Clive Hill and Cllr Jonathan Horton were of the opinion that as the Cricket Club sells food and drinks in the Pavilion, the Baseball Club should purchase food from them. Therefore they suggested not to allow any external company or the Baseball Club to vend food and drink on the 3Ms.

The Clerk asked the Parish Council to agree to this suggestion.

Proposed: Cllr Trevor Wills

Seconded: Cllr Wayne Hadley

8 in favour, Cllr Kim Wallace abstained

It was resolved that no food or drinks are to be sold on the 3Ms by any external company or the Birmingham Baseball Club

Cllr Clive Hill and Jonathan Horton also clarified that advertising banners on the 3Ms, for the duration of the match game, are permitted to be displayed but must be removed immediately thereafter. The Parish Council has ratified this agreement.

Proposed: Cllr Trevor Wills

Secoded: Cllr Wayne Hadley

All in favour

It was resolved that advertising banners on the 3Ms are permitted to be displayed but must be removed immediately thereafter.

Minute No. 1509 Bench Request – Trotman

The Clerk stated that Mrs Samantha Richards has written to the Parish Council and asked for a bench to be positioned at ashes plot three in the Burial Ground, in memory of her late father, Mr Glyn Trotman, who is laid to rest in there. The Recreation Committee discussed the matter and agreed to Mrs Richards' request. The Clerk asked the Parish Council to have the matter ratified.

Proposed: Cllr Karen Dunn

Secoded: Cllr Jonathan Horton

All in favour

It was resolved that the matter is ratified by the Parish Council

Minute No. 1511 - Cherry Blossom Tree

The Clerk stated that SMBC had delivered the cherry blossom tree which is a symbol of people being affected by the COVID-19 pandemic, however this species is too large for the originally proposed Burial Ground. The Groundsmen recommended the tree to be planted in the Millennium Wood. The Clerk said that the Recreation Committee agreed to the proposal and recommended the tree to be planted around the Millennium Woods boundary line (away from the property Martynleigh) and asked for the matter to be ratified by the Parish Council.

Proposed: Cllr Wayne Hadley

Secoded: Cllr Karen Dunn

All in favour

It was resolved that the matter is ratified by the Parish Council

3052 Matters arising from the Planning Committee Meetings - Held on 3rd and 17th December 2020

Cllr Jonathan Horton said that: the Planning Committee made the below comments:

Parallel Crossing Coleshill Heath Road

Comment: The Parish Council is of the opinion that lights at the crossing would be more appropriate than the proposed traffic calming cushions. If this option is not considered by SMBC then the Parish Council would propose a more substantial traffic calming solution, like raised platforms.

App No: **PL/2020/01648**

Application: 9 Land Lane Marston Green Solihull B37 7DE

Proposal: Extension to rear of existing A1 retail shop and change of use of shop to create 3 self-contained residential flats (part retrospective).

Comment: The Parish Council still maintains its previous objection. In addition, the Parish Council is concerned about direct egress onto the driveway from the exit doors of the three flats.

App No: **PL/2020/02718**

Application: 64 Station Road Marston Green Solihull B37 7BA

Proposal: Change of use from beauty salon to restaurant & takeaway (Sui Generis Use Class) and reconfiguration of existing residential unit (Class C3) at no.64A. Single storey front extension and extraction flue.

Comment: The Parish Council objects based on the loss of a retail unit to yet another takeaway service outlet and to the placing of the extractor fan on the front of the property which detrimentally changes the village street scene in addition to the noise from the unit and the omitted odour. Furthermore, the Parish Council is also concerned about inadequate parking and disruption to residents above and adjoining the premises and in the immediate vicinity out of normal business hours. If there is a possibility that this application is being accepted then the Parish Council would like to know if this matter could be discussed by SMBC's Planning Committee.

App No: **PL/2020/02530**

Application: 26 Holly Lane, Marston Green, B37 7AE

Proposal: Demolition of existing house and erection of 3 No. four bedroom detached houses with associated parking and erection of 1 No. 3 bedroom detached house

Comment: The Parish Council is concerned about back garden developments in general, the width of the proposed driveway and the egress onto Holly Lane especially at busy times.

App No: **PL/2020/02888**

Application: 47 Holly Lane Marston Green Solihull B37 7AN

Proposal: Proposed new single storey dwelling on garden land to rears of 47 and 49 Holly Lane with all matters reserved

Comment: The Parish Council is concerned about back garden developments in general and the egress onto Holly Lane especially at busy times.

App No: **PL/2020/02958**

Application: 1 Ivy Lodge Close Marston Green Solihull B37 7HJ

Proposal: Prior notification for demolition works to encompass three existing bungalows (Nos. 1-3 Ivy Lodge Close) along with associated hardstanding and landscaping. The buildings comprise of traditional masonry construction with facing brickwork and corrugated roof tiles (Refer to existing floor plans and elevations for details).

Comment: The Parish Council objects to the demolition of the existing buildings without prior knowledge of what the area is going to be used for.

3053 Matters arising from the Finance Committee Meeting - Held on 5th January 2021

Minute No 653.1 (1505) Re-purchase of plot U32

The Parish Council had received a request from Mrs Jennifer Lloyd to buy back plot U32. The Recreation Committee recommended the original purchase price, namely £650, to be offered for the plot. The Finance Committee clarified that the Parish Council had recently had a similar request which had been approved so the Finance Committee were happy to proceed. The RFO asked the Parish Council for their approval.

Proposed: Cllr Karen Dunn

Seconded: Cllr Trevor Wills

All in favour

It was resolved that the Parish Council agreed to buy back plot U32 for £650.

Minute No 653.2 (1510) – Fairways Quote

The Recreation Committee Meeting had discussed a quote to level out the excess soil across the ground at the Burial Ground at a cost of £400.00 +VAT and a budget for grass seed at £150.00. The Finance Committee were in agreement regarding the proposal. The RFO asked the Parish Council for their approval.

Proposed: Cllr Karen Dunn

Seconded: Cllr Wayne Hadley

All in favour

It was resolved that the Parish Council agreed to Fairways quotation of £400+VAT and to the grass seed budget of £150.

3054 Precept Application & Approval

The RFO stated that the Precept Application was sent out on 15/12/2020. The tax based figure was reduced from last year to this year. The RFO produced a calculation to show various options as indicated in Table 2 below.

Table Two: Figures calculated on the SMBC proposed tax base figure of 2454 at £60.09 for a Band D Dwelling

Increase	Precept Application	Budget Impact	Band D (per annum)	Increase of (per annum)
0%	£147461.00	-£2039.00	£60.09	£0.00

Figures calculated on an application of £147461.00 + % increase

% Increase	Precept Application	Budget	Increase Band D (PA)	Increase (PA)
1%	£148935.00	-£564.00	£60.69	£0.60
2%	£150410.00	£910.00	£61.29	£1.20
2.5%	£151147.00	£1647.00	£61.59	£1.50
3%	£151884.00	£2385.00	£61.89	£1.80
4%	£153359.00	£3859.00	£62.49	£2.40

The Finance Committee discussed the budget and impact of residents in the current environment and were in agreement that a 0% precept should be recommended to the Parish Council. The RFO asked for the Parish Council's approval.

Proposed: Cllr Karen Dunn

Seconded: Cllr Wayne Hadley

All in favour

It was resolved that the Parish Council agreed to a 0% precept increase.

3055 Finance – Approval of Invoices for Payment

The proposal was to authorise the payments detailed in the October expenditure reports.

Proposed: Cllr Kim Wallace

Seconded: Cllr Trevor Wills

All in favour

It was resolved to accept the expenditure payments detailed on the reports

3056 Parish Council Interview Process

Cllr Clive Hill said that the Parish Council now should agree on interview methods. Cllr Jonathan Horton and Cllr Wayne Hadley preferred the in-person interview option as they felt that recruiting for a Councillor position is very significant and the applicant's personality and qualities can be assessed

better during a face-to-face interview. Cllr Trevor Wills was of the opinion that the current lockdown would surely prevent a face-to-face interview option. To get professional advice, the Councillors asked the Clerk to engage with WALC and seek clarification on what is permitted during the third lockdown. In addition, the Clerk to contact the applicants, update them of the situation and asked them whether they would be willing to interview on Zoom.

Action item: *The Clerk to contact WALC, update the applicants and ask them whether they would be willing to interview on Zoom.*

3057 Access Innovation Contract Renewal

The Clerk stated that the shutter contract from Access Innovation is now due for renewal. Normally this matter would go to the Recreation Committee first however as the current contract runs out at the end of January it is now necessary to have it discussed by the Parish Council. The Clerk stated that Access Innovation has been providing a consistently good service and their 2021 renewal cost of £425+VAT is in line with last year charge. The Parish Council has approved the renewal cost.

Proposed: *Cllr Karen Dunn*

Seconded: *Cllr Wayne Hadley*

All in favour

It was resolved *that the Parish Council accepted Access Innovation 2021 renewal cost of £425+VAT*

3058 Bickenhill Telephone Box – Defibrillator Installation

The Clerk stated that a quotation, for the reconnection of the Bickenhill telephone box, from Solihull MBC and Western Power Distribution has been received. Solihull's quotation (except electric meter) £6199.40. This includes WPD's new power supply charge of £1535.90. The Parish Council was of the opinion that the obtained quotations are too expensive and therefore to look for an alternative location for the defibrillator. One suggestion was to install it at the Church Hall and Cllr Jonathan Horton to liaise with the Church to seek approval. Cllr Karen Dunn asked whether the Parish Council would be happy to pay the annual maintenance and running cost of the defibrillator and reimburse the Church for it? The Parish Council fully supported this suggestion.

The Councillors have also asked the Clerk to obtain a quotation from an electrician for the actual installation of the defibrillator work.

Proposed: *Cllr Jonathan Horton*

Seconded: *Cllr Peter Tennant*

All in favour

It was resolved *that the Parish Council accepted to pay the annual maintenance and usage charges of the defibrillator*

Action items: *Cllr Jonathan Horton to liaise with St. Peter's Church and the Clerk to obtain a quotation from an electrician*

3059 CIL Matters

Cllr Clive Hill said that the new CIL Application form has been given to the Baptist Free Church and Marston Green Cricket Club. The RFO confirmed that the Church had completed the form and returned it with all necessary paperwork. The Clerk advised that as agreed previously, the Parish Council now needs to think of advertising the CIL opportunity to the members of the public. The Parish Council agreed to include the Baptist Free Church's CIL application and the advertising initiative on the January Recreation Committee meeting agenda.

Action item: *The Clerk to include the Baptist Free Church's CIL application and the advertising initiative on the January Recreation Committee meeting agenda.*

3060 Neighbourhood Plan

Cllr Jonathan Horton said that the draft Bickenhill Neighbourhood Area Application was accepted at Solihull MBC and the borough council now wants to start a 6 weeks public consultation period. SMBC confirmed that they will provide the Parish Council with the correct advert to post on BMGPC Facebook and website. The consultation and feedback process is anticipated to take 13 weeks.

3061 Broadband

Cllr Jonathan Horton stated that Openreach and Warwickshire County Council were unable to make the Zoom meeting on the 5th of January so the meeting is re-scheduled for next week.

3062 External Committee Reports

Cllr Clive Hill stated that the Parish Hall is currently closed due to the third national lockdown and the Village Hall has been sold.

Cllr Karen Dunn said that HS2 is currently working in the North Island and Business Park area and therefore various lighting and drainage works are ongoing. Forecasted closures on the M42 are coming in force too. Information on these have been sent by the Clerk to all Parish Councillors.

3063 Correspondence

3063.1 Wildlife Ways Route D -

The Clerk said that SMBC Wildlife Ways is proposing to convert lengths of footway to shared use cycle track/footway. This process will be done using delegated powers under Section 66(4) and Section 65(1) of the Highways Act 1980. The plan will be advertised on 07 January and any person who wishes to comment on the proposal should write to Solihull Council by 28 January 2021 or email wildlifeways@solihull.gov.uk. The Clerk asked the Parish Council for their approval to post this notice on BMGPC Facebook and website.

Proposed: Cllr Karen Dunn

Seconded: Cllr Wayne Hadley

All in favour

It was resolved that the Parish Council consented to posting SMBC Wildlife Ways shared use cycle track proposal on BMGPC Facebook and website

Action item: Clerk to post notice

3063.2 Clerk's Resignation

Cllr Clive Hill said that the Clerk has resigned and that her last official day will be the 18th of January 2021. The Parish Council thanked the Clerk for her service and wished her all the best for the future. Cllr Clive Hill said that the Parish Council should advertise the vacant position immediately for approx. two weeks on BMGPC Facebook and website. The Parish Council agreed to this suggestion. Cllr Clive Hill also confirmed that the RFO agreed to help out with emergency council matters, such as burials and interments, until a new Clerk is appointed.

Proposed: Cllr Karen Dunn

Seconded: Cllr Jonathan Horton

All in favour

It was resolved that the Parish Council to advertise the vacant Clerk position on BMGPC Facebook and website for two weeks

Action item: The Parish Council to make arrangement to post an advert on BMGPC Facebook and website

3063.3 Groundsmen Work Arrangement during Third National Lockdown

Cllr Clive Hill said that the Parish Council must consider a suitable work arrangement for the groundsmen during the third national lockdown. He further added that, on behalf of the Parish Council and to avoid any risks, he instructed the Groundsmen not to work on 04th and 5th and 6th of January 2021 and until the Parish Council makes a decision in regards to their work arrangements going forward. Cllr Wayne Hadley stated that currently his groundsmen work outside in twos, abide by 2m social distancing and wear PPE where necessary. He was of the opinion that a similar practice could be adopted for the Parish Council Groundsmen. Cllr Jonathan Horton agreed to this suggestion as long as the duty of the employer, i.e. to make their staff feel safe, is achieved. Cllr Karen Dunn agreed on the condition that adequate PPE is provided. The RFO said that the Groundsmen's home environment should also be considered as Nikki is diabetic and Tony's mum has underlying health conditions. Cllr Clive Hill suggested not to share the pick up and wear masks indoor too. Cllr Peter Tennant added that the relevant Risk Assessments must also be completed and Cllr John Fox asked for the Groundsmen temperatures be taken each day and be recorded on their time sheets. The RFO said that the Groundsmen are currently using the Cricket Club's thermometer to take their temperatures but was unsure whether they are recoding the readings at all. Other Councillors were of the opinion to tread with caution and perhaps allow the Groundsmen to work alternate weeks to minimise the risks of transmission.

The Parish Council decided to call an outdoor meeting with the Groundsmen on 07th January 2021 morning to investigate their preferences and make a decision going forward. The Parish Council agreed to authorise Cllr Clive Hill and Cllr Wayne Hadley to implement any decisions agreed on the day immediately after their meeting with the Groundsmen. The Parish Council also asked the Clerk to liaise with WALC to seek clarification and recommendation on this matter, to modify the Groundsmen's time sheet so they can record their temperature readings each day and to issue a new Risk Assessment document for the Groundsmen to sign.

Proposed: Cllr Karen Dunn

Seconded: Cllr Jonathan Horton

All in favour

It was resolved that the Parish Council authorises Cllr Clive Hill and Cllr Wayne Hadley to implement the agreements made with regards to the Groundsmen work during the third national lockdown.

Action item: the Clerk to liaise with WALC to seek clarification and recommendation on this matter, modify the Groundsmen's time sheet so they can record their temperature readings each day and issue a new Risk Assessment document for the Groundsmen to sign.

3063.4 BMGPC Staffing Matters

Cllr Clive Hill stated that as a result of recent events the Parish Council's Staffing Committee is scheduled to meet on the 12th January 2021 to formulate recommendations. The Staffing Committee will update the Parish Council on all findings and recommendation at the next Parish Council meeting. Cllr Jonathan Horton also added that the intention, going forward, is for the Staffing Committee to meet on a regular basis.

3063.5 Fly-tipping

Cllr Wayne Hadley said that he reported some fly-tipping to SMBC. The locations were School Rough, Blackfirs Lane and Birmingham Business Park. The Clerk said that School Rough belongs to L&Q Properties and that she will inform them too.

Action item: The Clerk to inform L&Q of the fly-tipping in School Rough

3064 **Date of the next meeting** – Wednesday 3rd February 2021 at 6:30 p.m. via Zoom Video Conferencing
Cllr Clive Hill closed the meeting at 9:20 p.m.