



## **Dickens Heath Parish Council**

**To All Members of the Council**

**Dated: Tuesday 27<sup>th</sup> April 2021**

You are hereby summoned to attend the virtual Meeting of the Parish Council of Dickens Heath to be held using Zoom on Tuesday 4<sup>th</sup> May 2021, at 7.15pm, for the purpose of transacting the following business.

**Helen Marczak, Clerk to the Council**

### **AGENDA**

- 1. Election of Chair**
- 2. To Agree to Receive the Chair's Declaration of Acceptance of Office**
- 3. Apologies**
- 4. Public Participation**
- 5. To Receive Declarations of Interest/Written Requests for Dispensations for Personal and Disclosable Pecuniary Interests and to Grant Any as Appropriate**
- 6. To Receive a Report from the Borough Councillors – if present**
- 7. To Decide Whether to Elect a Vice Chair**
- 8. To Agree Dates of and Venue for Council Meetings for the Year**
- 9. To Resolve Whether to Establish any Committees**
- 10. To Appoint Representatives to Sit on Outside Bodies**
- 11. To Agree Bank Account Signatories**
- 12. To Agree to Review Standing Orders & Financial Regulations**
- 13. To Approve the Minutes of the Meeting of the Council held on Tuesday 9<sup>th</sup> March 2021**
- 14. To Approve in Principle the Minutes of the Annual Parish Meeting held on Tuesday 9<sup>th</sup> March 2021**

**15. Actions from the Minutes of the previous meetings – Clerk’s update on progress**

**16. To Consider Planning Applications:**

- 2021/00874 - 5 Primrose Lane - Remove dead wood, thin crown by 10% & trim branches growing by house to suitable pruning points, with a reduction of up to 1-2 metres.
- 2021/00939 - 4 Willowherb Way - Fell 1 no. oak tree, the tree has heavy branches in the upper crown & a branch with a possible hazard beam. There is limited scope for pruning due to the absence of lower branches. Replace with silver birch tree.
- 2021/01026 - 4 Packmores - Erect front porch.
- 2021/00937 - The Bungalow, Dickens Heath School - Change of use of former school caretaker’s bungalow (C3) to pre-school childcare unit (E)

**17. To Consider Improvements to the Village Green/a Programme of Tree Inspections/Risk Assessments**

**18. Procurement of Replacement Playground – to Consider the results of Consultation at Dickens Heath School**

**19. To Consider any SMBC Issues**

- Reporting of Village Issues
- Update on Solihull Local Plan

**20. To Consider Village Issues:**

- Traffic Islands
- In Bloom 2021/Budget for Planting
- Village Hall
- Dickens Heath Medical Centre
- Request for Improved Lighting on Buckridge Lane and on the Village Green/Playground

**21. To Receive any Reports from Councillors who have attended any outside Groups or Events**

**22. Financial Matters:**

- To Approve the Payments listed in May 4<sup>th</sup> 2021 agenda Appendix I: 14 payments totalling £3,840.62 for May 2021 and 18 payments totalling £4,885.88 for April 2021 and 1 payment totalling £709.11 for March end of year 2021
- New Payroll System as of April 2021
- To Receive a Report on the Finances of the Council
- To Receive the Risk Assessment & Management Document 2021/22
- To Receive the End of Year Accounts, and to Verify the End of Year Bank Reconciliation to the Bank Statements
- To Receive Feedback from the Internal Audit
- To Approve & Agree to Sign the Annual Governance Statement 2020/21
- To Approve & Agree to Sign the Annual Accounting Statements 2020/21

**23. To Consider Issues of Importance:**

- Parish Council Website and Email
- Policy for Use of the Village Green
- Newsletter/Communication/GDPR
- Items for Next Parish Council News - June

**24. To Consider Correspondence Received since the Previous Meeting**

**25. Items for Next Agenda**

**26. To Resolve that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras I and II Part I of Schedule 12A of the Local Government Act 1972, that the press and public be temporarily excluded and they are instructed to withdraw.**

**27. Car Park Behind Tesco**

**28. Village Hall**

**29. Staff Issues**

## May 4<sup>th</sup> 2021 Agenda Appendix I

£

### May Payments

Fairways	VG Maintenance May 2021	666.00
Salaries/Cllr Allowances	May 2021	2,104.62
HMRC	PAYE/NI May 2021	448.54
LGPS	Pension Contribution May 2021	530.27
NEST	Pension Contribution May 2021	56.80
H Marczak	Admin Exps May 2021	34.39
	<b>Total May 2021</b>	<b>3,840.62</b>

### April Payments

Fairways	VG Maintenance Apr 2021	489.00
WALC	Subscription 2021/22	975.80
NALC	Planning Course	38.93
Salaries/Cllr Allowances	April 2021	2,475.17
HMRC	PAYE/NI Apr 2021	210.08
LGPS	Pension Contribution Apr 2021	363.51
NEST	Pension Contribution Apr 2021	56.80
H Marczak	Admin Exps April 2021	24.59
DM Payroll Services	Payroll 2021/22	222.00
WALC	Procurement Course	30.00
	<b>Total April 2021</b>	<b>4,885.88</b>

### March End of Year Payments

Salaries	Additional Hours	709.11
	<b>Total March End of Year 2021</b>	<b>709.11</b>

Appendix I Payments Approved as Correct

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

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