



**287/289 Kenilworth Road, Balsall Common CV7 7EL**

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## **Balsall Parish Council Meeting**

**Approved Minutes of Parish Council Meeting held on Wednesday 15 November 2017 at 7pm  
in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF**

### **Minutes**

**Present:** Councillor Mark Tattum (Chairman), Councillor Judy Lea, Councillor Will Heard, Councillor Christina O'Sullivan, Councillor Helen Dean, Councillor Lionel King, Councillor Richard Lloyd, Councillor Sheila Cooper, Councillor Lee Quinney and 7 members of the public including Keith Tindall of BVCRA and Dave Felthouse of the Communicator.

1. Apologies  
Apologies were received and accepted from Councillor Marie-Louise Marsden.
2. Declaration of Interests  
There were no declarations of interest.
3. To approve the Minutes of the Parish Council Meeting held on 18 October 2017 as a true record.  
**The Minutes of the Parish Council Meeting held on 18 October 2017 were signed as a true record.**
4. To receive an update on the progress of resolutions of the last meeting.  
There were no updates to report.
5. To receive the Unapproved Minutes of the Neighbourhood Development Plan Committee Meeting of 28 September 2017.  
**The Unapproved Minutes of the Neighbourhood Development Plan Committee Meeting of 28 September 2017 were received and noted.**
6. To receive the Unapproved Minutes of the Finance and General Purposes Committee Meeting of 31 October 2017.  
**The Unapproved Minutes of the Finance and General Purposes Committee Meeting of 31 October 2017 were received and noted.**

7. Accounts:  
(7.1) Accounts  
Proposal to approve the list of Payments for Approval and Payments Made for the month of October 2017.  
**The list of Payments for Approval and Payments made for the month of October 2017 was approved.**
- (7.2) Bank Reconciliation  
To sign off Bank Reconciliations for the period 01.10.17 – 31.10.17.  
**The bank reconciliation for the period 01.10.17 – 31.10.17 was approved.**
8. Planning Matters  
(8.1) 02938  
1 Alder Lane, Balsall Common, Solihull CV7 7DZ  
  
New extensions, partial demolition and remodelling of the existing dwelling.  
  
**It was resolved to not object to the proposal but to raise a concern with SMBC that a requirement to allow 1m separation between the proposed extension and the site boundary was not taken account of by the proposal. Also to raise concern that the extension proposed by extending from side boundary to side boundary, together with the overall size, would amount to overintensification of development on the site.**
9. Public Forum  
Residents of the parish are invited to make representation, answer questions and give evidence in respect of the business on the agenda.  
  
In reply to a question, it was confirmed that the tree proposed for removal (item 16.6) was not being removed as a result of disease, but due to physical damage to the footpath and potential damage to buried services caused by the roots. A request was made that a replacement tree be protected from vandalism.  
Support was provided by public comment to the replacement of the tree outside the ex-HSBC in Balsall Common centre.  
There was a comment made on behalf of a Meer End resident regarding the display of NDP lamppost posters in Meer End. The Clerk to respond directly once provided with the resident's contact details.
10. To receive and act upon recommendations from Annual Play Inspection Reports 2017.  
**Resolved to address the minor items of repair identified in the reports immediately. Resolved to refer the major item of concern at Willow Park (surface beneath the rotaweb climber) to the Willow Park working party.**
11. Proposal to terminate Fortress Recycling and Resource Management contract for Willow Park and replace with an extension to existing contract for park litter and dog waste collection at a cost of £7.35pw.  
**Resolved to terminate Fortress Recycling and Resource Management contract for Willow Park and replace with an extension to existing contract for park litter and dog waste collection at a cost of £7.35pw.**

12. Proposal to engage Mobile PC Guru to provide call-off IT support services for the Parish Council office computer and IT.  
**Resolved to engage Mobile PC Guru to provide call-off IT support services for the Parish Council office computer and IT.**
13. Proposal to delegate to the Communications Working Party the commissioning of a new website using up to £900 plus VAT from the Administration – IT Software and Consumables budget.  
**Resolved to agree to commission a new website using up to £900 plus VAT from the Administration – IT Software and Consumables budget and to delegate implementation to the Communications Working Party.**
14. Proposal to agree a position of the Parish Council in relation to the Birmingham Airport proposal for the current Night Time Flight Policy review for the period 2018-2021.  
**Resolved to agree the following position:**  
**This Council agrees not to object to the current offer from the airport subject to:-**
  - **the agreement running for the 3 years of the current review period and not rescinding the obligation of the airport company to reduce night air traffic movements to 4% of total ATMs as soon as practicable thereafter,**
  - **the night noise violation limit being reduced to 81dB or less,**
  - **the Airport Company taking note of this council's concern that the noise Quota Count is not being reviewed, despite the Quota Count system not being operated in a way that provides an incentive to introduce quieter aircraft.**
15. Update from Chair of the Neighbourhood Development Committee on progress to date of the Community Engagement and Involvement Plan Stage One (Balsall Common Fete, NDP email, NDP awareness campaign, household questionnaire).  
An update was provided by Councillor Helen Dean and is included with the minutes as Appendix A. All those on the Parish Council who helped with the process were thanked for their efforts.
16. Correspondence
- (16.1) HS2 Drop-in Surgery  
Notification of opportunity for residents to meet the HS2 Phase One Engagement Team at events between November 2017 and April 2018 in Balsall Common and Hampton-in-Arden.  
A notice of HS2 engagement events to be displayed on the council's notice boards.
- (16.2) Community Governance Review  
Confirmation from Resources Directorate, SMBC that the request for a Community Governance Review has met the criteria to trigger a review. The Terms of Reference are to be presented to Solihull Council's Governance Committee on the 28 November at 6pm. Balsall Parish Council requested to provide brief details of property, rights and liabilities to be included in the terms of reference.  
The Clerk is remitted to respond to the information request from SMBC regarding the governance review.
- (16.3) Rural Development Programme England (RDPE) Growth Programme  
Information from WALC on a grants programme open to applications until the end of January 2018 to support rural tourism and employment, minimum grant of £35,000. Examples of eligible projects include footpath, cycleway and bridle path infrastructure, local museums and enhancing visitor attractions.

This was noted.

(16.4) Solihull Area Committee

Councillor Brian Brown, Chair, circulated a note of the SAC three monthly meeting with Nick Page, CEO Solihull Council. Issues covered included vehicle parking on pavements, Local Plan, HS2 and rough sleepers.

This was noted.

(16.5) Data Protection Bill and GDPR

National Association of Local Councils information on the Data Protection Bill. The main parts affecting local councils to come into effect on 25 May 2018 (GDPR – General Data Protection Regulation). Department for Digital, Culture, Media and Sport advise NALC that all local councils will need to appoint (or share or engage) a Data Protection Officer; and to ensure that the determination of the purpose or manner of processing personal data is not the DPO.

This was noted.

(16.6) Removal of tree from pavement outside ex-HSBC Bank, Balsall Common

Email from Bruce Brant, Places Directorate indicating that following highways inspections and consultation with Solihull Tree Officers, the tree outside the ex-HSBC bank will be removed. Solihull MBC has offered to replace the tree if required.

The Clerk was remitted to request the replacement of the tree.

**17. Date and Venue of Next Meeting:**

**Wednesday 13 December, 7.00pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF**

**SIGNED ..... Mark Tattum (Chairman)    DATE .....**

**Balsall Parish Neighbourhood Development Plan  
Community Engagement and Involvement Plan  
Stage 1 Progress Update - 15th November 2017**

- Last update provided during the Parish Council Meeting 20<sup>th</sup> September 2017
- The first public meeting of the committee was held on 28<sup>th</sup> September 2017 with a further three public meetings planned for:

25<sup>th</sup> January 2018

26<sup>th</sup> April 2018

26<sup>th</sup> July 2018

- Neighbourhood Development Plan Committee is comprised of the following councillors:

Cllr Tattum

Cllr Heard

Cllr O'Sullivan

Cllr Dean (Chair)

- The NDP process is a 2-year process with the final plan scheduled to be realised in October 2019
- Stage 1 of the Community Engagement and Involvement Plan spans from September 2017 to December 2017

**Outline of September 2017 Community Engagement and Involvement Activity:**

- Promotional material at Balsall Common Fete Saturday 23<sup>rd</sup> September 2017 attended by parish councillors and Friends of Willow Park
- Establishment of Balsall Parish NDP email address
- Meeting with Simon Purfield from Stratford-Upon-Avon District Council regarding the development of a Household Questionnaire
- Communications Working Party (Chaired Cllr O'Sullivan) launch new Parish Council Facebook site

**Outline of October 2017 Community Engagement and Involvement Activity:**

- Design work and identity for use on Social Media, Posters, Banners and electronic and written communications developed by councillors using free online software
- Agreed Stratford-Upon-Avon District Council proposed final draft of the Household Questionnaire. Stratford-Upon-Avon District Council produced and distributed the Household Questionnaire with a covering letter to be sent to all households in Balsall Parish and Balsall Common

- Groups identified and approached to share information regarding the Household Questionnaire and the Neighbourhood Development Plan. This included (businesses, churches, schools, childcare providers, pubs, online community news organisations)
- Cllrs O’Sullivan, Heard and Tattum visited the Village Centre to talk to business owners and customers about the NDP and the Household Questionnaire for 3 consecutive Saturdays in October 2017
- Promotional video created to raise awareness of NDP, challenges facing Balsall Common and the Balsall Parish Household Questionnaire and shared via social media
- Lamppost posters hung around the Balsall Parish and Balsall Common area
- Street banners hung in prominent areas around the Balsall Parish and Balsall Common area
- Meeting with Neil Pearce from APS Consultancy regarding the structure and drafting of the Balsall Parish Neighbourhood Development Plan
- Poster and information advertising the Household Questionnaire shared by the Communicator
- Mail-Chimp used to share a promotional email and accompanying newsletter to the Balsall Parish Council email distribution list

#### **Outline of November 2017 Community Engagement and Involvement Activity:**

- Display board with Infographic explaining “What is an NDP?” placed in the Balsall Common Library
- All households in Balsall Parish and the Balsall Common Area receive a posted copy of the Household Questionnaire with a FREEPOST envelope
- The One-Stop Post Office agree to display a reminder notice regarding the return of the Household Questionnaire
- Three articles written by Cllrs Tattum, Heard and Dean are published in The Bugle with an accompanying public notice
- Written responses/questions posted on the Parish Council Facebook site are responded to
- Dialogue maintained with identified groups and their support is used to further promote the completion of the Household Questionnaire

#### **Next Steps**

- Analysis of results will be conducted by Stratford Upon-Avon-District Council during December 2017
- Draft of Business Survey to be completed, printed and prepared in order to proceed into Stage 2 of the Community Engagement and Involvement Plan
- Posters and banners to be removed neatly by the beginning of December 2017 and posters will be recycled for display purposes at future consultation events
- Meeting with SMBC planning team to discuss Balsall Parish Neighbourhood Development Plan