



**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 20 September 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 and 6 members of the Public.

**1. Apologies:** Apologies were received from Councillors Marie-Louise Marsden and Sheila Cooper.

**2. Declaration of Interests**  
There were no declarations of interest.

**3. Casual Vacancy**  
**Proposal** to co-opt Lee Quinney as a new councillor to fill the casual vacancy on the Parish Council.

**Resolved to accept Lee Quinney as a new councillor through co-option.**

The declaration of acceptance of office and Code of Conduct were duly signed and Councillor Lee Quinney was welcomed to the Parish Council.

**4. To approve and sign as a correct record:**  
The Minutes of the Extraordinary Parish Council Meeting held on 22 August 2017 were signed as a true record.

**5. Public Forum**  
The following points were raised by members of the public:

- Proposal that from the precept a footpath warden be appointed to keep rights of way clear of landowners' vegetation.

It was agreed that concerns on this issue will be examined by the Parish Council.

- Will there be public consultation events for the NDP.  
Following the agenda item concerning the NDP, the Chair offered to ensure that information on public consultation was clear by answering any further questions.

**6. To receive an update on the progress of resolutions of the meeting held on 22 August 2017.**

There were no updates to report.

- 7. Proposal** from Willow Park working party to clear undergrowth and manage trees surrounding children's play area and northern boundary of Willow Park.  
Revenue expenditure to be authorised up to £3,000 in accordance with Financial Regulations.

**Resolved** to agree to the expenditure of up to £3,000 to be spent in conjunction with volunteer and voluntary organisation bodies to clear undergrowth and manage trees in Willow Park.

- 8.** To receive an update from the Chair of the NDP Committee.  
Councillor Helen Dean presented a report indicating progress to date, the NDP Committee functions, the formal plan stages, timescale and the Community Engagement and Involvement Plan. The presentation is included as Appendix A to the minutes.

- 9. Proposal** that the Willow Park Working Group consultation and Village Centre Working Group consultation report to the NDP Committee.

**Resolved** to agree that both the Willow Park and Village Centre Working Groups report their consultation to the NDP Committee.

**10. Accounts:**

**(10.1) Accounts**

**Proposal to approve the list of Payments for Approval and Payments Made for the month of August 2017**

The list of Payments for Approval and Payments made for the month of August 2017 were approved.

**(10.2) Bank Reconciliation**

**To sign off Bank Reconciliations for the period 01.08.17 – 31.08.17**

The bank reconciliation for the period 01.08.17 – 31.08.17 was approved.

**11. Planning Matters**

**(11.1) 02172**

704 Kenilworth Road, Balsall Common, Solihull CV7 7HD

Single storey rear and side extension and two storey front extension (Re-submission of PL/2016/02063/MINFHO)

**Resolved to make no comment.**

**(11.2) 02370**

94 Needlers End Lane Balsall Common Solihull CV7 7AB

Alterations and extensions to existing outbuilding.

**Resolved to have no objection to this proposal provided the use is restricted by condition for the use as stated on the submitted plans namely a games room/gym.**

**(11.3) 02373**

1 Priors Close Balsall Common Solihull CV7 7FJ

Single storey extension to the side, detached garage and new dropped kerb.

**Resolved to make no comment.**

## **12. Correspondence**

- (12.1) Email received from Andy Wilkins, Places Directorate Streetworks Manager SMBC with regard to the Virgin Media street works undertaken in Balsall Common. Although the representatives from Virgin Media and their contractor will not attend a further scheduled public meeting, they will meet the council to discuss. It was indicated that all works should be complete within 8 weeks and a dedicated inspector will be responsible for identifying defaults for rectification by Virgin Media who may also be subject to a fine.  
It was agreed to meet, ask for the findings of the fault identification and to present the 3 key matters of concern namely position of boxes, completing repairs and recoating all pavements.
- (12.2) Letter of thanks receive from St Peters Hall for the grant awarded which has been put toward the installation of an induction loop.
- (12.3) Email from Warwickshire County Council regarding a consultation on proposed changes to their Home to School Transport Policy. The preferred option is to complete the online survey at [www.warwickshire.gov.uk/ask](http://www.warwickshire.gov.uk/ask).  
It was agreed to circulate to councillors.
- (12.4) Email from WALC concerning NALC consultation with government on Broadband Universal Service Obligation.  
It was agreed that a single response will be created by the Chair and Clerk on behalf the Parish Council and circulated to councillors for information.

## **13. Date and Venue of Next Meeting:**

**Wednesday 18 October, 7.00pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF**

## **14. CLOSED SESSION**

- (14.1) Proposal** to accept recommendation from Staffing and Communications Committee regarding employee terms and conditions – probationary period appraisal.  
**Resolved** to accept the recommendation of the Staffing and Communications Committee and following a very successful six month probationary period to make the appointment of Judith Parry-Evans as the Clerk and RFO permanent.

- (14.2) Proposal** to accept recommendation from Staffing and Communications Committee regarding actions resulting from end of probationary period appraisal. **Resolved** to delegate to the Staffing and Communications Committee implementation of working practices recommendations resulting from the six month probationary appraisal of the Clerk/RFO.
- (14.3) Proposal** to accept recommendation from Staffing and Communications Committee regarding employee terms and conditions - overtime payment. **Resolved** to accept the recommendations of the Staffing and Communications Committee to pay the outstanding payment due to the Clerk for overtime completed in the previous six months.
- (14.4) Proposal** to accept recommendation from Staffing and Communications Committee regarding employee terms and conditions – pension payment. **Resolved** to accept the recommendation from the Staffing and Communications committee for contributory pension payment to the clerk as part of the terms and conditions of employment.

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



## Balsall Parish NDP Committee

- Established in December 2016
- Comprised of Cllr O'Sullivan, Cllr Heard, Cllr Tattum & Cllr Dean
- Objective to project manage the NDP to ensure successful delivery
- Neighbourhood Area designation awarded 18<sup>th</sup> July 2017
- Application for NDP grant has been submitted
- Meetings held in public to conduct the formal business of the committee have been scheduled for:
  - 28<sup>th</sup> September 2017
  - 25<sup>th</sup> January 2018
  - 26<sup>th</sup> April 2018
  - 26 July 2018



## NDP Committee

- It is proposed that several working parties will be formed in order to effectively and efficiently gather the required evidence for the NDP.
- These focus groups will initially comprise of:
  - Willow Park Working Party
  - Village Centre Working Party
  - Questionnaire Working Party
  - Local Plan Working Party
  - Focus Interviews Working Party
  - Communications Working Party
- The objective of these working parties is to consult with stakeholders and to provide appropriate evidence for the NDP Committee in order to produce the plan.



## NDP Process

- The NDP process consists of 6 stages:
  - **Stage 1** (designating Neighbourhood Area) has already been achieved - 18/7/17
  - **Stage 2** (preparing a draft plan)
  - **Stage 3** (pre-submission publicity and consultation)
  - **Stage 4** (submission of the plan)
  - **Stage 5** (independent examination)
  - **Stage 6** (referendum and making the Neighbourhood Plan)
- The process of delivering the plan will take approximately 2 years.



# Balsall Parish NDP Timescale

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
2017	Stage 1											
2018					Stage 2			Stage 3				
2018	Stage 3											
2019					Stage 4			Stage 5				
2019	Stage 6											



## NDP Community Engagement & Involvement Plan (CEIP)

- Establish Community Engagement Teams under 4 headings:
  - Householders
  - Social groups
  - Statutory bodies
  - Businesses
- Working parties to:
  - Contribute to establishing a list of individuals and groups to be consulted under the above subheadings
  - Consult with the Community Engagement Teams through questionnaires, social media, email feedback, focus interviews and running of consultation events.
- The NDP Committee will work with two independent and objective advisors to create the Balsall Parish NDP - APS Consultancy and Stratford-on-Avon District Council.



# NDP CEIP - Stages 1 & 2 Involvement

	Sept	Oct	Nov	Dec	Jan	Feb	Mar
2017	Stage 1						
CEIP	BC Falls BC NDP Email	NDP Awareness Campaigns	Household Questionnaire	Analysis of Household Questionnaire			
2018					Stage 2		
CEIP					Business & Village Centre Questionnaire Willow Park, Village Centre and Local Plan Consultation	Focus Interviews with Social Groups, Statutory Bodies and Businesses	Focus Interviews with Social Groups, Statutory Bodies and Businesses

\*Subject to the publication of the Solihull Local Plan

