

Parish Council of Balsall

Minutes of the Parish Council Meeting held on Wednesday 12th November 2014 at 7.30pm at The Westlake Room, Village Hall, Station Road, Balsall Common

Present

Cllr Raymond Ritchie (Chair), Cllr Richard Lloyd, Cllr Elizabeth Macdonald, Cllr Marie-Louise Marsden, Cllr Judy Lea, Cllr Douglas Money and 6 members of the public to include Keith Tindall (Chair, Residents Association)

Headings are those set out on the Agenda

1. Apologies

Cllr Peter Trend and Cllr Peter Lea

2. Declarations of Interest

Cllr Richard Lloyd declared an interest in item 7 as Chairman for HHAG

3. To approve as a correct record the Minutes of the Parish Council Meeting on Wednesday 10th September 2014

Resolved that the Minutes of the Parish Council meeting on 10th September 2014 are approved as a correct record and the Chair signed the Minutes

4. Matters arising from the Minutes

Clerk confirmed that the order for bins at Willow Park had been placed but we are still awaiting delivery. Clerk confirmed that Cllr Courts gave a short presentation on the Garden City proposal after the last planning committee meeting. This matter was on the agenda today. Clerk advised that she is still waiting to hear from the Planning department regarding proposals for the roundabout in the village.

5. Public Forum

Mr Tindall requested a plan for the centre of the village. This matter has been discussed at the Residents Association meeting. His suggestion is for the Parish Council to work with Berkswell on this issue. Keith advised that Berkswell are appointing a consultant to provide a report on what can be developed in the centre.

Keith then handed over to Malcolm Hickin to provide further information. Malcolm advised that he is a member of the Berkswell Society and has held a meeting with SMBC traffic officers, Cllr David Bell and Berkswell Parish Council to look at the traffic in the area.

What is recommended is that rather than look at traffic in one area, we need to look at a long term plan. With the changes that will come from HS2 and further development in the centre, it is suggested that the Parish Council works with Berkswell to engage a consultant to provide a report.

Chair advised that traffic is a matter on the agenda but we cannot look at authorising any expenditure without further discussion and information.

ACTION – Clerk to place the matter on the Planning agenda to consider the matter further. Clerk to invite SMBC officers and David Bell to the next Planning Committee meeting on 3rd December 2014.

ACTION – Clerk to request up to date figures on traffic on A452 from SMBC

6. Correspondence

- 6.1. Letter from Catesby Property giving notice of public exhibition
- 6.2. Letter from Caroline Spelman regarding Jaguar Land Rover
- 6.3. Letter from resident concerning traffic in village
- 6.4. Award for Highly Commended Village in Solihull in Bloom
- 6.5. Various e-mails concerning consecration of Cemetery
- 6.6. E-mail from HS2 Ltd

Clerk provided details of the correspondence received.

7. HS2

- 7.1. Petition – To agree and approve representation before the Select Committee on Tuesday 9th December 2014 as follows:-

It was Resolved that:-

- 1.1.1.** The Parish Council is to be represented before the Select Committee by Annabel Graham Paul of Francis Taylor Building
- 1.1.2.** The Parish Council to instruct solicitors to act for this purpose and become official agent if this is the case
- 1.1.3.** A maximum of 3 people from the Parish Council to present evidence to the Select Committee

- 1.1.4.** The 3 members and Clerk to be reimbursed all reasonable out of pocket expenses incurred in attending before the Select Committee and presenting evidence
- 1.1.5.** Clerk to attend the meeting in the capacity of official with delegated powers on behalf of the Parish Council
- 1.1.6.** The 3 members and the Clerk to sit on a training day before the Select Committee to familiarise themselves with the process and meet with Counsel if necessary before the hearing. All reasonable out of pocket expenses of members and Clerk to be reimbursed
- 1.1.7.** BDB to be formally removed as official agent and the Clerk to be appointed as official agent or such other person with capacity to become official agent
- 1.1.8.** The presentation is prepared by the Working group on behalf of the Parish Council
- 1.1.9.** Working group to co-ordinate with other local petitioners regarding presentation and any other relevant matters
- 1.1.10.** Send a response to HS2 Ltd to the reply to the petition

8. Christmas Lights – Update from Cllr Judy Lea

Cllr Judy Lea confirmed that the light switch on will take place on Friday 21st November. The school will attend with a choir. The Mayor will switch on the lights and all local business owners will provide drinks/snacks for the children

9. Meriden Garden City - Update following presentation to Parish Council by Cllr Ian Courts

Chair gave an update of the presentation given by Cllr Courts. We have now received formal notice of the consultation.

ACTION – Clerk to place the matter on the Planning Committee agenda for a response to the consultation to be considered

10. Solihull Community Housing – Homes at Temple Avenue – visit on 24th September 2014

Cllr Judy Lea updated Councillors of the visit. Solihull Community Housing has won awards for this development. The event was attended by district councillors and developer.

11. Committees and Parish Council representatives – To agree that Cllr Marie-Louise Marsden represents the Parish Council on the Lant Trust

Resolved – That Cllr Marie-Louise Marsden is the parish Council representative on the Lant Trust

ACTION – Clerk to place on all future Parish Council meeting agendas an item for reports to be received from Committees and representatives

12. **Traffic concerns in Village** – To review current traffic and parking issues and to agree action required

Chair suggested that a meeting is held with SMBC Highways department and Cllr David Bell to discuss the issues and find out what can be done by the parish Council. It was agreed that the Parish Council will work in co-ordination with Berkswell Parish Council to look at the issues.

Cllr Bell and SMBC will be invited to the next Planning Committee meeting. It was agreed that prior to this meeting, a list of issues and objectives is set out to be discussed at the meeting.

ACTION – Councillors to send to Clerk list of issues and objectives regarding traffic and the centre by 28th November 2014

13. **Willow Park** – To approve and establish a Working Group to look at the issues at Willow Park and report thereon

Resolved – That a Working Group is established to look at the issues at Willow Park and report to the Parish Council.

Members of the Working Group are Cllr Marie-Louise Marsden, Cllr Douglas Money, Cllr Raymod Ritchie and Cllr Judy Lea

14. **Reports from Representatives**

14.1. Airport

Cllr Richard Lloyd provided a report on the airport. Trials are continuing. Cllr Liz Macdonald asked for Cllr Lloyd to raise the matter of disabled assistance and support for passengers.

ACTION – Clerk to contact WALC to find out if there are any other Parish Councils near airports that face similar issues

14.2. Neighbourhood Development Plan

Cllr Liz Macdonald advised that she had spoken to Graham Lock and Kay Howles of Berkswell Parish Council but matters were on hold until the HS2 petitions are heard.

15. **Chadwick End Parish Council** - To consider request by Chadwick End Parish Council for payment of monies

Resolved – The sum of £1666.66 is paid to Chadwick End Parish Council.

16. **To agree to proceed with the meeting in private session and exclude members of the public and press in accordance with the Public Bodies (Admission of Meetings) Act 1960 s.1(2)**

Chadwick End Village Hall – To consider advice regarding compliance from Monitoring Officer and legal advice

Resolved – That the advice of the Monitoring Officer is followed.

17. **Accounts & Governance**

- 17.1. **Write off debts** – To agree that the Parish Council writes off outstanding debts following settlement of legal proceedings

It was agreed that the Finance Committee shall review the accounts and report on any write-offs

- 17.2. **Audit** – The External Auditor has provided a Certificate and opinion. Notice of Closure of the Audit has been advertised and the Parish Council to agree to adopt any recommendations made by the internal and external auditor

Clerk confirmed that an internal audit is currently taking place. The matters previously raised by the Auditor have been addressed.

It was agreed that the Internal Auditors report is reviewed by the Finance Committee

- 17.3. **PROPOSAL** - To approve list of Orders to be placed and Payments for Approval and Payments Made

Resolved – That the orders and payments are approved

- 17.4. To approve additional orders placed by Clerk as follows:-

- 17.4.1.** Work to Cemetery to prepare for consecration

Resolved – All orders are approved

18. **Date for next meeting** – The next Parish Council Meeting shall be the Parish Council meeting to be held on 14th January 2015 at 7.30pm at the Village Hall, Station Road, Balsall Common

There being no further business the Chair thanked everyone for attending and closed the meeting at 21.33pm

Signed..... Dated.....

Cllr Raymond Ritchie

Chair

Balsall Parish Council

Accounts for Payment 12.11.14

Transac No:		Cheque Number
50.	Rotherham & Co Solicitors (part payment of invoice)	£1200.00 003339
51.	GNL Handyman Services (repairs willow park)	£147.00 003340
52.	Y A Domestic Services (litter pick willow park -Sept)	£80.00 003341
53.	Y A Domestic Services (litter & waste collection - Sept)	£150.00 003341
54.	Grant Thornton (Audit fees)	£480.00 003342
55.	HMRC (NI & PAYE Oct)	£286.74 003343
56.	B.D. Ball (cemetery mowing and watering planters)	£840.00 003344
57.	Ian Richards (make safe overhanging branches at cemetery)	£140.00 003345
58.	Ian Richards (cemetery extension mowing Aug- Oct)	£540.00 003346
59.	Ian Richards (cemetery hedges)	£325.00 003346
60.	Ian Richards (repair post following vandalism)	£70.00 003346
61.	Viking (display board – 6 panels)	£274.38 003347

62. Viking (display board – freestanding large)	£95.99	003347
63. Ian Richards (cemetery tidy up for consecration)	£90.00	003348
64. Ian Richards (cemetery spraying paths weed killer)	£60.00	003348
65. Fairways (Christmas tree 2014)	£138.00	003349
66. Y A Domestic Services (refuse collection – rec grounds Oct)	£150.00	003350
67. YA Domestic Services (litter pick/willow park -Oct)	£ 100.00	003350
68. Sage Uk (Licence renewal – payroll)	£162.00	003351

Direct Debits/Standing Orders

69. Severn Trent Water (cemetery)		£26.18
70. Clerks salary (Sept)		£
71. West Midlands Pension Fund (Oct)		£286.90
72. Mainstream Digital (invoice 648643 – call charges - Sept)		£1.52

73. Fortress (Waste removal – Cemetery/recreation grounds Oct)	£123.70
74. Mainstream Digital (invoice 653440-quarterly phone rental (CCTV)	
Oct - Jan)	£55.10
75. Mainstream Digital (invoice 653439– call charges -Oct)	£3.35
76. Clerks salary (Oct)	£

Invoices Raised

Cemetery	£3,020.00
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Orders Placed

- Fix vandalised post at Cemetery
- Tidy up of cemetery for consecration
- Clean windows in police shop
- Fix broken tap in police office (emergency repair)

Income Received

Cemetery – various	£255.00
HMRC – VAT	£6,361.05