

Parish Council of Balsall

Minutes of the Annual Parish Council Meeting held on Monday 20th May 2013 at 7.30pm at the Jubilee Centre, Station Road, Balsall Common

Present

Cllr Ian Hedley, Cllr Judy Lea, Cllr Richard Lloyd, Cllr James Hope, Cllr Lionel King, and 4 members of the public to include Dave Felthouse (Residents Association)

Headings are those set out on the Agenda

1. Apologies

Cllr Peter Lea, Cllr Raymond Ritchie and Cllr Douglas Money

2. Election of Chair

Clerk advised that a nomination had been received for Cllr Ritchie to become Chair. Whilst he was not present today, Cllr Ritchie was aware of the nomination and accepted to become Chair if voted. There were no more nominations.

Voting took place for Cllr Raymond Ritchie as Chair (4 in favour and 1 against)

RESOLVED – Cllr Raymond Ritchie is appointed as Chair to the Parish Council

3. Meeting handover to new Chair and signing of declaration of acceptance of office

As the new Chair was not present, it was agreed that Cllr Hedley shall continue until Acceptance of Office by Cllr Ritchie

4. Election of Vice Chair

Cllr Lionel King proposed Cllr Judy Lea and Cllr Hedley seconded

No more nominations

RESOLVED – That Cllr Judy Lea is appointed as Vice Chair

5. Declarations of Interest

None

6. To approve as a correct record the Minutes of the Parish Council Meeting on Monday 13th May 2013

The Minutes of the Parish Council Meeting held on Monday 13th May 2013 were approved as a correct record and signed by the Chair

7. Matters arising from the Minutes

None

8. Public Forum

Keith Tindall, Chair of the Resident's association advised upon the current situation regarding HS2. The development drastically affects this Parish. The environmental impact is very severe in this area.

Chair advised that the Parish Council will respond to the consultation. Chair suggested that a Working group is formed to look at the EIA and to advise the Parish Council of the response to the consultation. It was agreed that a Working Group is formed comprising Cllr Richard Lloyd, Keith Tindall and Cllr Hedley who will review the document and formulate a response

A member of the public asked for membership procedure and co-options.

9. To agree Chair's allowance

Cllr Hedley confirmed that he had not taken any allowance last year. It was proposed that the allowance should remain the same and the new Chair can make a decision as to whether to take the allowance

RESOLVED – That the Chair's allowance is set at £396.90

10. To review and appoint Members to Committees

The following members were appointed:-

10.1. Planning Committee

Cllr Peter Lea, Cllr Judy Lea, Cllr Richard Lloyd, Cllr James Hope, Cllr Lionel King and Cllr Ian Hedley

10.2. Finance & General Purpose Committee

Cllr Judy Lea, Cllr Ian Hedley, Cllr Raymond Ritchie, Cllr Douglas Money, and Cllr Lionel King

10.3. Staffing Committee

Cllr Ian Hedley, Cllr Judy Lea, Cllr Raymond Ritchie and Cllr James Hope

11. To authorise the Payment of Annual Accounts and any other accounting issues

11.1. To agree to appoint Diane Malley as Internal Auditor

RESOLVED – That Diane Malley is appointed as Internal Auditor

11.2. To agree payment of Insurance to Aon

RESOLVED – That the Insurance cover is renewed with Aon and premium paid

11.3. To appoint a contractor for the Grounds maintenance of extension to Cemetery and waste removal.

Quotes were provided and reviewed

RESOLVED – That Ian Richards is appointed to undertake the Grounds Maintenance of the extension of the Cemetery

12. Correspondence

12.1. Confirmation that defibrillator has been installed

12.2. E-mail of thanks from 2nd Balsall Common Scouts for donation

12.3. Letter from SMBC regarding Gypsy and Traveller site allocation plan

13. To review the number of Members for the Parish Council following the recent Governance Review

RESOLVED – That the number of members shall be ten for the Parish Council once West Ward sets up as a separate Parish Council

14. Risk Assessment – To consider and review the risk assessment and approve the risk assessment document

Clerk presented the Risk Assessment report. This was considered by Councillors

RESOLVED – That the risk assessment is approved

15. Cemetery – To consider recommendations made by Finance Committee regarding the review of Cemetery fees

RESOLVED – That the recommendations of the Finance Committee are approved and the fees are increased in accordance with the recommendations

16. Co-option – To consider recommendations for Co-option from Staffing Committee

Chair advised that this matter will be considered by the staffing committee and a report given at the next Parish Council meeting

17. Accounts & Governance

17.1. Santander accounts – To agree changes to the bank mandate

RESOLVED – That the banking mandate with Santander is amended to change the signatories to the account. The former Clerk, Lesley Dury shall be removed. Alan Smith is removed as he is no longer a member of the Parish Council. Cllr Ian Hedley and the current Clerk ShafimKauser are appointed as signatories, in addition to Cllr Judy Lea. The address details are changed to:-

23 Whitehead Grove, Balsall Common, CV7 7US

17.2. Audit – To approve the accounting statements in the Annual Return

Chair detailed the figures as circulated and the report of the Internal Auditor. Chair read out each Accounting Statement in turn. These were approved by the Parish Council. Chair then read each question set out in the Annual Governance Statement and these were answered in turn and completed at the meeting. Chair signed the accounting statements and the Annual Governance statement.

RESOLVED – That the accounting statements and Annual Governance statement are approved and signed by the Chair

PROPOSAL - To approve list of Payments for Approval and Payments Made

RESOLVED – That the accounts are approved for payment

18. Minutes of Confidential item at the Parish Council Meeting held on 18th March 2013

RESOLVED – That the public are excluded. The public left and the Minutes were considered in private. The Confidential section of the Minutes was approved and will be available to the public.

19. Date for next meeting – The next Parish Council Meeting shall be held on Monday 15th July 2013 at 7.30pm at the Jubilee Centre, Balsall Common

There being no further business the Chair thanked everyone for attending and closed the meeting at 9.57pm

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

CLlr Ian Hedley

Chair

Balsall Parish Council