

## Parish Council of Balsall

**Minutes of the Parish Council Meeting held on Wednesday 20<sup>th</sup> November 2013 at 7.30pm at The Westlake Room, Village Hall, Station Road, Balsall Common**

### **Present**

Cllr Raymond Ritchie (Chair), Cllr Judy Lea, Cllr Richard Lloyd, Cllr Douglas Money, Cllr Peter Trend, Cllr Elizabeth Macdonald and 5 members of the public to include Dave Felthouse (Residents Association)

**Headings are those set out on the Agenda**

**1. Apologies**

Cllr Ian Hedley, Cllr Lionel King, Cllr Peter Lea and Cllr Marie-Louise Marsden

**2. Declarations of Interest**

None

**3. To approve as a correct record the Minutes of the Annual Parish Council Meeting on Monday 16<sup>th</sup> September 2013**

**Resolved** – The Minutes are approved and the Chair signed the Minutes as a true and accurate record

**4. Matters arising from the Minutes**

None

**5. Public Forum**

Mr Mike Longfield stated that he was not happy with the Parish Council holding meetings every other month. Chair advised that the frequency of the meetings had been adjusted to deal with the business of the Parish Council. Currently there was no need to increase meeting numbers but this would be reviewed.

Mrs Horlor raised the matter of the new part of the Cemetery not being consecrated. Clerk provided an update. The matter was on the Agenda for a Working Group to be formed.

**6. Correspondence**

6.1. E-mail from Waterloo Housing

6.2. E-mail from Village Hall Committee requesting donation for improvements to the Village Hall

7. **Christmas Tree** – An update was given by Cllr Judy Lea. The Mayor would be attending to switch on the Christmas lights. Balsall Common Primary school choir will be singing Xmas carols with local businesses providing refreshments

Chair thanked Cllr Judy Lea for her hard work in organising the switch on.

8. **Cemetery** – Update and to agree that a working group is formed  
**Resolved** – That a working group is formed to look at all aspects to do with the extension of the Cemetery.

Members of the working group shall be Cllr Judy Lea, Cllr Douglas Money and Cllr Raymond Ritchie

9. **CCTV** – update and to earmark funds  
Clerk provided an update as to the current position concerning tenders. It was suggested that the Clerk contact SMBC to obtain details of suppliers. As the process may be longer than expected, it was suggested that the funds are earmarked from this year's budget

**Resolved** – That the sum of £23,000 from the Co-operative account is earmarked for CCTV system. The sum to be transferred from the Co-operative account to the Natwest Business Reserve account

10. **Village Hall** – To consider request for a donation

It was agreed that in principle, a donation may be made; however, the Parish Council requires further details of the planned expenditure and breakdown of costs. Finance Committee to consider this matter having reviewed the budget and costing.

11. **Police Shop** – To formally execute the Lease to the Police Shop

**Resolved** – That the Lease is executed

## 12. **Reports from Committees**

### 12.1. HS2

Cllr Lloyd provided an update. The compensation consultation is ongoing. This Parish will be mainly affected during the construction phase of the project.

### 12.2. Airport

Cllr Money advised that the last meeting had been cancelled. He confirmed that the government has requested all airports to provide details of future plans.

The airport is also set to trial operating options 5 & 6.

## 13. **Joint Working with Berkswell**

### 13.1. Neighbourhood Development Plan

Clerk provided an update of communication with Kay Howles. Clerk is to contact Sara James at SMBC to arrange a meeting

#### 14. Accounts & Governance

- 14.1. **Audit** – An unqualified opinion was given by the Auditor. Notice of Closure of the Audit has been advertised and to agree to adopt any recommendations made by the internal and external auditor

Clerk confirmed that the Notice of Closure of the Audit has been advertised on the Notice boards. The Audit was now complete.

Clerk advised of the communication received from the Internal and external auditor. The Internal auditor required that invoices are filed better and the cheque stub is initialled. Fidelity insurance was below the amount recommended. Clerk confirmed that the Insurance Company has advised that fidelity insurance is now £250,000 as standard for local council policies. As for cheque stubs, these were now being initialled. Clerk was now filing invoices in a different format.

The external auditor requires that the Financial Regulations are reviewed. This is a matter currently being dealt with along with the Standing Orders.

- 14.2. **Accounts** – To agree to reduce the number of bank accounts of the Parish Council

Clerk advised Councillors of the number of bank accounts held by the Parish Council

**RESOLVED** that the Parish Council shall have the following bank accounts:-

Natwest Bank - current account Number 04206398

Co-operative - Account number 065306244

Santander - Account number 3894517 – Cemetery legacy account – these funds are to be used only for the Cemetery

Natwest Business Reserve Account Number 43012957 – to hold earmarked funds only

**RESOLVED** that the following accounts to be closed and funds to be transferred to the Natwest current account Number 04206398:-

Natwest Business Reserve – Account Number 43049249

Santander Account Number – 03898407

HSBC account number - 81285408

- 14.3. **PROPOSAL** - To approve list of Payments for Approval and Payments Made

**RESOLVED** – that the accounts are approved for payment

15. **Co-options** – To consider recommendation by Staffing Committee and to Co-opt new member  
This item was dealt with as a confidential item and members of the public were asked to leave the meeting

**Resolved** – That Mr Rob Horsfield is co-opted onto the Council

16. **Committee membership** – To agree Committee membership of new Councillors  
**Resolved** – That the new members are appointed to the following committees:-

**Planning Committee** - Cllr Peter Trend  
Cllr Marie-Louise Marsden

**Finance & General Purposes Committee** – Cllr Peter Trend  
Cllr Elizabeth Macdonald

**Staffing Committee** – Cllr Marie-Louise Marsden

17. **Chadwick End Parish Council** – To approve the Community Governance Reorganisation Order and to agree that the Clerk shall provide services to the new parish Council up to the election  
**Resolved** – That the Reorganisation order is approved. The Clerk may provide services but these are to be capped at 10% of the Clerks time from 1<sup>st</sup> April to the election

18. **Date for next meeting** – The next Parish Council Meeting shall be held on Wednesday 15<sup>th</sup> January 2014 at 7.30pm at the Village hall, Balsall Common

There being no further business the Chair thanked everyone for attending and closed the meeting at 22.10pm

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

**Cllr Raymond Ritchie**  
**Chair**  
**Balsall Parish Council**