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Balsall Parish Council Meeting

Approved Minutes of Annual Parish Council Meeting held on Wednesday 16 May 2018 at 7.00pm in the Westlake Room, The Village Hall, 112 Station Road, Balsall Common CV7 7FF

Minutes

Present: Councillor Mark Tattum (Chairman), Councillor Judy Lea, Councillor Will Heard, Councillor Marie-Louise Marsden, Councillor Helen Dean, Councillor Lionel King, Councillor Sheila Cooper, Councillor Richard Lloyd and 8 members of the public including Keith Tindall, Dave Felthouse and Malcolm Hickin of BVCRA and Councillor Kay Howles, Berkswell Parish Council.

1. Election of Chair
Resolved that Councillor Mark Tattum is elected as Chairman.
Councillor Sheila Cooper requested that her vote against was recorded.
2. Meeting handover to new Chair and signing of declaration of acceptance of office
Declaration of acceptance of office was duly signed and the Chairman took over the meeting.
3. Election of Vice Chair
Resolved that Councillor Judy Lea is elected as Vice Chair.
Councillor Sheila Cooper requested that her vote against was recorded.
4. Apologies
Apologies were received and accepted from Councillor Christina O'Sullivan and Councillor Lee Quinney.
5. Declarations of Interest
There were no declarations of interest in items on the agenda.
There were no written requests for dispensation under the Code of Conduct
6. To review annual dispensations granted to Councillors
Resolved that dispensations are granted to the following members to take part in the matters set out below but they shall not vote as the members have the relevant expertise in the specific matters. Dispensations shall remain valid until the next election.
Councillor Richard Lloyd - HS2
Councillor Marie-Louise Marsden – Balsall Common Festival
Councillor Marie-Louise Marsden – Balsall Common Lions
7. To note the record of Member Attendance 2017/18
The record of Member Attendance 2017/18 was noted
8. To agree the dates of Council Meetings for the year
The dates of Council Meetings for the year were agreed

The Chairman proposed a resolution as follows:

Proposed that in view of the confidential nature of the business about to be transacted at item 25, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 of

schedule 12A of the Local Government Act 1972, that the public be excluded and they will be instructed to withdraw for that item.

Resolved to exclude members of the public and press in accordance with the Public Bodies (Admission of Meetings) Act 1960 s.1 (2) for item 25 on the agenda.

The Chairman explained to the members of the public present that it is considered that item 25 is confidential as it concerns the employee of the council.

9. To review and appoint Members to Committees and Outside Bodies

Resolved to appoint Councillor Christina O'Sullivan to Facilities Sub-Committee

Resolved to establish a Working Group for HS2 matters, nominated members Councillor Richard Lloyd (Chair), Councillor Christina O'Sullivan and Councillor Mark Tattum. The Working Group is to report to Council their recommendations on all issues arising from external meetings and consultations.

The Clerk to ascertain to current function of SMBC Conservation Advisory Group and report to Council.

10. To review Terms of Reference of Committees

Resolved to amend and approve the Terms of Reference of Committees as follows:

Planning Committee – add 'but excluding matters relating to the Solihull Local Plan and the Neighbourhood Development Plan' to the end of 7.1, 9.6 and 9.7.

Finance and General Purposes Committee - 7.5 to read 'To consider and propose the annual, budget of the Council and keep under review'.

Neighbourhood Development Plan Committee – to delete paragraph entitled 'Background' and in paragraph entitled 'Objective' delete '2012' after '(NPPF)' and insert 'current' before 'National Planning Policy Framework'.

11. To agree Chairman's allowance

Resolved that the Chairman's allowance is set in accordance with the Local Authorities Members Allowances Regulations 2003.

The Chairman indicated that he would not be taking the allowance and the provision was to be used for incidental Parish Council expenses not covered by other spending powers.

12. To review and approve the List of Assets

The List of Assets was approved.

13. To review and approve the Risk Assessment document

Resolved to approve the Risk Assessment document.

Risks associated with the GDPR to be added as necessary.

14. To delegate to the Finance and General Purposes Committee role of reviewing the following and to report back to the Full Council:

(14.1) Standing Orders

(14.2) Cemetery Fees and Regulations

Resolved to delegate to the Finance and General Purposes Committee the review of Standing Orders and Cemetery Fees and Regulations and to report recommendations back to the full Council.

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

(15.1) Agree the recommendation from Finance and General Purposes Committee to approve the annual accounts for 2017/18 subject to coding clarifications including Christmas lights maintenance and grants budget virement to Willow Park Improvements.

Resolved to agree the recommendation from Finance and General Purposes Committee to approve the annual accounts for 2017/18 as above.

Councillor Sheila Cooper abstained from voting and wished this to be recorded.

(15.2) Note year end budget variances for 2017/18

Year end budget variances for 2017/18 were noted

It was agreed to accept a proposal for the CCTV project on a future agenda.

It was agreed that the HS2 Working Group are to make recommendations to Council concerning expenditure.

It was agreed to investigate the potential for an alternative supplier for the storage, installation, electrical supply and removal of the Christmas lights on an annual basis.

(15.3) Statement of Insurance

The Statement of Insurance was approved.

(15.4) Agree the payment of recurring expenditure in accordance with the Budget

Zurich - Insurance

SMBC – Christmas lights maintenance, storage and installation

B Ball – Cemetery grounds maintenance and village planters

Ian Richards – Parks and Cemetery maintenance

AMS Landscapes – weekly playground inspections

Institute of Cemeteries and Crematoria Management – subscription

WALC – subscription and membership

Village Hall, Jubilee Centre – room hire

Information Commissioners Office – registration fee

Resolved to approve the payment of recurring expenditure in accordance with the Budget

(15.5) Agree Direct Debits and Standing Orders

Direct debit Mainstream Digital, phone and internet

WaterPlus, Cemetery water supply

SMBC, Cemetery business rates

Smart Pension, employee pension

Standing order Mr JP & Mrs P Westwood, office rent

Resolved to agree Direct Debits and Standing Orders

(15.6) Agree Contracts in place as listed:

Ian Richards – Cemetery and Parks maintenance and litter and waste disposal

B Ball – Village planting of pavement and railings planters; Cemetery strimming

Pied Piper Pest and Wildlife Management – Cemetery mole control

Diane Malley – Payroll

Caroline O'Brien Ltd, Rosemary Bookkeeping – Bookkeeping, Accounts and Xero system

AMS Landscapes – Weekly Playground inspections

SMBC – Christmas Lights storage, maintenance and installation

Resolved to approve contracts in place as listed

16. Accounts and Governance

(16.1) To receive the internal Audit report and to approve and sign the accounting statements at Section 1 of the Annual Return

RESOLVED that the governance statement at Section 1 of the Annual Return is approved and the Chairman and Clerk signed the declaration

(16.2) To approve and sign the accounting statements at Section 2 of the Annual Return

RESOLVED that the accounting statements at Section 2 of the Annual Return is approved and the Chairman and Clerk signed the declaration

17. To approve as a correct record the Minutes of the Parish Council Meeting on 21 March 2018

Resolved that the Minutes of the Parish Council Meeting on 21 March 2018 are approved

The Chairman signed all the minutes as a true and accurate record.

18. To receive an update on the progress of resolutions of the last meeting

There were no updates to report.

19. Accounts:

(19.1) Accounts

Proposal to approve the list of Payments for Approval and Payments Made using General Power of Competence for the month of March 2018 and invoice payments as listed below.

| Date | Budget | Gross £ | VAT £ |
|----------|--|------------|----------|
| 07.03.18 | Administration – IT software and consumables | 360.00 | 60.00 |
| 07.03.18 | Audit and Accountancy fees | 181.51 | 30.25 |
| 07.03.18 | Recreation – repairs and maintenance | 1,740.00 | 290.00 |

| | | | |
|--------------|--|------------------|-----------------|
| 07.03.18 | NDP – Operating expenses | 30.00 | 0 |
| 20.03.18 | Administration – IT software and consumables | 14.30 | 2.40 |
| 29.03.18 | NDP – Operating expenses | 45.00 | 0 |
| 29.03.18 | Willow Park Improvements | 22.90 | 4.99 |
| 29.03.18 | Cemetery – general maintenance | 247.05 | 40.01 |
| | Administration – Printing and Stationery | | |
| | Administration – IT software and consumables | | |
| 29.03.18 | Recreation – repairs and maintenance | 120.00 | 20.00 |
| 29.03.18 | NDP – Professional expenses | 1,602.00 | 267.00 |
| | NDP – Operating expenses | 1,640.00 | 273.40 |
| 29.03.18 | Councillors Allowance | 252.00 | 0 |
| 29.03.18 | Councillors Allowance | 252.00 | 0 |
| 29.03.18 | Councillors Allowance | 252.00 | 0 |
| 29.03.18 | Councillors Allowance | 252.00 | 0 |
| 29.03.18 | Locality Grant | 8,100.00 | 1,350.00 |
| 30.03.18 | Grants – General Power of Competence | 3,000.00 | 0 |
| 30.03.18 | Staff/Salaries/Pension (HMRC) | 2,683.55 | 0 |
| 30.03.18 | Christmas lights upgrade | 17,560.00 | 2,925.66 |
| Total | | 38,354.31 | 5,263.71 |

In addition a salary payment was made in March for the Clerk's salary.

Resolved to approve the list of Payments for Approval and Payments Made using General Power of Competence for the month of March 2018, invoice payments as listed and salary payment.

(19.2) Bank Reconciliation

To sign off Bank Reconciliation for the period 01.03.18 – 31.03.18

The Bank Reconciliation for the period 01.03.18 – 31.03.18 was approved.

(19.3) To note the Receipts and Payments with budget variation for March 2018.

The Receipts and Payments with budget variation for March 2018 were noted.

20.

Accounts:

(20.1) Accounts

Proposal to approve the list of Payments for Approval and Payments Made using General Power of Competence for the month of April 2018 and invoice payments as listed below.

| Date | Budget | Gross £ | VAT £ |
|-------------|---|--------------------|------------------|
| 11.04.18 | Professional services/Audit & Accountancy | 200.55 | 33.42 |
| 11.04.18 | Cemetery/Grounds maintenance | 204.00 | 34.00 |
| 11.04.18 | NDP/Professional services | 960.00 | 160.00 |
| 11.04.18 | Administration/Subscriptions | 90.00 | 0 |
| 11.04.18 | NDP/Operating expenses | 20.00 | 0 |
| 11.04.18 | Administration/room hire | 20.00 | 0 |
| 19.04.18 | NDP/Operating expenses | 68.12 | 8.27 |
| 19.04.18 | Willow Park Improvements | 150.00 | 0 |
| 19.04.18 | Locality Grant | 100.70 | 0 |
| 19.04.18 | NDP/Operating expenses | 121.81 | 20.30 |
| 19.04.18 | NDP/Operating expenses | 98.40 | 116.40 |
| 20.04.18 | NDP/Professional services | 1,026.00 | 171.00 |
| 20.04.18 | NDP/Professional services | 120.00 | 20.00 |
| 23.04.18 | Cemetery/General maintenance | 60.00 | 0 |
| | Cemetery/Grounds maintenance | 740.00 | 0 |
| | Cemetery/Waste disposal | 120.00 | 0 |
| | Recreation/Grounds maintenance | 880.00 | 0 |
| | Recreation/Litter and waste collection | 300.00 | 0 |
| | Recreation/Repairs and maintenance | 666.00 | 0 |
| | Recreation/Safety inspections | 43.50 | 0 |

| | | | |
|--------------|--|------------------|---------------|
| 23.04.18 | NDP/Operating expenses | 293.00 | 0 |
| 24.04.18 | Administration/Telephone, IT, postage | 75.00 | 12.50 |
| 30.04.18 | NDP/Operating expenses | 1,474.00 | 0 |
| 30.04.18 | Willow Park Improvements | 225.60 | 37.60 |
| 30.04.18 | NDP/Operating expenses | 952.00 | 0 |
| 30.04.18 | Administration/General maintenance | 25.00 | 0 |
| 30.04.18 | NDP/Operating expenses | 849.04 | 139.91 |
| | Training | 120.00 | 20.00 |
| | Administration/IT software and consumables | 130.80 | 21.80 |
| | Administration/Telephone, IT, postage | 121.55 | 0 |
| Total | | 10,255.07 | 795.20 |

In addition a salary payment was made in April for the Clerk's salary.

Resolved to approve the list of Payments for Approval and Payments Made using General Power of Competence for the month of April 2018, invoice payments as listed and salary payment

- (20.2) Bank Reconciliation
To sign off Bank Reconciliation for the period 01.04.18 – 30.04.18
The Bank Reconciliation for the period 01.04.18 – 31.04.18 was approved.
- (20.3) To note the Receipts and Payments with budget variation for April 2018.
The Receipts and Payments with budget variation for March 2018 were noted.
21. To approve the Council's response to the SMBC Community Governance Review
Resolved to approve the Council's response to the SMBC Community Governance Review
Councillor Sheila Cooper abstained from voting and wished this to be recorded.

Resolved to agree to suspend Standing Orders (3.23) in order to extend the meeting beyond 2 hours.
22. To receive an update on the Neighbourhood Development Plan
The update on the Neighbourhood Development Plan was noted.
Evidence from Focus Interviews once completed will be sent to consultants for analysis.
Data collected from the household survey to be analysed to see if it captured any information relating to bus services in Temple Balsall.
23. Correspondence
(23.1) Knowle, Dorridge and Bentley Heath Neighbourhood Plan - Submission Draft Consultation closes 15 June 2018.
The correspondence was noted.
(23.2) Calor Rural Community Fund is offering off-grid communities the chance to receive grants of up to £5,000 to help fund schemes that will improve local life. Closing date 21 May 2018
www.calor.co.uk/communityfund.
The correspondence was noted.
(23.3) Mayor's Community Weekend on 30 June and 1 July which aims to encourage communities to come together and celebrate diversity. The Mayor's office are working in partnership with the Big Lottery Fund who will be offering grants of up to £500 to groups who want to run an event.
<https://www.wmca.org.uk/who-we-are/meet-the-mayor/mayors-community-weekend/>
The correspondence was noted.
24. Public Forum
Comments from the public were received.

The meeting continued in private session in accordance with the Public Bodies (Admission of Meetings) Act 1960 s.1 (2).

The public left the meeting and were thanked for their comments.

Councillor Sheila Cooper left the meeting at this point.

25. To agree the salary level for 2018/19 for the Clerk/RFO in accordance with the recommendation of Staffing Sub-Committee
The salary level for 2018/19 for the Clerk/RFO was approved in accordance with the recommendation of Staffing Sub-Committee.
26. **Date of next meeting: Wednesday 18 July 7.00pm in the Westlake Room, Village Hall, 112, Station Road, Balsall Common CV7 7FF**

SIGNED Mark Tattum (Chairman) DATE