



**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 18 July 2018 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 Marie-Louise Marsden, Councillor Lionel King, Councillor Christina O'Sullivan, Councillor Richard Lloyd, Councillor Sheila Cooper, 14 members of the public and 2 representatives from WM Police.

1. Apologies: There were no apologies
2. Declarations of Interest: Councillor Richard Lloyd declared a non-pecuniary interest as he has been appointed as a local correspondent for Open Spaces (not on the agenda).

Councillor Richard Lloyd raised a point of order that agenda items he submitted were not on the agenda, also Councillor Sheila Cooper. It was accepted that a reply to both Councillors indicating why their proposed agenda items were rejected should have been made before the agenda was issued and the Clerk undertook to do this as per Standing Order 9.

3. To approve as a correct record the Minutes of the Annual Parish Council Meeting held on 16 May 2018.  
**The minutes of the Minutes of the Annual Parish Council Meeting held on 16 May 2018 were approved as a true record.**
4. Public Forum  
Members of the public raised matters that were addressed by the Council were as follows:  
Parish Assembly minutes – accuracy to be dealt with by the next Parish Assembly, any concerns over content or correctness can be sent to the Clerk who will present them to the next Parish Assembly. Parish Assembly noted that the Chairmen of Balsall and Berkswell Parish Council are to meet. The Chairman indicated that this has taken place and both parties agreed to have a positive working relationship.  
Items 21 – 27 was welcomed as correct procedure for dealing with Councillor standards issues.
5. To receive an update on the progress of resolutions of the last meeting.  
Item 21 - Councils response to the SMBC Community Governance Review was submitted on the 24<sup>th</sup> May 2018.

6. To note the following Committee minutes:

Planning	18.04.18, 02.05.18, 06.06.18, 04.07.18
Neighbourhood Development Plan	26.04.18
Finance and General Purposes	08.05.18

The above listed minutes were noted.

7. To note the Parish Assembly minutes.

**The Unapproved Minutes of the Parish Assembly were noted. There were no resolutions made at the meeting for the Parish Council to consider.**

8. Accounts:

(8.1) Accounts

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

Date	Budget	Gross £	VAT £
01.05.18	Rates	58.00	£0.00
09.05.18	Audit and accountancy fees	£217.06	£36.18
09.05.18	Training	£345.00	£0.00
09.05.18	NDP Professional expenses	£1,278.00	£231.00
09.05.18	Cemetery - Grounds maintenance	£204.00	£34.00
09.05.18	Grants - GPC	£295.00	£0.00
09.05.18	Grants - GPC	£200.00	£0.00
09.05.18	Admin - subscriptions	£35.00	£0.00
14.05.18	Admin - telephone and internet	£128.44	£21.41
15.05.18	Street Scene - Christmas lights	£6,374.00	£1,062.33
16.05.18	Rates	£10.24	£0.00
31.05.18	mileage/reimbursements	£253.27	£1.57
31.05.18	NDP - Operating expenses	£1,503.60	£250.60
31.05.18	Other Professional fees	£437.84	£72.97
31.05.18	NDP - Operating expenses	£30.00	£0.00
31.05.18	Cemetery - Grounds maintenance	£1,280.00	£0.00
<b>May Total</b>		<b>£12,649.45</b>	<b>£1,710.06</b>
01.06.18	Business rates	£58.00	£0.00
04.06.18	Admin - insurance	£1,619.96	£0.00
13.06.18	Admin - subscriptions	£936.00	£0.00
13.06.18	Admin - room hire	£50.00	£0.00
13.06.18	Audit and Accountancy fees	£312.80	£0.00
13.06.18	Training	£90.00	£0.00
13.06.18	Cemetery & Parks maintenance	£1,360.00	£0.00
14.06.18	Admin - telephone & internet	£48.51	£8.09
15.06.18	NDP Professional fees	£550.00	£0.00
20.06.18	Recreation - safety inspections	£495.00	£0.00
20.06.18	Admin - subscriptions	£165.00	£0.00
20.06.18	Staff/Salaries/Pension	£30.00	£0.00
20.06.18	Admin - IT software and consumables	£36.00	£6.00
27.06.18	Audit and accountancy fees	£464.54	£77.42
27.06.18	Training	£30.00	£0.00
<b>June Total</b>		<b>£6,245.81</b>	<b>£91.51</b>

In addition a salary payment was made in May and June for the Clerk's salary.

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

- (8.2)** Bank Reconciliation  
To sign off Bank Reconciliation for the period 01.05.18 – 31.05.18 and 01.06.18 – 30.06.18  
**The Bank Reconciliation for the period 01.05.18 – 31.05.18 and 01.06.18 – 30.06.18 was approved.**
- (8.3)** To note the Receipts and Payments with budget variation for April - June 2018.  
**The Receipts and Payments with budget variation for April - June 2018 were noted.**
9. Proposal to approve the recommended update of Financial Regulations from Finance and General Purposes Committee and adopt.  
**Resolved to approve the recommended update of Financial Regulations from Finance and General Purposes Committee and adopt.**
10. Proposal to approve the recommended update of Standing Orders from Finance and General Purposes Committee and adopt.  
**Resolved to amend 3i to read ‘a person shall raise their hand when requesting to speak and stand if requested by the Chairman’.**  
**Resolved to accept the amendment.**  
**Resolved to approve the recommended update of Standing Orders from Finance and General Purposes Committee as amended and adopt.**  
**Resolved to nominate Councillor Richard Lloyd to Finance and General Purposes Committee.**

Item 15 was dealt with at this point.

11. Proposal to approve the recommended update of the Grant Awarding Policy and Application Form from Finance and General Purposes Committee and to consider promotion of the programme.  
**Resolved to approve the recommended update of the Grant Awarding Policy and Application Form from Finance and General Purposes Committee and to consider promotion of the programme.**
12. Proposal to approve the Terms of Reference for the Facilities Sub-Committee.  
**Resolved to approve the Terms of Reference for a Facilities Committee and rename Facilities Sub-Committee as Facilities Committee.**
13. Proposal to sign a three year contract with Edge IT to provide Parish Council specific software and ongoing support for Financial Accounting, Administration and with the option to include Cemetery Management.  
**Resolved to sign a three year contract with Edge IT to provide Parish Council specific software and ongoing support for Financial Accounting, Administration and with the option to include Cemetery Management.**  
The Council will look to negotiate a trial period into a 3 year contract.
14. Proposal to consider a programme of improvements for Willow Park.  
**Resolved to approve the programme of improvements for Willow Park as recommended in the report.**
15. Crime prevention update.  
After discussion and input from the Police representatives it was agreed that Councillor O’Sullivan would lead on continued investigation of the use of APNR cameras in Balsall Common and bring the findings to the next Parish Council meeting.

The Clerk is to clarify the collection of number plate data and the requirements of the Data Protection legislation.

22 people had expressed interest to the Police to be part of the StreetWatch Initiative. A number of Neighbourhood Watches have also come forward.

The meeting was notified of the next World Café event to be held by WM Police at the Village Hall on 14 August 6.30 – 8.30pm where priorities for applications to the Active Citizens Fund would be discussed.

**Resolved to suspend Standing Order 3.23 in order to continue with the meeting.**

16. Proposal to endorse Councillor Tattum's statement made at the SMBC Governance Review Meeting of 27<sup>th</sup> June 2018 and to note views expressed by individuals as recorded in consultation responses. In addition to agree to delegate the clerk to write to SMBC and ask for a retraction of the serious assertions made in their Governance Committee's report as produced by the Head of Legal & Democratic Services.

**Resolved to endorse Councillor Tattum's statement made at the SMBC Governance Review Meeting of 27<sup>th</sup> June 2018 and to note views expressed by individuals as recorded in consultation responses.**

**Resolved to delegate the clerk to write to SMBC and ask for a retraction of the serious assertions made in their Governance Committee's report as produced by the Head of Legal & Democratic Services.**

17. Proposal to delegate to the Clerk a response to the next SMBC Community Governance Review consultation.

**Resolved to delegate to the Clerk a response to the next SMBC Community Governance Review consultation using existing submission material.**

18. Proposal for a promotional campaign to encourage support for Balsall Parish Council's preferred option.

**Resolve to undertake a promotional campaign to encourage support for Balsall Parish Council's preferred option and to improve the overall response rate to the Community Governance Review.**

19. **Correspondence**

**(19.1)** HS2 Ltd Safety workshops for Phase One Primary Schools. HS2 Ltd have appointed Arc Theatre to deliver Playing it Safe, an interactive health and safety workshop designed for primary schools along the Phase One route of HS2. The workshop uses drama to communicate the dangers present on construction sites and the surrounding areas, as well as the consequences of trespassing on those sites. Balsall Common Primary School Academy has been advised.

**(19.2)** HS2 Ltd details of projects funded through the HS2 Community and Environment Fund (CEF) and Business and Local Economy Fund (BLEF) along the Phase One line of route, totalling £1.3 million. For further information -

<https://www.groundwork.org.uk/Sites/hs2funds/pages/hs2-community-and-business-funds-project-map>

Additional correspondence on this issue received from Dame Caroline Spelman MP.

**(19.3)** HS2 Ltd invitation to community information drop in events at Balsall Common village hall with regard to the enabling works: 6th September 12.30pm-3pm and 15th November 12.30pm-3pm.

**(19.4)** WALC request for contributions to the Annual Report, with photos.

**(19.5)** WALC request for nominations for a representative to be considered for a position on the County Committee. Deadline Monday 3<sup>rd</sup> September 2018.

**(19.6)** Invitation from HS2 Ltd seeking feedback from community members on the draft Prolonged Disturbance Compensation Scheme, previously known as the Urban Compensation Zone scheme, prior to it being finalised and opened for applications ahead of the start of main construction works. A representative is invited to the meeting to be held at 6-8 pm on Monday 16 July at Leigh Primary School, Birmingham. Councillor Christina O'Sullivan to attend.

(19.7) Email of acceptance by the SMBC Mayor and her Consort to attend the Balsall Common Christmas lights switch on - 4.00pm Friday 30<sup>th</sup> November 2018.

(19.8) Arden Free Tree Scheme is now open to any individuals or groups wishing to create hedgerows or small woodlands on their own land. The scheme promotes the planting of traditional native trees in the borough of Solihull, restoring features typical of the wider local landscape whilst also reducing carbon in the atmosphere. Closing date end of August 2018.

<https://socialsolihull.org.uk/peopleplacenature/wp-content/uploads/sites/34/2018/07/AFTS-leaflet-FINAL.pdf>

These correspondence items were not dealt with due to the lack of time.

**Resolved that in view of the confidential nature of the business about to be transacted, 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 are instructed to withdraw.**

Reasons restricted:

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Councillor Sheila Cooper left the meeting at this point and gave her apology.

20. Proposal to approve staff overtime payment in accordance with Employment Terms and Conditions.  
**Resolved to approve staff overtime payment in accordance with Employment Terms and Conditions.**
21. Proposal to note the statement of Staffing Sub-Committee. Update from the Staffing Sub-Committee on the monthly monitoring of correspondence received from Councillor Sheila Cooper, process as resolved by Council on 8 February 2018.  
**Resolved to note the statement of Staffing Sub-Committee.**
22. Proposal to continue to be mindful of the collective responsibility of individual councillors to protect the Council's employee from bullying, intimidation and harassment as good practice, and since the Council may be liable for the actions of its councillors, as established in the case of *Moores V Bude-Stratton Council* [2000].  
**Resolved to note this responsibility.**
23. Proposal that any breach of confidentiality by an individual councillor, and any report of bullying, intimidation or harassment by a councillor of the clerk, that cannot be resolved informally within the grievance procedure, will be treated as a Standards issue and a Code of Conduct complaint immediately made by the clerk, directly to the Monitoring Officer at Solihull Borough Council as per the Council Complaints Policy.  
**Resolved that any breach of confidentiality by an individual councillor, and any report of bullying, intimidation or harassment by a councillor of the clerk, that cannot be resolved informally within the grievance procedure, will be treated as a Standards issue and a Code of Conduct complaint immediately made by the clerk, directly to the Monitoring Officer at Solihull Borough Council as per the Council Complaints Policy.**
24. Proposal to withdraw the censure of Councillor Sheila Cooper.  
**Resolved to withdraw the censure of Councillor Sheila Cooper.**

25. Proposal to lift the restriction that Councillor Sheila Cooper is not to represent Balsall Parish Council in public and is excluded from all positions on Committees, Working Parties and as a Council representative on outside bodies.  
**Resolved to lift the restriction that Councillor Sheila Cooper is not to represent Balsall Parish Council in public and is excluded from all positions on Committees, Working Parties and as a Council representative on outside bodies.**
26. Proposal to enter mediation involving Councillor Sheila Cooper, the Clerk of the Council and delegate to Staffing Sub-Committee to represent the wider Council as employer.  
**Resolved to enter mediation involving Councillor Sheila Cooper, the Clerk of the Council and delegate to Staffing Sub-Committee to represent the wider Council as employer.**
27. Proposed amendment to the following resolution of Council of 8 February 2018:  
 The Council proposes that Councillor Sheila Cooper is forbidden to contact the Clerk by email, letter, telephone or in person. Any communication that is received will be dealt with by a member of the Staffing Sub-Committee, preferably by telephone.

Proposal to amend by replacing the word “forbidden” with “not allowed.”

**Resolved to accept the additional amendment above and agree the following:**

**The Council proposes that Councillor Sheila Cooper is not allowed to contact the Clerk by email, letter, telephone or in person. Any communication that is received will be dealt with by a member of the Staffing Sub-Committee, preferably by telephone.**

The following resolution of 8 February 2018 remains in force:

Resolved that the Staffing Sub-Committee meet monthly for the foreseeable future.

28. **Date and Venue of Next Meeting:**  
**Wednesday 19 September 2018, 7.00pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF**

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