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Balsall Parish Council Meeting

Approved Minutes of Parish Council Meeting held on Wednesday 19 September 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, Councillor Helen Dean, 10 members of the public, Councillor Ken Allsopp and Councillor David Bell.

1. Public Forum

Matters raised by members of the public were addressed by the Council as follows:

- The actual monthly salary sum of the Clerk was not declared under the agenda item 'Payments for Approval and Payments Made' within the provisions of the Data Protection Act. The Chairman will confirm this position or otherwise outside the meeting. It was noted that the Terms and Conditions of Employment which include employee salary scales, is available on the Council's website and the annual accounts are available for inspection by members of the public. It was acknowledged that the monthly amount can vary, dependent upon any extra hours worked.
- It was queried why the Finance and General Purposes Committee had approved the Council's Privacy Notice and Freedom of Information Act Policy and Procedure in advance of full Council approving a Scheme of Delegation. The already approved Terms of Reference of Committees give delegated powers; the Scheme of Delegation on this agenda is largely pulling together the delegations that already exist.
- Councillor Cooper raised the Council's Publication Scheme and a potential change; however this would need to be a proposal under an agenda item at a future meeting for it to be considered.

2. Apologies: There were no apologies

3. Declarations of Interest: There were no declarations of interest.

4. To approve as a correct record the Minutes of the Parish Council Meeting held on 17 July 2018. Following a correction to the minutes to delete "Councillor Sheila Cooper left the meeting at this point" before item 16 and insert "Councillor Sheila Cooper left the meeting at this point and gave her apology" before item 20, the minutes of the Minutes of the Parish Council Meeting held on 18 July 2018 were approved as a true record.

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

Item 13: Edge IT have agreed to provide a finance system month by month for three months and if at the end of this period, the system is satisfactory to the Council, a three year contract can be entered into.

Item 16: The SMBC Monitoring Officer has been written to and her reply has provided assurance that her comments in the SMBC Governance Committee Report of 27 May 2018 were not based on evidence in relation to the Balsall NDP. A copy of the email from SMBC has been circulated to Councillors.

Item 17: A response to August consultation for the SMBC Community Governance Review has been made by the Clerk and a copy circulated to Councillors.

6. To note the resignation of Dr Lee Quinney as Parish Councillor due to the demands of other commitments.

Dr Lee Quinney was thanked for his contribution to Balsall Parish Council whilst standing as a Councillor. Council members endorsed the view that should he wish to stand again he would be welcome.

Proposal to declare a Casual Vacancy

Resolved to declare a Casual Vacancy

7. To note the following Committee minutes:

Planning	01.08.18, 05.09.18
Neighbourhood Development Plan	26.07.18
Finance and General Purposes	11.07.18, 12.09.18
Staffing and Communications	25.07.18

The above committee minutes were noted.

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 June and July 2018 and invoice payments as listed below.

Date	Budget	Gross £	VAT £
02.07.18	Business rates	58.00	0.00
02.07.18	Admin - office rent	600.00	0.00
11.07.18	Staff/Salaries/Pension	459.17	0.00
16.07.18	Admin - telephone and internet	4.98	0.83
17.07.18	Willow Park improvements	90.00	0.00
17.07.18	Admin - Printing and Stationery	175.12	27.52
17.07.18	Other Professional Fees	182.00	30.35
17.07.18	NDP Professional expenses	832.00	0.00
17.07.18	Training	70.00	0.00
17.07.18	Cemetery & Street Scene	1,120.00	0.00
17.07.18	Recreation & Cemetery	2,415.00	0.00
17.07.18	Recreation - repairs & maintenance	60.00	5.00
17.07.18	Audit and Accountancy fees	204.00	0.00
25.07.18	Admin - Printing and Stationery	1,200.00	24.59
25.07.18	Cemetery - Interment/EROB	3,300.00	0.00
25.07.18	Training	60.00	0.00
25.07.18	Cemetery - grounds maintenance	204.00	34.00
30.07.18	Admin - office rent	1,200.00	0.00
July Total		12,234.27	122.29
01.08.18	Business rates	58.00	0.00
01.08.18	Admin - office rent	600.00	0.00

06.08.18	Staff/Salaries/Pension	223.56	0.00
06.08.18	Street Scene - village planting	882.00	147.00
06.08.18	Audit & Accountancy fees	368.12	61.36
06.08.18	Admin - printing & stationery	433.38	72.23
06.08.18	Other Professional fees	439.90	73.32
14.08.18	Admin - telephone and internet	128.73	21.46
August Total		3,133.69	375.37

In addition a salary payment was made in July and August 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 July and August 2018, invoice payments as listed and salary payment.

(8.2) Bank Reconciliation

To sign off Bank Reconciliation for the period 01.07.18 – 31.07.18 and 01.08.18 – 31.08.18

The Bank Reconciliation for the period 01.07.18 – 31.07.18 and 01.08.18 – 31.08.18 was approved

(8.3) To note the Receipts and Payments for July – August 2018.

The Receipts and Payments for July - August 2018 were noted.

9. Proposal to accept the recommendation of Finance and General Purposes Committee to put in place the timetable for budget preparation 2019/2020.

Resolved to approve the recommendation of Finance and General Purposes Committee to put in place the following timetable for budget preparation 2019/2020.

date	meeting	action
12.09.18	F & GP Committee	Recommend timetable to Parish Council
19.09.18	Parish Council	Approve timetable Request that members of Committee assess budget requirements for 2019/20
31.10.18		RFO/Clerk receives Committee estimates and assesses operating budget requirements for all budget heads
14.11.18	F & GP Committee	Establishes Budget Working Group to prepare budget and reserves rationale. Prepares draft budget figures and precept
21.11.18	Parish Council	Considers 6 monthly budget spend report for 2018/19 with variances reported. Considers for approval the budget rationale for 2019/20.
09.01.19	F & GP Committee	Recommends draft budget
16.01.19	Parish Council	Approves budget and precept

10. Proposal to accept the recommendation of Finance and General Purposes Committee and approve a Scheme of Delegation.

**Resolved to add to the Facilities Committee delegation of the annual review of contractors.
Resolved to approve the Scheme of Delegation with the above amendment.**

11. Proposal to nominate a Councillor (or Councillors) to undertake an Internal Control and bank reconciliation check for 2018/19 Q2 July – September.

Resolved to nominate Councillor Richard Lloyd to undertake an Internal Control and bank reconciliation check for 2018/19 Q2 July – September.

12. Update on the Birmingham Airport Consultative Committee.

Councillor Mark Tattum, Council representative, reported the following:

- Annual Report declared a 10% decline in profits. Airlines that BAL has lost recently include United, American, Monarch, Icelandair, Transat, Primeira and the airport is left with no direct transatlantic flights.
- Full service airlines such as Delta, American, Air Canada, Virgin etc. need business traffic to make a route successful and LHR and MAN serve the BHX catchment for business people.
- BAL see low cost long haul transatlantic as their only possibility with all economy aircraft. The best hope for BAL is an American domestic carrier; Jet Blue who are looking to expand transatlantic after 2020.
- The Airport Master Plan which considers developments to 2033 will not include a second runway proposal. The Draft Plan should be ready at the end of September and Andy Holding will be organising an Extraordinary meeting of the ACC to receive the Draft Master Plan before a wider stakeholder's consultation.
- Implementation of a redesign of the Northern turn is going to be delayed because the Civil Aviation Authority (CAA) cannot come back to the airport before the end of September. The CAA is stretched and is unable to fill specialist vacancies. All made worse by their relocation from central London to Gatwick. The redesign updates to National Air Traffic Systems are only done quarterly and this will miss the update for implementation in December this year. The earliest projected date for implementation of the redesigned Northern turn is May 2019. Bob Sleight was at the meeting and he said because of the proximity of the Birmingham conurbation and rural villages at the end of the runway that the CAA should prioritise Birmingham. He is going to speak to Andy Street (Mayor of West Midlands) and his two MPs (Spelman and Knight). BAL agreed to consider the request by Balsall Parish Council for a noise monitor in the north of Balsall Common in the early part of 2019 to measure noise disturbance.
- The data for the noise contours and the feedback from members of the ACC is going to be released next week. Members will have two weeks to get back to BAL with any specific feedback so BAL can meet their deadline of submission of the Noise Action Plan with DEFRA.
- The Noise abatement trial data has been completed for departures from runway 15 and 33 and the data is collected. There are decibel levels for 2600 flights recorded and each flight track must be manually checked for compliance so it takes a lot of man hours. The Sustainability Team are going to take a sample of 100 flights for each procedure by each runway (400 in total) and will report back to a meeting of the Airspace Change Forum group before the next ACC meeting.
- Customer experience at Birmingham Airport is going to be revolutionised. Very positive and ambitious plans are in place. Many new opportunities are being created to survey passengers in more friendly ways to get better customer feedback data. New colours are being introduced for a colourful branded design of the airport. Uniforms are being designed to match to brand Airport employees for easy identification by customers. Specific actions are being taken where issues have been identified by customer feedback. A planning application to extend the terminal but within the current footprint will allow more space for a better airport experience.
- A request is currently under consideration by Historic England that the Elmdon Building; the original Airport Terminal of Elmdon Airport opened by the Duchess of Kent in 1939 is listed. There was a point made over why the noise figures affect more people even though there are fewer flights. This is to be raised at the next Birmingham Airport Consultative Committee meeting

13. Update on Willow Park improvements

The Clerk reported the following:

- Meeting held with Chris Edgell, SMBC Public Realm Manager on site to discuss measures to prevent unauthorised encampments.
- Discussed with Friends of Willow Park the development of a scheme for the 'wild area' and possible sources of grant aid.
- Potential contractors have been approached for quotations for the tarmac path extension.
- Final quotations have been sought for the improved playground equipment for young children (under 5's).
- The MUGA is required to remain until 28 June 2025 as per the terms of the grant aid body.

- 14.** Update on Village Centre actions.
Councillor Will Heard reported back on a meeting of 12 September held between Councillors Heard, Tattum, O’Sullivan and the Clerk and 3 SMBC Highways officers concerning possible improvements to the Library car park.

The Village Centre Working Group of the NDP had raised ideas for improvements or changes to be made:

- Redesign to add approximately 10 spaces
- Use space adjacent to library as an exit point
- As a consequence of gaining extra spaces in the car park, to reduce the number of spaces outside Tesco and One Stop and to widen existing spaces for disabled people and parents with children.

SMBC undertook to consider the proposals and look at what is possible. In the short term SMBC will consider putting 2 new spaces into the ‘keep clear’ zone marking out what was previously the rear of what was Chattaways.

SMBC determined that proposed alternative exit adjacent to the Library onto Kenilworth Road was of insufficient width to use for vehicles and provide a safe entry/exit for 285 Kenilworth Road.

SMBC undertook to examine measures at the current car park entry point to make it safer for pedestrians and more obvious as the entry to a car park for vehicle drivers.

SMBC also looked at the capacity of Green Lane/MHL/Station Road turning capacity, if the shared space idea for the centre is pursued.

Clerk to raise issue of the crossing point with SMBC and making disabled parking provision more obvious.

Clerk to request of SMBC whether restrictions can be placed on vans of excessive length parking on Station Road in bays that are too short, or encroaching on the pavement in order to do so.

SMBC were asked to meet again in a month’s time.

- 15.** Proposal to approve expenditure from the general maintenance budget for the Cemetery to provide additional commemoration items to mark the WWI Centenary.

Resolved to approve expenditure of up to £200 for WWI centenary items to mark the event.

- 16.** Proposal to nominate Councillor Sheila Cooper to the Planning Committee.
Councillor Sheila Cooper withdrew her proposal.

- 17.** Proposal to review the HS2 Working Group.
Councillor Sheila Cooper’s proposal was to suggest that the HS2 Working Group should remain in place should HS2 actions need to be responded to by the Council.
It was accepted that HS2 is an important and ongoing issue and the Council would be dealing with issues in the following ways:
- Planning applications will mostly go to Berkswell Parish Council, Balsall Council may have applications referred that affect Balsall roads and these can be dealt with by Planning Committee.
 - Communication is taking place with Balsall residents through the Communications Working Group who run the Balsall Parish Council facebook page following contact with HS2 for the information.
 - Councillor Richard Lloyd had been asked to bring to Balsall Parish Council any issues regarding HS2 from the Berkswell Working Group.
- Councillor Richard Lloyd was requested to propose the co-option of Councillor Sheila Cooper to the Berkswell HS2 working party.

- 18. Correspondence**

(18.1) Email from a CPRE (Council for Protection of Rural England) regarding the 2016 proposals for the full A46 Link Road. As a result of an Information Tribunal in August 2018 documents previously

confidential have now been released. The case for this road proposal is set out on the Warwickshire County Council website page about the A46 Link Road <https://www.warwickshire.gov.uk/a46linkroad>
The correspondence was noted.

(18.2) SMBC's Love Solihull team are promoting Let It Grow by offering free bulbs to residents who wish to plant up their local street sign. People can make their application via: <https://www.lovesolihull.org/let-it-grow-spring-bulbs>.

The correspondence was noted.

19. Date and Venue of Next Meeting:

Wednesday 21 November 2018, 7.00pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF

SIGNED Mark Tattum (Chairman) DATE