



**287/289 Kenilworth Road, Balsall Common CV7 7EL**

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## **Balsall Parish Council Meeting**

**Approved Minutes of Annual Parish Council Meeting held on Wednesday 15 May 2019 at 7pm  
in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF**

### **Minutes**

**Present:** Mark Tattum (outgoing Chairman), Councillor Andrew Burrow (Chairman), Councillor Elizabeth Macdonald (Vice Chair), Councillor Kay Howles, Councillor Keith Tindall, Councillor Marion Keeley, Councillor Richard Drake, Councillor Richard Lloyd, Councillor Sheila Cooper, and 14 members of the public.

1. Election of Chair  
**Councillor Andrew Burrow was duly elected as Chairman.**
2. Meeting handover to new Chair and signing of declaration of acceptance of office.  
**Mark Tattum (outgoing Chairman) handed over to Councillor Andrew Burrow who completed the declaration of acceptance of office.** Councillor Burrow thanked Mark Tatum.
3. Election of Vice Chair and signing of declaration of acceptance of office.  
**Councillor Elizabeth Macdonald was duly elected as Vice Chair who signed the declaration of acceptance of office.**
4. Apologies  
**There were no apologies.**
5. Declarations of Interest  
Councillors are reminded of the need to:-
  - Update their register of interests within 28 days
  - To declare any non-pecuniary interests in items on the agenda and their nature. (Councillors may only participate if members of the public are allowed to speak). Councillors may only take part in the matter if a dispensation is granted but cannot vote on the matter.
  - To declare any disclosable pecuniary interests in items on the agenda (Councillors must leave the room for the item in which they have declared a disclosable pecuniary interest, without making representation or voting).
  - To consider any written requests for dispensations under the Code of Conduct.**Councillor Marion Keeley declared a non-pecuniary interest in item 38 as a result of her membership of the school PTA.**
6. Proposal to receive acceptance of office forms from the Chairman and Councillors.

**Acceptance of office forms were received from Councillors Burrow, Macdonald, Howles, Tindall, Keeley, Drake, Lloyd and Cooper signed in the presence of the Clerk.**

7. Proposal to co-opt to fill vacancies.  
**Resolved to fill the remaining two council vacancies through co-option.**
8. Proposal to review annual dispensations granted to Councillors.  
Existing dispensations:  
    Councillor Richard Lloyd - HS2  
**Resolved to maintain the above dispensation.** No further dispensations have been sought and submitted in writing to the Clerk.
9. Proposal to note the record of Member attendance 2018/19.  
**Resolved to note the record of Member attendance 2018/19.**
10. Proposal to agree the dates of Council Meetings for the year.  
**Resolved to take items 17 and 18 at this point also.**  
**Resolved to not have a Cemeteries Committee.**  
**A view to be taken in four months' time (October) to assess the level of need for a separate Planning Committee.**  
**Resolved to set Parish Council meetings to occur once a month on Wednesdays, avoiding where possible the date of SMBC Planning Committee.** One meeting to be held in Temple Balsall.  
**Resolved to appoint Councillors Burrow, Howles and Macdonald to a Staffing Committee.** Meetings to be scheduled as required.  
**Resolved to establish no further Committees or Sub-Committees.**  
**Short meeting on 05.06.19 (Extraordinary Parish Council) at 7.00 pm for planning issues with the next Parish Council Meeting on 12.06.19 at 7.30 pm**
11. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 20 March 2019 and the Extraordinary Parish Council Meeting held on 17 April 2019.  
**Resolved to approve as a correct record the Minutes of the Parish Council Meeting held on 20 March 2019 and the Extraordinary Parish Council Meeting held on 17 April 2019.**
12. Proposal to note the following Committee minutes:

Planning	03.04.19, 01.05.19
Staffing and Communications Committee	10.04.19
Facilities Committee	17.04.19

**Resolved to note Planning Committee Minutes of 03.04.19 and approve as a correct record the Minutes of Planning Committee 01.05.19, Staffing and Communications Committee 10.04.19 and Facilities Committee 17.04.19.**
13. Proposal to accept the recommendation of Staffing Sub-Committee that when the Clerk/RFO produces a report for a council meeting, this is indicated on the agenda and available to a member of the public on request.  
**Resolved to set up a Working Group on Policy and Procedures consisting of Councillors Macdonald, Cooper, Burrow and members of the public David Felthouse and Sue Marsden to examine this issue and make recommendations to full Council at its July meeting. The Working Group to also consider the review of the councils 'Information available from Balsall Parish Council under the model publication scheme 170817' as per item 14 and make recommendations to full Council at its July meeting.**
14. Proposal to accept the recommendation of Staffing Sub-Committee to review the councils 'Information available from Balsall Parish Council under the model publication scheme 170817'.  
**Resolved to delegate to the Working Group established under item 13 above and make recommendations to full Council at its August 2019 meeting.**

15. **Proposal** to review delegation arrangements to committees, sub-committees and the Clerk/RFO (SCHEME OF DELEGATION).  
**Resolved to amend the Council's Scheme of Delegation in line with the decision made under item 10.**
16. Proposal to review of the terms of reference for committees.  
**Resolved to amend the terms of reference for Staffing Committee in line with the decision made under item 10.**
17. Proposal to appoint members to committees.  
**Resolved to appoint members to Staffing Committee as per item 10.**
18. Proposal to appoint any new committees in accordance with standing order 4.  
**Resolved to appoint members to Staffing Committee as per item 10.**
19. Proposal to review and adopt STANDING ORDERS and FINANCIAL REGULATIONS.  
**Resolved to amend Standing Orders 9b to read:**  
**"No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (6) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting."**  
**Resolved to amend Standing Orders 9d to read:**  
**"If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, the the Proper Officer at least (6) clear days before the meeting."**  
**Resolved to amend Standing Orders to add a paragraph at f:**  
**"It was also noted that Councillors should submit items for the agenda as soon as practicable and not wait for the deadline."**  
**Resolved to delete the existing Standing Orders 9 e, f and h.**  
**Resolved to set up a Working Group of councillors not in public to consider revisions to Standing Orders and Financial Regulations and make recommendations to full Council. Councillors Lloyd, Drake, Tindall and Burrow were nominated. Standing Orders that are adopted will contain the Balsall Parish Council logo.**  
**Resolved to amend Standing Orders to delete all references to committees no longer standing and appropriate references to Staffing Committee to be amended.**
20. Proposal to appoint representation on external bodies and make arrangements for reporting back.  
**Resolved to appoint Councillor Macdonald to Solihull Area Committee (SAC) and Councillor Cooper to the Birmingham Airport Consultative Committee.**  
 Councillor Keeley to join the Tree Wardens with Councillor Lloyd.
21. Proposal to confirm the council's eligibility to exercise the general power of competence:  
 Electoral Mandate - at least two thirds of the members of the council hold office as a result of being declared elected.  
 Qualified clerk - the clerk holds CiLCA, an eligible qualification.  
**Resolved to declare the council's eligibility to exercise the general power of competence.**
22. Proposal to review and approve the List of Assets.  
**Resolved to approve the list of assets.**
23. Proposal to review and approve the Risk Assessment document.  
**Resolved to approve the Risk Assessment document.**
- Councillor Kay Howles left the room at this point.
24. Proposal to authorise the Payment of Annual Accounts and any other accounting issues:  
 (24.1) Approve the annual accounts for 2018/19.

**Resolved to approve the annual accounts for 2018/19.**

- (24.2) Note year end budget variances for 2018/19

**Resolved to approve the year end budget variances for 2018/19.**

Councillor Kay Howles re-joined the meeting.

- (24.3) Note statement of insurance

The Council is in year 3 of a 3 year agreement for insurance provided by Zurich.

**Resolved to note the statement of insurance for 2019/20 (1 June – 31 May).**

- (24.4) Agree the payment of recurring expenditure and subscriptions in accordance with the budget:

Zurich - insurance

SMBC – Christmas lights maintenance, storage and installation

Village Hall – room hire

Mike Spencer – internal audit

External audit – PKF Littlejohn

Edge It Systems – finance system

HMRC – NI and tax

RoSPA - annual play equipment inspections

Arden Storage – cemetery and office records

OverNight Site Ltd- website hosting and domain name registration

Fairways Ltd – Christmas trees

Family Care Trust – wooden planter maintenance

Information Commissioners Office – registration fee

Institute of Cemeteries and Crematoria Management (ICCM)– subscription

Warwickshire and West Midlands Association of Local Councils (WALC) – subscription and membership

Society of Local Council Clerks (SLCC) – subscription

Association of Local Council Clerks (ALCC) – Clerk membership

**Resolved to agree the payment of recurring expenditure and subscriptions in accordance with the budget as above with the exception of Clerk membership of ALCC which will be paid for by the Clerk.**

- (24.5) Agree Direct Debits and Standing Orders

Direct debit

Vodafone - phone and internet

WaterPlus - cemetery water supply

SMBC - cemetery business rates

Smart Pension - employee pension

ICO – annual registration

Standing order R Westwood - office rent

**Resolved to agree Direct Debits and Standing Orders as above.**

- (24.6) Agree contracts in place as listed:

Ian Richards – cemetery and parks grounds 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

AMS Landscapes – weekly playground inspections and equipment maintenance

**Resolved to agree contracts in place as listed.**

- (24.7) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

There was no expenditure incurred in 2018/19 under s.137.

- (24.8) Proposal to agree Chairman's Allowance.  
**Resolved to agree the Chairman's Allowance at the same level as 2018/19 (£712). The Chairman's Allowance to be reviewed for 2020/21.**
- (24.9) **Proposal** to agree elected Councillor's Allowance.  
**Resolved to agree the Councillor's Allowance at the same level as 2018/19 (£315). The Councillor's Allowance to be reviewed for 2020/21.**
25. Proposal to amend the council's ALLOWANCES, EXPENSES AND REIMBURSEMENT POLICY in line with that resolved under items 24.8 and 24.9.  
**Resolved that the Working Group on Policy and Procedures review the Allowances, Expenses and Reimbursement Policy.**
26. Proposal to review the Council's COMPLAINTS PROCEDURE.  
**Resolved that the Working Group on Policy and Procedures review the Complaints Procedure, the Code of Conduct and Guidance Notes to Public Participation at Meetings.**
27. Proposal to review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21) i.e. FREEDOM OF INFORMATION ACT POLICY AND PROCEDURE, DATA PROTECTION POLICY and MANAGEMENT AND RETENTION OF DOCUMENTS POLICY.  
**Resolved that the Working Group on Policy and Procedures review the Freedom of Information Act Policy and Procedure, Data Protection Policy and Management and Retention of Documents Policy.**
28. Proposal to review the Council's COMMUNICATIONS POLICY and SOCIAL MEDIA POLICY.  
**Resolved that the Working Group on Policy and Procedures review the Communications Policy and Social Media Policy.**  
**Resolved that the Berkswell Parish Council Communications Policy is adopted temporarily.**
29. Proposal to review the Council's employment policies and procedures:  
TERMS AND CONDITIONS OF EMPLOYMENT  
HEALTH AND SAFETY POLICY  
PAYROLL POLICY  
SICKNESS ABSENCE POLICY  
TRAINING AND DEVELOPMENT POLICY  
DIGNITY AT WORK & BULLYING AND HARASSMENT POLICY  
ALLOWANCES, EXPENSES AND REIMBURSEMENT POLICY  
EQUALITY POLICY  
GRIEVANCE AND DISCIPLINARY PROCEDURE  
MEMBER EMPLOYEE PROTOCOL  
**Resolved that the Staff Committee form a Working Group to review the policies listed above and report recommendations to full Council.**
30. **Accounts and Governance**  
(30.1) Proposal to receive and note actions in the Internal Audit report and to approve and sign the accounting statements at Section 1 of the Annual Return.  
**Resolved to receive and note actions in the Internal Audit report and to approve and sign the accounting statements at Section 1 of the Annual Return.**  
**Resolved to add the internal control recommendations to the internal control checklist.**  
(30.2) **Proposal** to approve and sign the accounting statements at Section 2 of the Annual Return.  
**Resolved to approve and sign the accounting statements at Section 2 of the Annual Return.**
31. Proposal to establish new bank mandates (signatories) for the following accounts:  
HSBC Community Account (current) – 32432765

HSBC Business Money Manager (deposit) – 32432773

Natwest Current Account – 04206398

Natwest Business Reserve Account (deposit) – 43012957

Santander Business Account (deposit) – 03894517

**Resolved to nominate Councillors Burrow, Keeley, Howles, Macdonald and Cooper as bank signatories.**

32. **Proposal** to approve the following applicable to NatWest accounts:

- “approve the signing rules in the current mandate, for the accounts detailed in section 2, be replaced in accordance with section 4; and
- The authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.”

33. Proposal to recognise that the existing bank mandates for Judy Lea, Mark Tattum and Will Heard will be maintained until replaced by those nominated under item 29.

**Resolved to recognise that the existing bank mandates for Judy Lea, Mark Tattum and Will Heard will be maintained until replaced by those nominated under item 29.**

34. Public Forum

Public comment supported the establishment of monthly meetings and abolition of Committees.

35. Proposal to receive an update on the progress of resolutions of the last meeting.

There were no items of update.

36. **Accounts:**

(36.1) Proposal to approve the list of Payments for Approval and Payments Made using General Power of Competence for the month of March 2019 and April 2019 invoice payments as listed below.

Date	Budget	Gross £	VAT £
01.03.19	Admin- office rent	600.00	0
07.03.19	Cemetery upgrade	130.00	0
07.03.19	Cemetery – general maintenance	20.00	0
07.03.19	Cemetery – grounds maintenance/pest control	1,655.00	0
07.03.19	Cemetery – grounds maintenance/pest control	102.00	17.00
07.03.19	Cemetery – waste disposal	270.00	0
07.03.19	Recreation – Willow Park improvements	150.00	0
07.03.19	Recreation – grounds maintenance	1,920.00	0
07.03.19	Recreation- repairs/upgrading equipment	255.00	0
07.03.19	Recreation – litter & waste collection	600.00	0
07.03.19	Recreation – general maintenance	20.00	0
07.03.19	Street Scene – bus shelters	220.00	0
13.03.19	Personnel – staff/salaries/pension	1,638.59	0
13.03.19	Administration – telephone & internet	48.24	8.04
13.03.19	Street scene – village planting	522.00	87.00
13.03.19	Street scene – Christmas lights	8,046.80	1,341.13
13.03.19	Cemetery - rates	67.93	0
<b>Total March</b>		<b>16,265.56</b>	<b>1,453.17</b>
01.04.19	Admin- office rent	600.00	0
01.04.19	Cemetery - rates	71.98	0
09.04.19	Cemetery – grounds maintenance/pest control	306.00	51.00
09.04.19	NDP – professional expenses	954.00	159.00
09.04.19	Personnel - Councillors allowances	1,106.91	0
09.04.19	Personnel - training	96.00	0

09.04.19	Administration - subscriptions	942.00	0
09.04.19	Administration - subscriptions	95.00	0
09.04.19	Grants & Donations - grant	250.00	0
09.04.19	Professional services - audit & accountancy fees	62.86	10.48
09.04.19	Recreation – safety inspections	675.00	0
11.04.19	Personnel – staff/salaries/pension	223.56	0
15.04.19	Administration – telephone & internet	17.89	2.98
16.04.19	Street scene – village planting	107.10	0
<b>Total April</b>		<b>5,508.30</b>	<b>223.46</b>

In addition a salary payment was made in March and 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 March 2019 and April 2019 invoice payments as listed below and the salary payment was made in March and April for the Clerk's salary.**

(36.2) **Bank Reconciliation**

Proposal to sign off Bank Reconciliation for the period 01.03.19 – 31.03.19 and 01.04.19 – 30.04.19.

**Resolved to sign off Bank Reconciliation for the period 01.03.19 – 31.03.19 and 01.04.19 – 30.04.19.**

(36.3) Proposal to note the Financial Statements for March 2019 and April 2019.

**Resolved to note the Financial Statements for March 2019 and April 2019.**

37. Proposal to approve an application for grant of £1,000.00 from Balsall Common Festival Committee as a contribution to the costs of the 2019 Balsall Common Festival Fete.

**Resolved to approve an application for grant of £1,000.00 from Balsall Common Festival Committee as a contribution to the costs of the 2019 Balsall Common Festival Fete.**

38. Proposal to approve an application for grant of £2,000.00 from Heart of England School as a contribution to the costs of a 17 seat school minibus with disabled access and to vire £2,000 from the General Reserve Fund to the grants budget (204/1).

**Resolved to approve the virement to the grants budget of £2,000 from the General Reserve Fund and approve an application for grant of £2,000.00 from Heart of England School as a contribution to the costs of a 17 seat school minibus with disabled access.**

Councillor Marion Keeley did not vote on this item due to her declared interest.

39. Proposal to receive an update on NDP progress.

The Clerk provided a verbal update confirming that the NDP Plan Submission Version and supporting documents have cleared a technical check by SMBC and who will be conducting a Regulation 16 Consultation as soon as possible.

40. Proposal to agree a response or delegate to the parish council's nominated representative under item 19 on this agenda, a draft prepared by the BHX ACC to the government consultation 'Aviation 2050' which will be confirmed by the ACC committee on 16 May 2019.

**Resolved to nominate Councillor Sheila Cooper to deal with this response to the BHX ACC on behalf of the council.**

41. **Correspondence**

(41.1) East Locality Plan, SMBC: Feedback sought by Alison McGrory, Assistant Director, Places Directorate.

42. **Date and Venue of Next Meeting:**

Wednesday 12 June 2019, 7.30pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF

The meeting closed at 10.05pm

SIGNED .....

(Chairman) DATE .....