



287/289 Kenilworth Road, Balsall Common CV7 7EL

Telephone: 01676 535679 (Answering Machine)

Email: balsallparishcouncil@gmail.com

Web: www.balsallparishcouncil.gov.uk

Balsall Parish Council Meeting

Approved Minutes of Parish Council Meeting held on Wednesday 20 March 2019 at 7pm in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF

Minutes

Present: Councillor Mark Tattum (Chairman), Councillor Christina O’Sullivan, Councillor Helen Dean, Councillor Kay Howles, Councillor Lionel King, Councillor Marie-Louise Marsden, Councillor Richard Lloyd, Councillor Sheila Cooper, Councillor Will Heard and 4 members of the public.

Councillor Sheila Cooper raised a point of order that between Friday 15 March at 4.56pm and 3.25pm Monday 18 March she had received 22 agenda attachments and 19 items on a zipped file. Having done the SLP consultation, she felt totally and utterly overwhelmed by this number of documents and considered it to be inappropriate, certainly unfair and possible illegal to give so many documents in a short space of time. Councillor Sheila Cooper said she has not looked at any of them and will not be voting on any of those items as a result. In addition Councillor Sheila Cooper read an extract from the ICO guidance on material made available to members of the public by the council.

The Chairman confirmed the majority of documents sent out with the Agenda related to the Neighbourhood Development Plan (NDP) and had been available prior to the agenda being issued by the clerk. The draft Plan was sent to Councillors and was available along with all of the plan evidence base documents to the public from 10 December 2018. NDP documents produced as a result of the Regulation 14 consultation were presented on 6 March 2019 at the NDP Committee meeting and were available to councillors and the public from the clerk from that date. The Chairman also confirmed that the councils Publication Scheme indicated to members of the public that they can request of the Clerk paper copies of Council meeting documents.

Councillor Marie-Louise Marsden asked if there have been any complaints from other Councillors or requests for copies of papers from the public. The Clerk replied that no other complaints had been received or any requests for papers from member of the public.

1. Public Forum

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

- It was confirmed that there had been modifications made to the draft Balsall Parish NDP as a result of the Regulation 14 consultation. Councillor Mark Tattum outlined the process followed to do this by the NDP Committee held on 6 March 2018, items 7-13:

Item 7 considered a statement of all representations received from 60 individuals and bodies,
 Item 8 agreed a summary produced of the 318 comments organised according to plan sections which was used to inform any plan changes,
 Item 9 presented the plan changes that had been made as a result of considering the information and comments made in the light of the plan evidence,
 Item 10 presented all changes to the draft NDP for agreement, including the removal of green space 11 (Temple Balsall Green and Pond) due to the objection of the landowner.
 Item 11 agreed a Consultation Statement produced covering all the actions undertaken in the Community Involvement and Engagement Plan,
 Item 12 agreed the plan Basic Conditions Statement produced to evidence plan compliance,
 Item 13 agreed the Strategic Environmental Assessment.

- In the accounts for January and February 2019, items comprising staff/salaries/pension budget head included HMRC quarterly tax and NI payments, training and pension payments.
- Nomination forms for the forthcoming election are held by Solihull Council.
- 20 additional hours (without cost to the councils) of a parking warden have been secured to provide extra enforcement for Meriden and Balsall although the SLA has not yet been agreed. It is understood that a % of ticket levied would come to the parish councils. It is likely that following discussion with Berkswell Parish Council, parking issues would be identified Balsall Common wide e.g. Berkswell Station, Balsall Common village centre, Balsall Common schools.

2. Apologies

Apologies were received and accepted from Councillor Judy Lea.

4. **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 16 January 2019.
 To approve as a correct record the Minutes of the Extraordinary Parish Council Meeting held on 13 March 2019.

Resolved to approve as a correct record the Minutes of the Parish Council Meeting held on 16 January 2019.

Resolved to approve as a correct record the Minutes of the Extraordinary Parish Council Meeting held on 13 March 2019.

Councillor Sheila Cooper abstained.

5. To receive an update on the progress of resolutions of the 16 January 2019 Parish Council Meeting.
 There were no items of update.

6. To note the following Committee minutes:

Planning	06.02.19, 27.02.19
----------	--------------------

Neighbourhood Development Plan Committee	06.03.19
--	----------

The above Committee minutes were noted.

7. Accounts:

(7.1) Accounts

Proposal to approve the list of Payments for Approval and Payments Made using General Power of Competence for the months of January 2019 and February 2019 and invoice payments as listed below.

Date	Budget	Gross £	VAT £
02.01.19	Cemetery - rates	58.00	0
10.01.19	Staff/salaries/pension	481.53	0
10.01.19	Staff/salaries/pension	2,168.33	0
14.01.19	Admin - telephone and internet	2.25	0.38
14.01.19	Other professional fees	397.50	66.25
14.01.19	Street scene – village planting	384.00	64.00
14.01.19	Audit and Accountancy fees	142.80	23.80
14.01.19	NDP operating expenses	28.00	0
14.01.19	Cemetery - storage	1,080.00	180.00
14.01.19	Recreation – safety inspections	675.00	0
14.01.19	Street scene – village planting	400.00	0
14.01.19	Admin – printing and stationery	165.90	27.65
14.01.19	Admin – office rent	1,200.00	0
31.01.19	NDP operating expenses	51.00	0
January Total		7,234.31	362.08
01.02.19	Cemetery - rates	58.00	0
01.02.19	Admin – office rent	600.00	0
05.02.19	Admin – printing and stationery	62.36	10.39
05.02.19	NDP Professional expenses	600.00	100.00
05.02.19	Staff/salaries/pension	60.00	0
05.02.19	Cemetery – grounds maintenance	102.00	17.00
05.02.19	Street scene - bench	971.40	161.90
05.02.19	Cemetery - upgrade	360.00	0
05.02.19	NDP Professional expenses	2,142.00	357.00
05.02.19	Staff/salaries/pension	223.56	0
05.02.19	Admin – software and consumables	452.40	75.40
05.02.19	Audit and Accountancy fees	142.80	23.80
05.02.19	Admin - telephone and internet	132.77	22.13
26.02.19	Admin – room hire	180.00	0
26.02.19	Recreation - upgrade	100.00	0
26.02.19	Admin – software and consumables	150.00	25.00
26.02.19	Recreation – safety inspections	315.00	0
February Total		6,652.29	792.62

In addition a salary payment was made in January and February for the Clerk's salary.

The item at 14.01.19 - Street scene – Christmas lights was amended to read 'Street scene – Village planting.'

Resolved to approve the list of Payments for Approval and Payments Made using General Power of Competence for the months of January and February 2019, invoice payments as listed and salary payment.

Councillor Sheila Cooper abstained.

(7.2) Bank Reconciliation

To sign off Bank Reconciliation for the periods 01.01.19 – 31.01.19 and 01.02.19 – 28.02.19

The Bank Reconciliation for the period 01.01.19 – 31.01.19 and 01.02.19 – 28.02.19 was approved.

Councillor Sheila Cooper abstained.

(7.3) To note the Receipts and Payments for January - February 2019.

Resolved to note the Receipts and Payments for January - February 2019.

Councillor Sheila Cooper abstained.

8. Item 8 was taken later in the agenda.
9. **Proposal to accept the recommendation of the Neighbourhood Development Plan Committee to approve the submission of the Balsall Parish Neighbourhood Development Plan, Consultation Statement, Basic Conditions Statement and Strategic Environmental Assessment to Solihull Metropolitan Borough Council under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012.**
Proposal to delegate to the clerk any further minor text adjustments, if necessary, before submission.
 Councillor Helen Dean (Chair Neighbourhood Development Plan Committee) gave an overview report of the NDP documents and asked that the plan is accepted by the full Council and moves forward to provide benefit to the parish.
 Councillor Christina O’Sullivan commented on the high level of impact the extensive community consultation had achieved through the council’s facebook page, the website and email campaigns all of which gave a profile of who and how many had engaged.
 Councillor Will Heard outline the contribution of the Willow Park Working Group, the Consultative Committee and Friends of Willow Park whose process to find answers to the improvement of Willow Park are now integral to the NDP. In addition the work of the Village Centre Working Group, including a Berkswell Councillor, BCVRC and business people in undertaking surveys and observations has resulted in a Community Aspiration (CA 2) being included in the NDP and recognition by SMBC in the 2019 consultation on the Solihull Local Plan.
 Councillor Lionel King wished to be placed on record that the council are indebted to Councillor Dean and her team for undertaking the work needed, this was seconded by Councillor Marie-Louise Marsden.
 Councillor Richard Lloyd welcomed the Character Assessment and emphasised the need to further impact on the bus service provision for Balsall especially Temple Balsall. It was acknowledged that there may be issues that can be followed up outside the NDP and this meeting.
Resolved to accept the recommendation of the Neighbourhood Development Plan Committee to approve the submission of the Balsall Parish Neighbourhood Development Plan, Consultation Statement, Basic Conditions Statement and Strategic Environmental Assessment to Solihull Metropolitan Borough Council under Regulation 16 of The Neighbourhood Planning (General) Regulations 2012.
Resolved to delegate to the clerk any further minor text adjustments, if necessary, before submission.
Councillor Sheila Cooper abstained.
10. Proposal to delegate liaison with the council’s planning adviser and the principal authority to the Clerk to undertake recommended revisions to the NDP prior to referendum.
Resolved to delegate liaison with the council’s planning adviser and the principal authority to the Clerk to undertake recommended revisions to the NDP prior to referendum.
Councillor Sheila Cooper abstained.
11. Proposal to delegate to Facilities Committee the evaluation of quotes for Willow Park railings and the authorisation of payment to the selected contractor within the budgeted amount.
Resolved to delegate to Facilities Committee the evaluation of quotes for Willow Park railings and the authorisation of payment to the selected contractor within the budgeted amount.
12. Proposal to delegate to Facilities Committee the evaluation of quotes for Willow Park gym equipment and the authorisation of payment to the selected contractor within the budgeted amount.
Resolved to delegate to Facilities Committee the evaluation of quotes for Willow Park gym equipment and the authorisation of payment to the selected contractor within the budgeted amount.

13. Proposal to approve a grant to Balsall Common Library of £250 to provide for children's activities during the school summer holidays.
Resolved to approve a grant to Balsall Common Library of £250 to provide for children's activities during the school summer holidays.
14. Proposal to approve that the council takes on a grant holding responsibility on behalf of Balsall Common Street Watch who wish to apply for Active Citizen Fund 2018/19 grant of £76.44 to buy torches.
Resolved to approve that the council takes on a grant holding responsibility on behalf of Balsall Common Street Watch who wish to apply for Active Citizen Fund 2018/19 grant of £76.44 to buy torches.
15. Proposal to enter into a 12 month contract for broadband and telephone services with the provider recommended at an estimated cost of £349.00 plus vat.
Resolved to amend the proposal to read 'enter into an 18 month' and 'at an estimated cost of £361.73.'
Resolved to approve the amendment.
Resolved to enter into an 18 month for broadband and telephone services with the provider recommended at an estimated cost of £361.73 plus vat.
16. Proposal to delegate to Staffing and Communications Committee the compliance requirements of the Public Sector Bodies (Websites and mobile applications) (No.2) Accessibility Regulations 2018 in relation to the council's website and recommend any changes.
Resolved to delegate to Staffing and Communications Committee the compliance requirements of the Public Sector Bodies (Websites and mobile applications) (No.2) Accessibility Regulations 2018 in relation to the council's website and recommend any changes.
17. Proposal to request that Staffing Sub-Committee explore the 'Information available from Balsall Parish Council under the model publication scheme, Class 4 – How we make decisions, reports presented to Council Meeting' being made available on the Council's website prior to council meetings and make recommendations to full Council.
Resolved to request that Staffing Sub-Committee explore the 'Information available from Balsall Parish Council under the model publication scheme, Class 4 – How we make decisions, reports presented to Council Meeting' being made available on the Council's website prior to council meetings and make recommendations to full Council.
18. Proposal to make a response to the UK Aviation Strategy consultation 'Aviation 2050: the future of UK aviation'
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/769695/aviation-2050-web.pdf.
Resolved to make a response to the UK Aviation Strategy consultation 'Aviation 2050: the future of UK aviation' as drafted by Councillor Mark Tattum.
8. Proposal to receive the Chairman's Report for 2018/19.
The Chairman's Report for 2018/19 was read out and will be made available on the council's website.
20. Correspondence
(20.1) Letter from Greatworth and Halse Parish Council, South Northamptonshire, requesting support to their letter entitled 'HS2 – The Slow Train to Old Oak Common' which will be sent to Members of Parliament.
Councillors to make their own response if they consider appropriate.

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.

Councillor Sheila Cooper apologised and left the meeting at this point.

- 19. Proposal to approve additional working hours payment for the Clerk for the period 29/10/2018 – 10/03/2019.
Resolved to approve additional working hours payment for the Clerk for the period 29/10/2018 – 10/03/2019.

- 20. **Date and Venue of Next Meeting (Annual Parish Meeting):**
Wednesday 15 May 2019, 7.00pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF

SIGNED

(Chairman) DATE