



**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 14 August 2019 at  
7.30 pm in The Old Hall, Temple Balsall, Knowle, Solihull B93 0AN**

### **Minutes**

**Present:** Councillor Andrew Burrow (Chairman), Councillor Elizabeth Macdonald (Vice Chair), Councillor Richard Drake, Councillor Kay Howles, Councillor Keith Tindall, Councillor Marion Keeley, Councillor Richard Lloyd, Councillor Sheila Cooper, and 4 members of the public.

1. Public Forum  
There were no comments from members of the public on non-agenda items.
2. Report from Ward Councillors  
There were no reports. Apologies have been received from Councillors Ken Allsopp and Diane Howell.
3. Apologies  
There were no apologies.
4. Declarations of Interest  
**Councillor Richard Drake declared an interest in one of the payee's listed at item 7.**  
**Councillor Keith Tindall declared an interest in item 9.1.**
5. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 17.07.2019.  
**Resolved to approve as a correct record the Minutes of the Parish Council Meeting held on 17.07.2019.**
6. Proposal to receive an update on the progress of resolutions of the Parish Council Meeting held on 17.07.2019.  
There were no updates not already on the agenda.
7. Accounts:  
**(7.1)** Proposal to note the Bank Reconciliation for the period 01.07.19 – 31.07.19.  
**Resolved to note the Bank Reconciliation for the period 01.07.19 – 31.07.19.**  
**(7.2)** Proposal to note the Cashbook for July 2019.

**Resolved to note the Cashbook for July 2019.**

**(7.3)** Proposal to approve the list of Regular Payments made using General Power of Competence for July 2019 as listed below.

Date	SO/DD	Payee	Budget	Gross £	VAT £
01.07.19	SO	R. Westwood	Admin - rent	600.00	0
05.07.19	DD	Vodafone Limited	Admin – phone/broadband	48.74	8.12
11.07.19	DD	Smart Pension	Staff/Salaries/Pension	500.62	0

**Resolved to approve the list of Regular Payments made using General Power of Competence for July 2019 as listed above.**

**(7.4)** Proposal to cancel the following cheque payments drawn on HSBC current account and reissue from NatWest a/c 04206398. Council to be advised of new cheque numbers once cheque book available from the bank.

Date	Cheque no.	Payee	Budget	Gross £	VAT £
17.07.19	100241	Balsall Common Village Hall	Admin	120.00	0
17.07.19	100242	Pied Piper Pest & Wildlife Management	Cemetery	102.00	17.00
17.07.19	100243	The Society of Local Council Clerks	Admin	196.00	0
17.07.19	100244	Warwickshire Conservation Volunteers	Recreation	100.00	0
17.07.19	100245	WALC	Personnel	60.00	0
17.07.19	100246	Secure-A-Field	Recreation	4,756.65	729.77
17.07.19	100247	Caroline O'Brien Limited	Professional fees	60.40	10.07
17.07.19	100248	AMS Ltd	Recreation	610.00	0
17.07.19	100249	J Parry-Evans	Staff/Salaries/Pension		
17.07.19	100250	Ian Richards	Recreation, Cemetery & Street Scene	1,954.00	0
17.07.19	100251	HMRC	Staff/Salaries/Pension	2,570.04	0
17.07.19	100252	Broxap Limited	Recreation	9,308.40	1,551.41
17.07.19	100253	B Ball	Cemetery	640.00	0

**Resolved to cancel cheque payments as above drawn on HSBC current account and reissue from NatWest a/c 04206398. Council to be advised of new cheque numbers once cheque book available from the bank.**

**(7.5)** Proposal to authorise the following invoice payments using General Power of Competence:

Date	a/c	Payee	Budget	Gross £	VAT £
tba	NatWest	J Parry-Evans	Staff/Salaries/Pension		
tba	NatWest	Pauline Westwood	General Maintenance	25.00	0
tba	NatWest	Avon Planning Services	NDP Professional expenses	156.00	26.00
tba	NatWest	SLCC	Training	72.00	12.00
tba	NatWest	Ian Richards	Recreation, Cemetery	1,155.00	0
tba	NatWest	OvernightSite Ltd	Administration	15.99	3.20

**Resolved to approve the invoice payments above and report these to the next Council meeting.**

**8.** Proposal to receive the findings of Councillors Burrow and Tindall who have undertaken a 100% check of all payments made during 2018/19 financial year in order to satisfy the Council that the Annual Governance and Accountability return they have signed meets all requirements the council have attested to (as per minute 17e) 17 July 2019.

**Resolved to receive the findings of Councillors Burrow and Tindall as follows:**

- A 100% check of all payment transactions in 2018/19 was carried out on 12 August 2019.
- A full statement will be made at the Council meeting of 18<sup>th</sup> September 2019 and recorded in the minutes.
- The files were very well organised.
- No evidence of fraud had been found.
- One supplier had been paid twice for the work done in November 2018 in the sum of c £1200 which the Clerk will recover.

- The authorisation procedure in place in 2018/19 was followed (now changed for 2019/20).
- Some issues of irregularity will be part of the more detailed report to Council in September.
- Santander a/c had 2 transactions in the last 12 months that were satisfactory.
- NW current a/c had no bank statement since May 2018. Councillor Andrew Burrow to request a balance statement by visiting a branch.

Recommendations:

1. The changes made to Financial Procedures will prevent issues, including invoice authorisation, occurring in the future.
2. There will be sufficient information on the agenda for Council to provide a double check of all requests for payment authorisation.
3. Quarterly Councillors checks will have payment transactions in cheque number order.
4. Councillors Drake, Tindall and Burrow to work out the audit checklist for quarterly councillors checks.
5. Bank reconciliations to be initialled at Council meetings.
6. Contractor invoices to be requested in a standard format.

9. Planning Applications

**(9.1)** PL/2019/01634/MINFHO

1 Hawkswood Drive, Balsall Common, Solihull CV7 7RD  
First floor extension over garage

**Resolved to request that obscured glass be used in the bathroom window proposed.**

**(9.2)** PL/2019/01868/MINFHO

19 Needlers End Lane, Balsall Common, Solihull CV7 7AF  
Rear single storey extension

**Resolved to comment that the proposed rear extension appears to create an unacceptably narrow gap to allow maintenance and prevent damp, between this proposal and the existing extension of the neighbour.**

**(9.3)** PL/2019/01834/PNCUDW

Fernhill Barns, Fernhill Lane, Balsall Common, Solihull  
Notification for prior approval for a proposed change of use of agricultural building to create 5 residential dwellings (Class C3)

**Resolved the following:**

- **To support the very strong objection from Highways**
- **One of the buildings does not have a floor and therefore unsuitable to be considered for prior notification**
- **The proposal would be an overdevelopment of the site, has insufficient car parking and would have an unacceptable impact on local traffic.**

**(9.4)** PL/2019/01902/MINFHO

12 Hathaway Close, Balsall Common, Solihull  
Extend and convert existing garage and rear conservatory into new bedroom, lounge and kitchen.

**Resolved to make the following point of concern:**

**The proposed development will permanently restrict the availability of off road car parking spaces.**

**(9.5)** PL/2019/01946/MINFHO

Tree Tops, 38 Balsall Street East, Balsall Common, Solihull  
Rear extension, front porch and internal alterations.

**Resolved to make no comment.**

**(9.6)** PL/2019/01969/MINFHO

Shenstone Grange, Balsall Street, Balsall Common, Solihull  
Demolition of existing modern sun room extension to side and replacement with single storey oak framed orangery extension.

**Resolved to make no comment.**

**(9.7)** PL/2019/01699/MINFHO

1 Welby Gate, Balsall Common, Solihull CV7 7FA

Retrospective application for the erection garden room to the rear of 1 Welby Gate  
(Variation of previous approval PL/2018/01419/MINFHO).

**Resolved to make no comment.**

10. Proposal to approve the specification from Edge IT to provide a replacement laptop, Office 365 and ongoing IT support and place an order at a quoted cost of £1,139.80 plus VAT (£1,367.36) for 2019/20 and £282.80 plus VAT in future years.  
Clerk's report  
**Resolved to approve the specification from Edge IT to provide a replacement laptop, Office 365 and ongoing IT support and place an order at a quoted cost of £1,139.80 plus VAT (£1,367.36) for 2019/20 and £282.80 plus VAT in future years.**
11. Proposal to nominate two Councillors with bank mandates as signatories to sign a direct debit authority for Smart Pension.  
**Resolved that Councillors Macdonald and Burrow will sign a direct debit authority for Smart Pension.**
12. Proposal to close the NatWest accounts 04206398 and 43012957 and transfer balances to the HSBC Business Money Manager account 32432773.  
**Resolved to defer this item.**
13. Proposal to note the council's obligations to comply with the requirements of the Public Sector Bodies (Websites and mobile applications) (No.2) Accessibility Regulations 2018 in relation to the council's website, recommended actions and potential costs.  
Clerk's report.  
**Resolved to note the council's obligations to comply with the requirements of the Public Sector Bodies (Websites and mobile applications) (No.2) Accessibility Regulations 2018 in relation to the council's website, recommended actions and potential costs.**
14. Proposal to approach SMBC about the siting of an AQ Mesh monitor to measure particulate matter and NO2 in Balsall Common by Public Health Department and whether it meets local needs.  
**Resolved to request that SMBC consider a second location for an AQ Mesh monitor (or a relocation of the existing) on the A452 south of Station Road and sufficiently near its junction with Gypsy Lane so as to monitor effects on pre-school and school age children.**  
**Resolved to request that the monthly report be sent to the Parish Council.**
15. Proposal to receive a verbal update on the BCVRA Britain in Bloom proposal to adopt and improve the Library garden.  
**Resolved to note the outcome of an initial meeting where SMBC indicated their support to a garden scheme. A follow up meeting will agree the key client groups, their needs, draft a plan, publically consult, cost the scheme, report back to the Parish Council with the proposal and once agreed then approach SMBC with the project.**
16. Proposal to develop a plan for increasing official focus on anti-social and criminal behaviour in the library car park and Balsall Common centre in the evening/night.  
**Resolved to nominate Councillor Andrew Burrow to speak to local residents about reporting ASB.**  
**Resolved to add the contact for reporting anti-social behaviour to the council's website, The Communicator and request the Jubilee Centre place the contact for reporting anti-social behaviour in their premises.**
17. Discussion item: consideration to the appointment of a masterplanner who would work for both parishes (Balsall and Berkswell).  
The outcome of discussion was that this suggestion would not be considered at this time.

18. Proposal to write to SMBC to complain about the shortage of primary school provision within Balsall Common following the new housing on Kenilworth Road and elsewhere and the council's concerns that no additional family housing can be accommodated in Balsall Common before expanding school provision.

**Resolved to draft a statement to SMBC to express deep concern over the shortage of primary school provision within Balsall Common following the new housing on Kenilworth Road and elsewhere and the council's concerns that no additional family housing can be accommodated in Balsall Common before expanding school provision.**

19. Proposal to write to High Speed Two Ltd, with copies to Dame Caroline Spelman and the SMBC Planning Committee, cataloguing the unlawful and inappropriate advice being given by HS2 representatives on the downgraded design, road crossings and other provisions of the temporary Kenilworth Greenway which will negatively affect the, much loved, recreational asset and, therefore, the health, safety and wellbeing of residents of both Balsall and Berkswell Parishes.

**Resolved that the Council would like the opportunity to support Berkswell Parish Council in any action over concerns about the quality of the Temporary Greenway to be constructed by HS2 Ltd.**

20. Correspondence

**(20.1)** Arden Free Tree Scheme 2019

This correspondence was noted.

**(20.2)** SMBC Consultation on the Draft Statement of Community Involvement and Draft Local Validation Criteria

The Council is consulting on an updated Draft Statement of Community Involvement and a Draft Local Validation Criteria.

These are 'process' documents that aim to ensure the Council follows the correct and best processes and procedures when determining planning applications, creating planning policies and planning for future development within Solihull.

The consultation will run for 8 weeks from Friday 2nd August 2019 until Friday 27th September 2019.

**Councillors Richard Lloyd and Howells to circulate a response to all Councillors for comment and collate a response to be agreed at the Council meeting on 18 September 2019.**

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

**Parish Council Meeting**

**Wednesday 18 September 2019, 7.30pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF**

The meeting closed at 9.30pm

**SIGNED .....** Andrew Burrow (Chairman) **DATE .....**