



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

### **Minutes**

**Present:** Councillor Andrew Burrow (Chairman), Councillor Richard Drake, Councillor Kay Howles, Councillor Keith Tindall, Councillor Marion Keeley, Councillor Richard Lloyd 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.
3. **Apologies**  
**Apologies were received and accepted from Councillors Macdonald and Cooper.**
4. **Declarations of Interest**  
**Councillor Richard Drake declared an interest in one of the payee's listed at item 7 (Ian Richards) as he had used this contractor to undertake work for him from time to time.**
5. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 14.08.2019.  
**Resolved to approve as a correct record the Minutes of the Parish Council Meeting held on 14.08.2019.**
6. Proposal to receive an update on the progress of resolutions of the Parish Council Meeting held on 14.08.2019.  
Item 20 requires Councillors to complete comments and send to the Clerk to enable submission of comments to the SMBC Consultation on the Draft Statement of Community Involvement and Draft Local Validation Criteria.  
(9.1) Request for obscured glass in side window is already covered under Permitted Development rights.  
(9.2) Approved

- (9.3) Refused
- (9.4) Awaiting Decision
- (9.5) Approved
- (9.6) Awaiting Decision
- (9.7) Approved

**7. Accounts:**

**(7.1)** Proposal to note the Bank Reconciliation for the period 01.08.19 – 31.08.19.

**Resolved to note the Bank Reconciliation for the period 01.08.19 – 31.08.19.**

**(7.2)** Proposal to note the Cashbook for August 2019.

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

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

Date	SO/DD	Payee	Budget	Gross £	VAT £
	SO	R. Westwood	Admin - rent	600.00	0
	DD	Vodafone Limited	Admin – phone/broadband	32.45	5.41
	DD	Smart Pension	Staff/Salaries/Pension	250.31	0

**Resolved to approve the list of Regular Payments made using General Power of Competence for August 2019.**

**(7.4)** Proposal to note the new cheque numbers issued from NatWest a/c 04206398 following the cancellation of cheque payments drawn on HSBC current account. Payments approved at 17 July 2019 Council and re approved at 14 August 2019 Council.

Date	Cheque no. cancelled	Cheque no. issued	Payee	Budget	Gross £	VAT £
14.08.19	100241	003821	Balsall Common Village Hall	Admin	120.00	0
14.08.19	100242	003822	Pied Piper Pest & Wildlife Management	Cemetery	102.00	17.00
14.08.19	100243	003823	The Society of Local Council Clerks	Admin	196.00	0
14.08.19	100244	003824	Warwickshire Conservation Volunteers	Recreation	100.00	0
14.08.19	100245	003825	WALC	Personnel	60.00	0
14.08.19	100246	003826	Secure-A-Field	Recreation	4,756.65	729.77
14.08.19	100247	003827	Caroline O'Brien Limited	Professional Services	60.40	10.07
14.08.19	100248	003828	AMS Ltd	Recreation	610.00	0
14.08.19	100249	003829	J.Parry-Evans	Staff/Salaries/Pension		
14.08.19	100250	withheld pending Nov 18 invoice clarification	Ian Richards	Recreation, Cemetery & Street Scene	1,954.00	0
14.08.19	100251	003838	HMRC	Staff/Salaries/Pension	2,570.04	0
14.08.19	100252	003830	Broxap Limited	Recreation	9,308.40	1,551.41
14.08.19	100253	003831	B Ball	Cemetery	640.00	0

**Resolved to note the new cheque numbers issued from NatWest a/c 04206398 following the cancellation of cheque payments drawn on HSBC current account. Payments approved at 17 July 2019 Council and re approved at 14 August 2019 Council as listed above.**

- (7.5) Proposal to note the following invoice payments with cheque numbers as authorised at the Parish Council meeting of 14 August 2019 using General Power of Competence:

Date	Cheque no.	Payee	Budget	Gross £	VAT £
14.08.19	003832	J Parry-Evans	Staff/Salaries/Pension		
14.08.19	003833	Pauline Westwood	General Maintenance	25.00	0
14.08.19	003836	Avon Planning Services	NDP Professional expenses	156.00	26.00
14.08.19	003834	SLCC	Training	72.00	12.00
14.08.19	003837	Ian Richards	Recreation, Cemetery	1,120.00	0
14.08.19	003835	OvernightSite Ltd	Administration	19.19	3.20

Council to note that due to a typographical error payment 003837 should read £1,120.00, not £1,155.00 and payment 003835 should read £19.19 not £15.99 as shown in the agenda and minutes for 14.08.19.

**Resolved to note the above listed invoice payments with cheque numbers as authorised at the Parish Council meeting of 14 August 2019 using General Power of Competence.**

- (7.6) Proposal to authorise the following invoices for payment:

Date	Cheque no.	Payee	Budget	Gross £	VAT £
18.09.19	003839	Pied Piper Pest & Wildlife Mgt - July	Cemetery	102.00	17.00
18.09.19	003840	B Ball - July	Cemetery & Street Scene	1,105.00	0
18.09.19	003841	D M Payroll Services	Professional services	47.50	0
18.09.19	003842	PKF Little John LLP	Professional services	480	80.00
18.09.19	003843	B Ball - August	Cemetery & Street Scene	740.00	100.00
18.09.19	003844	J. Parry-Evans	Staff/Salaries/Pension		

**Resolved to authorise the above listed invoices for payment.**

8. Proposal to consider the findings of the 100% audit check for the year 2018/19 made by Councillors Burrow and Tindall and resolve to approve the recommendations made for action and any other actions that Councillors consider appropriate.  
Councillors report.

**Resolved to approve the recommendations of the report:**

**4.1. The new Financial Regulations agreed on 17 July 2019 will improve control of all the issues identified. The following additional changes to Financial Regulations and practice should be agreed by Council:**

**4.1.1. The invoices etc should be filed in cheque number order to speed up councillor audits (this was suggested by the Clerk).**

**4.1.2. Sufficient detail should be shown on the agenda for payments to enable Councillors some chance to identify duplicate invoicing as a backstop for the Clerk given that the Clerk is also the RFO. That includes payee, service etc supplied as well as cheque number and budget code. The Clerk should have the invoices at the Council meeting for inspection when they are to be approved for payment.**

**4.1.3. Councillors signing cheques should not only check that the amount on the invoice is the same as on the cheque but should read what the invoice is for to ensure that it corresponds to what the Council understood when it approved payment.**

**4.1.4. Councillors Drake, Tindall and Burrow should produce a councillors' audit check list.**

**4.1.5. The bank reconciliation presented at the Council meeting:**

**4.1.5.1. Must be initialled and dated by the Chairman. It does not need to be approved – just noted and signed so that it cannot be subsequently**

changed. It will be verified by Councillor and internal audit subsequently.

4.1.5.2. The end of month bank balance from that reconciliation should be recorded on the council minutes to enhance transparency.

4.1.6. The cheque stub of cancelled cheques should be marked accordingly.

4.1.7. Suppliers invoices should not be changed. Normal practice is a credit note and/or additional/replacement invoice issued by the supplier.

4.2. The supplier with the invoicing difficulties needs corrective action from the Clerk.

4.3. Council should consider action (if any) it wishes to take with respect to: 4.3.1. The payments to Councillor A with respect to Governance Review materials and 4.3.2; The paid work and surrounding issues relating to Councillor B.

4.4. It is important that the Councillors have complete faith in the internal auditor's ability to identify important governance issues. It is recommended that the current Internal Auditor should be replaced. This is a Council appointment independent of the clerk. The auditor works for the Councillors meeting as the council not the parish council as a corporate body nor the Clerk. Council to consider:

4.4.1. To agree, that as a minimum, a new auditor will be appointed for 2020/21 and to conduct the Internal Audit for 2019/20.

4.4.2. Subject to 4.10.1 to agree the process for the appointment of a new Internal Auditor.

4.4.3. To consider whether it would be practical, lawful and appropriate to replace the current internal auditor with immediate effect. Thereby,

4.4.3.1. To provide improved confidence.

4.4.3.2. To undertake an audit covering the final quarter to 2019 covering both the updated financial procedures and their implementation.

4.5. A copy of this report and agreed actions should be sent to the external auditor.

**Resolved to note and take no action on points 4.3.1 and 4.3.2.**

It is noted that the report identified that:

a). Item 4.3.1. - The money involved at circa £45 is not material in relation to the costs of seeking recovery. Whilst it might have involved a breach of the councillor's code of conduct as the councillor is not reported as having declared an interest in the minutes, that is not within the powers of the parish council to consider.

b). Item 4.3.2 - There was no evidence that the issue had cost the Council any money versus the alternative. Whilst it might have involved a breach of the councillor's code of conduct that was not within the powers of a parish council to consider.

**Resolved to set up a Working Group consisting of Councillors Drake, Tindall and Burrow to look at an internal auditor appointment and present findings and a recommended option to full Council.**

**Resolved to send a copy of the report and agreed actions to be sent to the External Auditor.**

9. Proposal to approve the replacement of the existing Internal Control Checklist with a new "Councillors quarterly audit check work instruction".

Councillors report.

**Proposal to approve the replacement of the existing Internal Control Checklist with a new "Councillors quarterly audit check work instruction".**

10. Proposal to receive the outcome of the Q1 Councillors internal financial controls check. Clerk's report.

**Resolved to note the outcome of the Q1 Councillors internal financial controls check.**

11. Proposal to transfer £30,000 from the council's NatWest Business Reserve Account to the council's NatWest Current Account.

**Resolved to transfer £30,000 from the council's NatWest Business Reserve Account to the council's NatWest Current Account.**

12. Proposal to order £237.83 of office stationery supplies from Viking.  
**Resolved to order £237.83 of office stationery supplies from Viking.**  
 The Clerk will seek a cheaper source of office printer ink supply in future.
13. Proposal to enter into a two year tenancy agreement with Richard Westwood at a monthly cost of £650.00 from 1 November 2019 for the parish office and meeting room at 287/289 Kenilworth Road, Balsall Common CV7 7EL.  
**Resolved to offer £625.00 pcm for a two year tenancy agreement with Richard Westwood from 1 November 2019 for the parish office and meeting room at 287/289 Kenilworth Road, Balsall Common CV7 7EL.**
14. Proposal to accept the report of the external auditor PKF Littlejohn for the 2018/19 accounts and to authorise payment of £480.00 including VAT.  
**Resolved to accept the report of the external auditor PKF Littlejohn for the 2018/19 accounts and to authorise payment of £480.00 including VAT.**
15. Proposal to set a budget preparation process and timetable.  
 Clerk's report.  
**Resolved to approve the budget timetable as follows:**
- 09.10.19 Parish Council considers 6 monthly budget spend report for 2019/20 with variances.  
 Parish Councils agrees a budget overview including known future budget demands.
- 13.11.19 Parish Council considers the RFO/Clerk's estimates and assesses operating budget requirements for all budget heads.  
 Parish Council considers Councillors views on council budget proposals.
- 11.12.19 Parish Council approves the draft budget and precept.
16. Proposal to accept changes recommended by NALC to Financial Regulations.  
**Resolved to accept changes recommended by NALC to Financial Regulations.**
17. Proposal to approve amendments to Standing Orders.  
**Resolved to approve amendments to Standing Orders.**
18. Proposal to agree the identified line manager responsibilities.  
 Proposal to nominate Councillor Kay Howles as deputy line manager.  
 Clerk's report.  
**Resolved to agree the identified line manager responsibilities.**  
**Resolved to nominate Councillor Kay Howles as deputy line manager.**
19. Planning Applications
- (19.1) PL/2019/02060/PPFL  
 Five Acre Farm, Meer End Road, Meer End, Solihull  
 Retention of, and alterations to, as built building as equestrian barn.  
**Resolved to welcome the enforcement action taken to date and to support the planning officer in seeking an acceptable reduction in building size.**
- (19.2) PL/2019/02154/PNCUDW  
 Hollybush House, Hollybush Farm, Holly Lane, Balsall Common  
 Prior notification for the change of use of a redundant agricultural barn into a residential dwelling. The design retains the structure and proportions/layout of original barn, external elevations having a new roof finish and new cladding to external walls.  
**Resolved to object and question the qualification of the barn for Class Q Permitted Development rights.**

**(19.3)** PL/2019/02225/MINFHO  
9 Hathaway Close, Balsall Common, Solihull CV7 7EP  
Two storey rear extension.  
**Resolved to make no comment.**

**(19.4)** PL/2019/02292/TPO  
106 Needlers End Lane, Balsall Common, Solihull CV7 7AB  
Crown reduce 1 No. oak tree in front garden.  
**Resolved to request the work is approved by the Tree Officer.**

**(19.5)** PL/2019/02029/MINFHO  
Brook View, Holly Lane, Balsall Common, Solihull  
Garage extension.  
**Resolved to make no comment.**

**20.** Facilities

**(20.1)** Proposal to receive £100 for poppy seeds through the SMBC's Neighbourhood Services Ward Action Plan for Balsall and order 1kg of seed from Meadowmania.co.uk for the Friends of Willow Park to sow in conjunction with school children in Willow Park.

**Resolved to approve the purchase of poppy seeds for the Friends of Willow Park to sow.**

**(20.2)** Proposal to consider the installation of reinforcement material to the grass vehicle entrance of Willow Park.

**Resolved to do nothing at present and consider again in 2020.**

Councillor Burrow to obtain an estimate of the cost of installing netting to the football ends of the MUGA and make a future proposal to council.

**(20.3).** Proposal to consider the options prepared by SMBC for car park improvements and car park entry improvements to the Balsall Common Library carpark including bike stands and alternative location for the planting of a replacement tree.

**Resolved to thank SMBC for the work done and request that the improvement of the Library car park is now incorporated into the wider consideration of a masterplan (including location(s) for trees) for Balsall Common centre and the parish council looks forward to an early start on this work.**

**Resolved to request SMBC remove the tree stump and repair the pavement outside Hamptons as soon as possible.**

**(20.4).** Proposal to purchase two Remembrance Day wreaths from The Royal British Legion at a cost of £34.00 including donation, to be placed at Temple Balsall Cemetery and St Peter's Church.

**Resolved to purchase two Remembrance Day wreaths from The Royal British Legion at a cost of £34.00 including donation, to be placed at Temple Balsall Cemetery and St Peter's Church.**

**(20.5).** Proposal to meet the application cost for Green Flag Award status for Willow Park. The cost is estimated to be c£300. There would be a subsequent cost if successful as the park would require a flag pole to fly the flag.

**Resolved to meet the application cost for Green Flag Award status for Willow Park.**

It was noted that SMBC officers were positive in support of the current condition of Willow Park as a result of recent improvements and maintenance.

**(20.6)** Proposal to consider an offer for 2 free Christmas trees from Greg's Christmas Trees to be installed in existing fittings and removed after use together with the display of temporary advertising notices for the company.

**Resolved to accept the offer from Greg's Christmas Trees to be installed in existing fittings and removed after use.**

**21.** Proposal to request the Velo in 2020 creates a variation in the route to give respite to businesses that were adversely affected in 2019; provides proper compensation; workable arrangements for carers; and clear priority for emergency access, including vets.

**Resolved to request the Velo in 2020 creates a variation in the route to give respite to businesses that were adversely affected in 2019; provides proper compensation; workable arrangements for carers; and clear priority for emergency access, including vets.**

22. Proposal to consider whether it is appropriate to and approve the sending of a delegate councillor to attend the Westminster Briefing event on Town Centres and High Streets at a cost of £255 (+VAT) or £205 (+VAT) if in conjunction with another parish (plus travel expenses).  
**(22.1)** Proposal to nominate a councillor to attend the Westminster Briefing event on Town Centres and High Streets.  
**Resolved to not send a delegate councillor to attend the Westminster Briefing event on Town Centres and High Streets.**
23. Proposal to note the Clerk's attendance at the SLCC Regional Event 19 September 2019.  
**Resolved to note the Clerk's attendance at the SLCC Regional Event 19 September 2019.**
24. **Correspondence**  
**(24.1)** Policy Consultation E-Briefing 09/10 –Independent Review into Local Government Audit. Sir Tony Redmond independent review into local government audit to make initial recommendations to the Communities secretary in December 2019 and a full report will be published in March 2020.  
Responses to be submitted by 18 October 2019.  
**Resolved to make no response.**  
**(24.2)** Letter from a resident regarding securing a police presence in Balsall Common.  
**Resolved to request the resident demonstrates a significant need based on crime impact for this initiative.**
25. **Date and Venue of Next Meeting:**  
**Parish Council Meeting**  
**Wednesday 9 October 2019, 7.30pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF**

The meeting closed at 9.45pm

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