



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 9 October 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 Elizabeth Macdonald, Councillor Richard Drake, Councillor Kay Howles, Councillor Marion Keeley, Councillor Richard Lloyd and 13 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 Tindall and Cooper.
Ward Councillor Diane Howell also provided her apologies.
4. **Declarations of Interest**
Councillors Elizabeth Macdonald and Marion Keeley declared an interest in item 10 (Balsall Common in Bloom grant application).
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.
Councillors Burrows, Drake, Lloyd and Howles declared an interest as Berkswell Parish Councillors in relation to item 9 (budget).
5. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 18.09.2019.
Resolved to approve as a correct record the Minutes of the Parish Council Meeting held on 18.09.2019.
6. Proposal to receive an update on the progress of resolutions of the Parish Council Meeting held on 18.09.2019.

Item (20.1) Poppy seeds have been ordered and received. Friends of Willow Park in conjunction with Balsall Common Primary School, to sow in Willow Park at 12.00pm on Friday 11 October 2019.

- (19.1) Approved with conditions
- (19.2) Awaiting decision
- (19.3) Approved
- (19.4) Awaiting decision
- (19.5) Withdrawn

7. Accounts:

(7.1) Proposal to note the Bank Reconciliation for the period 01.09.19 – 30.09.19. Councillors are asked to assure themselves that the cheques listed as not cashed which balance the difference between cash held at the bank and the balance shown by the Edge system are payments previously approved by the council and that the list of payments/payee recorded for the previous month are as they expect.

Resolved to note the Bank Reconciliation for the period 01.09.19 – 30.09.19. Resolved to write off the unpayable account, cheque number 100118 for the sum of £3,300.00 and establish an earmarked reserve should the sum become payable in the future.

(7.2) Proposal to note the Cashbook for September 2019.

Resolved to note the Cashbook for September 2019 and the cash balance of £180,687.58 at 30.09.2019.

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

Councillors are asked to assure themselves that the payments listed for approval are for purchases previously approved by the Council or legitimate emergency purchases by the clerk under Financial Regulations.

Date	SO/DD	Payee	Budget	Gross £	VAT £
02.09.19	SO	R. Westwood	Admin - rent	600.00	0
04.09.19	DD	Vodafone Limited	Admin – phone/broadband	32.92	5.50

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

(7.4) Proposal to authorise the following invoices for payment.

Councillors are asked to assure themselves that the payments listed for approval are for purchases previously approved by the Council or legitimate emergency purchases by the clerk under Financial Regulations.

Date	Cheque no.	Payee	Budget	Gross £	VAT £
09.10.19	003845	HMRC Jul-Sept	Personnel - Staff/salaries/pension	2,076.37	0
09.10.19	003846	Viking Products	Admin - Stationery	237.83	29.47
09.10.19	003847	MAS Seeds Ltd	Recreation – Willow Park improvements	98.00	16.33
09.10.19	003848	WALC	Personnel - training	46.00	0
09.10.19	003849	AMS Ltd	Recreation – safety inspections	585.00	0
09.10.19	003850	Edge IT Systems Ltd	Admin – IT software & consumables	1,467.36*	244.56
09.10.19	003851	RBL Poppy Appeal	Grants - donations	34.00	0
09.10.19	003852	Pied Piper Pest & Wildlife Mgt	Cemetery – Grounds maintenance & pest control	204.00	34.00

*Council to note the addition of £99.60 to the Edge IT Systems Ltd contract as approved by council on 18 September 2019 as IT support for network and printer was not included but is a requirement of the support package ordered.

Resolved to authorise the listed invoices for payment.

(7.5) Proposal to note the cancellation of cheque number 100236 approved 17 July 2019 as it has been lost in the post.

Resolved to note the cancellation of cheque number 100236 made payable to Pied Piper Pest & Wildlife Management approved 17 July 2019 as it has been lost in the post.

8. Proposal to note the six monthly April – September 2019/20 budget variation report. Clerk's report.

Resolved to note the six monthly April – September 2019/20 budget variation report.

Resolved to agree a virement of £ 650.00 from General Reserve to budget head 205/1 Audit & Accountancy fees required for Internal Audit & 6 months payroll as a result of a budget underestimate.

9. Proposal to approve the budget considerations to be applied to the preparation of the 2020/21 budget. Draft budget figures and precept will be presented to Council in November. Final budget and precept will be presented to Council in December. Clerk's report.

Resolved to amend the 2020/2021 budget considerations as follows:

Cemetery: Produce a summary of the phasing of burials at Temple Balsall Cemetery to more accurately predict anticipated income.

Neighbourhood Development Plan: 1. Earmarked reserve for NDP to cover referendum costs.

Willow Park, Oakley Playground and Oakley Green: 1. CIL resources are used to pay for replacement of swing set at Oakley Playground.

Full tree inspection and subsequent works at Willow Park in 2020.

Grants: A grants budget of £10,000 including Balsall Common in Bloom and VE Day costs (if to a third party organisation).

Street Scene: delete point 1.

2. No provision is to be made for the repair/refurbishment of 2 bus shelters. If repairs/replacement is identified during a review of assets, resources will be made available from general reserve.

Personnel: 7. WMPF earmarked reserve of £71,921.60.

Reserves: An earmarked reserve of £10,000 established for Balsall Common Centre improvements.

10. Proposal to approve a grant of £310 to Balsall Common Village Residents Association to pay the application fee (£110) for entering Balsall Common in Britain in Bloom 2020 and to fund the planting of flowers for two years on the central roundabout (£200). Clerk's report.

Resolved to approve a grant of £310 to Balsall Common Village Residents Association to pay the application fee (£110) for entering Balsall Common in Britain in Bloom 2020 and to fund the planting of flowers for two years on the central roundabout (£200).

11. Proposal to revise the Council's Allowances, Expenses and Reimbursement Policy as circulated. In particular, Council to adopt the SMBC schedule of maximum recommended Parish Basic Allowances and Chairman's Allowance which is published

annually. This will take effect from 1 April 2020 based on the 2020/21 schedule and updated annually thereafter.

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12. Proposal to enter into a two year tenancy agreement with Richard Westwood at a monthly cost of £625.00 from 1 November 2019 for the parish office and meeting room at 287/289 Kenilworth Road, Balsall Common CV7 7EL.

The proposal was amended to £635.00 pcm following correspondence with the landlord.

Resolved to enter into a two year tenancy agreement with Richard Westwood at a monthly cost of £635.00 from 1 November 2019 for the parish office and meeting room at 287/289 Kenilworth Road, Balsall Common CV7 7EL.

13. (13.1) Proposal to adopt the audit checklist September 2019 to encapsulate the audit checks agreed for the Councillors quarterly audits.

Councillor's report

Resolved to adopt the audit checklist September 2019 to encapsulate the audit checks agreed for the Councillors quarterly audits.

(13.2) Proposal to add the audit checklist to the council's Financial Regulations.

Resolved to add the audit checklist to the council's Financial Regulations.

14. Proposal to nominate two Councillors to undertake an asset check.

Resolved to nominate Councillors Burrow and Drake to undertake an asset check.

15. Planning Applications

(15.1) PL/2019/02294/PNCUDW

Chesterton Farm, Table Oak Lane, Meer End, Solihull CV8 1PX

Prior notification for conversion of existing two storey barn into a single dwelling.

Resolved to support.

(15.2) PL/2019/02406/PPFL

115 Station Road, Balsall Common, Solihull CV7 7FG

Erect 2 No. new dwellings within the grounds of 115 Station Road, Balsall Common, Solihull CV7 7FG.

Resolved to object on the following grounds:

- **The proposal leads to over development of a narrow site providing significantly less than the SMBC Housing Development Guidelines SPG for new development for a back garden which states p12: "The length of the back garden should not normally be less than 11 metres or 5 metres for every story of the dwelling to which they relate whichever is the greater". The back garden in common parlance the garden 180 degrees from the front garden. This guidance is designed to produce adequate separation of properties, in this case from numbers 48 to 52 Greenfield Avenue. The absence of any meaningful back garden between the proposed properties and those on Greenfield Avenue breaches this requirement.**

- Consequently the amenity of properties 48 to 52 Greenfield Avenue would be severely impacted contrary to the Solihull Local Plan 2013 Policy P14 Amenity para i.. This is particularly the case due to the provision of opening windows allowing overlooking of the properties on Greenfield Avenue.
- The layout also provides an inappropriate scale and massing on the garden border of the houses on Greenfield Avenue contrary to good design principles laid down in SLP Policy P15 Securing Design Quality.
- The application proposes the removal of mature trees and shrubs particularly on the border with Dunchurch Close properties (numbers 4 and 5) to provide space for the development contrary to SLP Policy P14 iv and policy P15 v which require the retention of hedges and trees and the conservation of landscape quality and biodiversity respectively. Indeed Policy P15 v seeks enhancement in biodiversity which this planning application fails to provide.
- SLP Policy P15 iv and Policy 11 require suitable & sustainable rain/surface water management. This site slopes towards the houses on Greenfield Avenue. The sub soil is not water porous and there is already evidence of excess water migrating into the gardens of number 48-52 from this site. The scale of the building relative to the size of the land, inadequate provision for sustainable drainage when it is predicted that rainfall will be heavier as the climate changes causing more flooding and need for improved drainage. The proposed building will reduce natural drainage by creating impermeable surfaces. The proposal also proposes the removal of a willow, a species of tree know to reduce groundwater, and the removal of other trees will also reduce soil permeability and drainage.
- The proposal does not enhance local character and distinctiveness as required by SLP Policy P4 paragraph 4. It reduces that distinctiveness by providing houses without back gardens separating them from their neighbours which are part of the local character.
- SLP Policy P10 paragraph 6 requires developers to demonstrate that the proposed development to deliver a net gain or enhancement to biodiversity. This proposal does not do that. It proposes significant reduction in trees and shrubs.

(15.3) PL/2019/02377/MINFHO

66 Kelsey Lane, Balsall Common, Solihull CV7 7GL

Single storey side extension (double garage) and the conversion of existing double garage to living accommodation.

Resolved to comment that the new garage should comply with SMBC House Extension Guidelines in terms of distance from the site side boundary.

(15.4) PL/2019/02456/MINFHO

680 Kenilworth Road, Balsall Common, Solihull CV7 7DY

Partial demolition of existing single storey side extension with new two storey side extension to replace, remodelling of porch and alterations to windows and doors.

Resolved to make no comment.

(15.5) PL/2019/02447/MINFHO

38 Kemps Green Road, Balsall Common, Solihull CV7 7QE

Single storey side extension and replacement of boundary wall with close boarded fence.

Resolved to make no comment.

16. Facilities

(16.1) Proposal to consider a review of existing council contracts.
Clerk's report.

Resolved to note the review of existing council contracts.

(16.2) Proposal to receive an update on investigations into the noise (mesh vibration) reduction options for the MUGA in Willow Park.

Councillor Andrew Burrow informed the council that, subject to costs being agreed by council, the MUGA lower level end panels could be replaced with nylon mesh using volunteers to fit. The Clerk to seek costs from the supplier.

17. Proposal to agree the date of the Parish Assembly as Thursday 16th April 2020 which is the same evening as the BCVRA AGM, to be held in the Village Hall, Balsall Common.

Resolved to agree in principle that the Balsall Parish Assembly is held on the same date and venue as the BCVRA AGM in 2020.

18. Proposal to write to the Balsall Common Festival Committee to congratulate them on the successful Fete held in Lavender Hall Park on 21 September and thank them for their work on behalf of the community.

Resolved to write to the Balsall Common Festival Committee to congratulate them on the successful Fete held in Lavender Hall Park on 21 September and thank them for their work on behalf of the community.

19. Proposal to receive an update on progress on Balsall Common in Bloom. Councillor Elizabeth Macdonald provided a verbal update. Balsall Common in Bloom have started drawing up a proposed plan to remodel the Library garden aimed at providing for better community use and costings are due shortly. Following this there will be publicity and consultation before approaching Solihull Council. Access will be during opening hours and both via the Library and the footway outside. The Parish Council's CCTV pole to be removed for the project to be implemented.

20. Proposal to consider the proposal of Berkswell Parish Council to establish a local working group, initially focused on SMBC proposals for increasing parking within the Library car park and maintenance issues in Balsall Common village centre, but setting the scene for longer term improvement in the centre outlined in the Draft Local Plan.
Resolved to support the proposal of Berkswell Parish Council to establish a local working group, initially focused on SMBC proposals for increasing parking within the Library car park and maintenance issues in Balsall Common village centre, but setting the scene for longer term improvement in the centre outlined in the Draft Local Plan.
Resolved to offer representation from Councillors Macdonald and Keeley, Lorraine Horlor and Terry Hughes from BCVRA.

21. Proposal to acknowledge the invitation of the Berkswell Parish Council Chairman to the Balsall Parish Council Chairman to join him in a meeting with the SMBC Cabinet Member responsible for the Solihull Local Plan to discuss the draft plan's impact on Balsall Common.

Proposal to authorise the Chairman to attend and to agree that the key items for the parish are:

- a. Balsall Common centre improvement including parking provision,
- b. the provision of additional school places to be put in place before any building on allocated sites,
- c. the density provisions in the Concept plans to reflect those in the draft Balsall NDP,
- d. building on allocated sites to be phased to avoid overloading Balsall Common with change/HGV traffic with particular reference to HS2.

Resolved to acknowledge the invitation of the Berkswell Parish Council Chairman to the Balsall Parish Council Chairman to join him in a meeting with the SMBC Cabinet Member responsible for the Solihull Local Plan to discuss the draft plan's impact on Balsall Common.

Proposal to authorise the Chairman to attend and to agree that the key items for the parish are:

- a. **Balsall Common centre improvement including parking provision,**
- b. **the provision of additional school places to be put in place before any building on allocated sites,**
- c. **the density provisions in the Concept plans to reflect those in the draft Balsall NDP,**
- d. **building on allocated sites to be phased to avoid overloading Balsall Common with change/HGV traffic with particular reference to HS2,**
- e. **public green spaces and children's play area provision as per SMBC policy,**
- f. **new development to be carbon neutral, demonstrate a net biodiversity gain and provide environmental offsetting for habitat loss,**
- g. **a sustainable drainage plan for all new development.**

- 22.** Proposal to agree an input into the Independent Review of HS2 which will support cancellation because the project does not provide value for money and the money can achieve better returns for the nation elsewhere in particular Northern Powerhouse rail and improving the railway stock in the northwest.
Councillor's report.

Resolved to draft a letter to be signed by both parish councils. The Clerk is delegated to make minor changes if necessary.

- 23.** Proposal to note the recent invitation from the Rural Services Network and discuss if this is a worthwhile initiative to commit resources to at this time. If it is agreed to progress, to make it part of the remit of the Village Centre Working Group in conjunction with Berkswell Parish.

Proposal to approach Berkswell Parish Council seeking their agreement to this and to ask for a contribution to the cost.

Proposal to respond to the Rural Services Network explaining that Balsall Common is covered by 2 parishes and that a joint working party has been set up.

Resolved to forward the information to Berkswell Parish Council and suggest a joint membership with costs shared.

24. Correspondence

(24.1) Letter in reply from Secretary of State at the Department of Transport concerning the felling of ancient woodlands whilst the HS2 rail project undergoes independent review.

(24.2) Notification of the draft Games Strategic Transport Plan for the Birmingham 2022 Commonwealth Games. Consultation survey and plan at:
www.tfwm.org.uk/B2022Transport, closes 6 December 2019.

This item was noted.

(24.3) Notice of Meriden Parish Council’s publication of the Meriden Neighbourhood Development Plan, regulation 14 – Pre-Submission Consultation and Publicity. Representations to be made by 25 October 2019 to:

<http://www.meridenparishcouncil.org.uk/neighbourhood-planning/>.

Proposal to send a letter confirming support for the Meriden draft NDP following their letter advising the PC of the regulation 14 consultation on their plan.

Resolved to send a letter confirming support for the Meriden draft NDP.

(24.4) Notice of Government consultation - Proposed reforms to permitted development rights to support the deployment of 5G and extend mobile coverage regarding 5G telephone masts. Responses to online survey at:

<https://www.surveymonkey.co.uk/r/3LBZ5ZH>.

This item was noted.

(24.5) Notice of statutory review by SMBC of all polling districts and polling places in the Borough. Submissions invited by 1 November 2019 to

www.solihull.gov.uk/pollingreview.

This item was noted.

(24.6) Velo 2020 event notification. Council is asked to begin to think about what information locally that it would wish to share with the Velo and consider how the organisation could maximise benefits for the community.

This item was noted and local communication will be considered at the time to inform the community.

(24.7) Notification of the ‘Playing Out’ initiative.

This item is was noted.

(24.8) Invitation to nominate 2 council representatives to attend with voting rights the WALC AGM 2.00pm 9 November 2019. Invitation to all councillors to attend WALC Annual Conference and lunch (£60pp) 9 November 9.00am – 2.00pm.

Councillors Drake and Burrow to attend with voting rights.

(24.9) Appeal Ref: APP/Q4625/W/19/3223846 Barn 2, Fernhill Barns, Fernhill Lane, Balsall Common, Solihull, CV7 7AN

Notice of decision: Appeal dismissed.

The appeal notice was noted.

25. Date and Venue of Next Meeting:

Parish Council Meeting

Wednesday 13 November 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**