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Balsall Parish Council Meeting

Unapproved Minutes of Parish Council Meeting held on Wednesday 13 November 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 Keith Tindall, Councillor Marion Keeley, Councillor Richard Lloyd and 5 members of the public.

1. Public Forum

(1.1) A query was raised as to whether a proposal for the creation of a Country Park in the area between Kenilworth Road and Windmill Lane for discussion and feedback could be on the agenda for the council's next meeting. This was accepted and the proposal is to be sent to the Clerk.

(1.2) No items were raised.

2. Report from Ward Councillors

Councillor Tony Dicicco indicated that the prospective Conservative party candidate for Meriden would be visiting Balsall Common centre on Friday 15 November at approximately 1.00pm.

3. Apologies

There were no apologies.

4. Declarations of Interest

Berkswell Councillors declared an interest in agenda items referring to Berkswell Parish Council.

Berkswell Councillors that made a response to the Regulation 16 Submission of the Balsall Parish NDP declared an interest.

5. Proposal to note the resignation of Sheila Cooper as Parish Councillor and to declare a Casual Vacancy. Council offers thanks to Mrs Cooper for her almost 5 years of service on the Council and her commitment to serving residents of Balsall parish sometimes in difficult circumstances.

Resolved to note the resignation of Sheila Cooper and to declare a Casual Vacancy. The Clerk to prepare a letter for the Chairman to sign. In view of the ACC meeting on 14 November, Councillor Lloyd was asked to deputise.

6. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 09.10.2019.

Resolved to approve as a correct record the Minutes of the Parish Council Meeting held on 09.10.2019.

7. Proposal to receive an update on the progress of resolutions of the Parish Council Meeting held on 09.10.2019.
Resolved to note the following updates:
10. Grant to BCVRA effective from date of cheque ie 13.11.19.
12. Office tenancy for 2 years effective 1 November 2019.
14. Asset check visit by Councillors Burrow and Drake with the Clerk to take place 18 November.
15.1. Granted.
15.2. Withdrawn.
15.3. Approved.
22. Input to the Independent Review of HS2 was sent and acknowledged.
8. Proposal to approve draft budget figures and precept. Final budget and precept will be presented to Council in December.
Clerk's report.
Resolved to approve the draft budget figures and precept to be finalised and presented for the Parish Council meeting on 11 December 2019 for full approval. The following matters to be incorporated into the draft.
Cemetery income – the pattern of burials over last 5 years has averaged 13pa and the estimated income for 2020/21 reflects this.
Cemetery expenditure to include the record system from Edge IT (Item 10.5 on the agenda) if approved. An estimate of the labour needed to prepare the stored paperwork and transfer of historic records manually to the system to be prepared and included in the 2019/20 and 2020/21 figures.
Cemetery memorial inspection costs to be budgeted in 2020/21.
NDP costs for communication re referendum – add £1,000 to operating expenses for 2020/21.
VE Day costs – revisit at next meeting when more information on costs are known.
Change comments re Green Flag pole in Willow Park to 2020/21 column. Leave £1,500 for pole in Willow Park Improvements earmarked reserve and 2020/21 and take remainder (£3,500) into recreation general maintenance.
Balsall Common in Bloom – allow for removal of Library cctv pole costs at level of SMBC quote (including vat) and in 2019/20.
The earmarked reserve for VCWG was renamed as 'Balsall Infrastructure Improvements' and Parish Council to consider an earmarked reserve at £10k and £20k for a decision at the next meeting on the level of this reserve and the precept impact.
9. Proposal to extend the Christmas lights fitted to lamp columns on Station Road to include an additional one to be placed outside the Masala Club at a cost of £148 plus VAT (labour only). SMBC to provide the one additional fitting free of charge.
Council to anticipate that Berkswell Parish Council will join in the financing of Christmas decorations from 2019 onwards.
Resolved to approve the extension of the Christmas lights fitted to lamp columns on Station Road to include an additional one to be placed outside the Masala Club at a cost of £148 plus VAT (labour only).
10. Facilities
(10.1) Proposal to accept the findings of the RoSPA Annual Inspections of Willow Park Playground, Willow Park Gym Equipment, Oakley Playground and Oakley Green.
Resolved to accept the findings of the RoSPA Annual Inspections of Willow Park Playground, Willow Park Gym Equipment, Oakley Playground and Oakley Green.
(10.2) Proposal to undertake works as reported in the RoSPA Annual Inspection reports as follows:
Willow Park: rotaweb matting surface repair (8 tiles), MUGA 18 post caps and 2 metal mesh panels, play panel drums bolts, 4 bolt caps and damaged/rotting post, rocker bolt cap, seesaw hand grip and rectify matting surface gaps, rotator bowl treat rust. Agility trail replace rotted timber.

Oakley Playground: Tortoise rocker treat rust, rotator turnstile service bearings, slide descale rust to good base material and repaint, some repair may be needed, swing several areas including rectify matting surface (£10,000 already in budget for 2019/20 for a replacement swing and surface).

Oakley Green: Clear vegetation from sign, fitness high bars remove slipperiness from surface, rectify matting surface gaps.

Clerk's report.

Resolved to vire £4,000 from General Reserves to Playground Maintenance in 2019/20 to cover repair/replacement costs, excluding the Oakley Playground replacement swing set costs. A schedule of work to be drawn up for repairs/replacements, identifying any opportunities for volunteers to carry out the works. Quotations for replacement Oakley swing set to be brought the Parish Council for decision.

- (10.3) Proposal to order the requisite parts to enable replacement end panels with netting and replace metal trims with rubber of the MUGA in Willow Park. Parts to be fitted by volunteers.

Resolved to order the requisite parts to enable replacement end panels with netting and replace metal trims with rubber of the MUGA in Willow Park up to a value of £600.

- (10.4) Proposal to consider asking SMBC to extend their byelaws to pleasure grounds and open spaces in Balsall parish.

Resolved to write to ask SMBC to extend their byelaws to pleasure grounds and open spaces in Balsall parish.

- (10.5) Proposal to accept the quotations of Edge IT Ltd for the establishment of a software package for the management of Temple Balsall Cemetery. The quoted costs are: set up and configuration £90.00, training (4 hours), £280.00, 3 year contract annual fee £198.00, map index annual fee £52.00. Ordnance Survey based mapping will be charged at £0.50 per grave (there are around 1000 existing grave spaces and provision should be made to map the land remaining). Scanning of registers is £120 per volume plus transit costs (currently 13 registers). All figures exclude VAT.

Resolved to accept the quotations of Edge IT Ltd for the establishment of a software package for the management of Temple Balsall Cemetery.

11. Proposal to receive a verbal report on the meeting with the Cabinet Member and senior SMBC officials on the Draft Local Plan held jointly with Berkswell PC.

Councillor Andrew Burrow gave a verbal report covering discussion on the following items:

- SMBC response on improving the centre of Balsall Common was positive;
- SMBC recommended the setting up of a proper working group using a consultant to go through a process to identify the issues, including residents and consultation on options, to arrive at a final proposal;
- SMBC's draft SLP does not have a submission date targeted;
- Removal of land south of Waste Lane from the Green Belt;
- Green spaces should ideally be accessible to all, between old and new developments, have no access from minor roads;
- A new primary school should be onstream early in the development process;
- Suggested that the Parish Council's (Balsall and Berkswell) draw up a single list of infrastructure requirements.

12. Neighbourhood Development Plan Regulation 16 Examiners opening enquiries of the Parish Council as the Qualifying Body.

(12.1) Proposal to note the extensive list of questions, comments and suggestions from the Independent Examiner particularly the restructuring suggestions. Council affirms its commitment to take all practical steps to facilitate the NDP through examination to a referendum of residents including accepting where possible suggestions made by the examiner.

Resolved to note the extensive list of questions, comments and suggestions from the Independent Examiner particularly the restructuring suggestions. Council affirms its

commitment to take all practical steps to facilitate the NDP through examination to a referendum of residents including accepting where possible suggestions made by the examiner.

- (12.2) Proposal to authorise the Chair of the Staffing Committee to approve additional hours payment for the Clerk if necessary, to undertake any document changes if required.

Resolved to authorise the Chair of the Staffing Committee to approve additional hours payment for the Clerk if necessary, to undertake any document changes if required.

- (12.3) Proposal to either:

Accept the examiner's suggested wording for the establishment of car parking standards for new development; or

To resist rewording of the proposed car parking standards within the submitted NDP.

Resolved to accept the recommended rewording of the planning consultant to policy BE9 Local Parking Standards.

- (12.4) Proposal to approve the responses to the examiners question/comments and suggestions detailed in the 35 page response document titled "Table of Responses" modified to incorporate its agreed position on car parking standards for new development.

Resolved to approve the responses to the examiners question/comments and suggestions detailed in the 35 page response document titled "Table of Responses" modified to incorporate its agreed position on car parking standards for new development.

13. Village Centre Working Group

Following the resolution of both Balsall and Berkswell Parish Councils 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, the following proposals are brought forward:

- (13.1) Proposal to note that the joint parish council village centre working group will meet for the first time on 25 November 2019.

Resolved to note that the joint parish council village centre working group will meet for the first time on 25 November 2019. This meeting will be in public.

- (13.2) Proposal to agree the membership as currently proposed.

Resolved to agree the membership as currently proposed with the addition of an invitation to be extended to Alison Cabbage, Tony Diccico and the nomination of Councillor Andrew Burrow. The appointment of Chairman to be determined by the Working Group.

- (13.2) Proposal to approve the hiring of venues for this working group with the costs being met by Balsall PC for the first meeting and alternate future meetings.

Council to anticipate that Berkswell Parish Council will match this arrangement from the 2nd meeting onwards.

Resolved to approve the hiring of venues for this working group with the costs being met by Balsall PC for the first meeting and alternate future meetings.

- (13.3) Proposal to agree the key agenda item of this first meeting will be to prepare a proposed list for infrastructure needs for Balsall Common centre to be met by SMBC, for submission to SMBC.

Such a list to reflect suggestions received during the Balsall NDP process, those included in the Draft Balsall NDP and be approved by Balsall Parish Council before submission to SMBC.

Council to anticipate that Berkswell Parish Council will also approve the list before submission to SMBC.

Resolved to set the key agenda item of this first meeting to be the preparation of a list of proposed infrastructure needs for Balsall Common centre to be met by SMBC, for submission to SMBC following the agreement of the Parish Council.

14. Proposal to approve the draft joint agreement developed by the Chairs and Clerks of Balsall and Berkswell Parish Councils for the management of the VE Day event to be held on 8th May 2020.

Resolved to approve the draft joint agreement developed by the Chairs and Clerks of Balsall and Berkswell Parish Councils for the management of the VE Day event to be held on 8th May 2020.

15. Proposal to receive a verbal update on Balsall Common in Bloom.

Councillor Andrew Burrow provided an update and indicated that the layout and proposals being developed for the Library garden would be available for consultation in the Library before being brought to Parish Council.

16. Proposal to place an order with the Council's planter contractor (Brian and Elaine Ball) to plant with shrubs the brick planter outside Vivendi at a discounted cost of £50 made to the BCVRA Balsall Common in Bloom group. Ongoing maintenance to be provided by BCVRA.
Resolved to place an order with the Council's planter contractor (Brian and Elaine Ball) to plant with shrubs the brick planter outside Vivendi at a discounted cost of £50 made to the BCVRA Balsall Common in Bloom group. Ongoing maintenance to be provided by BCVRA.

17. Planning Applications

(17.1) PL/2019/02591/VAR

Land To The West Of Temple Lane, Temple Balsall, Solihull

(Note: this proposal is adjacent to but outside the parish boundary)

Amendments to planning permission dated 01.05.2019 (PL/2018/03412/PPFL): Change of use from agriculture to a green burial cemetery including landscaping and utilising existing access and car parking within adjoining burial site. Namely: amended condition 10 to read 'No more than 100 interments will take place on the site in any one calendar year without the prior written approval of the local planning authority. In the interests of the particular type of burial practice proposed and the activity associated with it, in accordance with Policy P17 of the Solihull Local Plan 2013'.

Resolved to notify Solihull Council that by increasing burials to 100 burials pa this will create a conflicting demand for car parking for attendees at funeral events. It is common for the parking spaces provided by Balsall Parish Council Cemetery on the opposing side of Temple Lane to be utilised by Temple Fields Burial Ground and vice versa for a single funeral event. The applicant has already reduced the number of car parking spaces from those originally planned and the now proposed significant increase in use will increase the frequency of parking pressure on the narrow Temple Lane and be more likely to be in conflict with burials taking place at the Balsall Parish Cemetery. It would be helpful if the carparking at Temple Fields was increased from the current number.

(17.2) PL/2019/02697/TPO

103 Station Road, Balsall Common, Solihull CV7 7FN

Crown thin by 25%, crown lift to provide 6m clearance from ground level and undertake selective pruning for infrastructure by removing/shortening of obstructive branches by up to 5m overhanging adjacent highway on 1 No. oak tree (T1). Crown lift to provide 6m clearance from ground level, crown reduction to reduce in height by 1m and lateral spread by 1m all round, undertake selective pruning for infrastructure by removing/shortening of obstructive branches by up to 5m overhanging adjacent highway and undertake selective pruning for buildings by removing/shortening of obstructive branches by up to 5m towards the adjacent house on 1 No. oak tree (T2). Crown thin by 25%, crown lift to provide 6m clearance from ground level, undertake selective pruning for buildings by removing/shortening of obstructive branches by up to 5m towards the adjacent house on 1 No. oak tree (T3).

Resolved to request that the work proposed be in accordance with the Tree Officer's recommendations.

(17.3) PL/2019/02608/TPO

43 Station Road, Balsall Common, Solihull CV7 7FN

Pruning & lopping of a tree overhanging garage site between 34 & 35 Coplow Close from 43 Station Road.

Resolved to request that the work proposed be in accordance with the Tree Officer's recommendations.

18. Accounts:

(18.1) Proposal to note the Bank Reconciliation for the period 01.10.19 – 31.10.19 and the bank cash balance.

Resolved to note the Bank Reconciliation for the period 01.10.19 – 31.10.19 and the bank cash balance of £180,535.13.

(18.2) Proposal to note the Cashbook for October 2019.

Resolved to note the Cashbook for October 2019

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

| Date | SO/DD | Payee | Budget | Gross £ | VAT £ |
|----------|-------|------------------|-------------------------|---------|-------|
| 01.10.19 | SO | R. Westwood | Admin - rent | 600.00 | 0 |
| 07.10.19 | DD | Vodafone Limited | Admin – phone/broadband | 29.07 | 4.85 |

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

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

| Date | Cheque no. | Payee | Budget | Gross £ | VAT £ |
|----------|------------|--|---|-----------|-------|
| 13.11.19 | 003853 | West Midlands Pension Fund | Staff/salaries/pension | 71,000.00 | 0 |
| 13.11.19 | 003853 | West Midlands Pension Fund | Professional Services | 921.60 | 0 |
| 13.11.19 | 100254 | Playsafety Ltd | Safety Inspections | 370.80 | 61.80 |
| 13.11.19 | 100255 | WALC | Training | 120.00 | 0 |
| 13.11.19 | 100256 | Pied Piper Pest & Wildlife Management | Grounds maintenance/pest control | 102.00 | 17.00 |
| 13.11.19 | 100257 | Balsall Common & District Resident's Association | Grants | 310.00 | 0 |
| 13.11.19 | 100258 | Warwickshire Conservation Volunteers | Willow Park Improvements | 100.00 | 0 |
| 13.11.19 | 100259 | B Ball | Grounds maintenance/pest control | 640.00 | 0 |
| 13.11.19 | 100260 | J. Parry-Evans | IT software & consumables | 158.46 | 18.42 |
| 13.11.19 | 100260 | J. Parry-Evans | Room hire | 5.65 | 0 |
| 13.11.19 | 100260 | J. Parry-Evans | Staff/salaries/pension (expenses) | 52.65 | 0 |
| 13.11.19 | 100260 | J. Parry-Evans | Staff/salaries/pension (Oct & Nov salary) | | |

Resolved to authorise the above invoices for payment. **Resolved** to authorise the payment of £3,300 to D Yerbury, cheque number 100261 under Financial Regulations 5.4a).

(18.5) Proposal to note the cancellation of HSBC cheque number 100118 approved on 25.07.18 as it is out of date.

Resolved to note the cancellation of HSBC cheque number 100118 approved on 25.07.18 as it is out of date.

19. Proposal to note the Councillor's quarterly check list – report of 15.10.19 undertaken by Councillor Howles.

Resolved to note the Councillor's quarterly check list – report of 15.10.19 undertaken by Councillor Howles.

20. Proposal to approve 'The system of Councillor financial governance controls/checks.

Resolved to approve 'The system of Councillor financial governance controls/checks.

21. Proposal to accept the quarterly payroll fee of Diane Malley for payroll services for Councillors (quarterly) and Clerk (monthly) from 1 April 2020.

Resolved to accept the quarterly payroll fee of Diane Malley for payroll services for Councillors (quarterly) and Clerk (monthly) from 1 April 2020.

22. Proposal to accept the CIL (Community Infrastructure Levy) report for submission to SMBC.

Resolved to accept the CIL (Community Infrastructure Levy) report for submission to SMBC.

23. This item was already considered at item 10.5.
24. Proposal to confirm the current Lant Charity trustee position as a Parish Council nominee and to consider the nomination of a second trustee from the Parish Council.
Resolved to confirm the current Lant Charity trustee position as a Parish Council nominee (Sandra Heard) and to nominate Councillor Kay Howles as a second trustee from the Parish Council.
25. Correspondence
(25.1) Request from Power for People to pass a motion in support of the Local Electricity Bill as per recommended model resolution.
This item was not considered relevant for the Parish Council to respond to.
26. **Date and Venue of Next Meeting:**
Parish Council Meeting
Wednesday 11 December 2019, 7.30pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF

Councillors are reminded of their legal duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination and other best practices when making decisions at the Meeting.

The Public and Press are cordially invited to attend

The Right to Record, film and to Broadcast Meetings of the Council, Committees, and Sub-Committees is established following the Local Government and Audit and Accountability Act 2014.

This Council may Photograph, Film or Record or Broadcast Meetings and can Retain, Use or Dispose of such Material in Accordance with its Retention and Disposal Policies. The Council's record is the Definitive Record of the Meeting. The Written Approved Minutes are the Legal Record.

Regulation 4 of the Openness of Local Government Bodies Regulations 2014 has brought Section 40 of the Local Government Audit and Accountability Act into force.

Summary of proposed responses to examiner's comments, issues and questions arising from the independent examination of the Balsall NDP

The following is a summary of the key responses to the examiner's comments. It should be noted that there are a large number of other changes in response to the examiner's comments. Most of these are to clarify the NDP text. In addition, further factual evidence is proposed to justify certain NDP policies/community aspirations. The full list of proposed PC responses has been circulated to councillors (35 pages) and is available from the Clerk. It is that full document that the Council will consider under the agenda item covering the NDP.

1. The following restructuring of the NDP is proposed

- 1.1. Merge policies H1, H2 and H4 (Built up area boundary, Infill within village boundary & Use of garden land)
- 1.2. Policy H5 (Affordable housing) to be deleted and replaced with a community aspiration. H5 is not legally a planning policy but an aspiration on affordable housing for local people
- 1.3. Merge policies H6 and H7 (Housing mix & General and specialist accommodation)
- 1.4. Merge policy H8 into policy Com4
- 1.5. Merge policies BE3 and BE4 (Design & responding to local character)
- 1.6. Deleted policy BE5 (Design Panels) because SMBC have not agreed that this requirement is placed upon them and an NDP cannot require action by SMBC.
- 1.7. Delete policy Com1 and include the community aspirations therein within Community Aspiration 5
- 1.8. Justification of policy NE2 (Blue infrastructure) to become wording of the policy and the policy to become the justification for the policy.
- 1.9. Move all community aspirations out of the main document into an appendix because an NDP is legally about the use of land and planning policies related to the use of land.
- 1.10. Delete the history of the designation of Balsall parish as a neighbourhood area

2. Other significant responses

- 2.1. Agree to modify Character zone A to reflect the 4 detached properties set within extensive garden land that forms part of zone A
- 2.2. Acknowledge the employment site at Table Oak.
- 2.3. Changes in relation to Oakley to reflect that it is part of Fen End, sits within greenbelt and does not have a separate "built up" boundary because it sits within greenbelt.
- 2.4. Reflect that the built-up area boundary of Balsall Common is the greenbelt boundary.
- 2.5. Remove the requirement that an updated village centre must be shared space with parking in the middle of the road and leave that to the SMBC/two PCs "working group" proposed in the draft local plan by SMBC.
- 2.6. The PC meeting on 13th November 2019 will make a judgement as to whether to accept the examiner's proposed wording for parking standards in new housing or to seek to persevere with the current NDP proposal noting that examiners have the power to "strike out" proposed policies that they do not consider justified by national planning guidance or the evidence base.

Prepared by Andrew Burrow
09.11.19