



**287/289 Kenilworth Road, Balsall Common CV7 7EL**

**Telephone:** 01676 535679 (Answering Machine)

**Email:** clerk@balsallparishcouncil.gov.uk

**Web:** www.balsallparishcouncil.gov.uk

## **Balsall Parish Council Meeting**

**Approved Minutes of Parish Council Meeting held on Wednesday 8 January 2020 at 7.30 pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF**

### **Minutes**

**Present:** Councillor Andrew Burrow (Chairman), Councillor Kay Howles, Councillor Keith Tindall, Councillor Marion Keeley, Councillor Richard Lloyd and 4 members of the public.

1. Public Forum
  - (1.1) No items were raised.
  - (1.2) No items were raised.
2. Report from Ward Councillors  
There were no Ward Councillors present.
3. Apologies  
**Apologies from Councillor Elizabeth Macdonald and Councillor Richard Drake were noted.**
4. Declarations of Interest  
**There were no declarations of interest.**
5. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 11.12.2019.  
**Resolved** to approve as a correct record the Minutes of the Parish Council Meeting held on 11.12.2019.
6. Proposal to receive an update on the progress of resolutions of the Parish Council Meeting held on 11.12.2019.  
**Resolved** to note the following updates:  
Planning applications -
  - 8.1 Approved
  - 8.2 - 8.7 Awaiting decisionFacilities -
  - 9.2 Hedge height reduction: Residents adjacent to Willow Park top entrance have been notified of the Council's decision.
  - 9.3 Resident seeking to replacing a tree in Temple Balsall Cemetery tree has been notified of the Council's decision.

## 7. Planning Applications

### (7.1) PL/2019/03057/TPO

59 Greenfield Avenue, Balsall Common, Solihull CV7 7UG  
Reduce oak tree by 2m back to suitable pruning points.

**Resolved** not to object to the proposal but to request that the Tree Officer considers it in detail before approval is granted. The Council were disappointed with the lack of information available, in particular no location plan or application form, on which to base its decision.

### (7.2) PL/2019/03069/MINFHO

8 Leveson Crescent, Balsall Common, Solihull CV7 7DR  
Two storey rear extension and conversion of existing garage to living accommodation.

**Resolved** to make no comment.

### (7.3) PL/2019/03058/MINFHO

Rose Cottage, Balsall Street, Balsall Common, Solihull CV7 7AS  
Single storey side extension.

**Resolved** to make no comment.

## 8. Facilities

(8.1) Proposal to approve an increase of £10.00pw for August 2019-December 2019 and ongoing, to the ground's maintenance and waste collection contract for Temple Balsall Cemetery to pay for an additional waste collection monthly (i.e. 5 x per month in total).

**Resolved** to approve additional waste collection up to an annual value of £520 (£10 per week) and require the contractor to present a worksheet indicating the date and time of all waste collections.

9. Proposal to approve final budget 2020/21 and submit precept to SMBC.

**Resolved** to approve the budget for 2020/21 and submit the precept to SMBC.  
The budget is attached as an Appendix to the minutes.

10. Proposal to consider measures and actions for the improved maintenance of the Balsall Common Village Centre public areas.

**Resolved** to send photos to SMBC of the drainage problems in Balsall Common village and any issues that are revealed during the 11 January litter pick involving Councillors Tindall, Burrow and Lloyd.

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

Councillor Burrow provided an update on Balsall Common in Bloom:

- Bulbs have been planted in green areas in the centre;
- Shrubs have been planted in the planter outside Vivendi;
- Atkinson Stilgoe have planted the planter outside their premises;
- Plan of proposals for the library garden have been submitted to SMBC for approval, an H&S visit takes place 09.01.20;
- Britain in Bloom application form was made and assessment will take place in July.

12. Proposal to receive a verbal update from Balsall Common Village Centre Working Group on infrastructure requirements for submission to SMBC and:

(12.1) To nominate Wendy Wilson as an additional member.

**Resolved** to agree Wendy Wilson as a member of the Balsall Common Village Centre Working Group.

(12.2) To note the residents and community organisation surveys.

**Resolved** to note the surveys and the distribution and publicity process – Communicator; email to community organisations, Berkswell Society, Balsall Parish Council, Heart of England and primary schools parentmail; paper forms in the Library; posters on notice boards.

**(12.3)** To discuss and agree how the Parish Council will validate the infrastructure priorities emerging from the working group in enough time to present to Borough Councillors to lobby for them.

**Resolved** to provide the infrastructure needs to Ward Councillors by 15th February following an open meeting on 7th February (10.00am in the Jordan Room, St John’s Church, Berkswell) to look at the survey results. The final recommended report to be considered at the Parish Council meeting of 12<sup>th</sup> February.

**(12.4)** To authorise the Clerk to produce approximately 200 leaflets for distribution in rural Balsall parish to publicise the infrastructure survey and agree method of distribution.

**Resolve to amend the proposal to read” Proposal to authorise the cost of printing 200 leaflets estimated at £40 for distribution in rural Balsall parish to publicise the infrastructure survey and agree method of distribution.”**

**Resolved to authorise the cost of printing 200 leaflets at an estimated cost of £40 for distribution in rural Balsall parish to addresses from the Bugle database to publicise the infrastructure survey and to be distributed by Councillor Keeley.**

**13.** Proposal to receive a verbal update from VE Day Working Group and note progress on the shopping parade (Station Road) closure notice request to SMBC.

Councillor Burrow provided an update:

- Street closure application consideration by SMBC, decision pending;
- Tables booking to be promoted to streets/groups;
- Entertainment providers are being approached including the U3A swing band.

**14.** Proposal to welcome the SMBC made road safety improvements at junction of Holly, Brees and Table Oak Lanes in December 2019 and consider any further improvements that residents/councillors think SMBC should provide, given the accident history at the junction and the increase in commuter traffic generated by the Jaguar facility.

**Resolved** to thank SMBC for the road safety improvements at junction of Holly, Brees and Table Oak Lanes made in December 2019 and to request further measures at a meeting with SMBC on 09.01.20:

- Rumble strips on Holly Lane are not sufficiently noticeable when driving over and too close to the junction and they should also be provided on Brees Lane;
- A Brees Lane stop sign should be provided;
- There is a slow sign on Table Oak Lane when approaching from the Fen End direction but nothing from the Tipperary to slow traffic approaching from this direction, a similar slow sign should be provided. The direction signs should be clearly separated from the slow signs.
- Speed reduction to 40mph on all approaches at this junction.

**15. Accounts:**

**(15.1)** Proposal to note the Bank Reconciliation for the period 01.12.19 – 31.12.19 and the bank cash balance.

**Resolved** to note the Bank Reconciliation for the period 01.12.19 – 31.12.19 and a bank balance of £108,989.58.

**(15.2)** Proposal to note the Cashbook for December 2019.

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

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

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

Date	SO/DD	Payee	Budget	Gross £	VAT £
02.12.19	SO	R Westwood	Administration – office rent	635.00	0
05.12.19	DD	Vodafone Ltd	Administration – telephone internet	33.84	5.64
12.12.19	DD	Smart Pension	Staff/salaries/pension	250.31	0

**(15.4)** Proposal to authorise the following invoices for payment.

**Resolved** to authorise the following invoices for payment.

Date	Cheque	Payee	Budget	Gross	VAT
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	no.			£	£
08.01.20	100269	Ian Richards June 2019 (less £1,100 credit)	Recreation & Cemetery grounds maintenance	854.00	0
08.01.20	100269	Ian Richards August 2019	Recreation & Cemetery grounds maintenance	1,260.00	0
08.01.20	100269	Ian Richards September 2019	Recreation & Cemetery grounds maintenance	1,790.00	0
08.01.20	100269	Ian Richards October 2019	Recreation & Cemetery grounds maintenance	565.00	0
08.01.20	100269	Ian Richards November 2019	Recreation & Cemetery grounds maintenance	1,585.00	0
08.01.20	100269	Ian Richards December 2019	Recreation & Cemetery grounds maintenance	310.00	0
08.01.20	100270	Arden Storage	Cemetery/Storage	1,080.00	180.00
08.01.20	100271	J. Parry-Evans	Staff/salaries/pension		
08.01.20	100272	Avon Planning Services	NDP/Professional expenses	156.00	26.00

**(15.5)** Proposal to note the budget variations 01.04.19-31.12.19.

**Resolved** to note the budget variations 01.04.19-31.12.19.

It was agreed to produce budget variation advice quarterly as a public document for 2020/21.

**16.** Proposal to remove Sheila Cooper as a bank signatory on all accounts.

**Resolved** to remove Sheila Cooper as a bank signatory on all accounts.

**17.** Proposal to consider the nomination of further bank signatories.

**Resolved** to add Councillors Tindall and Lloyd as bank signatories.

**18.** Proposal to close the NatWest accounts, Current Account 04206398 balance as at 30.11.19 £8,466.82 and Business Reserve Account balance as at 30.11.19 £221.05 and transfer closing balances to the Council's HSBC Business Money Manager Account (Deposit) 32432773.

**Resolved to** close the NatWest accounts, Current Account 04206398 balance as at 30.11.19 £8,466.82 and Business Reserve Account balance as at 30.11.19 £221.05 and transfer closing balances to the Council's HSBC Business Money Manager Account (Deposit) 32432773.

**19.** Proposal to note the Section 137 limit for 2020/21 as notified by the Ministry of Housing, Communities and Local Government. The appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2020/21 is £8.32 per elector.

**Resolved** to note the Section 137 limit for 2020/21 as notified by the Ministry of Housing, Communities and Local Government.

**20. (20.1)** Proposal to note the Council's further response to the Independent Examiner's opening enquiries of the Balsall Parish Neighbourhood Development Plan as submitted on 28 November 2019.

**Resolved** to note the Council's further response to the Independent Examiner's opening enquiries of the Balsall Parish Neighbourhood Development Plan as submitted on 28 November 2019.

**(20.2)** Proposal to consider the Report on the Examination of the Balsall Parish Neighbourhood Development Plan received on 18 December 2019 and note the subsequent actions and process.

**Resolved** to consider the Report on the Examination of the Balsall Parish Neighbourhood Development Plan received on 18 December 2019 and note the subsequent actions and process.

**21. Correspondence**

**(21.1)** Regulations 22(3) and 35 Town and Country Planning (Local Planning) (England) Regulations 2012: Submission for Independent Examination of the Warwickshire Minerals Plan 2018 Submission (November 2019). Balsall Parish Council is either a specific consultation body or a general consultation body under the above regulations. Notification that the Warwickshire County Council has submitted the Warwickshire Minerals Plan 2018 Submission to the Secretary of State for independent examination.

This item was noted.

**(21.2)** WALC notification of two grants that are available for communities - Comic Relief Community Fund (England) and ESF Community Grants.

This item was noted.

**(21.3)** Potential LEP funding for towns and local centres framework -

[https://www.thebusinessdesk.com/westmidlands/news/2036608-lep-issues-final-call-for-next-round-of-towns-and-local-centre-framework?utm\\_source=newsletter&utm\\_medium=email&utm\\_campaign=WestMidlands](https://www.thebusinessdesk.com/westmidlands/news/2036608-lep-issues-final-call-for-next-round-of-towns-and-local-centre-framework?utm_source=newsletter&utm_medium=email&utm_campaign=WestMidlands) 18th Dec 2019  
Daily

This item was noted.

**(21.4)** Comments sought on Velo 2020 event leaflet and road closure map and timings to be publicly shared by Royal Mail distribution from w/c 10th February.

The Velo arrangements were considered and the following points raised:

The organisation has a responsibility under the Human Rights Act to make reasonable adjustments for disabled people however there are serious concerns that the difficulties encountered last year are still not being addressed, namely:

- a) Stewards need to be flexible, better trained to be able to advise on alternative access in rural areas. There were reports that they were asking passers-by of possible alternatives as the stewards had insufficient knowledge themselves;
- b) Could carers visiting the elderly be accompanied/escorted to ensure safety and allow their visits to go ahead; cases in the rural area of Balsall parish have shown that carers were denied access to a very elderly resident for 3 visits that day and had been denied any dispensation;
- c) Dispensation system should be put in place to avoid individuals being denied valid access requests (including vets and carers) to enable the stewards to allow access at the point of request and to encourage a more positive community view and publicity of the event.

**(21.5)** Royal Garden Party 2020. Warwickshire & West Midlands Association (WALC) are allocated 4 places (2 nominated plus guests). Nominations are sought for past service as Chairmen of Councils.

This item was noted.

**(21.6)** HS2 Survey on Common Design Elements. The Common Design Elements are parts of the railway with a standardised appearance which will give it a recognisable look and make it more efficient to build. They include frequently used structures, such as bridge piers and parapets, as well as lineside noise barriers. Plans, information and online survey closes at 11pm on Thursday 30 January - [www.hs2.org.uk/common-design](http://www.hs2.org.uk/common-design).

Councillors Burrow and Lloyd are to respond on behalf of Balsall Parish Council as part of Berkswell Society and BCVRA's response to the survey.

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

**Parish Council Meeting**

**Wednesday 11 March 2020, 7.30pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF**

The meeting closed at 9.30pm

Andrew Burrow (Chairman) .....

DATE .....

FINAL BUDGET 2020/21 AND PRECEPT

BALSALL PARISH COUNCIL 8 JANUARY 2020 ITEM 9

2018/19 Actual		2019/20 Original Budget	2019/20 Revised Budget	2019/20 Year End Estimate	2020/21 Budget	Comment 2019/20	Comment 2020/21
<b>INCOME</b>							
158	Bank Interest	110	110	215	100		
23,547	Central Admin Income (incl.VAT refund, grant)	19,000	19,000	17,919	7,000	2018/19 full 12 months reclaimed in 2019/20 in addition to 6 months of 2019/20.	Reduced reclaim owing to lower spend Oct-Mar2019/20and in Apr-Sept 2020/21.
3,916	Misc receipts	0	0	12,754	6,000	CIL receipt of £10,263 and Business Rate relief of £1,190. Includes £200 Support Grant and £1,000 from Berkswell PC (Christmas lights).	No Business Rate relief. CIL receipts estimated at £5k. Receipt of £1,000 from Berkswell PC (Christmas lights).
1,774	NDP grant	0	1,774	1,610	167		Locality grant remaining
75,887	Precept and support grant	33,075	33,075	32,875			No Support Grant due.
<b>105,283</b>	<b>Total General Income</b>	<b>52,185</b>	<b>53,959</b>	<b>65,373</b>	<b>13,267</b>		
6,630	Cemetery - Interment	15,000	15,000	7,200	7,150	Burials occurred at a rate of 13 pa averaged over last 5 years. Estimate for year-end based on this.	Estimate for year end and 2020/21 based on average burials over last 5 years (13pa).
1,540	Cemetery - Permission for memorial/stonemason	2,500	2,500	3,080	2,860		Estimated as 13 burials requiring memorials.
11,835	Cemetery Exclusive Right of Burial/Funeral directors' fees	10,000	10,000	2,080	3,885		
	Cemetery Receipts	0	0	100	100		
20,005	<b>Total Cemetery Income</b>	<b>27,500</b>	<b>27,500</b>	<b>12,460</b>	<b>13,995</b>		
<b>125,288</b>	<b>Gross Income</b>	<b>79,685</b>	<b>81,459</b>	<b>77,833</b>	<b>27,262</b>		

**OPERATING  
EXPENSES**

**Cemetery**

2,029	Cemetery upgrade	0	0	42	0		
252	General Maintenance - Cemetery	6,500	6,500	500	5,500	Provision for works to Lych Gate roof.	A memorial inspection and remedial works will be undertaken in 2020/21 (a statutory requirement) and budget provision of £5,000 has been made for this.
11,949	Grounds maintenance/pest control	12,000	12,000	11,500	12,000		
690	Rates	900	900	784	800	Business rate relief received for 2019/20.	
8	Stationery - Cemetery	200	200	0	100		
1,080	Storage - Cemetery	1,150	1,150	1,150	1,200		
0	Tree survey and works	0	0	1,000	3,000	Works only	
740	Waste Disposal	1,070	1,070	1,500	1,600	Number of bins increased in 2019/20.	
3,300	Refund	0	0	3,300	0	Refund due but not paid in 2018/19. Paid 13.11.19.	
0	Records management system	0	0	3,600	2,700	New Epitaph system + 50% labour costs backdata entry of £2,400	£300pa fee + 50% labour costs backdata entry of £2,400
<b>20,048</b>	<b>Total Cemetery</b>	<b>21,820</b>	<b>21,820</b>	<b>23,376</b>	<b>26,900</b>		

**Balsall Parish NDP**

11,866	Professional expenses	0	1,610	1,610	0		
4,957	Operating expenses	1,000	0	0	1,000		Referendum publicity costs.
<b>16,823</b>	<b>Total Balsall Parish NDP</b>	<b>1,000</b>	<b>1,610</b>	<b>1,610</b>	<b>1,000</b>		

**Personnel**

25,001	Staff/Salaries/Pension	27,000	27,000	26,682	27,500		Staff costs will be budgeted to take account of the NALC issued pay award (April 2020) at an estimate of 2% and no additional hours requirement.
0	WMPF Cessation	75,000	75,000	71,922	0		
0	Councillors Allowance	3,862	3,862	4,260	7,761	2019/20 includes £1,110 of allowances paid for the 2018/19 year and a provision for 7 Councillors elected in May 2019 (allowance £315pa) and Chairman's allowance of £712pa.	In 2020/21 provision will be made for 6 elected Councillors and the Chairman receiving the SMBC maximum recommended level of allowance (£970 and £1941 respectively).
1,080	Training	1,400	1,400	976	1,000		Training costs will be maintained for the Clerk to ensure CPD requirements for CILCA are met to enable General Power of Competence.
176	Councillors Expenses	400	400	400	400		
<b>26,256</b>	<b>Total Personnel</b>	<b>107,662</b>	<b>107,662</b>	<b>104,240</b>	<b>36,661</b>		

#### Administration

1,184	Printing, Stationery & Postage	1,800	1,800	400	400		
25	General Maintenance	50	50	25	50		
1,620	Insurance	1,870	1,870	1,654	1,800		
544	IT, Software and Consumables	800	2,299	2,040	1,052		Finance system, Edge IT Office 365 and support, Adobe.
0	Office Furniture and equipment	100	100	2,500	100	2019/20 costs include £2500 for projector and portable wifi.	
7,200	Office Rent	7,500	7,500	7,375	7,620		
565	Room Hire	1,000	1,000	700	1,000		Additional sum to provide for VCWG (VE Day) bookings.
1,496	Subscriptions	1,300	1,300	1,268	1,330		
0	Contested Election	1,345	1,345	0	0		



746	Telephone, Internet	1,150	1,150	646	660	Includes provision for portable wifi contract.	Includes provision for portable wifi contract.
<b>13,380</b>	<b>Total Administration</b>	<b>16,915</b>	<b>18,414</b>	<b>16,608</b>	<b>14,012</b>		

#### Grants

0	Grants (S.137 LGA 1972)	0	0	0	0		
495	GPC	2,000	4,000	4,000	8,461		Does not include £1,539 Library garden costs (64% of total project estimate) to be met from CIL reserve and under budget head 'Recreation Area Improvements.' VE Day costs to be met from remaining GPC grants budget.
0	Donations	100	100	100	100		
<b>495</b>	<b>Total Grants</b>	<b>2,100</b>	<b>4,100</b>	<b>4,100</b>	<b>8,561</b>		

#### Professional Services

3,602	Audit & Accountancy fees	800	1,450	1,030	1,100	Assumes Internal Audit costs for 2019/20 are met in 2020/21.	Assumes Internal Audit costs for 2019/20 are met in 2020/21 and in 2021/22 for 2020/21.
0	Legal Advice	0	0	0	0		
1,649	Other Professional Fees	2,000	2,000	557	2,000		
0	Planning Consultants	0	0	0	0		
0	Solihull Draft Local Plan expenses	0	0	0	0		
<b>5,251</b>	<b>Total Professional Services</b>	<b>2,800</b>	<b>3,450</b>	<b>1,587</b>	<b>3,100</b>		

#### Recreation - Willow Park, Oakley Playground and Oakley Green

956	Recreation area improvements	70,544	70,544	65,046	2,800		CIL reserve expenditure. Comprises £1,500 for a Green Flagpole and £1,539 Library garden costs (64% of total project estimate)
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<b>CIL EARMARKED RESERVES</b>	<b>Available year end 2019/20</b>	<b>Spend in 2020/21</b>	<b>Balance Less 2020/21 spend</b>	<b>Reserve in 2020/21</b>	
<b>Reserve</b>	<b>10,263</b>		<b>6,163</b>	<b>6,163</b>	
Recreation area improvements (incl Library Garden)	0	2,800	0	0	
cost of cctv pole removal	-1,300		0		
Village Centre Infrastructure improvements	0	0	0	5,000	Additional CIL income in 2020/21
<b>Totals</b>	<b>8,963</b>	<b>2,800</b>	<b>6,163</b>	<b>11,163</b>	

<b>Available resources assumptions</b>		total estimate	YTD
bank balance at 30 September 2019	180,688		
estimated spend Oct 2019 - March 2020	-141,429	243,966	102,537
add anticipated income not yet received 2019/20	23,911	77,833	53,922
bank balance estimated at 31 March 2020	63,170		
less estimated reserves spend in 2020/21	-2,800		
less estimated reserves requirement future years	-11,163		
less estimated 2020/21 spend (net of reserves)	-114,724	(132,687 - 4,000 - 13,963)	
add income 2020/21 (net of precept and reserves)	27,262		
<b>projected balance at year end</b>	<b>-38,255</b>		

**PRECEPT CALCULATION 2020/21**

required balance at year end (general reserve)	60,000
less projected balance at year end	<u>38,255</u>
<b>precept requirement</b>	<b><u>98,255</u></b>

<b>2018/19</b>	<b>COUNCIL TAX COMPARISON</b>	<b>2020/21</b>
	Precept gross of support grant	98,255
	Less support grant	<u>0</u>
<u>0</u>	Precept net of support grant	<u>98,255</u>
2811	Indicative number of Band D dwellings	2,861
<b>£0.00</b>	<b>Therefore Council Tax equivalent</b>	<b><u>£34.34</u></b>

<b>NOTES</b>	<b>General Reserve in 2020/21</b>	<b>60,000</b>
	<b>Contingency in 2020/21</b>	<b>4,000</b>
	<b>Earmarked Reserves in 2020/21</b>	
	Recreation area improvements (including Library Garden)	2,800
	Village Centre Infrastructure improvements	11,163
	<b>Sub-Total</b>	<b>13,963</b>
	<b>Total Reserves held</b>	<b>77,963</b>