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Balsall Parish Council Meeting

**Approved Minutes of Parish Council Meeting held on Wednesday 12 February 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 Elizabeth Macdonald, Councillor Kay Howles, Councillor Marion Keeley, Councillor Richard Drake, Councillor Richard Lloyd and 15 members of the public.

1. Public Forum
 - (1.1) Item 9: PCSO Murdoch indicated that cameras, lighting down alleys/back of premises would assist in designing out anti-social behaviour and identifying individuals involved. He offered support to any bid made to POC fund.
 - (1.2) No items were raised.
2. Report from Ward Councillors
There were no Ward Councillors present.
3. Apologies
Apologies from Councillor Keith Tindall were noted.
4. Declarations of Interest
Councillor Richard Drake declared a non-pecuniary interest in Item 17.3 and 18.5.
Councillor Andrew Burrow declared a pecuniary interest in Item 9 and 18.5.
5. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 8.01.2020.
Resolved to approve as a correct record the Minutes of the Parish Council Meeting held on 8.01.2020.
6. Proposal to receive an update on the progress of resolutions of the Parish Council Meeting held on 8.01.2020.
Resolved to note the following updates:
Planning items 7.1, 7.2 and 7.3 have been approved by SMBC.
8.1 work sheet requested for waste collection at Temple Balsall Cemetery.
9. Budget and precept submitted to SMBC, reason for increase declared the use made of reserves in setting a budget for 2019/20 caused a reduction in precept.
12. VE Day event - all actions have been implemented.
21.4 Velo emailed and reply awaited.

21.6 Response to survey on Common design elements of HS2 has been submitted. Neighbourhood Development Plan - a final draft has been sent to SMBC following the Examiner's recommendations. The Clerk was thanked for the work done.

7. Planning Applications

(7.1) PL/2018/00072/PNCUDW

Summerfield Barn, Oldwich Lane, East Fen End, Solihull

Prior notification for a change of use converting building to dwelling (Following PL/2018/00072/PNCUDW)

Resolved to object to this prior notification on the following grounds:

- the proposal does not meet the criteria with regards to the presence of a floor,
- contaminated land concerns,
- inadequate access from the right-angled bend of the lane,
- absence of sufficient amenity space for future occupiers,
- proximity to neighbour and overlooking.

(7.2) PL/2020/00037/PPFL

68 Needlers End Lane, Balsall Common, Solihull CV7 7AB

Replacing existing dwelling at 68 Needlers End Lane with 4 new dwellings, access road, landscaping, associated parking and boundary treatment.

Resolved to object to this application on the following grounds:

Appearance and character – the proposed dwellings are not compatible with the distinctive character at the location and do not respect the local settlement pattern. (Policy BE.3 & BE.4 Balsall Parish NDP; Policies P5 & P15 of the SLP of the Solihull Local Plan (SLP)).

Density – at 30 dwellings per ha the proposed density is not in keeping with the character of the surroundings and landscape. (Policy BE.4 Balsall Parish NDP; Policy P5 of the SLP).

Scale – the proposed scale will adversely affect the amenity of neighbouring users. (Policy BE.4 & BE.2 Balsall Parish NDP; Policy P14 of the SLP).

Parking provision – the proposal does not have adequate regard for the higher levels of car ownership evident in Balsall parish. (Policy BE.9 Balsall Parish NDP).

Highway safety – the proposal does not allow sufficient off-street parking to ensure highway safety. (Policy BE.8 Balsall Parish NDP; Policy P8 of the SLP).

The following additional points of concern should be taken into account:

- There will be a significant adverse impact to the existing street scene on Needlers End Lane.
- The access road leads directly to the rear of the garden of 8 Winsford Close which creates an increased security risk.
- There is insufficient turning space for the southern properties which will result in vehicles reversing onto the highway. In addition, for the northern properties there does not appear to be enough room to turn to avoid reversing onto the highway.
- National planning policy and SMBC Housing Development Guidelines SPD 1994 indicates that the length of back garden should be 11 metres or 5 metres per storey. None of the gardens comply with this requirement and this is specifically acknowledged in respect of the southern properties in para 7.9.6 of the Planning Statement. This is particularly relevant to the back to back distances between the southern property and no. 4 Winsford Close, especially as a window is proposed overlooking no 4 Winsford Close.
- There is no clarity as to what boundary treatment or screen planting is proposed on the boundaries.
- There are insufficient separation distances from the boundary and existing mature landscape boundaries. The proposed dwellings overlook 2 Winsford Close, are too close to no. 4, overlook no. 6 and are in close proximity to the back fence of no. 8 Winsford Close.

- **There is no boundary treatment plan. There will be a significant loss of green garden space and wildlife.**

The concerns of SMBC Policy and Spatial Planning are supported as are those of the Highway Authority.

- (7.3) PL/2019/03099/MINFHO
19 Malvern Road, Balsall Common, Solihull CV7 7DU
Single storey kitchen extension to rear of property, with two storey extension to rear of property to form bedroom and front garage conversion.
Resolved to make no comment.
- (7.4) PL/2019/03145/MINFHO
5 Burberry Grove, Balsall Common, Solihull CV7 7RB
Two storey rear extension and side extension.
Resolved to make no comment.
- (7.5) PL/2020/00103/PNCUDW
Fernhill Barns, Fernhill Lane, Balsall Common, Solihull CV7 7AN
Prior notification for change of use from agricultural buildings to 5 No. dwellings.
Resolved to object on the following basis:
- **the proposal does not meet the criteria for prior notification with regards to the presence of a floor,**
 - **insufficient parking,**
 - **inadequate access from the bend of the lane,**
 - **unsustainable location.**
- (7.6) PL/2020/00183/VAR
Land To The West Of Temple Lane, Temple Balsall, Solihull
Amendments to planning permission dated 09.01.2020 (PL/2019/02591/VAR). Change of use from agriculture to a green burial cemetery including landscaping and utilising existing access and car parking within adjoining burial site. Namely amend condition 5 to read other than stone memorial plaques measuring 35cm x 35cm x 50mm to be inserted below or flush with the ground level of a burial plot, no headstones, memorials or other structures shall be erected on the site. Only one memorial plaque shall be inserted per burial plot. In the interests of ensuring a satisfactory appearance of development in accordance with Policy P15 and P17 of the Solihull Local Plan 2013.
Resolved to object on the basis the open natural burial ground permission should mean that the site remains natural with no memorials marking burials.
- (7.7) PL/2020/00067/TPO
2 Welby Gate, Balsall Common, Solihull CV7 7FA
20% crown thinning and removal of deadwood throughout the canopy on 1 No. mature oak tree (TPO 528).
Resolved to make no comment.
- (7.8) PL/2020/00080/MINFHO
153 Kenilworth Road, Balsall Common, Solihull CV7 7ES
Front and side porch/utility addition plus rear and side orangery.
Resolved to make no comment.
8. Proposal to accept the infrastructure survey results from the Village Centre Joint Working Group and submit the analysis to Ward Councillors.
Resolved to accept the infrastructure survey results from the Village Centre Joint Working Group and submit the analysis to Ward Councillors.

9. Proposal to receive a proposal from a residents' group for a central park as part of the allocation 1 housing development within the SMBC Draft Local Plan.
Resolved to support in principle the Barratts Farm Action Group proposal for a central park as part of the allocation 1 housing development within the SMBC Draft Local Plan.
10. Proposal to receive verbal update on the improved safety measures at the Holly Lane/Table Oak Lane junction.
 Councillor Marion Keeley gave a verbal update on the improved safety measures at the Holly Lane/Table Oak Lane junction:
- Permanent measures are going in to follow the interim measures,
 - Edges of roads marked at junction,
 - More rumble strips have been put in,
 - Work started on installation of intelligent cats' eyes,
 - Future improvements to signs - newer and not obscuring other signs on junction approaches,
 - Outcome of SMBC bid awaited for grant for solar and wind power vehicle activated signs on 3 of the approaches lanes,
 - Obscuring vegetation cut back,
 - Parking prevention measures close to junction,
 - Road safety assessment started by consultants for SMBC to review junction's collision history and report on possible interventions,
 - Review of speed limits as part of borough wide review,
 - Letter gone to JLR to request employees to refrain from using the junction to and from work due to its accident history.
11. Proposal to receive a verbal update from the VE Day Working Group.
 Councillor Burrow gave a verbal update:
- Quotations for toilets and security have been received. Security quote is higher than budgeted in order to respond to the anticipated numbers.
 - 500 seats will be provided at tables which will be bookable online.
 - A leaflet has been prepared to deliver to all residential and business properties in the road closure area with any resulting enquiries to the Balsall Parish Council email.
12. Proposal to receive a verbal report on a presentation made to Balsall Common Primary School by Councillor Burrow on the Parish Council's actions to reduce crime.
 Councillor Burrow gave a verbal update. Additional request to attend Friday 28th passing out of junior PCSOs at Balsall Common Primary School.
13. Proposal to Council to review the recent criminal and anti-social behaviour in Balsall Common village and consider options for action including but not limited to:
- a. Add to the remit of the Village Centre Working Group, the establishment of a sub-working group focused on safety and security with majority membership from the Balsall Common Street Watch and crime watch groups. The findings of the sub-group to be reported to full Council and be considered by the Parish Council to influence the master planning of the centre by SMBC;
 - b. In the short term, to ask the Street Watch and crime watch groups if they would like to develop a project for improving safety and security on a shorter timescale than option a) above looking at such things as CCTV and lighting, working with the community and businesses to develop a costed and lawful proposal that can be considered by the Parish Council for implementation;
 - c. Request that Street Watch and crime watch groups put forward a competent person to be nominated as representing the Parish Council in the proposed quarterly SAC meeting with the rural police team. The nominee to actively liaise with Councillor Macdonald as the Balsall Parish Council nominated representative for SAC meetings, prior to meetings and report back to full Council;
 - d. Issue guidance to residents on who to complain to about anti-social behaviour.

See Councillor Burrow's report on anti-social behaviour reporting.

Resolved to:

- a. **establish a sub-working group of the Village Centre Working Group focused on safety and security with majority membership from the Balsall Common Street Watch and crime watch groups. The findings of the sub-group to be reported to full Council and be considered by the Parish Council to influence the master planning of the centre by SMBC;**
- b. **ask the Street Watch groups and Community Watch if they would like to develop a short term project for improving safety and security on a shorter timescale than option a) above looking at such things as CCTV and lighting, working with the community, businesses, SMBC and the Police to develop a costed and lawful proposal that can be considered by the Parish Council for implementation. Councillor Elizabeth Macdonald to lead the project on behalf of the Parish Council;**
- c. **Jill Halliday, administrator of Community Watch and Councillor Marion Keeley to be nominated as representing the Parish Council in the proposed quarterly SAC meeting with the rural police team. The nominees to actively liaise with Councillor Macdonald as the Balsall Parish Council nominated representative for SAC meetings, prior to meetings and report back to full Council;**
- d. **Councillor Andrew Burrow to supply a guidance note for residents on who to complain to about anti-social behaviour for distribution via Community Watch Facebook, other communication networks and Council website.**

14. Proposal to receive a report from Councillor Macdonald of the January meeting of the SAC Committee. Councillor Macdonald presented a verbal report.

15. Proposal to invite Councillor Ian Courts, SMBC Portfolio Holder for the Environment, to facilitate a community discussion on '#WM2041 Actions to meet the climate crisis with inclusivity, prosperity and fairness: a discussion document.'

Resolved to invite Councillor Ian Courts, SMBC Portfolio Holder for the Environment, to facilitate a community discussion on '#WM2041 Actions to meet the climate crisis with inclusivity, prosperity and fairness: a discussion document.'

16. Proposal to consider suggestions for actions that can be reasonably taken by the SMBC Head of Highways Management Paul Tovey, to mitigate the impact of HS2 Ltd traffic for the benefit the residents of Balsall parish. The Council's suggestions for actions to be presented by Councillor Burrow to Paul Tovey. Council to note that this opportunity arises from a Berkswell Society presentation to the SMBC HS2 Advisory Committee and the Society is keen to maximise the opportunity for residents for the whole of Balsall Common and its surrounding rural areas. Council to refer to the advisory note issued by the Berkswell Society.

Resolved that Councillor Burrow presents the following HS2 related traffic issues:

- **Parking restrictions on Station Road,**
- **A452 crossings – one located between George in the tree roundabout and roundabout near Grange park, also one to replace the existing Rose Court refuge,**
- **Yellow lines near Sainsbury's and Co-op, and any additional traffic related issues from Councillors.**

17. **Facilities**

(17.1) Proposal to note the successful bid to West Midlands Combined Authority Better Streets Community Fund made by Friends of Willow Park for the installation of 2 sets of bike racks in Willow Park.

Resolved to accept the installation of 2 sets of bike racks in Willow Park funded by WMCA Better Streets Community Fund.

(17.2) Proposal to accept a quote at a value of £800 + VAT from Dovetail Trees for the felling of 2 trees, 1 each in Willow Park and Temple Balsall Cemetery as they are potentially unsafe.

Resolved to accept a quote at a value of £800 + VAT from Dovetail Trees for the felling of 2 trees.

(17.3) Proposal to accept a quote from the grounds maintenance contractor of £480 to remove dead wood, trees, bramble etc from Temple Balsall Cemetery and Oakley playground; to clean moss

from playground surfaces in Willow Park; and to remove further branches from overhanging Willow in Willow Park.

Resolved to accept a quote from the grounds maintenance contractor of £480 to remove dead wood, trees, bramble etc from Temple Balsall Cemetery and Oakley playground; to clean moss from playground surfaces in Willow Park; and to remove further branches from overhanging Willow in Willow Park.

18. Accounts:

(18.1) Proposal to note the Bank Reconciliation for the period 01.01.20 – 31.01.20 and the bank cash balance.

Resolved to note the Bank Reconciliation for the period 01.01.20 – 31.01.20 and the bank cash balance of £101,358.52.

(18.2) Proposal to note the Cashbook for January 2020.

Resolved to note the Cashbook for January 2020.

(18.3) Proposal to approve the list of Regular Payments made using General Power of Competence for January 2020 as listed below.

Resolved to approve the payment listed below.

Date	SO/DD	Payee	Budget	Gross £	VAT £
03.10.20	SO	R Westwood	Administration – Office rent	635.00	0
06.01.20	DD	Vodafone Ltd	Administration – Telephone, internet	26.26	4.37
10.01.20	DD	Smart Pension	Staff/Salaries/Pension	250.31	0

(18.4) Proposal to vire £353.00 from General Reserves to increase the Street Scene – Christmas lights budget to £8,853.00 in 2019/20.

Resolved to vire £353.00 from General Reserves to increase the Street Scene – Christmas lights budget to £8,853.00 in 2019/20.

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

Resolved to authorise the following invoices for payment.

Date	Cheque no.	Payee	Budget	Gross £	VAT £
12.02.20	100273	AMS Ltd	Recreation - Safety inspections	315.00	0
12.02.20	100274	Andrew Burrow	Reimbursement of Admin - Printing/Stationery	40.00	0
12.02.20	100275	Edge IT Systems Ltd	Admin - IT software/Consumables	465.60	77.60
12.02.20	100276	WALC	Personnel - Training	90.00	0
12.02.20	100277	Ian Richards	Recreation & Cemetery – Grounds maintenance & litter & waste collection	1,025.00	0
12.02.20	100278	Pied Piper Pest & Wildlife Management	Cemetery – Grounds maintenance/Pest control	204.00	34.00
12.02.20	100279	SLCC Enterprises Ltd	Personnel - Training	36.00	6.00
12.02.20	100280	SMBC	Street Scene – Christmas lights	8,853.00	1,475.50
12.02.20	100281	J. Parry-Evans	Personnel - Staff/Salaries/Pension		
12.02.20	100281	J. Parry-Evans	Reimbursement of various	164.75	23.94
12.02.20	100281	J. Parry-Evans	Personnel – Staff/Salaries/Pension - mileage	43.38	0
12.02.20	100282	Balsall Common Village Hall	Administration – Room Hire	105.00	0

(18.6) Proposal to note the outcome of the Q3 internal checks made by Councillor Tindall on 06.02.20.

Resolved to note the outcome of the Q3 internal checks made by Councillor Tindall on 06.02.20.

19. Proposal to renew the Council's .gov domain name with Fasthosts Ltd for the period 30.03.20 – 29.03.22 at a cost of £61.00 + VAT.

Resolved to renew the Council's .gov domain name with Fasthosts Ltd for the period 30.03.20 – 29.03.22 at a cost of £61.00 + VAT.

20. Proposal to accept the recommendation from the Internal Audit Working Group for the Council to appoint Bill Robinson as Internal Auditor for 2019/20 at the quoted cost of 1-2 days at £25 per hour plus £0.25p per mile travel expenses. The internal audit to consist of two visits, one in March 2020 and one in April 2020.

Resolved to accept the recommendation from the Internal Audit Working Group for the Council to appoint Bill Robinson as Internal Auditor for 2019/20 at the quoted cost of 1-2 days at £25 per hour plus £0.25p per mile travel expenses.

21. Correspondence

(21.1) HS2 Destination Solihull Project

Comments are sought on a proposed bid by SMBC and the Solihull Tourism Forum to the HS2 Business & Local Economy Fund. The project will enable SMBC to employ a consultant for 12 months to work with local businesses to mitigate the impact of disruption from HS2 construction.

They will particularly work in the affected areas of Balsall Common, Berkswell, Hampton-In-Arden, Meriden and Chelmsley Wood. The detailed project plan is flexible, which will give the consultant the opportunity to liaise with local stakeholders (particularly the Parish and Town Councils) and to tailor activities to what will work best in each location.

Comments made were in support of the bid, that the emphasis must be for the areas most affected by HS2 disruption, and that for Balsall parish, businesses in addition to those in the centre of Balsall Common (mostly retail) should also be included i.e. rural commercial operations, B&B's, farm based enterprises, businesses located along the HS2 transport affected routes away from the centre of Balsall Common.

(21.2) Invitation to attend Western Power Distribution's Annual Stakeholder Workshops (with lunch)

10.00 – 13.00 4th March 2020 Villa Park, Trinity Rd, Birmingham B6 6HE. The event is to discuss the Co-Creation of WPD's Business Plan Commitments for 2023-2028 and Future Investment Priorities; Delivering a Smart Network, Meeting Climate Change Targets and Supporting Consumers in Vulnerable Situations.

(21.3) Keep Britain Tidy, Great British Spring Clean 20 March – 13 April 2020. Invitation to complete survey and get access to campaign resources including a social media guide and assets across all channels and template press releases.

Correspondence was noted.

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 finished at 9.25pm.

Andrew Burrow (Chairman)

DATE