



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 11 March 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 (Vice Chair), Councillor Kay Howles, Councillor Keith Tindall, Councillor Marion Keeley, Councillor Richard Drake, Councillor Richard Lloyd and 10 members of the public.

1. Public Forum

**(1.1)**

**(1.2)** A member of the public reported that a proposal for rear access onto Hawkswood Drive for 107 Station Road had received a Certificate of Lawful Development from SMBC Planning. Councillors responded with their personal views on steps the resident could take.

**It was agreed to place an item on the next agenda of the Parish Council to discuss the decision made.**

It was noted by a resident that Aldi has circulated a survey and had a consultation event on 17 March concerning their proposal for a new store on Kenilworth Road.

Also noted was the changes to provision by the GP surgery affecting Balsall residents. Councillors encouraged individuals to write stating exactly how the changes have affected them.

2. Report from Ward Councillors

There were no Ward Councillors present.

3. Apologies

There were no apologies.

4. Declarations of Interest

**Councillor Richard Drake declared a non-pecuniary interest in Item 13.4, 13.5.**

**All Councillors declared a pecuniary interest in Item 18.4.**

5. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 12.02.2020.  
**Resolved** to approve as a correct record the Minutes of the Parish Council Meeting held on 12.02.2020.

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.

## **7. Planning Applications**

### **(7.1) PL/2020/00239/PPFL**

49 Station Road, Balsall Common, Solihull CV7 7FN

Existing garage to be demolished. Erect 3 bedroom bungalow to rear of existing dwelling. Erect double garage to front of existing dwelling.

**Resolved to resolved to object to the proposal and raise the following points:**

- **To ask SMBC whether neighbouring landowners had been informed of the development by the applicant;**
- **To highlight that the new double garage in the front garden is significantly more prominent than others and the existing;**
- **To request confirmation that the requirement that “The length of a back garden should not normally be less than 11 metres or 5 metres for every storey of the dwellings to which they relate, whichever is the greater” (SMBC Planning Guidelines for Housing Development) is complied with;**
- **To draw attention to the emerging Balsall Parish NDP Policy:  
“POLICY H.1: Residential Development within Balsall Common (where within Balsall parish)  
Proposals that relate to garden land will be required to demonstrate that they will:  
f) Preserve or maintain the character of the area including in particular the mature garden landscape retaining mature trees wherever possible;  
g) Not introduce an inappropriate form of development and have regard for the characteristic open space between dwellings; and  
h) Not significantly and demonstrably harm the amenity of the host dwelling(s) and neighbouring properties.”**

### **(7.2) PL/2020/00209/TPO**

2 Winsford Close, Balsall Common, Solihull CV7 7UB

Fell and remove 1 No. ash tree (T18) and 2 No. cypress trees (T19 & T20).

**Resolved to object to the felling of the 2 cypress trees (T19 & T20) and request the Tree Officer permits appropriate trimming instead.**

### **(7.3) PL/2020/00231/MINFHO**

189 Kenilworth Road, Balsall Common, Solihull CV7 7ES

Ground floor extension to rear, first floor extension to side, internal alterations.

**Resolved to make no comment.**

### **(7.4) PL/2020/00254/TPO**

3 Wootton Green Lane, Balsall Common, Solihull CV7 7EZ

Pollard 2 No. oak trees (T14 & T15) to prevent overhanging 3a Wootton Green Lane.

**Resolved to accept the decision of the Tree Officer.**

### **(7.5) PL/2020/00413/TPO**

70 Station Road, Balsall Common, Solihull CV7 7FL

Fell 1 No. purple beech tree (T1 on map), replant with one standard beech tree in a similar position.

**Resolved to accept the decision of the Tree Officer.**

### **(7.6) PL/2020/00403/PPFL**

152 Station Road, Balsall Common, Solihull CV7 7FD

New shop frontage and alterations to side elevation.

**Resolved to make no comment.**

8. Proposal to receive a verbal update from Councillor Burrow on the VE Day Working Group and budget report.  
A verbal update was provided by Councillor Burrow.
9. Proposal to receive an update from the Borough Councillors on the reception at SMBC to the Balsall Common infrastructure proposals for inclusion in the Solihull Plan formulated by Balsall and Berkswell Parish Councils and the Ward Borough Councillors.  
In the absence of Ward Councillors, Councillor Burrow reported from an email update provide by Councillor Dicicco that the document had been well received by the Leader of SMBC and that the content would be considered as part of the Solihull Local Plan which will be worked on in the summer of 2020.
10. Proposal to receive an update on progress on the various agreed actions relating to anti-social behaviour:
- (10.1) Safety and security sub-working group of the Village Centre Working Group (Chair Councillor Andrew Burrow) draft TOR.
  - (10.2) Project for improving safety and security (Lead Councillor Elizabeth Macdonald) draft project remit.
  - (10.3) Quarterly SAC meeting with Police (Representatives Councillor Macdonald and Jill Halliday),
  - (10.4) Guidance note for residents on who to complain to about anti-social behaviour for distribution. (Clerk and Councillor Andrew Burrow).
- Resolved** to note to following progress:
- (10.1) and (10.2) – Councillor Macdonald is to merge the draft TOR and the safety and security project remit into one draft document, phase one identifying safety and security evidence and need and phase two to identify the options, business case to present to the Parish Councils, and subject to approval, develop a project plan. Membership to be defined by the joint Village Centre Working Group. Councillor Elizabeth Macdonald is the Balsall Parish Council nominee.
  - (10.3) SAC meeting date not yet notified.
  - (10.4) Councillor Andrew Burrow to send the prepared guidance note to The Communicator.
11. Proposal to write to the Velo organisers and to SMBC to inform them that we are not content with the information provided and of our continuing concerns as set out below:
- the additional leaflet sent to parish councils is inadequate and came out after the public leaflet drop;
  - no confidence that they will get more local volunteers or have really learnt lessons after the last event - giving the same PR comments as last time about carers but that did not work on the day; carer provision is not just from care companies local to the route, how do we know all relevant companies will be contacted. Will all marshals have the event hotline as members of the public or care staff etc are not likely to have it on them?
  - the base map is poor quality and the "parish" section blow-ups show no additional detail e.g. no local road names, assumes people can read maps;
  - the main map has some but not all local road names and misses out key names within the built-up area e.g. Balsall Common no mention of Station Road or Kenilworth Road;
  - the communications target local residents and businesses but the route crosses A and B roads that are used by through traffic who may not notice the warnings especially if they are on a one-off trip;
  - no diversions from A/B roads whereas in planning a local community event that will impact on an A road Balsall Parish Council has had to take on the extra expense of putting in diversions so why are the Velo organisers (Active Sport & Entertainment Limited. Company Reg 10225082) not required to do so?
  - the A452 is both a high vehicle route and operates as an emergency diversion route when there are problems on the M42 and M40 - what is the plan if this scenario happens on race day?
  - no mention of handling potential conflict between HS2 working and cyclists if there is weekend working - at least one HS2 site is adjacent to the route;
  - no mention of where Berkswell Station rail travellers should park on the day as the cycle route cuts off access to the railway car park;

- residents who might be affected are asked to use "local parking locations e.g. alternative roads - not really helpful as some of the alternative roads are within the cycle route and people can't get anywhere;
- the road closures in our area are from 06.30 yet the first elite riders are unlikely to be here until 08.30, such early closures affect shift workers trying to get to work on time. One of the problems experienced last year where some marshals let people in but others were obstructive rather than helpful of people trying to get out from the cyclists' route; and
- other points raised by Council.

**Resolved** to write to the Velo organisers, SMBC and WMCA with the above points, and cc Berkswell Parish Council with an invitation to support the views. A post to be placed on the Balsall Parish Council website indicating the comments made.

- 12.** Proposal to note the request made to SMBC to hold the Balsall Parish NDP referendum at the same time as the May election and to consider publication of the Balsall Parish NDP referendum version and communication and publicity measures.

**Resolved** to note the request made to SMBC to hold the Balsall Parish NDP referendum at the same time as the May election and to consider publication of the Balsall Parish NDP referendum version and communication and publicity measures.

Councillor Andrew Burrow to draft a leaflet (A5) for comment.

**Resolved** to delegate to the Clerk the production of leaflets for distribution.

**13. Facilities**

- (13.1)** Proposal to consider measures to prevent use of Temple Balsall Cemetery car park for anti-social behaviour.

**Resolved** to lock the Temple Balsall Cemetery car park for a period of 3 months.

- (13.2)** Proposal to commission Family Housing Trust (Newlands Bishop Farm) to refurbish or supply a new pavement planter (ex Costas) and replace at agreed location.

**Resolved** to repair the planter and store empty, if it is not repairable then to not replace.

- (13.3)** Proposal to seek quotes for tree surveys for Willow Park and Temple Balsall Cemetery and provide an appropriate budget from General Reserves 2020/21.

**Resolved** to seek quotes for tree surveys for Willow Park and Temple Balsall Cemetery and provide an appropriate budget from General Reserves 2020/21.

- (13.4)** Proposal to approve the quote of £401.45 ex VAT supply only for 4 swing seats to replace those at Oakley playground and authorise fitting costs added to the grounds maintenance contract.

**Resolved** to approve the quote of £401.45 ex VAT supply only for 4 swing seats to replace those at Oakley playground and authorise fitting costs added to the grounds maintenance contract.

- (13.5)** Proposal to confirm the order placed for a seesaw hand hold and adhesives for Willow Park playground at a cost of £69.58 ex VAT and authorise the fitting of replacement hand hold by the Council's grounds contractor.

**Resolved** to confirm the order placed for a seesaw hand hold and adhesives for Willow Park playground at a cost of £69.58 ex VAT and authorise the fitting of replacement hand hold by the Council's grounds contractor.

- (13.6)** Proposal to note that the Cemetery Working Group is to meet on Tuesday 31 March 2020 with a remit to set its terms of reference and make recommendations to full Council on measures to improve future income levels.

**Resolved** to note the meeting of the Cemetery Working Group on Tuesday 31 March 2020 and to seek a member of Temple Balsall Church to join the group.

- 14. (14.1)** Proposal to note the publication of the Solihull Walking and Cycling Strategy and associated survey and consultation.

- (14.2)** Proposal to consider writing to SMBC to express Council's concern that no initiatives appear to be proposed for Balsall parish.

**Resolved** to write a letter of response to SMBC director of Managed Growth and Cabinet Member and Councillor Ken Hawkins Environment and Highways Portfolio Holder. Councillor Richard Drake to contribute to draft.

15. Proposal to nominate Mark Tattum from the community as the Balsall Parish Council Birmingham Airport Consultative Committee representative and to require a report to the Clerk following each ACC meeting (quarterly).

**Resolved** to amend the proposal to read:

Proposal to nominate a Balsall Parish Councillor as the Balsall Parish Council Birmingham Airport Consultative Committee representative and to require a report to the Clerk following each ACC meeting (quarterly).

**Resolved** to accept the amended proposal as above.

**Resolved** to nominate Councillor Keith Tindall as the Balsall Parish Council Birmingham Airport Consultative Committee representative and to require a report to the Clerk following each ACC meeting (quarterly).

16. Proposal to note that the Balsall Common Centre litter pick has now been running for a year with increasing numbers attending and helping. Council to thank Sue Marsden of the Balsall Common Residents Association for organising this community effort.

**Resolved** to note the proposal and thank Sue Marsden of the Balsall Common Residents Association for organising this community effort.

17. Proposal to set the format and timetable for the Parish Assembly to be held at 8.00pm on Thursday 16 April 2020.

**Resolved** to note the following:

Councillor Andrew Burrow to attend and Chair the Parish Assembly.

18. **Accounts:**

(18.1) Proposal to note the Bank Reconciliation for the period 01.02.20 – 29.02.20 and the bank cash balance.

**Resolved** to note the Bank Reconciliation for the period 01.02.20 – 29.02.20 and the bank cash balance of £89,958.54.

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

**Resolved** to note the Cashbook for February 2020.

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

Date	SO/DD	Payee	Budget	Payment Value £	VAT £
03.02.20	SO	R Westwood	Administration – Office rent	635.00	0
04.02.20	DD	Vodafone Ltd	Administration – Telephone, internet	25.68	4.28
12.02.20	DD	Smart Pension	Personnel - Staff/Salaries/Pension	250.31	0
14.02.20	DD	Waterplus	Cemetery - Rates	12.59	0

**Resolved** to approve the list of Regular Payments made using General Power of Competence for February 2020 as listed.

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

Date	Cheque no.	Payee	Budget	Cheque Value £	VAT £
11.03.20	100283	WALC	Personnel - Training	30.00	0
11.03.20	100284	B Ball	Street Scene – Village centre planting	50.00	0
11.03.20	100285	Edge IT Systems Ltd	Personnel - Training	48.00	8.00
11.03.20	100286	OvernightSite	Administration – IT, software and consumables	150.00	25.00
11.03.20	100287	Pied Piper Pest & Wildlife Management	Cemetery – Grounds maintenance/pest control	102.00	17.00
11.03.20	100288	A. Burrow	Personnel – Councillors Allowance	227.22	0
11.03.20	100289	E. Macdonald	Personnel – Councillors Allowance	227.22	0

11.03.20	100290	K. Howles	Personnel – Councillors Allowance	252.00	0
11.03.20	100291	M. Keeley	Personnel – Councillors Allowance	227.22	0
11.03.20	100292	R. Drake	Personnel – Councillors Allowance	227.22	0
11.03.20	100293	R. Lloyd	Personnel – Councillors Allowance	252.00	0
11.03.20	100294	M. Marsden	Personnel – Councillors Allowance	24.99	0
11.03.20	100295	L. King	Personnel – Councillors Allowance	24.99	0
11.03.20	100296	W. Heard	Personnel – Councillors Allowance	24.99	0
11.02.20	100297	J. Parry-Evans	Personnel - Staff/Salaries/Pension		
11.02.20	100298	WALC	Personnel - Training	30.00	0
11.02.20	100299	HMRC Q4	Personnel - Staff/Salaries/Pension	2,145.51	0

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

19. Proposal to note the 2019/20 Finance Year End 8 week plan.

**Resolved** to note the 2019/20 Finance Year End 8 week plan.

20. Proposal to note the training undertaken and booked for 2019/20.

**Resolved** to note the training undertaken and booked for 2019/20.

21. **Correspondence**

**(21.1)** Government Consultation on Strengthening Police Powers to tackle unauthorised encampments. Councillor Elizabeth Macdonald provided an update.

**(21.2)** Balsall Common Heritage Trail.

A description of the work being undertaken by Geoff Wheeler, Richard Lloyd, Wendy Wilson and Lynn Price to create a trail for Balsall Common was described. It was noted that following the completion of the work, a plan for funding a leaflet would be pursued.

**(21.3)** Rural/Market Towns Group Members Survey.

Correspondence noted.

**(21.4)** West Midlands 5G Ltd survey of views.

The council would not be providing a response.

**(21.5)** Resident's letter of concern regarding loss of habitat on verges on A452 road north of Park Lane and near the Hampton in Arden roundabout.

Correspondence noted. At meeting with HS2 Ltd and Councillors on 13 March, the possibility of mitigating the visual impact of cleared ground by sowing wildflower seed would be raised.

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

**Parish Council Meeting**

**Wednesday 15 April 2020, 7.30pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF**

**Parish Meeting (Assembly)**

**Thursday 16 April 2020, 8.00pm in the Main Hall, Village Hall, 112 Station Road, Balsall Common CV7 7FF**

The meeting finished at 9.45pm.

Andrew Burrow (Chairman) .....

DATE .....