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Balsall Parish Council Meeting

Approved Minutes of Extraordinary Parish Council Meeting held on Friday 27 March 2020 at 3.30 pm in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF

Minutes

Present: Councillor Andrew Burrow (Chairman), Councillor Keith Tindall, Councillor Richard Drake, Councillor Richard Lloyd and Councillor Diane Howell in attendance.

The meeting took place with those attending observing social distancing advice.

Proposed that in view of the government guidance on public health in force due to the Covid-19 crisis, limiting people leaving their homes to shop for essential items, for exercise, for work or to care for the vulnerable, that the public are excluded. No members of the public sought to attend. **It was resolved to exclude the public.**

The Chairman explained that Councillor Diane Howell had attended to provide an update on the actions of SMBC in response to the crisis and that this would replace the public forum as item 1 on the agenda.

- 1.** Councillor Diane Howell provided an update of the SMBC actions in response to the Covid-19 crisis namely:
 - Collation of community responses and council networks have been integrated into the SMBC database and can be accessed as signposting to those who need help and those who wish to volunteer;
 - There will be guidance online for volunteers regarding safety;
 - Are keen that support is locally led and SMBC will support this approach for the foreseeable future;
 - Government food parcels to the NHS's identified vulnerable individuals with pre-existing health conditions will be delivered through SMBC to local people via JLR and the Fire Service;
 - A list of additional vulnerable people and the over 70's is being prepared in order to put getting delivery of food in place together with Sainsbury's;
 - The Clerk to provide a letter of 'authorisation' for the Balsall Common and Berkswell Community Help group volunteers to present to shops to enable the collection of quantities of food supplies over and above the limits for one household.

- 2.** Apologies

Apologies were noted from Councillor Elizabeth Macdonald, Councillor Kay Howles and Councillor Marion Keeley.

3. Declarations of Interest
There were no declarations of interest.
4. Proposal to agree a revised schedule of Parish Council Meetings for 2020/21 in response to the Covid-19 crisis.
Resolved to agree a revised schedule of Parish Council Meetings for 2020/21 in response to the Covid-19 crisis.
The meetings of 15 April 2020, 13 May 2020 and the Parish Meeting (Assembly) of 16 April 2020 are cancelled.
Parish Council Meetings for June and ongoing will be advised including a rearranged Annual Parish Meeting and a rearranged Parish Meeting (Parish Assembly).
Should a meeting be required before the next one scheduled, this will be called by the Clerk in consultation with the Chairman.
Members to note that should an Extraordinary Parish Meeting be appropriate, this may be called in accordance with Standing Orders, section 6.
5. Proposal that the Parish Council's representation on external bodies and the work of the Council's Working Groups will be suspended unless work can be done in line with government advice (remotely).
Representatives and Working Groups to report to the next scheduled Parish Council Meeting.
Resolved that the Parish Council's representation on external bodies and the work of the Council's Working Groups will be suspended unless work can be done in line with government advice (remotely). Any work taking place to be reported to the next scheduled Parish Council Meeting.
6. Proposal to suspend work on the VE Day Event jointly with Berkswell Parish Council. The Clerk in conjunction with Berkswell Parish Clerk to cancel the event, orders and arrangements, if appropriate seeking compensation from government for residual costs.
Resolved to cancel the VE Day Event jointly with Berkswell Parish Council based on recent government advice.
7. Proposal to establish a budget of £1,500 from General Reserves in order to directly purchase specified support items to benefit Balsall parish identified by community organisations and local initiatives in response to the Covid-19 crisis.
Resolved to amend the proposal to read:
Proposal to establish a budget of £2,500 from General Reserves in order to directly purchase specified support items to benefit Balsall parish identified by community organisations and local initiatives in response to the Covid-19 crisis.
Proposal to allocate up to £7,000 from the grants budget and delegate authority to the clerk the ability to make grants.
Resolved to approve both proposals as amended.
8. Proposal to contribute 62% of the quoted costs of £134.00 (no VAT) incurred by Berkswell Parish Council in printing leaflets and posters to be circulated to households in both parishes by 'Balsall Common and Berkswell Community Help'. To be met from the budget agreed at item 7.
Resolved to contribute 62% of the quoted costs of £134.00 (no VAT) incurred by Berkswell Parish Council in printing leaflets and posters to be circulated to households in both parishes by 'Balsall Common and Berkswell Community Help'. To be met from the budget agreed at item 7.
9. **Proposal** to approve temporary financial procedures for the duration of the Covid-19 crisis as follows:

- (9.1)** Delegation to the Clerk to raise purchase orders for the ongoing normal operation of the Council against approved budgets. All Councillors are to be advised by email of orders to be placed with 48 hours minimum notice before the order is placed.
Resolved to delegate authority to the Clerk to raise purchase orders for the ongoing normal operation of the Council against approved budgets. All Councillors are to be advised by email of orders to be placed with 48 hours minimum notice before the order is placed.
- (9.2)** Delegation to the Clerk to prepare a payments schedule to be circulated to all Councillors by email and to draw up cheques for signature by two signatories. All such payments made to be reported to the next scheduled meeting of the Council.
Resolved to delegate authority to the Clerk to prepare a payments schedule to be circulated to all Councillors by email and to draw up cheques for signature by two signatories. All such payments made to be reported to the next scheduled meeting of the Council.
- (9.3)** Authorisation of the Clerk to use the emergency payments procedures within Financial Regulations 5.4 for all payments within the budget agreed at item 7 (Covid-19 response). Where practical this will be a single list of payments emailed to Councillors.
Resolved to authorise the clerk to use the emergency payments procedures within Financial Regulations 5.4 for all payments within the budget agreed at item 7 (Covid-19 response). Where practical this will be a single list of payments emailed to Councillors.
- 10.** Proposal to delegate to the Clerk responses on Planning Applications on behalf of the Council. Responses will only be made on applications that are considered 'exceptional' i.e. those likely to be of significant community interest. These applications will be circulated to all Councillors for comment. All other applications received by the Council will nevertheless be circulated to all Councillors who may wish to make individual responses to SMBC.
Resolved to amend the proposal to insert 'or appear to conflict with the Balsall Parish NDP' after 'of community interest'.
Resolved to delegate to the Clerk authority to make responses on Planning Applications on behalf of the Council. Responses will only be made on applications that are considered 'exceptional' i.e. those likely to be of significant community interest or appear to conflict with the Balsall Parish NDP.
- 11.** Proposal to delegate to the Clerk any actions and costs deemed necessary to comply with government advice applicable to the Council's assets, in particular Willow Park and playground, Oakley playground and Temple Balsall Cemetery.
Resolved to delegate to the Clerk the authority to take any actions and costs deemed necessary to comply with government advice applicable to the Council's assets, in particular Willow Park and playground, Oakley playground and Temple Balsall Cemetery.
 It was noted that the Parish Council grounds will contractors be asked to continue to maintain the publicly closed off areas subject to compliance with the obligation to follow government advice on social distancing.
- 12.** Proposal to consider any further actions necessary to ensure the operation of the Parish Council during the coronavirus emergency.
Resolved to confirm that the Clerk will produce an 'emergency pack' for the Chairman to hold in the case of sickness absence of the Clerk, to be opened in the presence of two further Councillors.
- 13. Date and Venue of Next Meeting:**
The next scheduled meetings of the Parish Council on 15 April has been cancelled.
Further meetings are to be advised.
PLEASE NOTE THAT THESE MEETINGS HAVE BEEN POSTPONED ON GOVERNMENT ADVICE
Parish Meeting (Assembly)
Thursday 16 April 2020, 8.00pm in the Main Hall, Village Hall, 112 Station Road, Balsall Common CV7 7FF
Annual Parish Council Meeting
Wednesday 13 May 2020, 7.30pm in the Main Hall, Village Hall, 112 Station Road, Balsall Common CV7 7FF

The meeting closed at 4.30pm

SIGNED **Andrew Burrow (Chairman)** **DATE**