



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

Unapproved Minutes of Parish Council Meeting held on Wednesday 9 September 2020 at 7.30 pm by video call

Minutes

Present: Councillor Andrew Burrow (Chairman), Councillor Elizabeth Macdonald, Councillor Keith Tindall, Councillor Richard Drake, Councillor Richard Lloyd and 2 members of the public.

1. Public Forum
There were no comments from members of the public.
2. Report from Ward Councillors
Councillor Diane Howell reported that there was a slight delay in the final submission version of the Solihull Local Plan to SMBC Cabinet as this was now anticipated to be October 2020. In responding to a question from Councillor Macdonald regarding the installation of cycle paths in Balsall Common, perhaps to provide access to the schools and station, Councillor Howell replied that SMBC are focusing on Solihull and Shirley town centres first with the rural east being worked on later.
3. **Apologies**
Apologies from Councillor Kay Howles and Councillor Marion Keeley were noted. Ward Councillor Ken Allsopp indicated he would not be able to attend.
4. Declarations of Interest
Councillor Richard Drake declared a non-pecuniary interest in Item 20.5.
Councillor Richard Lloyd declared an interest in item 20.5. The minute to record that the expenditure was in payment of Land Registry charges and previously authorised by the Parish Council.
5. Proposal to grant a dispensation to Councillor Keith Tindall to participate in the discussion on item 9 and vote. This action may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances the following applies:
 - ii. granting the dispensation is in the interests of persons living in the Council's area.**Resolved** to grant a dispensation to Councillor Keith Tindall to participate in the discussion on item 9 and vote.
6. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 15.07.2020 and the Extraordinary Parish Council Meeting on 27.08.2020.

Resolved to approve the Minutes of the Parish Council Meeting held on 15.07.2020 subject to amending 'Councils' to read 'councillors' under item 7, final word of the penultimate sentence.

Resolved to approve the Minutes of the Extraordinary Parish Council Meeting on 27.08.2020.

7. Proposal to receive an update on the progress of resolutions of the Parish Council Meetings held on 15.07.2020 and 27.08.2020.
Item 15. The council's accounts, notice of public inspection rights and accounting statement have been placed on the council's website and notice boards.
8. Proposal to note delegated actions in response to Planning Applications made under minute 10 made 27 March 2020.
Resolved to note the delegated actions.
9. PL/2020/01716/MINFDW
107 Station Road, Balsall Common, Solihull CV7 7FG
Erection of a detached 2 bedroom single story dwelling.
Resolved to object to the proposal on the basis of breach of Balsall Parish NDP policies and to highlight the proximity of the dwelling to the front boundary.
10. Proposal to consider holding a virtual Parish Meeting.
Resolved to advertise in the Communicator and if 12 or more electors express an interest, a remote Parish Meeting will be held.
11. Proposal to approve an Action Plan for 2020/21 around 4 strategic projects:
i. Providing a green burial option in Temple Balsall Cemetery
ii. Creating a vision and design for the centre of Balsall Common
iii. Influencing the Solihull Local Plan to ensure residents needs are met
iv. Plan for Safety and Security improvement measures in Balsall Common centre
Resolved to agree the four projects identified with the addition of a fifth to be considered should items 15 and 17.1 be approved:
v. Improving public access to provide for health and wellbeing.
12. Proposal to review the project and financial plan for the GBSLEP Enabling Fund for Balsall Common centre.
Resolved that members of the Working Group meet with the nominated officer of SMBC to work out initial steps e.g. establishing terms of reference, identifying items that can be facilitated by a consultant and procuring that consultant. The meeting to be with Chairman of Berkswell and Balsall councils, Councillor Tony Diccio and SMBC officers.
13. Proposal to consider and agree how the working group of volunteers reviewing security cameras, lighting etc within Balsall Common centre can proceed.
Resolved to note that the Safety and Security sub-group met on 8 September and collection of information to identify what the problems are is being progressed via:
- collation and analysis of crime statistics
 - preparation of a perception survey of residents
 - preparation of a business survey
 - extent to which existing measures have been used
14. Proposal to note the offer and the Clerk's acceptance of a free cherry blossom tree from the SMBC Managed Growth and Communities Directorate for the centre of Balsall Common and the corresponding acceptance of a second free tree by Berkswell Parish Council. It is intended that the trees be placed in planters in the respective parish parts of Station Road shopping centre.
Resolved to note the Clerk's acceptance of a free cherry blossom tree from the SMBC Managed Growth and Communities Directorate for the centre of Balsall Common subject to details being considered.

15. Proposal to note the response from SMBC to Information request 6017668 indicating there are no recorded public rights of access between Station Road and Kenilworth Road via the Co-op, and to ask ward councillors to sponsor a deputation to Solihull Council to create a right of way under powers in Part 3 of the Highways Act 1980. By way of background, it appears the public were free to pass through the area for many years, but the extension of the Co-op in 2004 caused the routes to be altered and prevent presumed dedication after public use for 20 years, under Section 31 of the Act.
Resolved to note the response of SMBC and that Councillor Diane Howell is to have an informal discussion with SMBC officers and then with Councillor Keith Tindall.
16. Proposal to confirm that Councillor Andrew Burrow is nominated as the Community Champion for SMBC Public Health Directorate as part of the borough council's role in Supporting our communities – managing coronavirus.
Resolved to confirm that Councillor Andrew Burrow is nominated as the Community Champion for SMBC Public Health Directorate as part of the borough council's role in Supporting our communities – managing coronavirus.
17. **Facilities**
- (17.1) Proposal to write to Gallagher's and SMBC (as landowners) to seek their agreement to the creation of a public footpath under Section 30 of the Highways Act 1980 through Willow Park to connect to footpath M150, and to seek advice from SMBC (as Highway Authority).
Resolved to strongly support writing to Gallagher's and SMBC (as landowners) to seek their agreement to the creation of a public footpath under Section 30 of the Highways Act 1980 through Willow Park to connect to footpath M150, and to seek advice from SMBC (as Highway Authority) however this is to be actioned when the SMBC Local Plan is available.
- (17.2) Proposal to consider Willow Park actions suggested by Friends of Willow Park:
- i. Progressing the development of the 'wild' area'
 - ii. Creating a wildflower area
 - iii. Planting bulbs
 - iv. Litter pick
- Resolved** to support actions i. and ii. and consider detailed proposals following expert advice through the Wildlife Ways initiative.
Resolved to support iii. and iv. as direct actions for Friends of Willow Park to implement.
- (17.3) Proposal to receive an update on a Green Flag application for Willow Park.
Resolved to note that there has been no further work completed on the Green Flag application for Willow Park.
- (17.4) Proposal to review and agree Remembrance arrangements for 2020.
Resolved to lay a wreath at Temple Balsall Cemetery at 11.00am on 11.11.2020 with as many individuals as regulations allow at that time.
- (17.5) Proposal to review and agree Christmas lights arrangements for 2020 in conjunction with Berkswell Parish Council.
Resolved to have a 'Christmas lights switch-on' event, not open to the public, with a photograph being placed in the Bugle with as many individuals participating as regulations allow at that time. Berkswell to be asked for representatives.
18. Proposal to spend up to £300 on fruit trees and planting materials for planting dwarf stock trees in public places in a "fruit for free" initiative. Locations to include Laurels Crescent, Grange Park and other such locations suggested by councillors/residents and approved by SMBC. Planting to be undertaken by volunteers.
Resolved to identify a list of sites to be considered for approval by SMBC.
19. Proposal to nominate Vince Ritter to the Joint Village Centre Working Group.
Resolved to ask Vince Ritters to join the Joint Village Centre Working Group.

20. Accounts:

(20.1) Proposal to note the Bank Reconciliation for the periods 01.07.20 – 31.07.20 and 01.08.20 – 31.08.20 and note the bank cash balance.

Resolved to note the Bank Reconciliation for the periods 01.07.20 – 31.07.20 and 01.08.20 – 31.08.20 and note the bank cash balance of £115,930.46.

(20.2) Proposal to note the Cashbooks for July and August 2020.

Resolved to note the cashbooks for July and August 2020.

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

Date	SO/DD	Payee	Budget	Gross £	VAT £
03.08.20	SO	R Westwood	Administration – Office rent	635.00	0
05.08.20	DD	Vodafone Ltd	Administration – Telephone, internet	45.73	7.62
12.08.20	DD	Smart Pension	Personnel - Staff/Salaries/Pension (July & August)	500.62	0

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

(20.4) Proposal to note the following order placed by the Clerk under minute 9.1 made 27 March 2020 to revise Financial Regulations.

Date	Supplier	Budget	Amount Gross £	VAT £
24.08.20	Apex Environmental Ltd	Recreation and Cemetery – Grounds Maintenance (tree surveys)	720.00	0

Resolved to note the order placed by the Clerk under minute 9.1 made 27 March 2020 to revise Financial Regulations.

(20.5) Proposal to note the following invoices for payment using General Power of Competence and under revision to financial regulation 5.4.

Date	Cheque no.	Payee	Budget	Gross £	VAT £
04.08.20	100329	Family Care Trust	Street Scene – Village planting	360.00	0
04.08.20	100330	B.Ball	Cemetery – Ground maintenance	640.00	0
04.08.20	100330	B.Ball	Street scene – Village planting	515.00	0
04.08.20	100331	SLCC Enterprises	Personnel - Training	42.00	7.00
04.08.20	100332	Pied Piper Pest & Wildlife Mgt	Cemetery – Pest control	102.00	17.00
04.08.20	100333	SLCC	Admin - Subscriptions	202.00	0
04.08.20	100334	Edge IT Systems Ltd	Admin – IT software	135.36	22.56
04.08.20	100335	J. Parry-Evans	Personnel, salaries & pension		
04.08.20	100336	Viking Products	Admin – Printing, stationery, postage	224.40	26.57

Resolved to note the following invoices for payment using General Power of Competence and under revision to financial regulation 5.4.

(20.5) Proposal to authorise the following invoices for payment using General Power of Competence.

Date	Cheque no.	Payee	Budget	Gross £	VAT £
09.09.20	003854	Wicksteed Leisure Ltd	Recreation – Repairs/upgrading equipment	492.16	82.03
09.09.20	003855	Ian Richards	Recreation & Cemetery Grounds maintenance & litter collection	2,060.00	0
09.09.20	003856	Edge IT Systems Ltd	Admin – IT software & consumables	303.60	50.60
09.09.20	003857	WALC	Admin – Training (KH & KT)	120.00	20.00
09.09.20	100341	Balsall Parish Council	n/a Unity Trust Bank deposit	500.00	0
09.09.20	003858	J Parry-Evans (reimbursement)	Admin – IT software and consumables	62.32	10.40
09.09.20	003858	J Parry-Evans (reimbursement)	Admin - Printing, Stationery & Postage	7.50	0
09.09.20	003859	R Lloyd (reimbursement for Land Registry fee)	Admin – Printing, Stationery & Postage	6.00	0
09.09.20	003860	ICCM	Admin - Subscriptions	95.00	0

Resolved to authorise the listed invoices for payment using General Power of Competence.

Councillor Keith Tindall left the meeting at this point.

21. Proposal to approve a grant of £2,643 for the purchase of 12 aluminium football goals for Balsall and Berkswell Football Club (Hornets).

Resolved to approve a grant of £2,643 for the purchase of 12 aluminium football goals for Balsall and Berkswell Football Club (Hornets).

22. Proposal to approve a donation to Berkswell Voluntary Aided Church Primary School to contribute to the costs of Covid-19 measures including cleaning and safety equipment, staff overtime, signage etc.
Resolved to approve a donation of £3,000 to Berkswell Voluntary Aided Church Primary School to contribute to the costs of providing a Community Family Mentor for which income from charitable aid and school reserves has been lost due to the Covid outbreak.
This contribution is made on the premise that it is non-precedent setting and that a feedback report from the school will be sent to the Parish Council.
23. Proposal to consider membership of the Rural Services Network for a trial period of one year (see previous resolution 23 of the Parish Council on 9 October 2019).
Resolved to not progress membership of the Rural Services Network for a trial period of one year.
24. **(24.1)** Proposal to approve the Terms and Conditions of Employment (contract) to accommodate changes to annual leave entitlement and the NJC new pay scales implemented from 1 April 2019.
Resolved to approve the Terms and Conditions of Employment (contract) to accommodate changes to annual leave entitlement and the NJC new pay scales implemented from 1 April 2019.
(24.2) Proposal to approve the Clerk/RFO salary for 2020/21 at spinal column point 26 following the Local Government Services' Pay Agreement 2020-21 and to approve the NJC agreement to increase the minimum annual leave from 20 days to 21 days for 2019/20 and from 21 to 22 from 1 April 2020.
Resolved to approve the Clerk/RFO salary for 2020/21 at spinal column point 26 following the Local Government Services' Pay Agreement 2020-21 and to approve the NJC agreement to increase the minimum annual leave from 20 days to 21 days for 2019/20 and from 21 to 22 from 1 April 2020.
25. Proposal to note the approval by the Chair of Staff Committee to the participation of the Clerk in a WALC Risk Assessment training webinar on 18 August, no fee charged.
Resolved to note the approval by the Chair of Staff Committee to the participation of the Clerk in a WALC Risk Assessment training webinar.
26. **Policies and Procedures**
(26.1) Proposal to review and amend Financial Regulations.
Resolved to review and amend Financial Regulations.
(26.2) Proposal to review and amend Standing Orders.
Resolved to review and amend Standing Orders.
(26.3) Proposal to approve an amended Health and Safety Policy and approve a Health and Safety Risk Assessment.
Resolved to approve an amended Health and Safety Policy and approve a Health and Safety Risk Assessment.
(26.4) Proposal to approve an Accessibility Statement and Action Plan.
Resolved to authorise the Clerk to produce an Accessibility Statement and Action Plan, to seek expert advice on modifications to the council website and production of templates for documents for ongoing use.
(26.5) Proposal to approve an amended 'Information available from Balsall Parish Council under the model publication scheme'.
Resolved to approve the existing 'Information available from Balsall Parish Council under the model publication scheme' as unamended at present.
27. Proposal to consider a response to the Government's consultation on 'Planning for the Future' White Paper August 2020 and 'Changes to the Current Planning System'.
Resolved to make a response that the Council is concerned that with the proposed removal of democratic oversight of the planning process implemented by Local Authorities, transparency is being removed. Secondly, a concern that the creation of these policies at a national level is implementable at a local level,

particularly decision making in line with NDP policies. Councillor Richard Lloyd to circulate a draft for comment.

- 28.** Proposal to approve a submission to the HM Government’s consultation on footway/pavement and verge parking on the basis that there should be a national/universal ban on parking on pavements/verges in England, except for the categories defined in the proposals with local authorities permitted to allow pavement parking in specific circumstances to meet local needs i.e. support for option 3.

Resolved to submit a response in support for option 3 to the HM Government’s consultation on footway/pavement and verge parking.

29. Correspondence

(29.1) Residents email suggesting a community composting effort in Lavender Hall Park. The suggestion was noted as a Solihull Borough Council matter.

30. Date and Venue of Next Meeting:

Parish Council Meeting

To be arranged for late October/early November to allow consideration of the Solihull Local Plan submission. The meeting is likely to be via video link.

The meeting finished at 9.45pm.

Andrew Burrow (Chairman)

DATE