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## Balsall Parish Council Meeting

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

### Minutes

**Present:** Councillor Andrew Burrow (Chairman), Councillor Kay Howles, Councillor Keith Tindall, Councillor Marion Keeley, Councillor Richard Drake, Councillor Richard Lloyd and 3 members of the public.

1. **Public Forum**  
A member of the public queried the maintenance of the Bread Walk footpath at Temple Balsall as root growth was making the surface unsound and was advised to contact SMBC Rights of Way officer.
2. **Report from Ward Councillors**  
Councillor Diane Howell reported her thanks to the Parish Council and other local organisations for making representations to the SLP. She emphasised that until adopted, Solihull does not have a 5-year land supply and therefore the borough is vulnerable to developer interest for housing development land, Ward councillors are opposing any such interest strongly.  
Regarding the Parish Council's application to SMBC for a 20-mph speed limit for Balsall Common centre, Councillor Howell reported that analysis of the effect of such speed limits in Knowle and Dorridge is taking place and benefits in other parts of the borough looked at before any outcome to the request is made, likely to be in the New Year.
3. **Apologies**  
Apologies were noted from Councillor Elizabeth Macdonald  
Ward Councillor Ken Allsopp indicated he would not be able to attend.
4. **Declarations of Interest**  
**Declarations of interest were declared by Councillors Burrow, Howles, Keeley, Drake and Lloyd for item 10.4, Councillors allowances.**  
Councillor Richard Lloyd has an interest as the Local Correspondent for the Open Spaces Society.
5. **Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 11.11.2020.**  
The proposal was corrected to include the approval of the Extraordinary Parish Council Minutes of 20.11.20.  
**Resolved** to approve as a correct record the Minutes of the Parish Council Meeting held on 11.11.2020 and the Extraordinary Parish Council Minutes of 20.11.20.

6. Proposal to receive an update on the progress of resolutions of the Parish Council Meeting held on 11.11.20.  
Item 13: Letter on Oldwich Lane East in Fen End footpath has been sent to SMBC. A letter of thanks to be sent for the work already done by George Baker, copied to Solihull Connect.  
Item 21.1: Confirmation that the resident who was interested in protecting trees along Wootton Green Lane had been advised of the Councillors support and comments.
7. **Proposal** to note delegated actions in response to Planning Applications made under minute 10 made 27 March 2020.  
A member of the public raised PL/2020/02667/MINFHO which is a retrospective application for a home office/gym on the frontage of 68 Balsall Street East and subject to concerns of neighbours.  
The Clerk confirmed that under delegated powers an objection would be submitted on behalf of the Parish Council.  
Councillors advised any residents who were in objection to make their own individual submissions to SMBC.
8. **Proposal** to receive a verbal update on progress on the council's Action Plan 2020/21 of 4 strategic projects:
- i. Providing a green burial option in Temple Balsall Cemetery (Clerk)  
There was no progress to report.
  - ii. Creating a vision and design for the centre of Balsall Common (Councillor Burrow)  
Proposal to approve the recommendation of the Balsall Common Village Centre Working Group to appoint a consultant to deliver a masterplan for the village centre.  
**Resolved** to approve the appointment of Ove Arup and Partners, working in conjunction with Urban Silence, at a fixed cost of £30,000 excluding VAT to create a masterplan for the Balsall Common village centre.  
Expenditure will be subject to a grant claim of 50% (£15,000) from the GBSLEP and a financial contribution from Berkswell Parish Council in accordance with the Joint Agreement at a value of 33.6% of £15,000 ie £5,040. The balance of £9,960 to be met from Balsall Parish Council earmarked reserve.  
The Working Group were formally thanked for the work done.  
Proposal to approve the cost of a domain name for a dedicated village centre masterplan web site at an estimated cost of £30 per annum, the site to be linked to the existing Berkswell and Balsall Common Council websites.  
**Resolved** to approve the payment of £30 to purchase a domain name for a dedicated village centre web site to be created by a volunteer to support community engagement on the masterplan project and linked to the existing Berkswell and Balsall Common Council websites.
  - iii. Influencing the Solihull Local Plan to ensure residents needs are met (Councillor Burrow)  
Proposal to approve the content of the draft Council's response to the Solihull Local Plan and to authorise the Clerk to make such changes to enable it to comply with the required format.  
**Resolved** to approve the content of the draft Council's response to the Solihull Local Plan and to authorise the Clerk to make such changes to enable it to comply with the required format in particular the wording relating to publicly accessible open space and footpaths for the Frog Lane site.
  - iv. Safety and Security improvement measures in Balsall Common centre (Councillor Macdonald/Councillor Burrow)  
Councillor Burrow reported that as an outcome from the surveys, lighting in the library car park and centre and a potential 20mph speed limit as short-term actions are pursued but defer a consideration of cctv as a major project until the council has capacity, however the findings of the surveys on safety and security would be fed into the masterplan work.  
A summary of the work done to date to be sent to Councillor Diane Howell.

**9. Facilities**

**(9.1)** Proposal from Friends of Willow Park to install cycle racks in Willow Park using grant aid awarded by WMCA from the Better Streets Community Fund.

**Resolved** that Councillor Keith Tindall meet with Friends of Willow Park to confirm how many hoops, the location and ground treatment and report to the next Parish Council meeting for a decision.

**10. Accounts:**

**(10.1)** Proposal to note the Bank Reconciliation for the period 01.11.20 – 30.11.20 and note the bank cash balance of £147,395.32.

**Resolved** to note the Bank Reconciliation for the period 01.11.20 – 30.11.20 and note the bank cash balance of £147,395.32.

**(10.2)** Proposal to note the Cashbook for November 2020.

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

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

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

Date	SO/DD	Payee	Budget	Gross £	VAT £
02.11.20	SO	R Westwood	Administration – Office rent	635.00	0
04.11.20	DD	Vodafone Ltd	Administration – Telephone, internet	4.94	0.99
	DD	Unity Trust Bank	Administration – Bank Charges		

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

**Resolved** to note the following invoices for payment using General Power of Competence and under revision to financial regulation 5.4 with the correction to exclude K Tindall from the payment of Councillors Allowance and the payment with cheque number 300019 to Viking Direct to read £113.83 gross and £18.97 VAT.

Date	Cheque no.	Payee	Budget	Gross £	VAT £
09.12.20	300019	Viking Direct	Administration – Printing, stationery, postage	113.83	18.97
09.12.20	300020	Fairways Contracting Limited	Street Scene - Christmas	415.20	69.20
09.12.20	300021	J Parry-Evans	Staff, salaries, pension (November & December)		
09.12.20	300022	PKF Littlejohn LLP	Professional Services – Audit & Accountancy	720.00	120.00
09.12.20	300023	Edge IT Systems Ltd	Cemetery – Records Management System	108.00	18.00
09.12.20	300023	Edge IT Systems Ltd	Personnel - Training	336.00	56.00
09.12.20	300024	WALC	Personnel – Training (JPE & RD)	72.00	12.00
09.12.20	300025	AMS Ltd	Recreation – Safety Inspections	990.00	0
09.12.20	bacs	A Burrow, K Howles, M Keeley, R Drake, R Lloyd.	Personnel - Councillors Allowances (third quarter 2020/21)		

**11.** Proposal to note the External Auditors completion of the limited assurance review for the year ended 31 March 2020.

**Resolved** to note the External Auditors completion of the limited assurance review for the year ended 31 March 2020.

**12.** Proposal to approve the appointment of an Internal Auditor for 2020/21.

**Resolved** to approve the appointment of an Internal Auditor for 2020/21 and invite Bill Robinson to undertake the work. The Chairman in consultation with the Clerk to agree time of internal audit visit.

**13.** Proposal to consider the draft budget referred by the Budget Working Group for 2021/22.

**Resolved** to agree to reduce the grants budget by enough to ensure that the precept remains the same level as 2020/21.

**14.** Proposal to note key dates for the 2021/22 precept setting process by SMBC.

**Resolved** to note key dates for the 2021/22 precept setting process by SMBC.

15. Proposal to note that the next census will be held in March 2021 and will be a "digital first census" and the Solihull Council Census Engagement Manager will be a guest speaker at the January SAC meeting. The council to discuss what support the parish council could offer in assisting the process including obtaining and putting posters on our noticeboards.

**Resolved** to note the arrangements for the next census to be held in March 2021.

16. **Correspondence**

(16.1) Letter of thanks from Berkswell Church of England Primary School for grant made of £3,000.

(16.2) Email of thanks from Balsall and Berkswell Football Club for grant made of £2,694.

The above correspondence was noted.

(16.3) Notification of early engagement material available for the Census 2021 from the Office for National Statistics.

This correspondence was considered at item 15 above.

17. Proposal to note the resignation of the clerk due to retirement and agree a recruitment process, including a budget for recruitment and options for temporary clerk cover, if necessary.

**Resolved** to delegate to the Chairman, Vice Chairman and Clerk to run an appropriate recruitment process drawing from other Councillors views as appropriate with an agreed budget of £500 to cover advertisement costs.

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

**Parish Council Meeting**

**Wednesday 13 January 2021, 7.30pm. The meeting is likely to be via video link.**

The meeting finished at 9.40 pm.

Andrew Burrow (Chairman) .....

DATE .....