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Balsall Parish Council Meeting

Wednesday 13 January 2021 at 7.30 pm to be held REMOTELY VIA VIDEO CALL – see below to gain online access.

Join Zoom Meeting by entering this in your browser – you don't need to have already downloaded Zoom or be signed up.

<https://us02web.zoom.us/j/85051478967>

Meeting ID: 850 5147 8967

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Meeting ID: 850 5147 8967

Notice is hereby given of the Balsall Parish Council Meeting to be held **REMOTELY VIA VIDEO CALL** on Wednesday 13 January 2021 at 7.30 pm. Councillors are summoned to attend for the purpose of resolving the business to be transacted.

Judith Parry-Evans

Clerk to the Parish Council and Responsible Financial Officer

8 January 2021

AGENDA

1. Public Forum

(1.1) Residents are invited to make representation on items on this agenda and these will be invited by the Chairman immediately before the meeting considers that item.

(1.2) Residents of the parish are invited to make representation on any issue. The council will respond in one of the following ways:

- Complaints will be referred to the Clerk for action,
- Councillor(s) may undertake to follow up the issue,
- Agree an agenda item for the next meeting.

2. Report from Ward Councillors

3. Apologies

4. Declarations of Interest

5. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 09.12.2020. and the Minutes of the Extraordinary Parish Council Meeting held on 06.01.2021.

6. Proposal to receive an update on the progress of resolutions of the Parish Council Meeting held on 09.12.20 and the Extraordinary Parish Council Meeting of 06.01.21.

7. Proposal to note delegated actions in response to Planning Applications made under minute 10 made 27 March 2020.
Clerk's report.

8. Proposal to receive a verbal update on progress on the council's Action Plan 2020/21 of 4 strategic projects:

- Providing a green burial option in Temple Balsall Cemetery (Clerk)
Proposal to agree that action on the provision of a green burial option be scheduled for budget year 2022/23 in view of limitations on Clerk's time to enact this major project.
Council to note that recommendations of the Cemetery Working Group included revising the fee structure which has been in operation since July 2020.
- Creating a vision and design for the centre of Balsall Common (Councillor Burrow)
Proposal to receive a verbal update from the Chairman on the progress of the project to create a Master Plan for Balsall Common centre and in particular to note:
 - The Contract has been awarded to ARUP who have commenced work,
 - Focus groups are being established and progress to date to be reported,
 - An outline of the programme beyond those focus groups to explained and Council involvement as key steps to be discussed/agreed (programme attached).
- Influencing the Solihull Local Plan to ensure residents needs are met (Councillor Burrow)
Council to note that the response to the submission version of the Solihull Plan was made by the closing date and is posted on the web site.
- Safety and Security improvement measures in Balsall Common centre (Councillor Macdonald/Councillor Burrow)
Proposal to note that two key deliverables from the safety and security improvement measures working group for Balsall Common centre are being pursued:
 - 20 mph speed limit - update from Borough Councillor Diccio
 - Improved lighting - update from the ClerkOther issues are to be incorporated within the master plan project.

9. Facilities

(9.1) Proposal from Friends of Willow Park to install cycle racks in Willow Park using grant aid awarded by WMCA for the Better Streets Community Fund.
Report and recommendation from Councillor Tindall.

(9.2) Proposal to note the profit and loss account for April- December 2020/21 for the cemetery.

(9.3) Proposal to approve a grounds maintenance contract with the selected contractor as recommended by the Grounds Maintenance Contract Working Group.

10. Accounts:

(10.1) Proposal to note the Bank Reconciliation for the period 01.12.20 – 31.12.20 and note the bank cash balance of £142,187.19.

Councillors are asked to assure themselves that the cheques listed as not cashed which balance the difference between cash held at the bank and the balance shown by the Edge system are payments previously approved by the council and that the list of payments/payees recorded for the month are as they expect.

(10.2) Proposal to note the Cashbook for December 2020.

(10.3) Proposal to note the Budget Comparison for April-December 2020/21.

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

Councillors are asked to assure themselves that the payments listed for approval are for purchases previously approved by the Council or legitimate emergency purchases by the Clerk under Financial Regulations.

Date	SO/DD	Payee	Budget	Gross £	VAT £
01.12.20	SO	R Westwood	Administration – Office rent	635.00	0
07.12.20	DD	Vodafone Ltd	Administration – Telephone, internet	2.29	
10.12.20	DD	Smart Pension	Staff Salaries & Pension	769.36	0

(10.5) Proposal to note the following invoices for payment using General Power of Competence.

Date	Cheque no.	Payee	Budget	Gross £	VAT £
13.01.21	300026	B Ball	Cemetery – Grounds Maintenance	640.00	0
13.01.21	300026	B Ball	Street Scene - Planters	125.00	0
13.01.21	300026	B Ball	Cemetery – Grounds Maintenance	960.00	0
13.01.21	300026	B Ball	Street Scene - Planters	480.00	0
13.01.21	300027	DM Payroll Services Ltd	Personnel – Payroll Services	76.00	0
13.01.21	300028	Pied Piper Pest & Wildlife Mgt	Cemetery – Grounds Maintenance	102.00	17.00
13.01.21	300029	Arden Self Storage Ltd	Cemetery - Storage	1080.00	180.00
13.01.21	300030	HMRC	Staff Salaries & Pension	1,657.77	0
13.01.21	300030	HMRC	Personnel – Councillors Allowance	243.60	0
13.01.21	300031	J Parry-Evans	Staff Salaries & Pension (Item 13)	600.00	0
13.01.21	300031	J Parry-Evans	Staff Salaries & Pension		

11. Proposal to note responses to actions recommended by the Internal Audit report 2019/20. Clerk's report.

12. Proposal to approve a budget for 2021/22 and submit precept to SMBC. Budget and precept report at Appendix A.

13. Proposal to make an ex -gratia payment of £600.00 to the Clerk in recognition of duties performed during the transition of the council following the 2019 election and in response to an increased workload in 2020/21.

14. Proposal to delegate to the Clerk consideration of and approval to grant Lady Katherine School a contribution towards IT devices to help their less fortunate pupils to access online learning. The grant, if approved, to be subject to the condition that the school provide feedback on spend and impact and that should other financial support be forthcoming for the same purpose, that the grant is used to increase or expand the support to less advantaged pupils in Balsall parish.

15. Proposal to approve the Council Meeting dates for 2021/22, all meetings with a start time of 7.00pm.

16. Proposal to note a verbal report from Councillor Keith Tindall from the Airport Consultative Committee meeting.

17. Correspondence

(17.1) Resident correspondence regarding initiatives to deter the dropping of litter in Balsall Common.
Draft response:

“Thank you for your email regarding litter in Balsall Common centre. My council agrees with you that it is a disgrace. However, the responsibility lies with the people who drop the litter (one assumes residents) and the people responsible for sweeping it up (Solihull Council). Whilst individual councillors take an interest both in picking up litter during organised/personal litter picks and lobbying SMBC for enhanced bin emptying and litter sweeping, the issue is not within the control of Balsall Parish Council and you must refer your complaints to SMBC and our Borough Councillors.

However, the two parish councils are running a project to create a master plan for Balsall Common for the future. This is a major long term project but we will ensure that the issue of litter is fed into the focus groups which ARUP, our consultants, are using to identify residents’ issues. In that way the physical structure of any future layout of the public spaces can take this into account. That will not solve the problem but might be part of a solution for the future.”

18. Date and Venue of Next Meeting:

Parish Council Meeting

Wednesday 10 February 2021, 7.30pm. The meeting is likely to be via video link.

Councillors are reminded of their legal duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination and other best practices when making decisions at the Meeting.

The Public and Press are cordially invited to attend

The Right to Record, film and to Broadcast Meetings of the Council, Committees, and Sub-Committees is established following the Local Government and Audit and Accountability Act 2014.

This Council may Photograph, Film or Record or Broadcast Meetings and can Retain, Use or Dispose of such Material in Accordance with its Retention and Disposal Policies. The Council's record is the Definitive Record of the Meeting. The Written Approved Minutes are the Legal Record.

Regulation 4 of the Openness of Local Government Bodies Regulations 2014 has brought Section 40 of the Local Government Audit and Accountability Act into force.

Balsall Parish Council
13.02.2021 Item 12

BUDGET 2021/22 WORKING DRAFT v3

2019/20		2020/21 Original Budget	2020/21 Revised Budget	2020/21 Year End Estimate	2021/22 Budget	Year End Estimate Comment 2020/21	Budget Comment 2021/22
Actual	INCOME						
186	Bank Interest	100	100	48	10		
17,919	Central Admin Income (incl.VAT refund, grant)	7,000	7,000	3,467	10,690	£2,513.95 reclaimed to date & £952.64 to reclaim	Oct 20 - Mar 21 estimated reclaim of £5,515 and Apr 21 - Sept 21 estimated reclaim of £5,175 = £9,690
13,854	Misc receipts	6,000	13,158	9,399	28,178	CIL receipts estimated at 5k but £0 will be due. £1,000 from Berkswell PC (Christmas lights); £39.70 VE Day; £1,680 masterplan contribution. £100 from Meriden Rotary for Covid19. £7,150 from SMBC for Covid19. £421.34 Sutcliffe Play parts refund.	CIL £2,138.03 due April. £1,000 from Berkswell PC (Christmas lights) £20,000 from GBSLEP. £5,040 from Berkswell PC for masterplan contrib.
0	NDP grant	167	164	0	0		
32,875	Precept and support grant	98,255	98,255				No support grant due.
64,834	Total General Income	111,522	118,677	12,914	38,878		
6,700	Cemetery - Interment	7,150	7,150	8,670	7,500		
2,035	Cemetery - Permission for memorial/stonemason	2,860	2,860	1,155	1,500		
2,610	Cemetery Exclusive Right of Burial/Funeral directors fees	3,885	3,885	11,573	4,000		
160	Cemetery Receipts	100	100	100	100		
11,505	Total Cemetery Income	13,995	13,995	21,498	13,100		
76,339	Gross Income	125,517	132,672	34,412	51,978		
EXPENDITURE							
Cemetery							
50	Cemetery upgrade	0	0	0	2,000		Green burial area design costs
680	General Maintenance - Cemetery	5,500	5,500	500	6,000		A memorial inspection and remedial works will be undertaken in 2021/22 (a statutory requirement) and budget provision of £5,000 has been made for this. £500 provision for Lych gate roof repair.
9,573	Grounds maintenance/pest control	12,000	12,000	11,484	13,000		New GM contract from 1 March, cost unknown until contracted in January 2021.
149	Rates	800	800	42	880	Business rate rebate so £0 paid.	Anticipate BR at £780 and water at £100
2	Stationery - Cemetery	100	100	0	100		
1,080	Storage - Cemetery	1,200	1,200	1,200	1,200		
0	Tree survey and works	3,000	3,000	1,680	1,000	Survey £300 and year 1 works.	Tree survey and works
1,594	Waste Disposal	1,600	1,600	2,060	2,000	Additional costs agreed @ PC, budget not revised.	New contract will be in place 1 March 2021
0	Refund	0	0	0	0		
0	Records management system	2,700	6,300	7,248	120	Unspent in 2019/20, costs rolled forward. Additional 60hrs Clerks time added @ PC 11.11.20 = £1,172.18 if required.	Annual system cost
13,128	Total Cemetery	26,900	30,500	24,214	26,300		
Balsall Parish NDP							
1,266	Professional expenses	0	546	546	0	Final Planning Consultant cost for Inspectors amendments to Plan.	
	Operating expenses	1,000	1,000	0	1,000	Referendum publicity costs not required.	Referendum publicity costs.
1,266	Total Balsall Parish NDP	1,000			1,000		

Personnel

18,612	Staff/Salaries/Pension	27,500	27,000	24,721	25,000		Staff costs will be budgeted to take account of the NALC issued pay award (April 2021) at an estimate of 2% and no additional hours requirement.
0	Staff mileage	0	500	255	250	previously contained in Staff/Salaries/Pension budget	
0	Payroll administration	0	0	152	170	previously contained in Staff/Salaries/Pension budget	
79,512	WMPF Cessation	0	0	0	0		
2,595	Councillors Allowance	7,761	7,761	3,926	7,800		Provision for 6 elected Councillors and the Chairman receiving the SMBC maximum recommended level of allowance (£975 and £1,950 respectively).
570	Training	1,000	1,000	936	1,000		In addition to Councillor training, budget provided for the Clerk to ensure CPD requirements for CILCA are met to enable council to have General Power of Competence.
107	Councillors Expenses	400	400	7	0		
101,395	Total Personnel	36,661	36,661	29,997	34,220		

Administration

294	Printing, Stationery & Postage	400	400	500	500	Spend to November is £395.11	
30	General Maintenance	50	50	50	50		
1,654	Insurance	1,800	1,915	1,915	1,915		
2,417	IT, Software and Consumables	1,052	1,052	765	800	Finance system, Edge IT Office 365 and support, Dropbox, Adobe and Zoom Business.	Finance system, Edge IT Office 365 and support, Adobe and Zoom Business.
0	Office Furniture and equipment	100	100	0	2,100		Costs include £2,000 for projector.
7,375	Office Rent	7,620	7,620	7,620	7,695		Current tenancy expires 31 October 2021, provision of £750pcm Nov 2021-March 2022
231	Room Hire	1,000	1,000	80	600	No meetings held to date, provision for Feb and March 2021 PC meetings	Assume 12 PC meetings, 2 EPC and Parish Assembly.
1,268	Subscriptions	1,330	1,406	1,406	1,500	WALC now VAT registered so VAT charged.	WALC, ICCM, SLCC and ICO.
0	Contested Election	0	0	0	0		
386	Telephone, Internet	660	660	540	680	Portable wifi contract not entered into.	Assume portable wifi contract at £80 pa
13,654	Total Administration	14,012	14,203	12,876	15,840		

Grants

0	Grants(S.137 LGA 1972)	0	0	0	0		
3,560	GPC	8,461	961	961	6,100	Provision for £10k budget less £1,539 Library garden costs, reduced in year by £7,500 from General Reserves for Covid19 VE Day costs of £132.33	
0	GPC Covid 19	0	17,158	17,158	0	Allocation of £7,500 from grants budget above and £2,500 from General Reserve. Received £100 from Meriden Rotary and £7,058 from SMBC for Covid19 Spent B&BC Hornets £2,694, Berkswell School £3,000, HoE £5,000 Any unspent at year end to be rolled forward except £2,500 General Reserve contribution - if unspent.	Any unspent at year end 2020/21 to be rolled forward except £2,500 General Reserve contribution - if unspent.
34	Donations	100	100	20	100		
3,594	Total Grants	8,561	18,219	18,139	6,200		

Professional Services

499	Audit & Accountancy fees	1,100	1,110	878	900		Internal Audit for 2020/21 and External Audit 2021/22
0	Legal Advice	0	0	0	0		

2,066	Other Professional Fees	2,000	2,000	0	2,000	
0	Planning Consultants	0	0	0	0	
0	Solihull Draft Local Plan expenses	0	0	0	0	
2,565	Total Professional Services	3,100	3,110	878	2,900	

Recreation - Willow Park, Oakley Playground and Oakley Geen

64,944	Recreation area improvements	2,800	2,800	0	3,000	Provision for public footpath adj to Willow Park
0	Oakley Playground Improvements	0	0	0	0	
4,550	Grounds Maintenance	6,785	6,785	6,720	6,800	New contract will be in place 1 March 2021
290	Repairs and Upgrading Equipment	0	0	0	0	
1,920	Litter and Waste Collection	2,200	2,200	1,747	1,800	New contract will be in place 1 March 2021
72	General Maintenance and repairs	2,000	6,000	5,977	2,000	£4,000 added to budget during year to pay for repairs raised in 2019 safety inspection. Year end estimate includes £1,000 for repairs identified in 2020 safety inspection.
3,275	Safety Inspections	3,000	3,000	2,286	3,000	4 mths of weekly inspections did not take place due to Covid19 and playground closure. Additional annual safety inspection for adult gym equipment in willow Park.
0	Tree survey and works	0	3,000	3,500	5,000	Survey cost (£420) and 0-6 months tree works. £3,000 budgeted for tree works 6-12 months identified in 2020 survey and £2,000 for annual survey 2021 and works.
75,051	Total Recreation	16,785	23,785	20,230	21,600	

Street Scene

0	Village Centre improvements	11,163	11,163	12,145	42,000	Contract advert costs and first 2 masterplan contractor payments of £12,000. Balance of contractor costs (£24k) to total £36k contract sum included and additional £12k for supplementary items if commissioned. 4 village centre trees and planters @ £6,000 total.
0	Street furniture and bus shelters	0	800	0	800	£800 added to budget for Temple Balsall bus shelter repair following asset audit 2019.
0	Fruit tree planting	350	350	350	0	
1,105	Village centre planting (28 planters)	1,555	1,555	1,525	1,600	
8,853	Xmas	8,600	8,600	8,912	9,000	Budget for 2020/21 based on 2018 costs of £8,246.80 for lights and £350 for trees.
9,958	Total Street Scene	10,505	22,468	22,932	53,400	

220,611	Total Operating Expenses	117,524	148,946.0	129,266	161,460
	Add Contingency at 5% of BAU				8,073
					169,533
-144,272	Net Surplus	7,993	-16,274	-94,854	43,905

Earmarked Reserves	2020/21	Spend in 2020/21	Spend in 2021/22	Future years requirement
NDP	1546	0	0	
Willow Park Improvements	599	0	0	
CIL receipts	264	264	0	
Balsall Common Centre Improvements	10000	10000	0	
Projector and mobile hotspot	2500	2500	0	
Memorial inspection	5000	5000	0	
Cemetery Records Management	6300	6300	0	
Covid 19 initiatives	2500	2500	0	
	28709	26564	0	0

Available resources assumptions

bank balance at 30 November 2020	147,395
estimated spend Dec 2020 - March 2021	-67,138
add anticipated income not yet received 2020/21	7,857
bank balance estimated at 31 March 2021	88,114
less estimated reserves spend in 2021/22	0
less estimated reserves requirement future years	0
less estimated 2021/22 spend (net of reserves)	-169,533
add income 2021/22 (net of precept and reserves)	51,978
projected balance at year end	-29,441

Year End est.	YTD actual
129,266	62,128
34,412	26,555

PRECEPT CALCULATION 2021/22

required balance at year end (general reserve)	68,053
less projected balance at year end	29,441
precept requirement	97,495

68,053	General reserve at 58% of discretionary spend
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2020/21	COUNCIL TAX COMPARISON	2021/22
98,255	Precept	97,495
98,255	Precept net of support grant	97,495
2,861	Indicative number of Band D dwellings	2,840
£34.34	Therefore Council Tax equivalent	£34.33

NOTES	General Reserve in 2021/22	68,053
	Contingency in 2021/22	8,073
	Earmarked Reserves in 2021/22	-
	Total Reserves held	76,126