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Balsall Parish Council Meeting

Approved Minutes of Parish Council Meeting held on Wednesday 11 December 2019 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 Richard Drake, Councillor Kay Howles, Councillor Keith Tindall, Councillor Marion Keeley, 32 members of the public and Councillor Diane Howell (Meriden Ward)

1. Public Forum
 - (1.1) No items were raised.
 - (1.2) No items were raised.
2. Report from Ward Councillors
Councillors Allsopp and Diccio indicated they would not be able to attend.
There were no items raised that were not on the agenda.
3. Apologies
Apologies from Councillor Richard Lloyd were noted.
4. Declarations of Interest
Councillor Keith Tindall declared a non-pecuniary interest in item 8.2.
5. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 13.11.2019.
Resolved to approve as a correct record the Minutes of the Parish Council Meeting held on 13.11.2019.
6. Proposal to receive an update on the progress of resolutions of the Parish Council Meeting held on 13.11.2019.
Resolved to note the following updates:
12. NDP. It was noted that the second set of Examiner's comments (clarification on the first) had been responded to and the Clerk to be delegated to respond to the Examiner's draft report for factual points.
7. Proposal that the Council believes that transparency and community involvement result in better policy and in particular, considers that public review of the language of policy statements before finalisation is beneficial to the understanding of meaning. Consequently, Councillors are requested to approve the amended policy to read – Let them eat the cake.

Councillors and residents then ate the Christmas cake.

8. Planning Applications

(8.1) PL/2019/02820/MINFHO

Rivendell, 60 Balsall Street, Balsall Common, Solihull CV7 7FT

Ground floor rear extension including one single glazed door, two glazed sliding/folding doors, one lantern light and two windows.

Resolved to make no comment

(8.2) PL/2019/02840/MINFHO

107 Station Road, Balsall Common, Solihull CV7 7FG

Construction of a new residential vehicular access.

Resolved to object on the basis of:

- Need has not been evidenced;
- Not in keeping with the street scene and local character (Policy BE. 4 Responding to Local Character, Balsall Parish Neighbourhood Plan) to establish a rear site entry;
- It would remove green amenity space contrary to Policy H. 4 Use of Garden Land, Balsall Parish Neighbourhood Plan; and
- Proposes a drop kerb and consequent reduction of on-street parking on Hawkswood Road that the use of the Village Hall on Station Road commonly generates.

(8.3) PL/2019/02755/MINFHO

16 Bradley Croft, Balsall Common, Solihull CV7 7PZ

Garage conversion, single storey front extension with canopy over, single storey rear extension and first floor side extension.

Resolved to make no objection but highlight and question the proposed window in the side wall and on the site boundary which is overlooking the neighbours property, contrary to the SMBC House Extension Guidelines SPD page 19: "The main impact upon neighbours and unreasonable loss of privacy from overlooking windows.."

(8.4) PL/2019/02822/PPFL

60 Needlers End Lane, Balsall Common, Solihull CV7 7AB

Replacing existing dwellings at 60, 62 and 64 Needlers End Lane with 10 new dwellings, access road, landscaping, associated parking and boundary treatment.

Resolved to object as follows:

- The Planning Statement declares precedent however the previously approved application had smaller dwellings on a larger site as an existing garden area (58 Needlers End Lane) is now not included in the site area. The density of the dwellings is 25 p Ha, contrary to existing density and Policy 5 of the Solihull Local Plan.
- The amenity of surrounding properties will be adversely affected with plots 4, 5, 6, 7 & 8 occupied by 3 storey properties which will overlook 8 Winsford Close and 68 Needlers End Lane. The rear elevations of type 2 properties on plots 5 & 7 have floor to ceiling glass which will overlook adjoining properties especially 8 Winsford Close and the front elevations of proposed plots 7 and 8 will overlook the rear garden of 12 Winsford Close.
- There are concerns over drainage and whether a sustainable drainage plan has been completed. The development will increase hardstanding considerably in an area of already poor drainage. The retaining wall will raise the water table and cause increased water retention in the land of existing properties.
- The development is contrary to these policies:

Solihull Local Plan (SLP) Policy P15 Securing Design Quality and Balsall Parish NDP Policy BE.4 Responding to Local Character. The proposed development is not in keeping with the 2 storey houses with garages that exist in the area.

Balsall Parish NDP Policy H.2 Infill within the Built up Area Boundary as it does not positively contribute to the character of the village nor is it modest and in proportion to the size of the site and does not respect the context and amenity of neighbouring properties.

Balsall Parish NDP Policy H.4 Use of Garden Land as the development will not:

- a) Preserve or enhance the character of the area, particularly with particular regard to the preservation and enhancement of the mature garden landscape with retained trees – the mature Eucalyptus on the boundary of 10 Winsford Close is not marked and could be adversely affected by the development.
- b) Introduce an appropriate form of development but be at odds with the existing settlement pattern establishing and retaining open space between dwellings as the new dwellings are large detached units, 8 of which are in close proximity to one another.
- c) Protect the amenity of neighbouring properties especially 8, 10 & 12 Winsford Close.
- d) Provide satisfactory arrangements for access and off-road parking - the units are large, 50% identified as 5 bedroom with no garages and only 2 spaces per property. Policy BE.9 of Balsall Parish NDP recognises that the levels of car ownership in this area are significantly higher than the national or borough average and that at least 3 off-road parking places (excluding garages) are provided for new four or more bedroom dwellings.

(8.5) PL/2019/00772/MINFDW

88 Station Road, Balsall Common, Solihull CV7 7FL

Demolition of part of 90 Station Road and erection of 4 No. five bedroom detached houses together with access and ancillary site works (Resubmission of PL/2018/02561/MINFDW).

Resolved to strongly object to this proposal on the following grounds:

The development is contrary to the following policy documents:

1. Solihull Local Plan Policies

Policy P14 Amenity, principle i) Permit development only if it respects the amenity of existing and proposed occupiers and would be a good neighbour.

Policy P15 Securing Design Quality, in particular the following principles: i) Conserves and enhances local character, distinctiveness and streetscape quality and ensures that the scale, massing, density, layout, materials and landscape of the development respect the surrounding natural, built and historic environment; vi. Integrates the natural environment within the development through the provision of gardens, quality open space.

Policy P9: Climate Change, Securing Design Quality principle ii) Ensures that new development achieves the highest possible standard of environmental performance through sustainable design and construction and the location and layout of the development on accordance with the guidance provided in Policy P9.

Policy P18: Health and Well-being - Development proposals should incorporate planting, trees, open spaces and soft surfaces wherever possible in order to secure a variety of spaces for residents.

Para 5.5.2 - Protecting the environmental quality and attractiveness of the mature suburbs, including garden areas where these contribute to character.

2. New Housing in Context SPG (2003)

4.1 All new development in existing residential areas will be required to respect, maintain or enhance local distinctiveness and character.

3. Housing Development Guidelines SPG (1994)

Page 5: Highway Matters – point (4)

Page 6: Highway Matters point (3) (6) (7)

Page 11: Design and Integration – paras 3 and 6

Page 12: Houses and the Spaces Around Them – points (2) (3) – ‘normally an individual house should not occupy more than a third of the plot’, ‘length of back gardens should be at least 11m or 5m for each storey’.

4. Meeting Housing Needs (inc. Affordable Housing) SPD (2014)– Addendum Policy P4 a)

Statement of M. Collyer, Affordable Housing “Contributions will be expected to be made in the form of 40% affordable dwelling units” this would translate to 2 of the 5 being social rent or shared ownership.

5. Balsall Parish Neighbourhood Development Plan emerging policies:

Policy H.2: Infill within the Village Boundary –

Limited infilling within the Village Boundary as shown on Figure 4 will be supported in principle, provided that the development:

- a) Positively contributes to the character of the village;
- b) Is modest and in proportion to the size of the site and designed to respect the context and amenity of neighbouring properties as well as the wider village; and
- c) Conforms to the design and character standards (Policies BE.4 and 5) outlined in this Plan.

Policy H.5: Use of Garden Land

Development on garden land within the Built up Area boundary will only be supported if it can be demonstrated that proposals will:

- a) Preserve or enhance the character of the area, and particularly to preserve and enhance the mature garden landscape with retained trees. There must be a full assessment to British Standard 5837:2012 Trees in relation to design, demolition and construction recommendations should be used to plan all developments;
- b) Not introduce an inappropriate form of development which is at odds with the existing settlement pattern establishing and retaining appropriate open space between dwellings;
- c) Not significantly and demonstrably harm the amenity of the host dwelling and neighbouring properties;
- d) Provide satisfactory arrangements for access and off road parking; and
- e) The proposal would not conflict with any other policies in this Plan.

Policy BE.3: Design

All development proposals must demonstrate how local character has been taken into account during the conception and evolution of a design. Proposals that do not positively contribute to local character will not be supported.

All development proposals will be expected to demonstrate how the design has been influenced by the need to plan positively to reduce crime and the fear of crime and how this will be achieved.

All developments will be expected to demonstrate how the design has been influenced by the need to plan for a positive impact on public health.

The density of development must enhance the character and quality of the local area whilst preserving the amenity of neighbouring residential homes.

Residential development within the curtilage of dwelling houses will be supported if the design respects the character and appearance of the immediate character zone and there would be no unacceptable harm to the living conditions of nearby occupiers. (see Plan Character Assessment Zone F).

Policy BE.4: Responding to Local Character

All development proposals must demonstrate how local character has been taken into account during the conception and evolution of a design in accordance with the following principles:

- a) Be compatible with the distinctive character of the area, respecting the local settlement pattern, building styles and materials;
- b) Be of a density that is in keeping with the character of the surrounding development and landscape;
- c) The height of new buildings should not be higher than buildings in the intermediate locality with the exception of the village centre (Character Assessment zone K) and within the Solihull Local plan strategic housing sites, at location that are NOT adjacent to existing dwellings and away from site boundaries adjacent to open countryside, where taller feature buildings that add interest and increase the efficient use of land can be considered;
- e) Protect or enhance landscape and biodiversity by incorporating high quality native landscaping, retaining existing hedges and where necessary replacement hedges must be

incorporated in new developments. It is preferable that hedges are provided rather than brick walls to enhance the green infrastructure of the neighbourhood area;

- j) Have regard to the impact on tranquillity; and
- k) Do not increase the risk of flooding, including that from surface water, within the village or exacerbate foul drainage capacity problems.

Proposals that do not positively contribute to local character will not be supported.

Policy BE.8: Highway Safety

New development in the Neighbourhood Area should allow for sufficient off-road parking and not adversely impact levels of safety particularly for pedestrians and cyclists. All new development will be expected to demonstrate that:

- c) There is adequate off-road parking to serve the development in accordance with Policy BE9;
- d) There is safe access, egress and appropriate visibility to serve the development; and
- e) Existing on-street parking problems are not exacerbated by the development.

Proposals which fail to demonstrate the above will not be supported.

Policy BE.9: Local Parking Standards

All new development should demonstrate that there is adequate provision for off-road parking. All new dwellings must provide at least one off-road parking space for each one bedroom dwelling, at least two off road parking places for each two and three bedroom dwelling (excluding garages but including car ports). Additionally, dwellings should provide secure storage space for cycles.

At least one electric vehicle charging point must be installed to each new dwelling.

Summary of written and verbal objections received by Balsall Parish Council from residents providing evidence to support the objection:

- There is no commitment to sustainable sources of energy or design and construction methods.
- Borders of the development are up to boundaries of adjacent properties, some at 2m (beyond in some cases).
- Location of the access road has an adverse effect on the amenity of 90 and 92 Station Road.
- The houses are neither social nor affordable nor meet the Borough need for smaller homes.
- Proposed houses are typically larger than those in the locality and have smaller gardens.
- The removal of the trees already taken place some estimating the felled trees as 100yrs old, some were believed to be 150 – 200yrs old.
- Borders of the development are up to boundaries of adjacent properties, some at 2m (beyond in some cases).
- Site contains an old outhouse with bats in residence which does not appear to have been assessed for signs by the bat survey work.
- Too many properties in a cramped layout immediately adjacent to boundaries.
- The scale and mass of the dwellings at 3 storeys does not conserve or enhance the local character (predominately 2 storeys).
- The properties are too high in comparison with those in the neighbourhood and will dominate existing properties.
- No space for landscaping.
- The properties will overlook neighbours.
- The parking provision is insufficient.
- The development is in breach of covenant deeds for 88 and 90 covering the density of their plot development and a restriction on building within 7 yards of the boundary (no 88).
- Roofs are higher than the neighbouring properties to enable a second storey, this is not in keeping with the area.

- Privacy issue because windows overlooking neighbouring existing properties.
- Out of character with the housing density in this the area.
- Spaces between properties is out of character with others in the vicinity.
- Overbearing visual impact, ridge lines of proposed dwellings are up to 2.2m higher than existing properties in Stoneton Crescent and neither are they subservient to Station Road properties.
- Development is disproportionate to the size of land.
- Access road safety due to the narrow width and lack of pavement.
- Surface water concerns, exacerbation of drainage problems for existing properties.
- No room for visitors and tandem parking which will jam up the turning heads.
- Likely parking overflow onto Station Road, already has been a fatality due to a parked car, any reversing out of the private drive will be out onto a blind bend.

(8.6) PL/2019/02945/MINFHO

716A Kenilworth Road, Balsall Common, Solihull CV7 7HD

Dormer construction/loft conversion to form en suite bathroom.

Resolved to make no objection.

(8.7) PL/2019/03003/PPFL

115 Station Road Balsall Common Solihull CV7 7FG

Erect 2 No. dwellings within the grounds of 115 Station Road, Balsall Common, Solihull, CV7 7FG (resubmission of previously withdrawn application PL/2019/02406/PPFL)

Resolved to object on the following basis:

The proposal leads to over development of a narrow site providing significantly less than the SMBC Housing Development Guidelines SPG for new development for a back garden which states p12: "The length of the back garden should not normally be less than 11 metres or 5 metres for every story of the dwelling to which they relate whichever is the greater". The back garden in common parlance the garden 180 degrees from the front garden. This guidance is designed to produce adequate separation of properties, in this case from numbers 48 to 52 Greenfield Avenue. The absence of any meaningful back garden between the proposed properties and those on Greenfield Avenue breaches this requirement.

Consequently the amenity of properties 48 to 52 Greenfield Avenue would be severely impacted contrary to the Solihull Local Plan 2013 Policy P14 Amenity para i.. This is particularly the case due to the provision of opening windows allowing overlooking of the properties on Greenfield Avenue.

The layout also provides an inappropriate scale and massing on the garden border of the houses on Greenfield Avenue contrary to good design principles laid down in SLP Policy P15 Securing Design Quality.

The application proposes the removal of mature trees and shrubs particularly on the border with Dunchurch Close properties (numbers 4 and 5) to provide space for the development contrary to SLP Policy P14 iv and Policy P15 v which require the retention of hedges and trees and the conservation of landscape quality and biodiversity respectively. Indeed, Policy P15 v seeks enhancement in biodiversity which this planning application fails to provide.

SLP Policy P15 iv and Policy 11 require suitable & sustainable rain/surface water management. This site slopes towards the houses on Greenfield Avenue. The sub soil is not water porous and there is already evidence of excess water migrating into the gardens of number 48-52 from this site. The scale of the building relative to the size of the land, inadequate provision for sustainable drainage when it is predicted that rainfall will be heavier as the climate changes

causing more flooding and need for improved drainage. The proposed building will reduce natural drainage by creating impermeable surfaces. The proposal also proposes the removal of a willow, a species of tree known to reduce groundwater, and the removal of other trees will also reduce soil permeability and drainage.

The proposal does not enhance local character and distinctiveness as required by SLP Policy P4 paragraph 4. It reduces that distinctiveness by providing houses without back gardens separating them from their neighbours which are part of the local character.

SLP Policy P10 paragraph 6 requires developers to demonstrate that the proposed development to deliver a net gain or enhancement to biodiversity. This proposal does not do that. It proposes significant reduction in trees and shrubs.

The development is contrary to the Balsall Parish Neighbourhood Development Plan emerging policies:

Policy H.5: Use of Garden Land

Development on garden land within the Built up Area boundary will only be supported if it can

- a) Preserve or enhance the character of the area, and particularly to preserve and enhance the mature garden landscape with retained trees. There must be a full assessment to British Standard 5837:2012 Trees in relation to design, demolition and construction recommendations should be used to plan all developments;

- b) Not introduce an inappropriate form of development which is at odds with the existing settlement pattern establishing and retaining appropriate open space between dwellings;

- c) Not significantly and demonstrably harm the amenity of the host dwelling and neighbouring properties;

- d) Provide satisfactory arrangements for access and off road parking; and

- e) The proposal would not conflict with any other policies in this Plan.

The proposal is close to the fence i.e. close to neighbouring properties as there is no back garden, the plot arrangement is contrary to the existing form of development, the turning circle for vehicles moving off the driveways is limited due to the restricted off road tandem parking arrangement proposed.

Policy BE.4: Responding to Local Character

All development proposals must demonstrate how local character has been taken into account during the conception and evolution of a design in accordance with the following principles:

- e) Protect or enhance landscape and biodiversity by incorporating high quality native landscaping, retaining existing hedges and where necessary replacement hedges must be incorporated in new developments. It is preferable that hedges are provided rather than brick walls to enhance the green infrastructure of the neighbourhood area; and

- k) Do not increase the risk of flooding, including that from surface water, within the village or exacerbate foul drainage capacity problems.

Proposals that do not positively contribute to local character will not be supported.

The proposal does not provide for landscaping around the development to enhance landscape and biodiversity, the removal of trees and increase in hard landscaping/driveway will increase the risk of flooding from surface water.

Policy BE.8: Highway Safety

New development in the Neighbourhood Area should allow for sufficient off-road parking and not adversely impact levels of safety particularly for pedestrians and cyclists. All new development will be expected to demonstrate that:

- c) There is adequate off-road parking to serve the development in accordance with Policy BE9; See below.

Policy BE.9: Local Parking Standards

All new development should demonstrate that there is adequate provision for off-road parking. All new dwellings must provide at least one off-road parking space for each one-bedroom dwelling, at least two off road parking places for each two- and three-bedroom dwelling (excluding garages but including car ports). Additionally, dwellings should provide secure storage space for cycles.

At least one electric vehicle charging point must be installed to each new dwelling.

As four-bedroom dwellings with no garage or car port, the provision of two tandem spaces per dwelling with a shared manoeuvring space between them, the parking standards do not comply with this policy.

9. Facilities

- (9.1)** Proposal to note the outcome of the annual inspection of Council assets and to resolve on actions 2, 4, 10, 32, 36 and the budget allocation for these items.
Resolved to note the outcome of the annual inspection of Council assets.
The following actions were agreed:
Item 2: Lych Gate war memorial - £500 in 2019/20 budget to provide for necessary repair to roof.
Item 4: Works to be undertaken subject to budget provision.
Item 10: Bus shelter outside Lady Katherine School - £800 authorised to obtain a report on cleaning/repairs and these taking place.
Item 32: Item 9.2 on this agenda.
Item 36: Fitness bars, Oakley Green, agreed to nominate Councillor Keeley to organise a consultation exercise the extent of its use before considering further action.
Item 44: Oakley playground swing set, agreed to not replace this following a weight test of c160kg and no evidence of rust affecting the structure indicating the swing set is safe. The swing seats are to be replaced and the matting repaired.
It was noted that the Parish Council notice board on Station Road is in a poor state of repair. Clerk to cost a replacement. Notice boards (2) to be added to the list of Council assets.
- (9.2)** Proposal to reduce the height to 2m of the park/shared hedges adjacent to nos 11 and 15 Needlers End Lane from the park railings to in line with the rear wall of each house.
Resolved to reduce the height to 2m of the park/shared hedges adjacent to nos 11 and 15 Needlers End Lane from the park railings to in line with the rear wall of each house. Clerk to obtain an estimate for the work from the Council's contractor for grounds maintenance and is authorised to place an order up to the value of £800.
- (9.3)** Proposal to permit the planting and dedication of a tree (native fruit species) at Temple Balsall Cemetery to replace a dead tree and permit the placing of a plaque of no more than 3x3 inches at the tree's base. The installation costs are to be borne by the applicant, the removal of the dead tree to be undertaken by the Council's grounds contractor at the standard hourly labour charge, the design of the plaque to be agreed with the Council and a fee of £60 charged.
Resolved to agree the planting and dedication of a tree (native fruit species) at Temple Balsall Cemetery to replace a dead tree and permit the placing of a plaque of no more than 3x3 inches at the tree's base. Clerk to agree the plaque wording which is to be fixed to a post sufficiently high enough as to not obstruct grounds maintenance. The applicant to meet all costs including removal of the dead tree and the Council is to charge a fee of £60.
- (9.4)** Proposal to establish a Working Group for the Cemetery to report back to the Parish Council on services provided and charging.
Resolved to establish a Working Group for the Cemetery to report back to the Parish Council on services provided and charging. Councillors Drake, Keeley and Burrow are nominated to the Working Group.
- 10.** Proposal to approve budget figures and precept.
Resolved to approve Option B, adding £4,000 as a contingency but not use this sum to calculate an increase in general reserve and £100 to be projected for bank interest in 2020/21.

It was agreed to issue an explanation of the content of the budget for residents through The Communicator and Bugle and to request SMBC insert an explanation for the precept increase when distributing to householders. Councillor Burrow to draft a document.

- 11.** Proposal to consider a draft proposal for Managed Open Space between the Kenilworth Road and Windmill Lane.
A member of the public presented a proposal for Managed Open Space between the Kenilworth Road and Windmill Lane, having circulated a summary of the proposal for Councillors.
Resolved to add to the remit of the Village Centre Working Group looking at infrastructure requirements, the consideration of green infrastructure questions in the proposed survey. It was agreed to look at the survey outcome positively and bring the infrastructure report findings, including for green infrastructure to a meeting of the Parish Council before submission to SMBC.
- 12.** Proposal to consider measures and actions for the improved maintenance of the Village Centre public areas.
Resolved to defer this item to the January meeting of the Parish Council. Councillor Tindall to detail the proposal to be considered.
- 13.** **(13.1)** Proposal to request that the Meriden Ward Councillors seek to ensure that the Community Infrastructure Levy (CIL) of £12,445.05 arising from house building developers and collected by and liable to SMBC, is spent to expand the Library car park in accordance with a plan agreed in full consultation with the Parish Council and drawn up by the SMBC Highways Services, Managed Growth and Communities.
Correction to the above figure – £12,445.05 should read £70,521.95.
Resolved to request the Meriden Ward Councillors seek to encourage that the Community Infrastructure Levy (CIL) of £70,521.95 arising from house building developers in Balsall Common and collected by and liable to SMBC, is spent to expand the Library car park in accordance with a plan agreed in full consultation with the Parish Council and drawn up by the SMBC Highways Services, Managed Growth and Communities.
(13.2) Proposal to affirm the Council's willingness to meet a share of the cost in the same proportion as CIL received i.e. Balsall Parish Council 15%, SMBC 85%. Balsall Parish Council has received CIL of £10,263.48 and £2,181.57 is to be paid in May 2020 and by implication, SMBC will have received £70,521.95 by May 2020.
Resolved to confirm that Balsall Parish Council are willing to meet a share of the cost of expanding the capacity of the Library carpark (as resolution 13.1 above) in the same proportion as CIL received i.e. Balsall Parish Council 15%, SMBC 85%.
- 14.** Proposal to receive a verbal update on Balsall Common in Bloom.
Councillor Burrow presented an update indicating that the Library garden proposal produced by the group and circulated to Councillors has been passed to SMBC to seek approval to the works. Once public consultation has been completed the final scheme will be considered by Parish Council to consider implementing the project, using direct procurement of materials and services as required. It is intended that volunteers will construct the scheme.
- 15.** **(15.1)** Proposal to receive a verbal update on the planned joint VE Day event and to note that the Parish Council assume a cost of £6,000 split 64% to Balsall ie £3,840 and 36% to Berkswell ie £2,160 as per the joint agreement approved at Council on 13.11.19. The event costs are to be directly procured by the parish councils as described in the joint agreement. Council to note that a Lottery bid for £1,000 has been made and if successful will be used to offset these costs.
Councillor Burrow provided an update on the VE Day plans:
- Event will run from 1.00pm to 5.00pm on 8 May 2020.
 - Road closure for Station Road between Meeting House Lane and the A452 roundabout on 8 May 2020 between the hours of 8.00am and 8.00pm to be applied for from SMBC.
 - Tables and chairs to be provided for the public to bring their own food and drink.

- Village food outlets will be approached to see if they would like to open during the event.
- College to be approached with a view to supplying food from stalls for sale.

(15.2) Proposal to nominate Councillor Andrew Burrow to the membership of the Working Group, noted as Richard Coles, Sally Coles, Malcolm Briggs, Laurie Brown, Lorraine Horlor, Jim Ellis, Phil Daiper, Joy Fine, Dave Burge, Katrina Ritters and Sue Hodson.

Resolved to nominate Councillor Andrew Burrow to the membership of the VE Day Working Group.

- 16. (16.1)** Proposal to contact Johnsons Coaches who operate the numbers 87 and 88 bus routes, following their decision to cease their service to Meer End from 06.01.2020 and amend the routes to include Holly Lane which has an extremely poor road surface, and considerable congestion around the St Peters Church junction when parents are taking or collecting children from school.

Resolved to authorise Councillor Keeley on behalf of the Parish Council to talk raise concerns with TfWM and Johnsons Coaches and to write to SMBC to clean up the double yellow lines near the Holly Land, Kelsey Lane junction and use a traffic enforcement officer to act on inappropriate school parking.

(16.2) Proposal to contact SMBC Highways Service to request the urgent repair of Holly Lane road surface.

Resolved to contact SMBC Highways Service to request the urgent repair of Holly Lane road surface, Councillor Keeley to provide photos of the areas in need of repair.

(16.3) Proposal to seek from TfWM (copied to Johnsons Coaches) the installation of recognised bus stops at the junction of Table Oak Lane, Oldwich Lane East, Fen End Rd and Honiley Rd, as well as the desire of passengers to be able to track the position of service buses in real time via the internet.

Resolved to seek the installation of recognised bus stops at the junction of Table Oak Lane, Oldwich Lane East, Fen End Rd and Honiley Rd, as well as the desire of passengers to be able to track the position of service buses in real time via the internet. Councillor Keely to liaise with Councillor Lloyd to progress this.

- 17.** Proposal that the Parish Council annually from November 2020 organise a short act of remembrance at the Temple Balsall cemetery on a weekday on or about 11th November and engage with appropriate local schools and organisations.

Resolved to organise annually from November 2020 a short act of remembrance at the Temple Balsall cemetery on 11th November or the nearest weekday to it and engage with appropriate local schools and organisations.

18. Accounts:

(18.1) Proposal to note the Bank Reconciliation for the period 01.11.19 – 30.11.19 and the bank cash balance.

Resolved to note the Bank Reconciliation for the period 01.11.19 – 30.11.19 and the bank cash balance of £114,076.44.

(18.2) Proposal to note the Cashbook for November 2019.

Resolved to note the Cashbook for November 2019.

(18.3) Proposal to approve the list of Regular Payments made using General Power of Competence for November 2019 as listed below.

Resolved to approve the list of Regular Payments made using General Power of Competence for November 2019 as listed below.

Date	SO/DD	Payee	Budget	Gross £	VAT £
01.11.19	SO	R Westwood	Administration – office rent	635.00	0
06.11.19	DD	Vodafone Ltd	Administration – telephone internet	28.79	4.80
21.11.19	DD	Smart Pension	Staff/salaries/pension	750.93	0
26.11.19	DD	Water Plus Ltd	Cemetery – water services	18.96	0

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

Date	Cheque no.	Payee	Budget	Gross £	VAT £
11.12.19	100262	D M Payroll Services	Audit & Accountancy fees	47.50	0
11.12.19	100263	AMS	Playground Inspections	315.00	0

11.12.19	100264	WALC	Training	60.00	0
11.12.19	100265	B Ball	Cemetery – Grounds Maintenance	640.00	0
11.12.29	100265	B Ball	Street Scene – winter planting	460.00	0
11.12.19	100266	Pied Piper Pest & Wildlife Management	Cemetery – Pest control	204.00	34.00
11.12.19	100267	HMRC	Staff/salaries/pension	1,636.26	0
11.12.19	100268	J. Parry-Evans	Staff/salaries/pension		

Resolved to authorise the above invoices for payment.

19. Proposal to approve the Council Meeting dates for 2020/21.

Resolved to approve the Council Meeting dates for 2020/21, starting at 7.30pm with the June meeting taking place in Temple Balsall.

20. Correspondence

(20.1) The Home Office has issued a new consultation on strengthening police powers to tackle unauthorised encampments. The consultation covers criminalising the act of trespassing, broadening the existing categories of criminal trespass and broadening police powers to deal with trespassers.

The correspondence was noted.

21. Date and Venue of Next Meeting:

Parish Council Meeting

Wednesday 8 January 2020, 7.30pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF

The meeting finished at 10.15pm

Andrew Burrow (Chairman)

DATE