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## Balsall Parish Council Meeting

**Approved Minutes of Parish Council Meeting held on Wednesday 13 January 2021 at 7.30 pm by video call**

### Minutes

**Present:** Councillor Elizabeth Macdonald (Vice-Chair and Chairman of the meeting), Councillor Kay Howles, Councillor Keith Tindall, Councillor Marion Keeley, Councillor Richard Drake, Councillor Richard Lloyd and 8 members of the public.

The council recorded its appreciation for the efforts made by Councillor Burrow during his time as Councillor and Chairman of Balsall Parish council.

**1. Public Forum**

A resident raised the issue of public pedestrian access through Hazel Place which is still causing continuing concern to occupiers of residential properties there and with an increase in houses in the village, more footfall and potential disturbance will be caused. SMBC and Ward Councillors are aware as is the parish council.

The resident was advised that the BC village centre masterplan might provide an opportunity for residents to be involved in that process and influence proposals for centre improvements.

The Police are made fully aware of the anti-social behaviour and disturbance incidents are reported. Councillor Dicicco has raised with the situation with SMBC officers who are unable to act on privately owned land and has written to Coop and Mercia Estates to encourage them to meet privately with residents to arrive at a solution. An option could be to create a passageway to the far side of the access road – paid for privately – which could be part of the village redesign.

**2. Report from Ward Councillors**

SMBC are heavily involved in the Covid response and so other council services are under pressure, including litter collection from bins.

**3. Apologies**

Apologies were noted from Councillor Andrew Burrow

Ward Councillors Allsopp and Howell indicated that they would not be able to attend.

**4. Declarations of Interest**

There were no 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.  
**Resolved** 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.  
There was no progress on resolutions not already on the agenda however the resolution of item 17 of the 09.12.20 meeting has been expanded on by resolution 4 of the 06.01.21 meeting.
7. Proposal to note delegated actions in response to Planning Applications made under minute 10 made 27 March 2020.  
The delegated actions were noted.  
A council response, delegated to the Clerk, for PL/2020/03084/MINFOT Land off Magpie Lane should take account of the sites' planning history and note that a neighbours comments had been received. Councillor Tindall reported that correspondence from residents had been received on PL/2020/02465/PPOL objecting to the proposal.  
In addition, PL/2019/00772/MINFDW, 88 Station Road has gone to appeal, and the council's comments made previously will be submitted to the Planning Inspector.
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)  
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.  
**Resolved** to schedule the provision of a green burial option for Temple Balsall Cemetery for budget year 2022/23 in view of limitations on Clerk's time to enact this major project.
  - ii. 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).
  - iii. 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.
  - iv. 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 Councillor Diciccio indicated that SMBC Highways are to look at the application internally this month to come to a decision.
    - Improved lighting - update from the Clerk to confirm that communication to date has been sent to Councillor Howell to take up the remaining issue of non-working unclaimed lighting fixtures. Clerk also to raise the issue with Alison McGrory, Assistant Director Communities & Partnerships SMBC.
 Other issues identified by the Safety and Security Sub-Group survey work are to be inputs to the village 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.

**Resolved** to approve the installation of 4 cycle hoops set on a concrete base coated in green rubber wetpour, adjacent to the path for the children's play area. Implementation by SMBC.

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

The account was noted.

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

**Resolved** to approve the selected contractor as recommended by the Grounds Maintenance Contract Working Group subject to satisfactory references.

## 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.

**Resolved** to note the Bank Reconciliation for the period 01.12.20 – 31.12.20 and note the bank cash balance of £142,187.19.

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

The Cashbook for December 2020 was noted.

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

The Budget Comparison for April-December 2020/21 was noted.

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

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

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 approve the following invoices for payment using General Power of Competence.

**Resolved** to approve the following invoices for payment apart from the deletion of the penultimate item which will be presented to Council at a later date, 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
<del>13.01.21</del>	<del>300031</del>	<del>J Parry-Evans</del>	<del>Staff Salaries &amp; Pension (Item 13)</del>	<del>600.00</del>	<del>0</del>
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.

**Resolved** to note responses to actions recommended by the Internal Audit report 2019/20.

**12.** Proposal to approve a budget for 2021/22 and submit precept to SMBC.

A summary of the budget and precept was presented by Councillor Drake on behalf of the Budget Working Group. The setting of a precept level of £97,495 (representing £34.33 pa for each Band D dwelling or around 62p per household per week) for 2021/22 to be advised to SMBC; the council will have

estimated reserves of £ 68,053 at the end of 2021/22 which represents c58% of discretionary spend. It was also recommended that a further review of the effect of July 2020 fee changes for the cemetery is carried out in autumn 2021.

**Resolved** to approve a budget for 2021/22 and submit precept to SMBC as per 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.

**Resolved** to make an ex -gratia payment of £600.00 to the Clerk.

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.

Proposal amended to approve a grant of £2,800 for Lady Katherine School as a contribution towards IT devices to help their less fortunate pupils to access online learning.

**Resolved** to approve the amended proposal and approve a grant of £2,800 for Lady Katherine School as a contribution towards IT devices to help their less fortunate pupils to access online learning subject to the conditions above and the receipt of a completed grant application form.

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

**Resolved** to approve the Council Meeting dates for 2021/22, all meetings with a start time of 7.30pm.

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

Councillor Tindall provided a brief overview of a written report circulated.

17. **Correspondence**

(17.1) Resident correspondence regarding initiatives to deter the dropping of litter in Balsall Common. A response to be sent to the resident in conjunction with input from Councillor Tindall. An item for discussion on possible positive actions regarding litter to be on the agenda for the next Parish Council Meeting.

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.**

The meeting finished at 9.45 pm.

Andrew Burrow (Chairman) .....

DATE .....

**Balsall Parish Council**  
**13.02.2021 Item 12**

**BUDGET 2021/22 APPROVED**

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.
<b>64,834</b>	<b>Total General Income</b>	<b>111,522</b>	<b>118,677</b>	<b>12,914</b>	<b>38,878</b>		
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	<b>Total Cemetery Income</b>	<b>13,995</b>	<b>13,995</b>	<b>21,498</b>	<b>13,100</b>		
<b>76,339</b>	<b>Gross Income</b>	<b>125,517</b>	<b>132,672</b>	<b>34,412</b>	<b>51,978</b>		
<b>EXPENDITURE</b>							
<b>Cemetery</b>							
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
<b>13,128</b>	<b>Total Cemetery</b>	<b>26,900</b>	<b>30,500</b>	<b>24,214</b>	<b>26,300</b>		
<b>Balsall Parish NDP</b>							
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.
<b>1,266</b>	<b>Total Balsall Parish NDP</b>	<b>1,000</b>			<b>1,000</b>		

**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		
<b>101,395</b>	<b>Total Personnel</b>	<b>36,661</b>	<b>36,661</b>	<b>29,997</b>	<b>34,220</b>		

**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
<b>13,654</b>	<b>Total Administration</b>	<b>14,012</b>	<b>14,203</b>	<b>12,876</b>	<b>15,840</b>		

**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		
<b>3,594</b>	<b>Total Grants</b>	<b>8,561</b>	<b>18,219</b>	<b>18,139</b>	<b>6,200</b>		

**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	
<b>2,565</b>	<b>Total Professional Services</b>	<b>3,100</b>	<b>3,110</b>	<b>878</b>	<b>2,900</b>	

#### 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.
<b>75,051</b>	<b>Total Recreation</b>	<b>16,785</b>	<b>23,785</b>	<b>20,230</b>	<b>21,600</b>	

#### 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.
<b>9,958</b>	<b>Total Street Scene</b>	<b>10,505</b>	<b>22,468</b>	<b>22,932</b>	<b>53,400</b>	

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

<b>Earmarked Reserves</b>	<b>2020/21</b>	<b>Spend in 2020/21</b>	<b>Spend in 2021/22</b>	<b>Future years requirement</b>
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	
	<b>28709</b>	<b>26564</b>	<b>0</b>	<b>0</b>

#### 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
<b>projected balance at year end</b>	<b>-29,441</b>

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
<b>precept requirement</b>	<b>97,495</b>

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

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