



287/289 Kenilworth Road, Balsall Common CV7 7EL

Telephone: 01676 535679 (Answering Machine)

Email: balsallparishcouncil@gmail.com

Web: www.balsallparishcouncil.gov.uk

Annual Parish Council Meeting

Held on Wednesday 5th May 2021

at 7:45pm by videocall

Minutes

Present: Councillor Liz Macdonald (Chairman), Councillor Richard Drake (Vice Chair), Councillor Kay Howles, Councillor Keith Tindall, Councillor Marion Keeley, Councillor Richard Lloyd, Councillor Michael Ellender, Councillor David Slatter and 4 members of the public.

1. **Election of Chair**

Councillor Liz Macdonald was duly elected as Chairman.

2. **Meeting handover to new Chair and signing of declaration of acceptance of office.**

To be signed outside of the meeting on this occasion.

3. **Election of Vice Chair and signing of declaration of acceptance of office.**

Councillor Richard Drake was duly elected as Vice Chair form to be signed outside of the meeting on this occasion. If at some point during the year another councillor expresses an interest Councillor Drake would be happy to step aside.

4. Apologies

There were no apologies.

5. **Declarations of Interest**

Councillors are reminded of the need to:-

- Update their register of interests within 28 days
- To declare any non-pecuniary interests in items on the agenda and their nature. (Councillors may only participate if members of the public are allowed to speak). Councillors may only take part in the matter if a dispensation is granted but cannot vote on the matter.
- To declare any disclosable pecuniary interests in items on the agenda (Councillors must leave the room for the item in which they have declared a disclosable pecuniary interest, without making representation or voting).
- To consider any written requests for dispensations under the Code of Conduct.

Councillor Tindall declared a non-pecuniary interest in item 29 as a result of being a neighbour of address 107 Station Road whereby the original refused application has been submitted for appeal

6. **Proposal** to co-opt to fill vacancies.
(6.1) **Proposal** to accept the co-option application of David Slatter to join the Council.
Resolved co-option application approved
7. **Proposal** to review annual dispensations granted to Councillors.
Existing dispensations:
Councillor Richard Lloyd - HS2
Resolved the dispensation to Councillor Lloyd for HS2 is maintained
8. **Proposal** to note the record of Member attendance 2020/21.
Resolved the record of Member attendance 202/21 was noted as a true record
9. **Proposal** to approve as a correct record the Minutes of the Parish Council Meeting held on 10 March 2021 and Extraordinary Parish Meetings 31 March 2021, 12th April and 26th April 2021
Resolved to approve as correct records
10. **Proposal** to review delegation arrangements to staffing committee and the Clerk/RFO (SCHEME OF DELEGATION).
Resolved to remit to Staffing Committee and the Clerk to review scheme of delegation using sharepoint
11. **Proposal** to appoint members to staffing committee.
Resolved to appoint members Cllr Macdonald, Cllr Drake, Cllr Howles and Cllr Slatter
12. **Proposal** to review of the terms of reference for staffing committee.
Resolved to remit the review of the TOR to a working group of the Staffing Committee using sharepoint
13. **Proposal** to review and adopt the new National Code of Conduct (November 2020)
<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020>
Resolved Council agreed to adopt the Local Government Association Model Code of Conduct as set out in the Appendix to the report with effect from the start of the 2021/22 Municipal Year, subject to paragraph 10.2 being amended to read "I register with the Monitoring Officer any gift or hospitality within 28 days of its receipt".
14. **Proposal** to appoint representation on external bodies and make arrangements for reporting back – Tree Wardens, Solihull Area Committee, Knowle United Charities, Birmingham Airport Consultative Committee.
Resolved to appoint Councillor Lloyd and Councillor Keeley to Tree Wardens, Councillor Macdonald to Solihull Area Committee (SAC), Councillor Lloyd to Knowle United Charities and Councillor Tindall to the Birmingham Airport Consultative Committee.
15. **Accounts and Governance**
(15.1) **Proposal** to receive and note actions in the Internal Audit report and to approve and sign the accounting statements at Section 1 of the Annual Return
Resolved the accounting statements at Section 1 of the Annual Return were approved and sign outside of the meeting on this occasion in front of the Clerk
(15.2) **Proposal** to note and minute explanation for precept % variance y/e's 2019 and 2020
Resolved the explanation for the precept percentage variance was noted
(15.3) **Proposal** to approve and sign the accounting statements at Section 2 of the Annual Return
Resolved the accounting statements at Section 2 of the Annual Return were approved to sign outside of the meeting on this occasion in front of the Clerk
16. **Proposal** to review and approve the List of Assets.

Resolved the list of assets was approved, Clerk to ascertain who is responsible for the upkeep of the defibrillators in the community

17. **Proposal** to review and approve the Risk Assessment document.

Resolved the Risk Assessment document was approved

18. **Proposal** to authorise the Payment of Annual Accounts and any other accounting issues:

(18.1) Approve the annual accounts for 2020/21.

Resolved the annual accounts 2020/21 were approved

(18.2) Note statement of insurance

The Council is in year 2 of a 3 year agreement for insurance provided by Hiscox.

Resolved the statement of insurance for 2021/22 (1 June – 31 May) was noted

(18.3) Agree the payment of recurring expenditure and subscriptions in accordance with the budget:

Hiscox – insurance (broker Came & Co.)

SMBC – Christmas lights maintenance, storage and installation

Village Hall – room hire

Bill Robinson – internal audit

PKF Littlejohn - External audit

Edge It Systems – finance system

HMRC – NI and tax

RoSPA - annual play equipment inspections

Arden Storage – cemetery and office records

OverNight Site Ltd- website hosting and domain name registration

Fairways Ltd – Christmas trees

Family Care Trust – wooden planter maintenance

Information Commissioners Office – registration fee

Institute of Cemeteries and Crematoria Management (ICCM)– subscription

Warwickshire and West Midlands Association of Local Councils (WALC) – subscription and membership

Society of Local Council Clerks (SLCC) – subscription

Resolved the payment of recurring expenditure and subscriptions in accordance with the budget as above were agreed

(18.4) Agree Direct Debits and Standing Orders

Direct debit

Vodafone - phone and internet

WaterPlus - cemetery water supply

SMBC - cemetery business rates

Smart Pension - employee pension

ICO – annual registration

Standing order

R Westwood - office rent May/June

Standing order

G Griffiths – office July onwards, 3 year licence

Resolved direct debits and standing orders as above were agreed

(18.5) Agree Contracts in place as listed:

Fairways Ltd – cemetery and parks grounds maintenance and litter and waste disposal

B Ball – Village planting of pavement and railings planters

Pied Piper Pest and Wildlife Management – cemetery mole control

Diane Malley – payroll

AMS Landscapes – weekly playground inspections and equipment maintenance

Resolved contracts in place as listed above were agreed

(18.6) **Review** of the Council's expenditure incurred under s.137 of the Local Government Act 1972
There was no expenditure incurred in 2020/21 under s.137

(18.7) **Proposal** to agree Chairman's Allowance.

"In 2020/21 the rates will be at the recommended maximum amount payable based on the 2020/21 schedule of SMBC recommended Parish Basic Allowances and updated annually thereafter. An elected member may choose not to receive all or part of a basic allowance to which they would otherwise be entitled by submitting this request in writing to the Clerk. The allowance is paid quarterly in arrears through the Council's payroll system" (Allowances Policy 1.1.3)

Resolved the recommended maximum amount 2020/21 schedule of SMBC was approved

(18.8) **Proposal** to agree elected Councillor's Allowance.

"In 2020/21 the rates will be at the recommended maximum amount payable based on the 2020/21 schedule of SMBC recommended Parish Basic Allowances and updated annually thereafter. An elected member may choose not to receive all or part of a basic allowance to which they would otherwise be entitled by submitting this request in writing to the Clerk. The allowance is paid quarterly in arrears through the Council's payroll system" (Allowances Policy 1.1.3)

Resolved the recommended maximum amount 2020/21 schedule of SMBC was approved

19. **Proposal** to establish a working group to review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21) i.e. FREEDOM OF INFORMATION ACT POLICY AND PROCEDURE, DATA PROTECTION POLICY and MANAGEMENT AND RETENTION OF DOCUMENTS POLICY.

Resolved that Councillor Macdonald and Councillor Lloyd would review the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation

20. **Proposal** to review the Council's COMMUNICATIONS POLICY.

Resolved previously reviewed 15.07.2020 meeting item. (17.2) to approve amended version as circulated and to add clarity to para 1.11 to indicate that it applies to communications covered by points 1.4 to 1.9.

21. **Proposal** for the staffing committee to review the Council's employment policies and procedures by October 2021:

TERMS AND CONDITIONS OF EMPLOYMENT

HEALTH AND SAFETY POLICY

PAYROLL POLICY

SICKNESS ABSENCE POLICY

TRAINING AND DEVELOPMENT POLICY

DIGNITY AT WORK & BULLYING AND HARASSMENT POLICY

ALLOWANCES, EXPENSES AND REIMBURSEMENT POLICY

EQUALITY POLICY

GRIEVANCE AND DISCIPLINARY PROCEDURE

MEMBER EMPLOYEE PROTOCOL

Resolved that the Staffing Committee review the policies listed above and report recommendations to full council in the Autumn

22. **Public Forum**

Residents of the parish are invited to make representation, answer questions and give evidence in respect of the business on the agenda.

There were no residents of the parish in attendance

23. **Proposal** to receive an update on the progress of resolutions of the last meeting.

Balsall Common - 20 mph speed limit: SMBC are undertaking the promised review of Speed Limits in the Borough and the report will include how they take forward a policy on 20 mph speed limits for the borough, which will include Balsall Common. The report is due to go to Cabinet in July.

24. **Accounts:**

(24.1) **Proposal** to approve the list of Payments for Approval and regular Payments Made using General Power of Competence for the month of March/April 2021.

Date Paid	SO/DD/Bacs	Payee	Budget	Gross £	Vat £
01.03.2021	SO	R Westwood	Office Rent March	635.00	–
09.03.2021	DD	Vodafone	Telephone & internet	19.66	–
10.03.2021	BACS	Pied Piper	August mole control	102.00	17.00
10.03.2021	BACS	Viking Direct	Stationery	392.82	65.47
10.03.2021	BACS	J Parry-Evans	February salary	–	–
11.03.2021	DD	Smart Pension	February Pension	–	-
15.03.2021	BACS	WALC	Training	102.00	17.00
31.03.2021	DD	Unity Trust Bank	Bank charges	24.15	–
01.04.2021	SO	R Westwood	Office rent April	635.00	–
06.04.2021	BACS	J Parry-Evans	March Salary	–	-
08.04.2021	DD	Vodafone	Telephone & internet	39.93	–
12.04.2021	DD	Smart pension	March pension	–	-
16.04.2021	BACS	A Burrow	Q4 (Jan) Cllrs Allowance	–	-
16.04.2021	BACS	J Parry-Evans	Look Local Leaflets	232.00	22.50
16.04.2021	BACS	WALC	Annual Subs	1083.30	120.80
16.04.2021	BACS	Ove Arup	Stage 2 P.O. 20	6,600.00	1,100.00
16.04.2021	BACS	A Burrow	Apple Trees & compost	127.92	–
16.04.2021	BACS	Pied Piper	Oct-March mole control	510.00	85.00

26.04.2021	BACS	T Carpenter	March/April salary	-	-
26.04.2021	BACS	J Parry-Evans	April salary (final)	-	-
26.04.2021	BACS	HMRC PAYE	Jan, Feb, March 2021	2579.65	-

Resolved March/April payments were approved

(24.2) **Proposal** to approve the list of Payments for Approval and regular Payments Made using General Power of Competence for the month of May 2021.

Invoice Date	SO/DD/Bacs	Payee	Budget	Gross	Vat
31.03.21	BACS	Fairways	Cemetery	1360.00	226.67
01.04.21	BACS	ICCM	Administration/subs	95.00	-
13.04.21	DD	Waterplus	Cemetery	24.21	-
12.04.21	BACS	T Carpenter	NDP Posters zip ties	201.60	31.25
26.05.21	BACS	T Carpenter	May Salary	-	-
12.05.21	DD	Smart Pension	Staff/salary/pension April	-	-
01.05.21	SO	R Westwood	Admin/office rent	635.00	-
14.04.21	BACS	Came & Co.	Admin/insurance (annual)	1970.18	-

Resolved to approve May payments

(24.3) **Proposal** to apply for a Unity Corporate Multipay Card

Resolved approved the application for a Unity Corporate Multipay Card with a £300 maximum card limit

(24.4) Bank Reconciliation

Proposal to sign off Bank Reconciliation for the period 01.04.21 – 30.04.21

Resolved Bank Reconciliation for the period 01.04.21 – 30.04.21 was approved

(24.5) **Proposal** to note the Financial Statements for April 2021

Resolved the Financial Statements for April 2021 was noted

25. **Correspondence**

(25.1) Residents email with concerns regarding creation of footpath from Willow Park to the adjacent field.

Resolved the residents concerns was noted

(25.2) Residents email requesting additional CCTV along Kenilworth Road

Resolved to reply to resident advising there had been a Safety Security Group looking into the use of CCTV and reported back to the council, it is now part of the centre masterplan.

This subject does not fall under the parish councils remit and was felt to be a police issue.

- (25.3) The Great British Spring Clean 2021 has now launched, email received inviting communities to take part
Resolved Cllr Tindall and Clerk to enrol by completing survey
26. Proposal to respond to Governments open consultation: Local authority remote meetings: call for evidence <https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence#about-this-consultation>
Resolved that the Chairman and Clerk to respond to survey on behalf of the parish council.
27. **Proposal** to note report on the progress of the Balsall Common Centre Master Plan Project Report 3 – 22 April 2021
Resolved progress report was noted
28. **Proposal** to note the report of a meeting with representatives of Catesby Estates concerning proposed Site BC3 Windmill Lane.
Resolved report noted
29. **Development Control**
- (29.1) Proposal to note planning applications considered by council
- (29.2) Proposal to note planning application comments
- (29.3) Proposal to note planning awaiting decisions
- (29.4) Proposal to note planning determinations
Resolved planning applications, comments, decisions and determinations were noted
30. **Date and Venue of Next Meeting:**
 Wednesday 9th June 2021 7:45pm venue Village Hall, Balsall Common

The meeting closed 9:45pm

SIGNED **DATE**

Liz Macdonald
CHAIRMAN

