



287/289 Kenilworth Road, Balsall Common CV7 7EL

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Balsall Parish Council Meeting

Held on Wednesday 9th June 2021
at 8:00pm in the Village Hall

MINUTES

Present: Chairman Cllr Elizabeth Macdonald, Vice Cllr Richard Drake, Cllr Marion Keeley, Cllr Richard Lloyd, Cllr David Slatter, Cllr Keith Tindall, Cllr Michael Ellender and Clerk Tracey Carpenter

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.

Thanks were given to David Felthouse for raising issues regarding the management and maintenance of local defibrillators, it was agreed as an agenda item for the next meeting. The drinking of alcohol by groups of youths in Lavender Hall Park is becoming an issue, it was agreed that it should be referred to Berkswell Parish Council to be discussed at their next meeting.

The centre planters have not been planted up this season yet, Clerk to chase contractors

2. Apologies

Apologies from Councillor K Howles, Ward Councillor D Howell, John Cairns

3. Declarations of Interest

There were no declarations of interest

4. Proposal to approve as a correct record the Minutes of the Annual Parish Council Meeting held on Wednesday 5th May 2021

Resolved to approve as correct record

7. **Proposal** to approve the minutes of the Balsall Parish Assembly 2021 held on Tuesday 27th April 2021
Resolved to confirm as an accurate record
8. **Proposal** to note future training sessions
Councillor Fundamentals (induction) 24th June 6:30pm – 8:30pm
Michael Ellender
Management of Memorials Friday 2nd July 10:00am Harbury Village Hall
Tracey Carpenter
Data Protection for Councillors Saturday 3rd July 9:30am
Tracey Carpenter
Liz Macdonald
Richard Lloyd
Councillor Fundamentals (induction) Saturday 17th July 9:30am
David Slatter
Cemetery Management and Compliance Saturday 20th July 9:30am
Tracey Carpenter
Understanding Council Meetings Saturday 16th October 9:30am
David Slatter
Michael Ellender
eLearning Courses
Introduction to Local Councils **Introduction to Planning**
David Slatter David Slatter
Michael Ellender Michael Ellender
Data Protection Essentials **Information Security Awareness**
Tracey Carpenter Tracey Carpenter
Liz Macdonald Liz Macdonald
Richard Lloyd Richard Lloyd
Personal Safety Essentials
Tracey Carpenter
Resolved future booked training sessions were noted

9. **Accounts:**

(9.1) Accounts

Proposal to approve the list of Regular and Approved Payments Made using General Power of Competence for the month of May 2021.

Resolved to approve the list of Regular and Approved Payments made using General Power of Competence for May 2021 as listed below.

Date	Payment	Payee	Budget	Gross £	VAT £
04.05.21	S/O	RWL Ltd – current landlord	Admin/Office rent	635.00	
06.05.21	DD	Smart Pension JP final payment	Salary/Pension.NI	141.36	
06.05.21	DD	Vodafone 21.03 – 20.04	Admin Tele Internet	42.14	7.02
07.05.21	DD	ICO Annual Data Protection	Admin/subscription	35.00	
13.05.21	BACS	Pied Piper April mole control	Cemetery/Grounds	102.00	17.00
13.05.21	BACS	Came & Co. 01.06.21 – 31.05.22	Admin/insurance	1970.18	-
13.05.21	BACS	Ove Arup Stage 3 payment	Street scene/vill cent	6600.00	1100.00
13.05.21	BACS	Institute of Cemetery & Crem	Admin/subscription	95.00	-
13.05.21	BACS	AMS Pest control 01.03 - 26.04	Recreation/Safety ins	405.00	-
13.05.21	BACS	Fairways March	Willow Park	336.00	56.00

13.05.21	BACS	Fairways March	Cemetery	707.00	117.83
13.05.21	BACS	Fairways March	Oakley	316.99	52.84
13.05.21	BACS	J. Ellis Masterplan domain name	Admin/IT	13.19	-
13.05.21	BACS	T Carpenter posters etc refund	Admin/printing	201.60	-
21.05.21	DD	Smart Pension TC March/April	Salary/pension/NI	353.80	-
25.05.21	BACS	T Carpenter May 21 Salary	Salary/pension/NI	-	-

(9.2) Bank Reconciliation

To sign off Bank Reconciliation for the period 01.05.21 – 31.05.21

Resolved to note the Bank Reconciliation for the period 01.05.21-31.05.21

(9.3) To note the Cashbook and Reserve Movements reports for May 2021.

The Cashbook for May 2021 was noted.

(9.4) To note the following payments using General Power of Competence for the month of June 2021

Resolved to approve the following June payments using General Power of Competence.

Invoice Date	Payment	Payee	Budget	Gross £	VAT £
27.05.21	BACS	Viking Direct	Administration/stationery		
15.05.21	BACS	WALC Item 8 Training Courses	Personnel/Training	430.80	86.16
15.05.21	BACS	WALC New Councillor Books	Personnel/Training	17.00	-
16.05.21	BACS	Andrew Burrows HS2 lorry flyer	Admin/Printing	185.00	-
30.04.21	BACS	Fairways April	Willow Park	336.00	56.00
30.04.21	BACS	Fairways April	Cemetery	707.00	117.83
30.04.21	BACS	Fairways April	Oakley	316.99	52.84
01.05.21	BACS	Fairways May	Willow Park	336.00	56.00
01.05.21	BACS	Fairways May	Cemetery	707.00	117.83
01.05.21	BACS	Fairways May	Oakley	316.99	52.84
01.06.21	BACS	Fairways June	Willow Park	336.00	56.00
01.06.21	BACS	Fairways June	Cemetery	707.00	117.83
01.06.21	BACS	Fairways June	Oakley	316.99	52.84
21.05.21	DD	Vodafone 21.4 – 20.5	Admin/Tele & Internet	66.85	11.16
01.06.21	S/O	RWL Ltd June rent £635 minus deposit £600	Admin/office rent	35.00	-
06.06.21	DD	Smart Pension TC May	Salary/pension/NI	-	-
25.06.21	BACS	T Carpenter June 21 Salary	Salary/pension/NI	-	-
25.05.21	BACS	Pied Piper May mole control	Cemetery/grounds	102.00	17.00
21.05.21	DD	Vodafone 21.04.21 – 20.05.21	Admin Tele Internet	66.85	11.16
29.01.21	BACS	Pied Piper January mole control	Cemetery/grounds	102.00	17.00

10. Proposal to nominate a Councillor to undertake quarterly Internal Control checks 2021
Resolved Councillor Richard Drake volunteered to undertake Internal Control checks 2021

11. Proposal to discuss effective use of Microsoft 365 for council business considering options and costs for setting up Councillor's new email accounts and approve the preferred option.

Option 1: setup Councillors new email account on user's devices @ £30 each

Option 2: as above plus email migration @ £74 per hour

Resolved option 1 was preferred and approved

12. Proposal to approve Cemetery works required:

(12.1) Setting up a working group to oversee the work set out below and develop a communications strategy, bringing recommendations to the council for decisions, as required

Resolved working group set up Cllr Marion Keeley, Cllr David Slatter, Cllr Michael Ellender and Church Warden Lorraine Horlor

(12.2) Appointing the previous Clerk (JPE) as a consultant project manager to manage the delivery of the work at points 12.3 and 12.4 due to her invested knowledge of the cemetery, its records and previous work on Epitaph (Financial Regulations 10.1, 10.2, 11.1a.ii/iv, c and d).

Approved

(12.3) Cemetery records and map digitisation - to complete the outstanding work to put all the records and plots on the Edge Epitaph system, the council to purchase the HeritEDGE module to enable on-line public access and get it set up for access. Estimated budget £1500.

Approved

(12.4) Cemetery Memorial Inspection - to undertake the training, prepare a specification for the inspection with a requirement that the inspection information be included on Epitaph, manage the tender process with the Clerk, manage the inspection and manage the contacts with the grave owners. Estimated budget £10,000

Approved

13. Proposal to note verbal report on the HS2/BBV meeting held 20th May 2021

Resolved verbal reported noted

14. Proposal to note verbal report on the Catesby site BC3 Windmill Lane meeting held 24th May 2021

Resolved verbal report noted

15. Proposal to:

(15.1) note the NDP result

Resolved to note that the referendum result showed clear support for the Neighbourhood Plan with a total of 1,796 votes cast in favour (87%), and 269 votes against.

(15.2) thank you to all involved who made it a success

Vote of thanks to all those involved who worked so hard in the NDP's preparation and delivery over a number of years.

(15.3) apologies for procedural errors

The NDP poster was an extract from a leaflet that was delivered to every household in the parish (and shared on social media) that was marked as coming from the Parish Council.

The Council's lack of knowledge on electoral rules meant there was no promoter attribution on the poster. This was an oversight for which we apologise

16. Proposal to discuss and agree Council's involvement in The Queen's Green Canopy "Plant a Tree for the Jubilee"

Resolved for Cemetery working party to discuss further and make a decision on where a tree could be planted at Temple Balsall Cemetery. A commemorative plaque is also to be placed marking the event.

17. **Proposal** to discuss and agree a response to Saqib Bhatti's email regarding planning issues following the Queen's Speech.
Resolved that Councillor Keith Tindall to draft a reply to Saqib Bhatti's email
18. **Proposal** to note verbal update on Oldwich Lane's footpath
Resolved to note a site meeting is planned on Thursday 10th June with a SMBC Highways representative to discuss the poor condition of the footpath
19. **Proposal** to agree to request a site meeting with SMBC Highways to discuss the footpath access to the Co-op from Station Road
Resolved to agree that a site meeting is not required presently as the gate is now open allowing access
20. **Proposal** to approve placing an order for Christmas lights from SMBC for two 15 foot Christmas Trees from Fairways Contracting and to agree the date of the switch on event. The cost to include repairs; lighting for Station Road from Green Lane/Meeting House Lane to the Kenilworth Road and Kenilworth Road as last year; installation of two Christmas trees lights and lights for trees outside Balsall Common Carpets and the Library.
Resolved to approve placing an order for Christmas lights from SMBC and 2 Christmas Trees from Fairways. The date of the lights switch on event to be agreed at a later date
21. **Proposal** for Clerk to update on office move
Resolved to note office move to take place Wednesday 30th June, new office address 295-297 Kenilworth Road, Balsall Common. Management of the move to be dealt with by the Clerk
22. **Planning Applications**
(22.1) To consider the following **Planning Applications**;
PL/2021/01360/MAJFOT Land At 722 Kenilworth Road and Land Adjacent To Harper Fields Care Home – Description of Development: Hybrid application: Full permission for 95 dwellings comprising 55 open market and 40 affordable housing, with associated access, parking, and landscape and outline application for 5 self-build plots, with access discharged – **objections to be submitted**
PL/2021/01439/MINFHO 584 Kenilworth Road – Description of Development: Erection of first floor front extension, raising main roof and change of single storey rear extension form lean to roof to flat roof with lantern – **no comments to be submitted**
PL/2021/01213/TPO 32 Stoneton Crescent Balsall Common Solihull CV7 7QG – Description of Development: Fell and remove low amenity oak tree (T1) covering house and gardens with heavy lean towards the property. Significant deadwood present and evidence of damaged, rubbing branches above seating/patio area. Cracks appear in house over winter season. Replant a smaller, more decorative tree – **comments to be submitted**
- (22.2)** To note the following **Planning Determinations**;
PL/2021/00871/MINFHO 2 Leveson Crescent – Description of development: Attached garage & alterations to two storey detached house – **APPROVED**
PL/2021/00877/MINFHO 4 Winsford Close – Description of development: Erection of a front porch – **APPROVED**
PL/2021/00789/TPO Rear of 8 Welsh Road – Description of development: Crown lift by 3m and canopy reduction at crown by 3m on oak tree - **APPROVED**

PL/2021/00813/MINFHO 111 Needlers End Lane – Description of development: Demolition of porch and construction of single storey front and side extensions including new dummy pitch to existing garage – **APPROVED**

PL/2021/00660/PPFL Redundant Power Station – Description of development: Conversion of redundant former auxiliary power station Use (Class B2) to a 5 bedroom residential unit with integral garage. Previous approval under PL/2018/01128/PPFL – **APPROVED**

AP/2021/00004/REF 107 Station Road – Appeal to refusal in progress, comments submitted – **APPEAL DISMISSED**

(22.3) Awaiting planning decisions;

PL/2021/01300/VAR 442 Kenilworth Road – Description of development: Variation of condition No. 1 on planning approval PL/2018/03471/PPFL. In relation to boundary treatment to the site and inclusion of acoustic fencing - comments due by 3rd June

PL/2021/01167/MINFHO 662 Kenilworth Road – Description of development: Two storey rear extension with a flat roof, single storey rear extension with a flat roof - comments due by 7th June

Shell Waitrose, 442 Kenilworth Road – Description Premises Licence Application - comments 07.06.21, requested extension

PL/2021/01175/MINFHO 120 Kenilworth Road – Description of development: Single storey rear extension, front porch extension and refurbishment of existing property including amendments to fenestration – **DECISION PENDING**

PL/2021/01103/TPO 25 Alder Lane – Description of development: Reduce 1 No. oak tree (Tree 1) by up to 3.5m – **DECISION PENDING**

PL/2021/00776/MINFHO 14 Foxes Way – Description of Development: Two storey side/rear extension and single storey rear extension – **DECISION PENDING**

PL/2021/00945/MINFHO 680 Kenilworth Road – Description of development: Single storey rear extension, first floor side extension, two storey and first floor front extensions and new covered porch way – **DECISION PENDING**

- 23. Proposal** to discuss / approve continued membership with Rural/Market Town Group (RMTG) £130 per annum
Resolved to not subscribe to the Rural/Market Town Group

24. Correspondence

25. Date and Venue of Next Meeting:

Parish Council Meeting

Wednesday 14th July 2021, 8:00pm at the Village Hall, 112 Station Road, Balsall Common CV7 7FF

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 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.

Signed: Date
Chairman Cllr Liz Macdonald