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## Balsall Parish Council Meeting

Wednesday 13th October 2021 at 7:30pm

### MINUTES

**Present:** Chairman Cllr Liz Macdonald, Cllr Richard Lloyd, Cllr Richard Drake, Cllr Michael Ellender, Cllr David Slatter, Cllr Kay Howles, Cllr Keith Tindall, Cllr Marion Keeley, Cllr Sara Kirby joined after Item 5.  
Clerk Tracey Carpenter

#### 1. Public Forum

There were eight members of the public present

#### 2. Apologies

Ward Cllr Ken Allsopp, Ward Cllr Tony Diccico, Ward Cllr Diane Howell

#### 3. Declarations of Interest

Item 11. The Heart of England High Speed Railway Action Group's Articles of Association – Cllr R Lloyd, Cllr K Tindall

Item 17.4 Councillors Allowances – Cllr Macdonald, Cllr Keeley, Cllr Howles, Cllr Drake, Cllr Lloyd

4. Council approved as a correct record the Minutes of the Annual Parish Council Meeting held on Wednesday 8th September 2021 – Proposed Cllr Macdonald, Seconded Cllr Slatter

#### 5. Proposal to co-opt to fill vacancy application

**Resolved** unanimously to accept the co-option application of Sara Kirby to join the Council

#### 6. Proposal to receive update on management and maintenance on local defibrillators.

The Council unanimously approved funding for replacement of pads and batteries for five defibrillators within Balsall Parish being at Balsall Common Pharmacy, Village Hall, Ginger Estate Agents, St Peter's Church and Lady Katherine Leveson, Temple Balsall. The Clerk to order replacement parts on request of the defibrillator guardians. Thanks was given to Dave Felthouse for his hard work collating all this information.

#### 7. Proposal to discuss resident's proposals for improvements in Willow Park

(7.1) to consider Friends of Willow Park request to purchase £100 of daffodil bulbs for

them to plant – Proposed Cllr Macdonald, Seconded Cllr Drake, Council unanimously approved purchase

- (7.2) to consider resident's request for the Council to purchase benches for placement in Willow Park – Proposed Cllr Macdonald, Seconded Cllr Lloyd, approved by majority vote
  - (7.3) to consider cutting back trees overhanging No.41 Needlers End Lane – Cllr Lloyd and the Clerk to visit the site and report back to Council
  - (7.4) to discuss complaints regarding the grounds maintenance – it was noted that unfortunately, in August and September Fairways were hit quite badly with staff absence due to COVID. The mowing schedule is to be shared with Friends of Willow Park who are happy to monitor Fairways attendance
- 8. Proposal** to receive an update and consider for approval the following recommendations from the Cemetery Working Group:
- (8.1) Chairman's update – Council noted
  - (8.2) Bugle article, FAQ and publicity material in draft for comments – Council approved
  - (8.3) The development of a short guide for service users following the agreement of the Council to the Cemetery Memorial Safety Policy – Council approved
  - (8.4) Cllr Ellender is made a website administrator temporarily to assist with the adding of the website notice and related information – Council approved
  - (8.5) The development of a set of agreed responses about the inspection in the event of press questions – Council approved
  - (8.6) That the agreed contractors will only take photos of those plots deemed to be 'at risk' rather than all plots to avoid any potential risks around sensitivity/privacy for grave owners – Council approved
- 9. Parish Assembly** - to discuss whether there should now be an in-person Parish Assembly in the Village Hall, possibly jointly with the Residents Association. An initial Parish Assembly was held by Zoom on 27th April 2021. If so approval required to fund the cost of the hire of the hall and refreshments to a value not exceeding £200  
Council decided that the next Parish Assembly will take place in 2022, hopefully in conjunction with the Residents Association.
- 10. Proposal** to receive updates on previous resolutions not on the agenda
- (10.1) Potential Closure of Lay-by B4101 Balsall Street – no update
  - (10.2) Potential Prohibition of Driving on Hob Lane between B4101 Balsall Street and Piercil End – no update
  - (10.3) HS2/Solihull Road Safety fund - suggestions submitted to fund the agreed items as discussed at Aug/Sept meetings.
  - (10.4) WM Police Camera Enforcement Unit have been invited to discuss with the council mobile camera enforcement on Kenilworth Road and Kelsey Lane – Clerk to request speed assessment from SMBC
  - (10.5) Examination of the Solihull Local Plan – statements being prepared for submission
    - \* Matter 6a Housing Site allocation- submissions by 15th October, representations at hearings on 8th & 9th November – statement submitted 14<sup>th</sup> October
    - \* Matter 10 Promoting quality of place – submissions by 29th October, representations at hearing 2nd December
  - (10.6) Air Quality – a meeting to take place 1st week in November with the Head of Planning and his colleagues from their public Protection team who work directly on air quality matters in a planning context. Waiting for confirmation of date and time.

- (10.7) Proposal to note the RoSPA Annual Inspections for Willow Park and Oakley will take place September/October – this inspection to take place within the next two weeks
- (10.8) PRow Willow Park - SMBC Highways have advised that the matter has been referred to Strategic Land to see if they support the application. The plan and information have also been forwarded to their corporate land and public realm teams for comment – no update
- (10.9) Lant Charity Trustee vacancy – a nominee was put forward and is now liaising directly with the Trust – this was noted by Council
- (10.10) Streetcare/Grime Busters – working in the Meriden Ward w/c 29th November, Ward Councillors, Balsall PC and Berkswell PC will be contacted a week before and given the opportunity to report any small jobs that need doing which make an immediate difference such as street sign cleaning – Council noted this and will inform the Clerk of any areas they think require attention
11. **Proposal** to agree several amendments to The Heart of England High Speed Railway Action Group’s Articles of Association, in order to simplify the process of winding-up the Action Group.  
**Resolved** to agree to all amendments, Council request that the group inform the parish council when the winding-up of the Action Group has taken affect, Cllr Richard Lloyd was thanked for all of his hard work
12. **Proposal** to approve a time extension to the original two-year period for planting works to continue on the central roundabout - on 9th October 2019 Balsall PC awarded the Balsall Common Village Residents Association a grant of £310 for planting of flowers on the central roundabout and in connection with a Britain in Bloom application. Work has been carried out on the roundabout each season since, but the grant was only for two years work to continue. Additional funding is not requested as there is still £241 left.  
Council unanimously approved a five year time extension for work to be completed on the central roundabout
13. **Proposal** to note that the Chairman has been invited to Balsall Primary School for a tour of the school and be interviewed by the Year 6 Radio Club pupils for their podcast on the role of the parish council as part of their Governance learning – this was noted by Council  
Balsall Primary School requested a donation for the purchase of poppy seeds – £100 was Proposed by Cllr Macdonald, Seconded Cllr Drake, approved by majority vote
14. Remembrance Day  
(14.1) to approve the purchase for 2 wreaths  
Council made the decision to buy 3 wreaths and 4 small crosses, budget £100  
(14.2) volunteers to attend the service at St Peter’s Church and Temple Balsall Lychgate to lay the wreaths. Invitation received from St Peter’s Church to their Service of Remembrance on Sunday 14th November, service at 10:00am with two minutes silence outside at 11:00am  
Chair Cllr L Macdonald will be attending St Peter’s Church Sunday 14<sup>th</sup> November  
Cllr M Keeley and Cllr D Slatter will be attending Temple Balsall Lychgate Thursday 11<sup>th</sup> November
15. Christmas Lights Switch On – Friday 26th November 2021 3:30pm  
(15.1) agree who to invite to turn on the lights – options are:  
\* Head Girl and Boy Heart of England School  
\* Mayor  
By a majority vote it was decided to invite the Head Girl and Boy at Heart of England School to switch on the Christmas Lights.

16. Proposal to discuss and agree arrangements and budget for supporting Queen's Platinum Jubilee 2nd – 5th June 2022  
 (16.1) street party  
 Council decided that a budget figure should be set aside for a Jubilee celebration  
 (16.2) commemorative memorabilia for schools and /or senior citizens  
 Council decided that there would be no commemorative memorabilia purchased

17. Accounts:

- (17.1) To note bank account balances as of 30th September 2021

Unity Trust Bank £84,447.95  
 Santander £78,511.05  
 Multipay Card No transactions

**Council noted**

- (17.2) To note office move costs

**Council noted**

- (17.3) To note Cemetery Income / Expenditure for Q1 & Q2

**Council noted**

- (17.3) To note The Unity Trust multipay card and online account have been activated providing a credit limit of £300

**Council noted**

- (17.4) To note the following payments using General Power of Competence for the month of October 2021

**Council noted and approved the following payments**

Payment Date	Payment Method	Payee	Budget	Gross	Vat
22.09.21	BACS	ARUP Stage 4	PAID 27.09.21	6,600.00	1,100.00
01.10.21	S.O.	Office Rent	Admin/Office Rent	600.00	-
15.10.21	D.D.	Pension TC Aug	Salary/pension NI	-	-
26.10.21	D.D.	TC September salary	Salary/pension/NI	-	-
04.10.21	D.D.	Vodafone	Admin/Tele & Internet	22.00	3.67
15.10.21	BACS	WALC M Ellender	Training/Chairmanship	60.00	10.00
15.10.21	BACS	J Parry-Evans	Cemetery/Records	250.00	-
15.10.21	BACS	T Carpenter	Admin/signed for postage	4.94	-
15.10.21	BACS	Piper Sept Moles	Cemetery/Moles	102.00	17.00
15.10.21	BACS	Fairways September	Willow Park/Grounds	336.00	56.00
15.10.21	BACS	Fairways September	Cemetery/Grounds	707.00	117.83
15.10.21	BACS	Fairways September	Oakley/Grounds	317.00	52.84
15.10.21	BACS	Fairways Extra Bin Empties	Willow Park/Grounds	152.40	25.40
15.10.21	BACS	AMS inspec 2.8-6.9	Rec/Safety Inps.	270.00	-
17.10.21	BACS	L Macdonald	Councillors Allowance	-	-
17.10.21	BACS	M Keeley	Councillors Allowance	-	-
17.10.21	BACS	K Howles	Councillors Allowance	-	-
17.10.21	BACS	R Drake	Councillors Allowance	-	-
17.10.21	BACS	R Lloyd	Councillors Allowance	-	-
30.10.21	BACS	Personalised Nation office sign balance	Office Move	304.80	50.80

- (17.5) To note receipts for Q1 & Q2 future receipts to be shown monthly  
**Council noted**

Month Received	From	Description	Amount
April	SMBC	Precept 1 <sup>st</sup> of 2 + LCT Grant	49,308.50
	Various	Cemetery	2,210.00
	Berkswell	34% contribution Arup	1,360.00
	HMRC	Vat return Oct 20 – March 21	3,655.74
May	SMBC	CIL PO 696056	7,126.77
	Various	Cemetery	1,110.00
June	Various	Cemetery	1,400.00
July	EDF	Utility refund Oct 13 – Jan 14	4.40
	Deeley	Cemetery	565.00
August	Various	Cemetery	105.00
	Berkswell	34% contribution Arup	935.00
	Berkswell	34% exhibition costs	95.77
September	SMBC	Precept 2 <sup>nd</sup> of 2	48,747.50
	Various	Cemetery	1,870.00

- (17.6) **Proposal** to note the completed GBSLEP Grant claim form has been submitted and accepted with a payment of £12,500 due in the month of October. The final stage 50% payment due on masterplan project completion.

Council noted, Clerk advised that the payment had now been received

- (17.7) **Proposal** to determine the budget and precept setting procedure for the 2022/23 financial year

**Resolved** to form a working group to establish principles and a draft budget for 2022/23, Councillors Richard Drake, Keith Tindall and David Slatter are nominated. The working group to identify principles and to take account of known and any additional proposals for actions that require a funding for discussion at the Parish Council Meeting in December

- (17.8) **Proposal** to note the Clerk is looking into more suitable accounting software with a view to changing over in the new tax year. The current accounts package subscription ends February 2022 with an option to rollover on a month-by-month basis.

**Council noted**

- (18) HS2

- (18.1) HS2, BBV and LM are happy to attend a future Parish Council meeting or arrange a specific meeting to provide a full update of their works. A decision is to be made if this is required and if so which might be more convenient.

**Council decided there would be no need for a meeting**

- (18.2) Chairman to report on a meeting to discuss a complaint raised by resident's response on the amount of HGV's to Waste Lane site.

Council were informed this followed concerns by residents about the number of HGVs entering the Waste Lane site following the Solihull Planning Committee refusing the HS2/BBV request to have c200 each way movements; HS2/BBV are appealing the decision. Residents organised a survey and found there were more than 100 L/HGV movements a day and made a formal complaint to both HS2 and SMBC. The key point discussed at the meeting was HS2's explanation that each site was permitted 12 L/HGV each way movements a day and as there were 5 sites accessed from Waste Lane plus a 6th with 10 each way movements a day. This meant that they could have 130 L/HGV movements a day. The precedent had already been applied elsewhere on the route. There

was discussion on the lack of communicating this information to residents who had an expectation of only 12 each way movements so causing a lot of upset. When the notes of the meeting are made available, they will be circulated to councillors and posted on the council website.

## 19. Planning Applications

### (19.1) To consider the following Planning Applications;

PL/2021/02235/VAR Brook Farm Oldwich Lane East Fen End Description of Development: Remove condition No. 3 on planning approval 1989/28 (PL/1989/00326/FULL - Agricultural dwelling) – comments by 04.10.21 no objections  
 PL/2021/02435/MINFHO 19 Needlers End Lane Description of Development: Ground floor extension for a PVCu orangery – comments by 20.10.21 no objections  
 PL/2021/02445/TPO 74 Needlers End Lane Remove to near ground and treat stump to inhibit regrowth – comments to be submitted by Cllr Lloyd/Clerk  
 PL/2021/02360/MINFHO 20 Balsall Street East Description of Development: Part two storey, part single storey rear extension, first floor side extension and single storey side extension (Resubmission of planning approval PL/2021/00509/MINFHO) – comments by 04.11.21 no objections

### (19.2) To note the following Planning Determinations;

PL/2021/00945/MINFHO	680 Kenilworth Road	<b>APPROVED</b>
PL/2021/01541/MINFHO	31 Wootton Green Lane, Balsall Common	<b>APPROVED</b>
PL/2021/01584/MINFHO	26 Wootton Green Lane Balsall Common	<b>APPROVED</b>
PL/2021/01136/MINFHO	7 Burberry Grove Balsall Common	<b>APPROVED</b>
PL/2021/01734/MINFHO	316 Kenilworth Road	<b>APPROVED</b>
PL/2021/01465/MINFHO	Forge House Table Oak Lane Meer	<b>WITHDRAWN</b>
PL/2021/01533/MINFHO	108 Needlers End Lane, Balsall Common	<b>APPROVED</b>
PL/2021/02199/PN	Telecommunications Mast	<b>REFUSED</b>
PL/2021/02139/MINFHO	39 Balsall Street East	<b>APPROVED</b>
PL/2021/01671/MINFHO	16 Blythe Avenue Balsall Common	<b>APPROVED</b>

### (19.3) Awaiting planning decisions;

PL/2021/02002/TPO	90 Station Road	<b>PENDING</b>
PL/2021/02180/PPFL	Fernhill Farm Fernhill Lane	<b>PENDING</b>
PL/2021/02223/MINFHO	132 Station Road Balsall	<b>PENDING</b>
PL/2021/02043/MINFHO	Tudor Green Lane Balsall Common	<b>PENDING</b>
PL/2021/02041/TPO	146 Kenilworth Road Balsall Common	<b>PENDING</b>
PL/2021/01444/MINFHO	Balsall Farmhouse Magpie L Balsall Com	<b>PENDING</b>
PL/2021/01901/MINFHO	17 Wootton Green Lane Balsall Common	<b>PENDING</b>
PL/2021/01980/TPO	201 Needlers End Lane Balsall Common	<b>PENDING</b>
Shell Waitrose	Premises Licence Application	<b>PENDING</b>
PL/2021/01360/MAJFOT	Land At 722 Kenilworth Road and Land Adjacent To Harper Fields Care Home	<b>PENDING</b>
PL/2021/01213/TPO	32 Stoneton Crescent Balsall Common	<b>PENDING</b>
PL/2021/01671/MINFHO	16 Blythe Avenue Balsall Common	<b>PENDING</b>
PL/2021/00471/HS2DIS	Planning Appeal under paragraph 22 of Schedule 17 of the High Speed Rail (London - West Midlands) Act 2017 - A452, Kelsey Lane, Waste Lane, Hodgetts Lane and Truggist Lane, Balsall Common	

## 20. Proposal to discuss the formation of a committee of local people to consider options for the commemoration of the Covid pandemic, and terms of reference Council unanimously voted to not approve this proposal

21. Proposal to note the update report from the Chairman of the Working Group on the progress of the Balsall Common Centre Master Plan project  
**The update was received and noted. The Council extended their thanks to everyone involved in the Masterplan working group for all of their hard work so far.**
22. Correspondence  
**None**
23. **Date and Venue of Next Meeting:**  
Parish Council Meeting  
Wednesday 10th November 2021, 7:30pm at the Village Hall, 112 Station Road, Balsall Common CV7 7FF

**The meeting finished at 9:35pm**

**Signed: ..... Date: .....**  
**Chairman Cllr Liz Macdonald**