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Balsall Parish Council Extraordinary Meeting

12th January 2022 at 7.30PM

Present: Chairman Cllr Liz Macdonald, Cllr Richard Drake, Cllr Richard Lloyd, Cllr Michael Ellender, Cllr Keith Tindall, Cllr Marion Keeley, Cllr Kay Howles, Cllr David Slatter

MINUTES

1. Public Forum

There were no members of the public present

2. Apologies

Cllr Sara Kirby, Tracey Carpenter, Clerk, John Cairns, Lorraine Horlor.

3. Declarations of Interest

Cllrs Macdonald, Drake, Lloyd and Howells Item 7.

4. Council approved as a correct record the Minutes of the Parish Council Meeting held on Wednesday 10th December 2021.

5. Council agreed to send its good wishes and thanks to the WALC County Officer who is due to retire this month.

6. Council approved the budget for 2022/23 and as proposed by the Finance Working Group and set a Precept of **£97,495, unchanged from 2021/22.**

7. Council approved the following payments under the General Powers of Competency to be made in the month of January 2022

Chairmans allowance	£400
Councillors allowances (4)	£800
Clerk salary (January)	
Fairways Invoice 10-22-12720BPC	£1,360
Pied Piper December Moles inv 3197	£102
WALC Invoice 21877 PRoW RL	£30
WALC Invoice 21888 PRoW MK	£30
Cemetery consultant December invoice 006/21	£125

- 8.** Council approved the delegation to Councillors Tindall and Howles (and Councillor Lloyd on tree matters) the responsibility to respond to Solihull Metropolitan Borough Council, on planning applications received, on behalf of the Council, whilst the Clerk is on sick leave. This is limited to planning applications where the response date is prior to the next full council meeting and responses will only be where there are matters that are contrary to the NPPF and/or the Balsall Neighbourhood Plan.

Councillor Tindall was thanked for his drafting of the response to the application on Wootten Green Lane, which was agreed.

- 9.** Council agreed to exclude the Public and Press during the discussion of Items 10 & 11 because the matter could contain exempt information as defined in Schedule 12 A to the Local Government Act 1972 i.e. relating to financial or business affairs of any particular person (including the authority holding that information) and the UK Data Protection Act 2018 Updated 2021 and UK General Data Protection Regulations as sensitive personal data may be discussed.
- 10a.** Council approved the appointment of a temporary Clerk (Judith Parry-Evans) to provide cover whilst the Clerk to the council is on sick leave using the same rates as in the cemetery consultancy contract for 1 day (FTE) per week on a rolling 4 week contract to be reviewed monthly.

The proposal is made on the basis of the individual's invested knowledge of the Council and its procedures. The Council's temporary Clerk would cover a limited range of the Proper Officer and Responsible Financial Officer functions in order to maintain the Council's key functions.

- 10b.** Council approved the Chairman to make the temporary Clerk contract with the individual.

- 11.** Council approved delegation to the temporary Clerk the power to:
- a) manage or arrange the prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations (SO 16b xiii, 17 and FR4,5,6,7);
 - b) issue the Council's agreed precept of **£97,495** for 2022/23 to Solihull Metropolitan Borough Council FR3);
 - c) manage the Temple Balsall Cemetery in accordance with the Council's Permissions and issue all approvals for purchase of grave/cemetery plots, internments, memorials and other permissions; receive and process cemetery payments (FR9);
 - d) manage the authorisation of contracts/agreements as approved by the Council (FR10,11).

11. Date and Venue of Next Meeting:

Parish Council Extraordinary Meeting

Friday 14th January 2021

Balsall Common Village Hall, 7.00 PM

The meeting finished at 8.30.
