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Balsall Annual Parish Council Meeting

Wednesday 11 May 2022 at 7.30 pm

Balsall Common Village Hall, 112 Station Road, Balsall Common CV7 7FF

Notice is hereby given of the Balsall Annual Parish Council Meeting to be held in Balsall Common Village Hall, on Wednesday 11 May 2022 at 7.30 pm.

Councillors are summoned to attend for the purpose of resolving the business to be transacted.

Ms E Macdonald
Chairman, Balsall Parish Council
6 May 2022

AGENDA

1. **Election of Chair**
2. **Meeting handover to new Chair and signing of declaration of acceptance of office.**
3. **Election of Vice Chair and signing of declaration of acceptance of office.**
4. **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.
6. **Proposal** to co-opt to fill vacancies.
7. **Proposal** to review annual dispensations granted to Councillors.

Existing dispensations:

Councillor Richard Lloyd - HS2
8. **Proposal** to note the record of Member attendance 2021/22.
9. **Proposal** to note the dates of Council Meetings for the year, agreed at 6 February 2022 meeting.

10. **Proposal** to review delegation arrangements to the Staffing Committee and the Clerk/RFO (SCHEME OF DELEGATION).
11. **Proposal** to appoint members to the Staffing Committee.
12. **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.
13. **Proposal** to review and adopt STANDING ORDERS and FINANCIAL REGULATIONS.
14. **Proposal** to review and approve the List of Assets.
15. **Proposal** to review and approve the Risk Assessment document.
16. **Accounts and Governance Proposal** to authorise the Payment of Annual Accounts and any other accounting issues:
 - (16.1) **Approve** the proposed new 3 year insurance policy (email 6May 2022) at an annual rate of £2066.18p.
 - (16.2) **Agree** the payment of recurring expenditure and subscriptions in accordance with the budget:
 - Hiscocks - insurance
 - SMBC – Christmas lights maintenance, storage and installation
 - Village Hall – room hire
 - Internal audit - Bill Robinson
 - External audit – PKF Littlejohn
 - 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) and National Association of Local Councils (NALC) – subscription and membership
 - Society of Local Council Clerks (SLCC) – subscription
 - (16.3) **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 Conquira (G Griffiths) - office rent
 - (16.4) **Agree** Contracts in place as listed:
 - Fairways – cemetery and parks grounds maintenance and litter and waste disposal
 - B Ball – cemetery strimming
 - Pied Piper Pest and Wildlife Management – cemetery mole control
 - Diane Malley – payroll
 - AMS Landscapes – weekly playground inspections and equipment maintenance
 - (16.5) **Agree** that the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence will be .

17. **Councillors Allowances Proposal** Council to agree that these are paid in the basis set out in the Council's ALLOWANCES, EXPENSES AND REIMBURSEMENT POLICY and that elected councillors are paid at the maximum Parish Basic Allowance and Chairman's allowance as set by SMBC..
18. **Proposal** to review all the Council's policies, procedures and practices during 2022.
19. **Public Forum**
Residents of the parish are invited to make representation, answer questions and give evidence in respect of the business on the agenda.
20. **Resolution** Council to approve as a correct record the Minutes of the Parish Council meeting held on 13 April 2022
21. **Accounts:**
(36.1) **Proposal** to approve the list of Payments for Approval and Payments Made using General Power of Competence for the month of May 2022 invoice payments as listed below.

May 2022 Payments	Gross £
HMRC P30 Quarter 4 to 5 April 2022	£2,165.34
BC Village Hall inv BCVH-2002-052 Jan-June 2022	£135.00
Pied Piper inv 3262 Mole control April	£102.00
Fairways Contract inv 22-05-034 May	£1,400.00
J Parry-Evans March invoice – Temporary Clerk	£800.00
J Parry-Evans Cemetery Project Management	£212.50
Direct debits and Standing Orders	
Waterplus stw-INV06063620	£17.61
Conquira SO May office rent	£600.00
Vodafone April charges	£22.00
T Carpenter SO Salary May	
Smart Pension Account Service Charge April	£18.00
Smart Pension April contribution	£251.44

22. **Events**
Resolution
(22.1) **QPJ Bunting Budget** Council to approve an increase in the budget to £2,000 following receipt of the quote of £1506 exc VAT from SMBC for the erection and removal of the bunting
(22.2) **Christmas lights** Council to approve the Christmas lights switch on date as 27 November 2022. Council to authorise the Clerk to contact SMBC to make arrangements for the lights to be checked and make the booking arrangements and to contact other third parties with the date, in particular The Lions and Balsall Primary School choir.
23. **Assets**
Resolution Council to accept the inspection report for Oakley playground and approve the Clerk's emergency repairs and authorise the necessary upgrades using the grounds contractor day rates for the gates at Oakley.
24. **Willow Park** Council to note that the Warwickshire Conservation Volunteers will be clearing the vegetation at the top of the park on 18 May 2022.

25. **Highways** Council to note verbal update on outstanding Highways matters at the meeting.
26. **PRoW Resolution** Council to request the Solihull Highway Authority to create a public right of way on foot through Willow Park to join footpath M150, on the route previously discussed, using powers under section 26 of the Highways Act 1980, provided that the Friends of Willow Park are content that improved public access would be likely to deter anti-social behaviour.
27. **Planning**
PL/2022/00826/MINFHO 45 Alder Lane Cv7 7DZ single storey rear and side extension and new detached garage to front. Expiry date 16 May 2022
PL/2022/00371/MINFHO Stable Building, Oldwich Lane East, Fen End Erection of stable block, detached barn, new greenhouse, and new 3 bedroom bungalow Expiry date 18 May 2022
PL/2022/00850/TPO 93 Kemps Green Road Removal of dead wood and epicormic growth up to crown, remove branches within 2 m of house roof Expiry date 25 May 2022
PL/2022/00810/MINFHO 1 Orchard Cottage, Balsall Street, CV7 7AS Proposed erection of single storey rear extension inc removal of existing conservatory. Expiry date 17 May 2022
28. **Correspondence**
29. **Date and Venue of Next Meeting:**
Wednesday 17 June 2022, 7.30pm in 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 Public and Press are cordially invited to attend

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.
