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Balsall Parish Council Meeting

Wednesday 13th April 2022 at 19.30

Present: Chairman Cllr Liz Macdonald, Cllr Ellender, Cllr Sara Kirby(minutes), Cllr Marion Keeley, Cllr Keith Tindall.

Minutes

1. Public Forum

- There were seven members of the public at the meeting
- A couple attended to discuss a planning application
- A resident attended to discuss the Ukrainian refugee crisis and the local response to this issue

2. Apologies Cllr Richard Drake, Cllr Richard Lloyd, Cllr Kay Howells, Cllr David Slatter, Clerk T Carpenter, Ward Cllr Diane Howell.

3. Declarations of Interest None raised

4. Minutes Resolution: Council approved the Minutes of the Parish Council Meetings held on Wednesday 9th March 2022 and the Extraordinary Parish Council Meeting on the 30th March 2022.

5. Ward Councillors – No update available

6. Projects

6a. Temple Balsall Cemetery Memorial Inspection

- i) Council received a verbal update from Cllr Ellender, Chair of the Cemetery Working Group
 - a. Issues have been reported of dogs being off the lead in the cemetery grounds and people wandering off the designated PRoW and internal paths. Will bring a proposal for better signage to the next meeting.
 - b. Issues identified with some of the trees in the cemetery: these are to be addressed by the grounds maintenance contractor.
 - c. It was noted that some of the memorial benches required repairs. Will bring a resolution to the council on how to address this.

- d. Council discussed the concerns raised by Cllr Keeley of the natural burial ground employees/contractors using the parish council cemetery bins and asking our grounds contractor to undertake work in their facility. Cllr Macdonald proposed the Clerk write to the owners of Temple Fields to raise these concerns and request that they stop using the parish council bins and make their own waste disposal arrangements. Cllr Keeley seconded and council unanimously approved.
- ii) Council noted the complaint sent to the Clerk and to the local MP on the council's charge for permission to carry out memorial repairs. Council considered the request to reconsider the cemetery charge for permission to carry out the memorial repair. The fee charged covers the council's administrative costs in providing permission for the proposed work, landowner authority to carry out the work for each individual grave owner and updating the Council's records. Council agreed that the £55 administration fee should remain in place as it covers the council's administrative costs. Cllr Macdonald proposed there should be one administration cost for permission for memorial repairs where a single grave owner had multiple graves that were requiring work. Seconded Cllr Ellender and unanimously approved. Clerk to write to local MP to inform him of the councils decisions.
- iii) Council considered the request from Edge IT to give "permission to publish your Council's name and logo on the Epitaph section of our website to help encourage more Councils to join our growing community of 145 Epitaph users". Unanimously approved.

6b. Balsall Common Village Centre Masterplan

Council noted that the Balsall and Berkswell Parish Council Clerks jointly submitted the Balsall Common Village Centre Masterplan to SMBC in March.

7. External Organisations

Verbal updates on meetings with external organisations:

- 7a Cllr Macdonald provided a verbal update on the Meeting with Solihull Strategic lead for Cultural on 8 April 2022, the focus was on bunting for the centre and supporting the Commonwealth Games by planting in the Birmingham logo colours. The NDA was likely to be in force until after the local elections.
- 7b Cllr Macdonald provided an update on Solihull Area Committee meeting on 7 April 2022, where the main speaker had been Simon Foster, the WM Police and Crime Commissioner. The main discussion was around the Police and Crime Plan 2021 -20 25, which can be found at <https://www.westmidlands-pcc.gov.uk/police-and-crime-plan-2021-2025/>
- 7c Council discussed ways in which the council can help support Ukrainian refugees at this difficult time (options on form in WALC weekly newsletter 4). One member of the public informed the meeting that he was willing to host refugees from the Ukraine in his home and was attending the meeting to see if the council have any information of others in the community who were also willing to do this as he was unsure how to link in with refugees. He also informed the meeting if there are 100 refugees supported in the local area the local Lions club can apply to the Lions international disaster fund so felt it would be helpful to have some kind of coordinated approach. Cllr Macdonald explained that the council were not in a position to provide this level of support but informed the resident of the information sheet that Solihull have produced to support the Ukrainian Crisis. Link attached: <https://www.solihull.gov.uk/communities-and-safety/help-ukraine>
- 7d Council agreed to request an update on progress in winding up of the Heart of England High Speed Railway Action Group (HAG) as agreed agenda item 11 of 13 October 2021 Meeting. Clerk to write to HAG to provide an update at the next meeting.

8. Highways

- 8a** i) Council recorded its concerns about the increasing damage being done to grass verges and green spaces in the parish by motorists parking on them and work by builders and utility companies.
 ii) Council approved writing to Solihull MBC to bring this to the attention of Solihull MBC and ask them to address the problem to ensure our grass verges and green spaces are maintained and not systematically destroyed as these are important for flood resilience and carbon capture. Cllr Tindall agreed to draft a letter.
 iii) Council were updated by Cllr Tindall who has been in contact with Western Power to complain about the damage and mess they have left in Needlers End Lane and to ask them what action they propose to redress the problem. Conversations have taken place with Western Power and the contractors undertaking the work to make sure the verges are turfped rather than just reseeded to restore them to their original state before the work commenced. Cllr Tindall will keep the council updated.
- 8b.** Council approved writing to Solihull Highways about residents parking on the grass area in front of their properties in Needlers End Lane opposite Willow Park and ask them to consider options to provide proper parking for residents. Cllr Tindall agreed to draft a letter.

9. Administration

- 9a** Council unanimously approved appointing the same Internal Auditor as the previous year and agreed a budget (up to £200); the auditor would carry out the work in early June 2022.
- 9b** Council noted that the Council's insurance is due for renewal 1 June 2022 and there are actions required to update relevant information to obtain quotes.
 Council approved setting up a Working Group (Cllrs Macdonld and Tindall) to review and update the Council's Asset Register and to complete the Insurance renewal questionnaire, working with the Clerk.
- 9c** Council noted the External Auditor (PKF Littlejohn) email on completing the AGAR (Annual Governance and Accountability Returns). Council agreed to set up a Working Group (Cllrs Drake and Tindall) to work with the Clerk to complete the return, due by end July.
- 9d** Council approved obtaining quotes to replace the 2 parish council noticeboards, which are damaged, plus a new parish council noticeboard to be placed near the crossroads in Fen End and a new noticeboard in the car park area of the Temple Balsall cemetery for cemetery notices. Council approved updating the address information on the Willow Park and Oakley entrance notices.
- 9e** Council approved additional works from Fairways for an arboricultural survey of Willow Park, Temple Balsall cemetery and Oakley as there is visual damage that needs to be assessed and action planned for autumn work. Council approved using Warwickshire Conservation Volunteers to clear the undergrowth in the top area and under the trees in Willow Park, which are outside the grounds contract and a budget of £100.
- 9f** Council approved a budget of £2000 to be used for summer bedding plants in its planters, a contract (I Richards) to water the planters and for publicity to encourage residents to plant front gardens, baskets and pots with the Birmingham Commonwealth Games colours.
- 9g** Council noted that a budget of £1,000 for the purchase of bunting to celebrate the Queen's Platinum Jubilee at its April meeting but that the budget would likely need to be increased for hanging the bunting once costs are obtained from SMBC. Council noted that Cllr Slater is leading on the arrangements.
- 9h** Council considered a response to the letter from the NALC Smaller Councils Committee Chair asking what issues of relevance we would like the committee to address and the services they would like NALC to provide. Council agreed to Cllr Drakes suggestions to:
- welcome NALC taking a lead and guiding us on issues like climate change
 - more commonality of websites and other systems/processes e.g. HR would make support much easier and hopefully cheaper. Although all councils are different in

scale and services there is also much that is common. Currently we all have to develop and run our own which is inefficient, confusing and increases our risk.

10. Willow Park

10a Council noted that the proposed Public Right of Way from Willow Park, Needlers End Lane to the PRow has been refused by the land owner due to ASB activity (drugs/alcohol/trespass/etc). To avoid further incursions the landowner has put up a more substantial fence to protect the tenant and animals in the fields. There was a discussion about requesting a kissing gate style access instead of the style in Grange Road to the PRow but thought not necessary as there was a kissing gate providing access to Needlers End Lane very close to Grange Road.

10b Council discussed the request from Friends of Willow Park and Warwickshire Wildlife Trust to create a flower meadow in the top grass part of Willow Park. Council decided against the request as it was considered the soil was too fertile for a wild flower meadow. Council unanimously agreed to the amended proposal by Cllr Macdonald, seconded by Cllr Keeley, to use the area for a community orchard as this was more suitable for the area.

11. Accounts

11a Council noted the payments approved in March were made and that issues with HSBC direct debits were now resolved.

11b Council approved the payments below:

April 2022 Payments List (gross)

Arden Self Storage	Inv 13542365 2022 Unit rental	£1,080.00
Pied Piper	March Moles inv 3246	£102.00
J Parry-Evans	March invoice – Temporary Clerk	£800.00
J Parry-Evans	Cemetery Project Management March	£675.00
Fairways	Contract inv 22-04-034	£1,400.00
WALC	Inv SUBS-2022-116 Membership	£1,087.80
ICCM	Inv 4589/2022/23 Membership	£95.00

+Direct Debits - Smart Pension, Waterplus, Vodafone and Standing Orders - Clerk salary, Conquira office rent

12. Planning Applications

(12.1) To consider the following **Planning Applications**;

PL/2022/00395/PPFL 3 Gypsy Lane Change of use from a physiotherapy practice to a domestic dwelling. No objections.

PL/2022/00537/MINFDW Land North Of The Willows Meer End Road Meer End. No objections.

PL/2022/00601/MINFHO 174 Kenilworth Road CV7 7EW Proposed roof replacement including raised ridge height. Cllr Lloyd's email concerns on the change of the roof colour as he felt this conflicted with Policy BE2 of the Balsall Neighbourhood Development Plan. Council concluded that as existing roof colours were varied in that part of the Kenilworth Road there was not a conflict with the policy. No objections.

PL/2022/00546/MINFHO 1 Cedar Wood Drive CV7 7DS. Single storey extensions to front and first floor side bedroom extensions above garage. No objections.

PL/2022/00397/MINFHO 34 Oakley Fen End. Remove outhouses from the side elevation of the property. Single storey side and front extension. No objections.

PI/2022/00608/TPO 29 Kemps Green Road CV7 7QE. 15% crown reduction and remove dead wood on 2 No. oak trees T2 & T3 and additional works to removal of Ivy to T2 (TPO/00957). Council agreed to leave to the Tree officer and tree wardens to decide.

PL/2022/00681/MINFHO Brook Farm Oldwich Lane East Fen End Solihull. Proposed erection of detached ancillary annexe following demolition of existing stables. No objection.

PL/2022/00654/PPFL The Bungalow Magpie Lane. Demolition of agricultural buildings and construction of 4 No. dwelling houses as an alternative scheme to extant approval PL/2020/01927/PNCUDW for the conversion of agricultural buildings to 4 No. dwelling houses including formation of a new vehicular access. A Class Q approval for the agricultural buildings was granted 2 years ago. This new application is to demolish the agricultural buildings and replace them with housing as a new application. Council unanimously objected to this application on the grounds that it conflicts with the NPPF is inappropriate development within the greenbelt with no very special circumstances to warrant new builds and also with Balsall Parish NDP policies H.1a not compatible with the character of the area, BE.1 Re-use of buildings and brownfield land in the Green Belt and BE2 not sensitive to the re-use of sites comprising historic farmsteads and agricultural buildings. Cllr Tindall to respond on behalf of the Council.

EN/2022/00127/BPC - 6 The Paddocks off Kenilworth Lane Construction Works without planning approval. The Council were informed that the Solihull MBC enforcement Officer has been out to inspect the concrete slab with a temporary building placed on it and considers that a planning application is required. Council will be informed of any further developments.

13. Correspondence

Council noted that permission was given to BT OPENreach's contractor, Telent to carry out works in Willow Park to repair the BT lines broken in the February storms, add an additional telephone pole and remove a redundant telephone pole on the side path. All works have been completed.

14. Date and Venue of Next Meeting:

BCVRA AGM & Parish Assembly will be on 27 April 2022 at 7.30pm in the Village Hall, all are welcome.

Annual Parish Council Meeting will be on Wednesday 11th May 2022, 7:30pm at the Village Hall, 112 Station Road, Balsall Common CV7 7FF

The meeting finished at 21.20

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