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## Balsall Annual Parish Council Meeting

Wednesday 11 May 2022 at 19.30 pm

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

Present - Chairman Cllr Liz Macdonald, Cllr Kay Howles, Cllr Keith Tindall, Cllr Richard Drake, Cllr David Slatter (minutes), Cllr Richard Lloyd, Cllr Marion Keeley, Cllr Sara Kirby, Ward Cllr Andrew Burrow and 4 members of the public.

### DRAFT MINUTES

1. **Election of Chair**

Cllr Liz Macdonald was unanimously elected as Chair

2. **The meeting was handed over to the new Chair.**

3. **Election of Vice Chair and signing of declaration of acceptance of office**

Cllr David Slatter was unanimously elected as Vice Chair

4. **Apologies**

Cllr Michael Ellender and Ward Cllr Diane Howell

5. **Declarations of Interest**

Council noted the requirement to update their register of interests within 28 days, if there has been any changes and that Cllr Lloyd had sent SMBC his updated declarations of interest. Council agreed to check whether its Code of Conduct needs to be updated in line with that of SMBC. Cllr Macdonald to take up the issue of what bodies are covered in Appendix B at the next Solihull Area Committee meeting.

6. **Proposal** to co-opt to fill vacancies.

It was agreed to look at co-opting to fill the remaining Councillor vacancy when the Clerk returns from sick leave.

7. **Proposal** to review annual dispensations granted to Councillors. Council agreed that the dispensation granted to Councillor Lloyd re: HS2 should remain in place until the HHAG group has been wound up.

8. **Proposal** to note the record of Member attendance 2021/22.

Noted

9. **Proposal** to note the dates of Council Meetings for the year, agreed at 6 February 2022 meeting.

Noted.

10. **Proposal** to review delegation arrangements to the Staffing Committee and the Clerk/RFO (SCHEME OF DELEGATION).  
This item was moved to be included under item 18
11. **Proposal** to appoint members to the Staffing Committee.  
The Staffing Committee members will continue to be Cllr Richard Drake, Cllr Liz Macdonald, Cllr Kay Howles and Cllr David Slatter
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.  
Council agreed that the list should be split between representatives and nominees to distinguish where they are representing the council or not.  
Representatives: Solihull Area Committee (SAC) - Cllr Macdonald and Cllr Slatter;  
Birmingham Airport Consultative Committee (BACC) - Cllr Tindall  
Nominees: Tree Wardens - Cllr Lloyd, Knowle United Charities - Cllr Lloyd
13. **Proposal** to review and adopt STANDING ORDERS and FINANCIAL REGULATIONS.  
This item was moved to item 18 as these should also be reviewed.
14. **Proposal** to review and approve the List of Assets.  
Council agreed a Working group led by Cllr Macdonald to review and to visit Oakley and Willow Parks respectively and Temple Balsall Cemetery on 17th May 2022.
15. **Proposal** to review and approve the Risk Assessment document.  
Working Group to review.
16. **Accounts and Governance Proposal** Council authorised the Payment of Annual Accounts and any other accounting issues:  
(16.1) **Approved** the proposed new 3 year insurance policy (email 6May 2022) at an annual rate of £2066.18p.  
(16.2) **Approved** the payment of recurring expenditure and subscriptions in accordance with the budget:  
Hiscox - 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) **Approved** 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), Adobe Acrobat and the Clerk's salary.

**(16.4) Agreed** Contracts in place as listed:

Fairways – cemetery and parks grounds maintenance and litter and waste disposal  
 Pied Piper Pest and Wildlife Management – cemetery mole control  
 Diane Malley – payroll  
 AMS Landscapes – weekly playground inspections and equipment maintenance.  
 JPE Temporary Clerk

**(16.5) Agreed** that the Council meets the criteria to qualify for operating under the General Power of Competence ie those relating to the electoral mandate and the relevant training of the Clerk at the time of election in 2019.

Agreed to use Sec 137 (3) of the Local Government Act 1972 (the 1972 Act) which permits the Council to contribute to UK charities, public sector funds and public appeals when appropriate.

17. **Councillors Allowances Proposal** Council agreed 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. Council agreed that Cllr slatter would lead on the review of all the council’s policies, Standing Orders, Financial Regulations, Code of Conduct, involving fellow councillors to assist with the work, during 2022.
19. **Public Forum**  
No representations made at this point.
20. **Resolved** Council approved as a correct record the Minutes of the Parish Council meeting held on 13 April 2022
21. **Accounts:**  
(36.1) **Council approved** the list of Payments for Approval and Payments Made using General Power of Competence for the month of May 2022 invoice as listed below.

<b>May 2022 Payments</b>	<b>Gross £</b>
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	£1250.00

J Parry-Evans Cemetery Project Management	£212..50
<b>Direct debits and Standing Orders</b>	
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 approved an increase in the budget to £2,200 following receipt of the quote of £1,506 exc. VAT from SMBC for the erection and removal of the bunting.

(22.2) **Christmas lights** Council approved the Christmas lights switch on date as 25 November 2022. Council authorised 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 and also invite the Lady Katherine Leveson Primary School Choir.

## 23. Assets

**Resolution Council accepted** the inspection report for Oakley playground and approved the Clerk's emergency repairs and authorised the necessary upgrades using the grounds contractor day rates for the gates at Oakley.

24. **Willow Park** Council noted that the Warwickshire Conservation Volunteers will be clearing the vegetation at the top of the park on 18 May 2022.

25. **Highways** Council noted verbal update on outstanding Highways matters at the meeting.

26. **PRoW Resolution** Council deferred consideration of the request to 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, until feedback from Friends of Willow Park has been received on whether this would improve public access and 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

Comment - restriction to ensure the hedge is maintained alongside the garage

**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

To object on previous grounds inappropriate development in the green belt land, trees planted on site so inadequate grazing for horses and existing footpaths are not noted on the plans so should not have been verified

**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

Comment - Application lacks detail. To ask that BS3998 tree works recommendations are Implemented.

**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

No comment

28. **Correspondence**

No correspondence. Council noted that the Queen's Baton Relay for the Commonwealth Games will now proceed via Lavender Hall Park down Station Road mid-afternoon on 26th July 2022.

29. **Date and Venue of Next Meeting:**

Wednesday 8 June 2022, 7.30pm in the Village Hall, 112 Station Road, Balsall Common CV7 7FF

Signed: .....

**Chairman Cllr Liz Macdonald**

Date: .....