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## Balsall Parish Council Meeting

**Wednesday 12<sup>th</sup> October 2022 at 7:30pm**

**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 Cllr Sara Kirby (minutes), Cllr Marion Keeley.

1 members of the public attended.

### MINUTES

**1. Public Forum**

Issues raised by residents:

Resident requested an update on the progress of the Solihull Plan. Chair informed them that Council have not had any recent updates.

**2. Apologies**, Cllr Ellender, Ward Cllr Diccico, Ward Cllr Howells, Ward Cllr Burrows, Cllr Richard Lloyd and The Clerk

**3. Declarations of Interest**

None

**4. Minutes** of the Parish Council Meeting held on Wednesday 10<sup>th</sup> August 2022. Council considered an issue raised by a councillor but concluded the minutes were accurate. The minutes were approved.

**5. Ward Councillors – update:**

No Ward Councillors present for an update.

### Communications with External Organisations Resolutions

- 6a** Council discussed the role of the Solihull Rural Police Team and current issues. Sgt Paula McDowell sent her apologies but sent 2 representatives from the Rural Police Team, including the Police Community Support Officer with responsibility for Balsall Common. The officer updated the meeting on the Solihull Rural Police team and its priorities: They want to develop relationships with the community as neighborhood policing is a priority and encouraged reporting of all crime so that they can build an evidence base of the local policing issues. The team are keen to build up intelligence on their systems. Present data indicates Balsall Common is a low crime area compared to Solihull and the wider West Midlands.

Main crimes are burglaries and vehicle theft and it was suggested using disk locks as a deterrent. Discussed anti-social behaviour, speeding, farm crimes and use of nitrous oxide canisters in the area and local sites identified. The team want to work with local speed watch group to support their work. The team advised that they now have specialist a Police Community Support Officer for farm crime and wildlife crime. Police recognised the difficulty in reporting crime but asked that residents persevere.

- 6b** Council considered request from Addiction Advocates to include reference to their helpline on the council website. Council decided it was a national rather than local matter and so not appropriate. Request declined. Suggested that Residents Association might consider putting it on their noticeboard.
- 6c** Council received verbal update on the first Homes for Ukraine social event from Cllr Macdonald who attended the event at the library on 12/10/2022.
- 6d** Council considered the Warm Hubs and Cost of Living request from Solihull MBC. Council noted that other local organisations such as Churches Together were putting together support. Council decided its role was to forward the information on activities (in the Bugle) to SMBC and be supportive of grant applications to assist with costs.
- 6e** Council nominated 3 Cllrs (Macdonald, Drake and Howles) to develop and submit its comments on the Solihull Housing strategy

## **7. Highways Resolution**

- 7a** Council agreed to become a member of the Berkswell Parish Council initiative for a Joint Working Group to consider public footpath enhancements on the basis of the Terms of Reference at Annex A. The Council agreed that Cllr Keeley would be its representative on the Working Group.
- 7b** Council noted the Highways updates circulated by emails. Council agreed that it would contact Rural Police team to arrange a speed check for A4177.

## **8. Administration Resolutions**

- 8a** Council discussed the option to opt out of the SAAA central external auditor appointment arrangement. Council decide not to opt out.
- 8b** Council agreed that pending an update of the Communications Policy, when any Councillor writes or emails to an external organisation on council business, the Clerk is to be copied in.
- 8c** Council received verbal update on setting up the Community Health and Well-being Working Group from Cllr Slatter.
  - First meeting took place on the 6<sup>th</sup> October
  - Resident previous knowledge from being on the Patient Group is to join the Working Group to share his experience
  - Contact has been made with the GP Practice Manager to arrange a meeting.
  - Solihull Director of Public Health to be contacted to arrange a meeting to discuss health and well being initiatives highlighted by Ward Cllr Burrows..
  - Next meeting 3.11.2022. 14.30 at Balsall PC office.

Council approved the Terms of Reference of the Working Group, subject to amendments. These are at Annex B

- 8d** Council noted that there was a good attendance, c60 residents, at the National Moment of Reflection for HM Queen Elizabeth II in Balsall Common on Sunday 18 September in the Heart of England School Hall. This was felt to meet a local need. The Council thanked the Heart of England School for the use of the facility at short notice.
- 8e** Council noted the Notice of Conclusion of External Audit. No actions required..

**8f** Council agreed to purchase 3 wreaths and crosses within budget of £150.00. Council representation at Remembrance Day Services:

Temple Balsall cemetery 11<sup>th</sup> November – Cllrs Keely and Slatter.

St Peter's Church 13<sup>th</sup> November. Cllr Macdonald.

Council agreed not to purchase RBLI “Tommy Statue” or other remembrance material.

**8g** Council noted the Christmas lights switch on timings and arrangements:

- Arranged with Solihull MBC to check and put up lights and be there for switch on
- Xmas trees ordered from Fairways
- Santa and the Lions have been contacted.
- Local primary schools were invited to provide a choir; Balsall Primary school will be attending
- Head Boy and Girl from Heart of England have accepted invitation to switch the lights on
- Event will be on 25<sup>th</sup> November starting at 3.30pm; lights switch on at 4pm

**8h** Council confirmed their continued approval of the reason for the absence of Cllr Ellender at Parish Council. This is due to the Councillor’s work demands.

**8i** Council considered the grant application from the Balsall Common Festival Committee for a Coronation Picnic in the Park event in 2023. Council agreed to give a maximum grant of £3000 with £2000 this financial year to enable the committee to secure bookings and a further £1000 in the next financial year.

## **9. Environment & Parks Proposals**

**9a** Council received the tree surveys reports for Willow Park and Temple Balsall Cemetery from Apex Environmental Ltd and noted the cost of £780.00 exVAT. Council discussed the findings and agreed to authorise the Clerk to:

- seek quotes for work at Willow Park
  - for the work at Temple Balsall Cemetery as it is in a Conservation Area to obtain planning approval for the works from SMBC; to seek quotes for the tree work at Temple Balsall
- When quotes have been obtained Council will review the work, prioritise the work and agree a budget.

**9b** Council considered a request from a resident seeking the installation of notices to deter anti-social behaviour in Willow Park. Council did not consider this would be effective; not agreed.

**9c** Council noted that Clerk is seeking clarification on the ownership and management arrangements of the Oakley Playground with Solihull Community Housing Trust as this needs to be resolved in order for the Council to consider making grant applications for play equipment.

**9d** Council received the annual safety reports from ROSPA for the play equipment at Willow Park and Oakley Park. Council considered the remedial actions identified, mostly minor. Council authorised the Clerk to pursue the repairs identified within a budget of £1000, including up to £500 on a single item. Council asked the Clerk to raise the Oakley gate issues with Fairways and get them to amend the issues in the reports to meet safety standards.

**9e** Council noted that a sum of £2000 was included in this year’s budget for 2022/23 for the planters in the village centre; for the spring/summer bedding £463 was spent. Council noted that some of the planters might now require remedial work. Council agreed to carry out any remedial work, replace the compost and put in autumn and spring planting within the original budget sum.

**10.**

## Accounts Resolutions

**10a** Council approved bank reconciliations and Cashbook for August and September 2022.

**10b** Council noted the payments approved at the August meeting were made.

**10c** Council approved the September and October 2022 payments listed below:

### September and October 2022 Payments List (gross)

#### Invoices September

Fairways Contracting Ltd	Replacement gates Oakley inv 22-07-170	£2,640
Warks Cons Volunteers	Willow Park works inv BCP22229	£90.00
AMS	Play area inspections June-July inv 1413	£360.00
Pied Piper Pest & WM	inv 3332 – August Cemetery pest control	£102.00
SLCC	Training – DS committees inv BK207240-1	£24.00
WALC	Training – DS social media (2) in 22392 & 22391	£72.00
Fairways Contracting Ltd	Grounds Maintenance Contract charge Sept 22-09-034	£1,400.00
T Carpenter	Salary September	
J Parry-Evans	August invoice – Temporary Clerk	£1,725.00

#### Invoices October

A Burrow	Heritage Trail costs	£4,588.46
WALC	CiLCA pt 1 TC inv- 22469	£54.00
Warks Cons Volunteers	Willow Park works inv BCP22264	£80.00
SMBC	Christmas Lights 2022 inv 513296	£6,283.20
PKF	External Audit inv SB20222830	£480.00
Pied Piper Pest & WM	inv 3358 – September Cemetery pest control	£102.00
RoSPA Play Safety	Annual Play Equipment Inspection inv 66183	£378.00
AMS Ltd	Graffiti removal Willow Park playground	£120.00
Fairways Contracting Ltd	Grounds Maintenance Contract charge Oct 22-10-034	£1,400.00
T Carpenter	Salary October	
J Parry-Evans	September invoice – Temporary Clerk	£1,370.50
AMS Ltd	Play area inspections Aug – Sept inv 1439	£405.00

#### DD/SO

Waterplus	DD	stw-inv06657583	£11.68
Waterplus	DD	stw-inv06810184	£6.75
Smart Pension	DD	Account Service Charge August	£18.00
Smart Pension	DD	Account Service Charge September	£18.00
Smart Pension	DD	Pension August & September	
Lloyds Bank	DD	Payment card August	£18.17
Lloyds Bank	DD	Payment card September	£18.17
Conquira	SO	Office rent September & October	£1,200.00
Vodafone	DD	Charges August	£25.71
Vodafone	DD	Charges September	£23.65
Unity Trust Bank	DD	Cheque charges June - September	£1.20
Unity Trust Bank	DD	Account charges June – September	£27.60

## 11. Planning Applications

**11a** Council considered and agreed responses to the following Planning Applications:

**PL/2022/01582/MINFHO** 7 Gipsy Lane Balsall Common Solihull CV7 7FW

Replace existing roof with new extended roof, to include increase in ridge height and convert roof space. New rear and side extensions. **Expiry Date - Tue 06 Sep 2022. No Comment**

**PL/2022/01620/MINFHO** 66 Balsall Street East Balsall Common Solihull CV7 7FT Remodelling of existing property to include: First floor front and side extension. Erection of No. 2 front roof dormers. Two storey rear extension. Single storey rear extension to replace existing conservatory. Erection of rear balcony. Replacement of roof tiles and revision to fenestration. **Expiry Date - Tue 06 Sep 2022. No Comment**

**PL/2022/01691/PPFL** Land Off Magpie Lane Balsall Common Solihull. Lean-to extension to existing agricultural building. **Expiry Date - Mon 12 Sep 2022. Noted SMBC decision made to approve.**

**PL/2022/01664/MINFHO** 15 Wootton Green Lane Balsall Common Solihull CV7 7EZ Part two storey, part single storey rear extension with internal works, loft extension and conversion and a single storey detached outbuilding. **Expiry Date - Fri 23 Sep 2022. No comment**

**PL/2022/01808/TPO** 562 Kenilworth Road Balsall Common Solihull CV7 7RZ Crown reduction to assist in the longer term health of black Walnut tree (T8 on TPO/346). **Expiry Date - Tue 27 Sep 2022 No comment**

**PL/2022/01624/MINFHO** Five Acre Farm Meer End Road Meer End Solihull Solihull CV8 1PW Formation of a new access and driveway. Erection of recreational outbuilding. **Expiry Date - Wed 28 Sep 2022 To support the driveway application. To comment on the lack of information on the recreational building.**

**PL/2022/02083/MINFHO** 14 Leveson Crescent Balsall Common Solihull CV7 7DR Two storey side extension. Roof replacement to existing front porch. **Expiry Date - Mon 31 Oct 2022 No comment**

**PL/2022/02031/MINFHO** 7 Asbury Road Balsall Common Solihull CV7 7QN Demolition of existing garage and construction of a two storey side extension and single storey rear extension. **Expiry Date - Tue 01 Nov 2022. No comment**

**PL/2022/02102/MINFHO** 63 Balsall Street East Balsall Common Solihull CV7 7FQ Two storey rear extension, enlarged entrance porch, and garage conversion (Alteration to fenestration following planning approval PL/2022/01093/MINFHO). **Expiry Date - Thu 03 Nov 2022. No comment**

**PL/2022/01919/MINFHO** 684 Kenilworth Road Balsall Common Solihull CV7 7HD First floor extension. **Expiry Date - Fri 04 Nov 2022 No comment**

**PL/2022/01988/PPFL** Land adjacent to 6 Foxes way. Application to build a new 3 bedroom house issued on day of the meeting. Extension to be requested from SMBC to discuss at Novembers meeting.

Meeting ended at 21.15.

## **12. Date and Venue of Next Meeting:**

The next Parish Council Meeting will be on Wednesday 9<sup>th</sup> November 2022, 7:30pm at the Village Hall, 112 Station Road, Balsall Common CV7 7FF

## **Annex A**

### **Terms of Reference**

#### **Joint Working Group on desired improvements to local footpaths/bridleways to be funded by developers under P17a Green Belt compensation**

##### **Background:**

Policy P17a in the draft Solihull Local Plan Green Belt Compensation allows for developers to be required to fund works that could include improvements to footpaths and bridleways.

##### **Purpose:**

To establish a list of desired practical improvements to the local public footpath/bridleway network that developers could finance.

##### **Scope:**

To include footpaths/bridleways within approximately 3 miles<sup>1</sup> of Balsall Common (and within Balsall or Berkswell Parish) that could be improved/enhanced. Does not include minor repairs.

##### **Membership:**

Berkswell PC – Councillors Burrow, Drake & Lloyd

Balsall PC – to be confirmed (NB Councillors Lloyd and Drake are also Balsall PC Councillors)

Residents – to be co-opted as agreed by the Councillors

**Timescale:** To produce a list of potential projects by the end of 2022.

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<sup>1</sup> Within 3 miles of Balsall Common is chosen as Balsall Common is the source of the funding and 3 miles means a round trip of 6 miles, which is a reasonable walk duration.

**Annex B**  
**Community Health and Wellbeing Working Group**  
**Terms of Reference**

**Purpose**

The purpose of the Community Health and Wellbeing Working Group is to explore working with the Balsall and Meriden Group Practice together with other health and wellbeing organisations to ascertain areas where the parish councils can provide support to service providers and the community.

**Membership**

The Working Group will consist of up to 2 Councillors from the Balsall, Berkswell and Meriden parish councils as the group practice covers the three parishes together with interested residents from each parish community. The Working Group will elect its Chairman.

**Functions**

The Working Group will:

- Work with the Practice Manager of the Balsall and Meriden Group Practice and other health and wellbeing professionals in Solihull
- Identify areas where the parish councils can support social prescribing by the practice
- Review and develop ideas to improve wellbeing within the community and encourage self-help<sup>2</sup> by individuals.

**Meetings**

The Working Group meetings will not be open to the public.

**Reporting**

The Working Group representatives will report back to their respective councils on the working groups work activities and may bring resolutions to council meetings for endorsement.

Signed .....

Elizabeth Macdonald

Chairman

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<sup>2</sup> <https://www.nhs.uk/mental-health/self-help/>