

Parish Council of Balsall

Approved Minutes of the Parish Council Meeting held on Wednesday 13th July 2016 at 7.30pm at The Westlake Room, Village Hall, Station Road, Balsall Common

Present

Cllr Mark Tattum (Chair), Cllr Marie-Louise Marsden, Cllr Wil Heard, Cllr Sheila Cooper, Cllr Judy Lea, Cllr Lionel King, Cllr Richard Lloyd and 0 members of the public

Headings are those set out on the Agenda

1. Apologies

Received and accepted from Cllr Raymond Ritchie

2. Declarations of Interest

Councillors are reminded of the need to:-

- Update their register of interests
- 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

Cllr Richard Lloyd declared an interest in Item 9 as Chair of HHAG. It was noted that a dispensation has been granted to Cllr Lloyd

3. To approve as a correct record the Minutes of the Annual Parish Council Meeting on 25th May 2016 and the Extraordinary Meeting on 22nd June 2016

RESOLVED – That the minutes of the Annual Parish Council Meeting on 25th May 2016 and the Extraordinary Meeting on 22nd June 2016 are approved

4. Matters arising from the Minutes

4.1. Grants awarded paid to beneficiaries

5. Correspondence

- 5.1. E-mail concerning dog fouling and speeding on Frog Lane – Reported to Bruce Brant at SMBC who has responded to issues raised
- 5.2. Playground Inspection Reports – On agenda
- 5.3. E-mail regarding costs from the Library – circulated to councillors
- 5.4. E-mail concerning parking at Ferndale Road and trees – Clerk provided details of e-mail. A meeting with Bruce Brant is being arranged
- 5.5. E-mail concerning overgrowing hedges and restricted access to footpaths – Clerk provided details of e-mail. A meeting is being arranged with Bruce Brant to discuss the issue

6. **Public Forum**

No members of the public present

7. **Frequency of Parish Council Meetings**

- 7.1. To consider and agree having monthly Parish Council meetings to include Planning Matters

RESOLVED – That from October 2016, the Parish Council shall hold monthly Parish Council Meetings to include dealing with Planning Matters

8. **Terms of Reference of Committees**

- 8.1. Planning Committee – To consider position regarding membership and administration of the Committee

It was noted that the membership had now reduced to less than the minimum required. It was proposed to dissolve the Planning Committee and deal with Planning Matters by Full Council

9. **HS2** – Update – Cllr Sheila Cooper attended to present Petition before House of Lords on 6th July 2016

Cllr Sheila Cooper provided a report. An agreement with SMBC was referred to at the hearing that is to be supplied by HS2.

Chair thanked Cllr Lloyd and Cllr Cooper for all the work done on the HS2 presentation

10. **Village Centre Meeting** – Update and report on issues

Cllr Will Heard provided a report of the meeting held with SMBC on 5th July 2016. A schedule of actions was agreed with SMBC to deal with concerns over the Village Centre. These actions are being undertaken by SMBC. Some have been completed. Matters that are due to be completed are the redesign of the car park spaces at the Library Car Park to allow for extra spaces. This is due to be undertaken in the autumn. The lampposts are also due to be painted. It has also been requested that double yellow lines are marked outside the Sainsbury's filling station. Resurfacing of the area outside Costa and the Shell garage are also matters that have been raised for action. A number of other items are on the agenda

11. **CCTV**

11.1. To consider the recommendation from the Finance Committee and to make a decision on appointment of contractor to upgrade and monitor the CCTV

RESOLVED – To proceed with Quotation for the upgrade of the CCTV being TIS at a cost of £15,556 plus VAT and to also include monitoring costs per annum

RESOLVED – That the funds for upgrading the CCTV are to come from the earmarked reserves and any excess is to be utilised for monitoring costs

11.2. To consider recommendation from the Finance Committee to make a request to Berkswell Parish Council for a contribution of £5,000 towards the Capital cost of the CCTV upgrade and a contribution of £1,000 per annum towards the annual monitoring costs

RESOLVED – To request Berkswell PC to contribute towards the capital cost of the upgrade in the sum of £5,000 together with a further contribution of £1,000 towards annual monitoring costs

12. **Partial Removal of guard rail on the roundabout** – To receive outcome of consultation and proposal to support the partial removal of guardrail on the roundabout in the village centre

The plan provided by SMBC was circulated. Clerk advised that a copy of the plan had been circulated to all business owners. Only one objection had been received. Details of the proposal have been placed in the Bugle. No responses have been received.

A discussion took place over the proposal

RESOLVED – The Parish Council does not support the removal as proposed, however, we do refer the matter back to the village Centre group to look at the potential amendments to the scheme

13. **Roundabout in Village Centre** – Proposal to obtain planters and floral display to be placed on the roundabout

Cllr Will Heard reported that this was a matter raised at the Village Centre Group meeting. It was felt that the roundabout could be improved. Cllr Richard Lloyd suggested approaching the airport for funding to improvements on the roundabout.

ACTION – To cost up a scheme for specially designed planters to be put forward to the airport for funding the project

14. **Partco/Lea Francis House** – To consider and agree action concerning Public Right of Way through the Car park

Cllr Richard Lloyd provided an update on the current position. Cllr David Bell is also meeting with David Keaney, the footpaths officer. The question is whether there has been an unobstructed public right of way for over 20 years. David Keaney has suggested speaking to the developer to seek agreement of the right of way

ACTION – Clerk to contact developer and ascertain agreement over public right of way

15. Office Premises

15.1. To consider options for office premises

Cllr Will Heard circulated a report of the office options. These were as follows:-

Option A – Conversion of conservatory at Library

Option B – Office premises at Westwood

Option C – Conversion of the Atrium at the Library

Option D – Police Shop

RESOLVED – To proceed with Option B, Westwood office premises

ACTION – it was agreed that in the meantime Cllr Mark Tattum will pursue the option with the Library and Police

16. Recreation Grounds – To agree undertaking work recommended in the Annual Inspection Reports

Clerk circulated reports of the recreation grounds.

RESOLVED – That the works recommended in the Annual Inspection Reports are undertaken

17. Cemetery – To review quotations for widening of Cemetery entrance and make a decision on appointment of contractor to carry out works

Quotations were circulated by the Clerk and reviewed. The costs were as follows:-

Quotation 1 – £3330.77 plus VAT

Quotation 2 - £3,500 plus VAT

RESOLVED – To proceed with quotation 1, Secure-A-Field to widen the Cemetery entrance

18. Reports from Representatives & Committee members

18.1. Airport - No report

18.2. Planning Committee – no report

18.3. Finance Committee – no report

18.4. Residents Association – no report

18.5. Lant Trust – no report

18.6. Balsall Common Village Hall

Cllr Judy Lea advised that there is a problem with the floor in the main hall. The source of the problem has not yet been identified

18.7. Willow Park Working Group – no report

- 18.8. Parking on Pavements and Verges Working Group – Cllr Will Heard provided a report. The matter was discussed at the Balsall Common Village Centre Meeting. A Bill is in progress to ban pavement parking nationally.
- 18.9. Solihull Area Committee – next meeting to take place on 21st July 2016
- 18.10. Solihull Partnership Annual Assembly – No report
- 18.11. Neighbourhood Development Plan Steering Committee – Cllr Mark Tattum provided a report as follows:-

Housing working party established chaired by Wendy with an objective to produce a list of criteria for site selection for housing development to be communicated with SMBC for the Local Plan Review. The Balsall Parish Council submission to the Local Plan Scope, Issues and Options Consultation along with the village plan is the main source for this criteria.

The NDP committee agreed to hold a Site Exhibition where developers and landowners will be invited to present their plans to residents. Residents will be asked which site selection criteria are important to them. This empirical data from residents will be used to produce a prioritised set of criteria which will be communicated to SMBC prior to the publication of their draft local plan.

The Housing Working party met with Gary Palmer of SMBC and advised him of our plans.

Accounts & Governance

19. Accounts

- 19.1. **PROPOSAL** - To approve list of Orders to be placed and Payments for Approval and Payments Made as attached

RESOLVED – That the Orders placed, payments for approval and payments made are approved

- 20. **Date for next meeting** – The next Parish Council Meeting shall be the Parish Council meeting to be held on Wednesday 28th September 2016 at 7.30pm at the Westlake Room, Village Hall, Station Road, Balsall Common

There being no further business the Chair thanked everyone for attending and closed the meeting at 21.31pm

Signed..... Dated.....

Cllr Mark Tattum

Chair

Balsall Parish Council

Accounts for Payment 13th July 2016

For year end 2016/2017

Transac No:	Amount	Cheque Number
1. Balsall Common Village Hall (room hire Jan – Mar 2016)	£87.00	003579
2. Avon Planning Services (NDP)	£300.00	003580
3. Avon Planning Services (NDP)	£210.00	003581
4. Pied Piper Pest Management	£420.00	003582
5. Acorn Printing (Name badges)	£62.40	003583
6. Balsall Common Village Hall (NDP room hire)	£84.00	003584
7. S.Kauser (expenses – see form)	£36.91	003585
8. Y A Domestic Services (refuse collec – rec grounds - May)	£200.00	003586
9. B D Ball (Cemetery mowing – June and Village planting)	£1170.00	003587
10. Balsall Common Village Hall (room hire Apr- July 2016)	£135.00	003588
11. NBUK Computers (Laptop upgrade, service and repairs)	£130.00	003589
12. Ian Richards (mowing Cemetery – lower part to Aug)	£540.00	003590
13. HMRC (PAYE & NI June)	£413.17	003591
14. WDV Marketing (NDP website design and hosting)	£500.00	003592
15. WDV Marketing (website updates – May)	£30.00	003593
16. Norwood Press (NDP – flyers)	£47.00	003594
17. B Ball (Cemetery mowing – July)	£640.00	003595

Direct Debits/Standing Orders

18. Mainstream Digital (inv 744677 – call charges & line rental May- Aug)	£58.53
19. Mainstream Digital (inv 744793 – Internet May- Aug)	£57.56
20. Fortress (waste collection June)	£143.11
21. S.Kauser (salary June)	£
22. West Midland Pension Fund contributions June)	£275.39
23. Information Commissioner (Annual subscription)	£35.00
24. CPRE (Annual subscription)	£36.00
25. Fortress (waste collection July)	£143.11
26. S.Kauser (salary July)	£
27. West Midland Pension Fund (contributions July)	£275.39

Invoices Raised

Cemetery - invoice 25-33	£1,515.00
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Orders Placed

Play areas repairs and maintenance

Income Received

Cemetery	£1,780.00
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