

Parish Council of Balsall

Approved Minutes of the Annual Parish Council Meeting held on Wednesday 25th May 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. Election of Chair

RESOLVED - that CLLr Mark Tattum is elected as Chair

2. Meeting handover to new Chair and signing of declaration of acceptance of office

Declaration of acceptance of office was duly signed and Chair took over meeting

3. Election of Vice Chair

RESOLVED – That CLLr Judy Lea is elected as Vice Chair

CLLr Judy Lea thanked Chair CLLr Will Heard and Clerk for their services over the past year

4. Apologies

Received and accepted from CLLr Raymond Ritchie

Resignation received from CLLr Liz Macdonald

5. 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 Mark Tattum declared an interest in item 10 of the agenda

6. To review annual dispensations granted to Councillors

RESOLVED - That dispensations are granted to the following members to take part in the matters set out below only but they shall NOT vote as the members have the relevant expertise in the specific matters. Dispensations shall remain valid until the next election:-

Cllr Mark Tattum and Cllr Sheila Cooper – Airport

Cllr Richard Lloyd and Cllr Sheila Cooper – HS2

Cllr Marie-Louise Marsden – Balsall Common Festival

7. To approve as a correct record the Minutes of the Parish Council Meeting on 23rd March 2016 and the Extraordinary Meeting on 13th April 2016 and Extraordinary Meeting on 26th April 2016

RESOLVED – That the following amendments are agreed to the Minutes of the parish Council Meeting on 23rd March 2016.

Item 10 add the following wording

A discussion took place regarding the NDP committee and the Solihull Local Plan Review. The clerk stated that it is the NDP that is the correct forum to take forward the Local Plan Review or alternatively any review of the sites because we have established a joint Parish Neighbourhood Area. This is the joint group that represents the Parish Council. It has the power and the scope to do that.

Item 16 delete resolution and replace as follows:-

This Parish Council supports the idea in principle of money to be spent to convert the conservatory at Balsall Common Library with a view to converting it into an office for Balsall Parish Council

RESOLVED – That the confidential section of the Minutes of Parish Council Meeting on 23rd March 2016 are approved and forms part of the minutes

RESOLVED – That the Minutes of the Extraordinary Meeting on 13th April 2016 are approved

RESOLVED – That the Minutes of the Extraordinary Meeting on 26th April 2016 are approved

Chair duly signed all the Minutes as a true and accurate record

8. Matters arising from the Minutes

8.1. Information regarding Power of General Competence circulated

8.2. New road names suggestions submitted to SMBC

Clerk confirmed suggested names are Drovers Road/Close and Meer Stones Road/Close

8.3. Agreement in principle entered into with SMBC Library Services

9. Public Forum

No members of the public present

10. To agree Chair's allowance

RESOLVED – That the Chair's allowance is set at £397.00

11. **To review and appoint Members to Committees and Outside bodies** – current members appear at Appendix 1

RESOLVED – That membership to Committees is as set out in the Appendix

- 11.1. To appoint members to Working Groups established by NDP Steering Committee

It was agreed that this matter is referred back to the Working Group. The Parish Council does not see any benefit in adding an additional councillor to a Working Group. We want the matter dealt with by the NDP Committee

12. **To review Terms of Reference of Committees**

It was agreed to refer these to the Planning, Finance and NDP Committee to review their Terms of Reference and come back with recommendations

13. **To review and approve the asset list** - No change in assets has occurred in 2015/2016. Current list appears at Appendix 2

RESOLVED – That the asset list is approved

14. **Risk Assessment** – To receive recommendation from Finance Committee and approve the risk assessment document

RESOLVED – That the risk assessment recommended by the Finance Committee is approved and adopted.

ACTION – Staffing Committee to carry out a review in relation to staff risks

15. **To delegate to the Finance Committee role of reviewing the following and to report back to the Full Council:-**

- 15.1. Standing Orders and Financial Regulations
- 15.2. Communications Policy
- 15.3. Complaints procedure
- 15.4. Cemetery Fees and Regulations

RESOLVED – That the above matters are delegated to the Finance Committee for review and to report back to Full Council

ACTION – Standing Orders to be amended to remove ex-officio role of Chair and Vice Chair to all Committees. Finance Committee to review and work up wording for this amendment

16. Reports from Committees and Outside bodies:

- 16.1. Planning Committee – no report
- 16.2. Finance Committee – no report
- 16.3. Lant Trust - Cllr Judy Lea advised that the next meeting is to be held in June when the Sports Committee report will be considered
- 16.4. Airport
Cllr Mark Tattum provided a report.

Cllr Tattum attended a Stakeholders meeting on 8th April 2016 where the CAA decision was explained to us. CAA have agreed Option 6 for all departures south with conditions that the airport company consider noise abatement procedures, increasing glide angle of approaching aircraft and a trial of turboprops on Option 5 to measure the annoyance in Barston and Balsall Common.

Cllr Tattum attended a meeting as a representative of the community of Balsall Common with David Read representing Barston at the request of the airport company at the Civil Aviation Authority on 22nd April 2016. We discussed the pending trial of turboprops on Option 5.

Cllr Tattum attended the Airport Consultative Committee on 18th May 2016.

It was reported that there were an average of 10 less departures a day and 30 more arrivals a day during the period Jan to March 2016 compared to the same period in 2015. There is a total increase of air traffic movements (departures + arrivals) of 8.4% during this period in 2016 compared to 2015.

Barston ACC rep has resigned from the Parish Council and a new rep has been appointed and has requested noise monitoring for Barston.

Chadwick End has requested representation on the ACC committee. There is already a significant representation south of the airport and an under representation north of the airport.

The ACC will have an increasing focus on customer service at the airport and new reports are being devised currently.

- 16.5. Residents Association
Cllr Judy Lea advised that due to reduced manpower, no police reports are to be given. The information is still available but must be accessed online
- 16.6. Knowle Charities
Cllr Lionel King advised that a new constitution has been drawn up.
- 16.7. HS2
Cllr Richard Lloyd gave a report. HS2 have challenged locus standi of more than half petitioners. Committee has begun meeting to hear locus hearings

17. To consider grant application forms:

- 17.1.1. Library - £140.00 (summer activities and crafts)

RESOLVED – That a grant to the library of £140.00 is approved

17.1.2. Lady Katherine Leveson School - £508 plus VAT – total £609.60 (level ground and make safe to create outdoor area)

RESOLVED – That a grant to Lady Katherine Leveson School of £609.60 is approved

17.1.3. Centre Stage - £1,000 – (to purchase sound equipment)

RESOLVED – That a grant to Centre Stage of £1,000 is approved

17.1.4. Berkswell & Balsall Rugby Club - £2,800 (To create changing rooms)

RESOLVED – That a grant to Berkswell & Balsall Rugby Club of £1,500 is approved

18. To authorise the Payment of Annual Accounts and any other accounting issues

18.1. To agree to appoint Diane Malley as Internal Auditor

RESOLVED – That Diane Malley is appointed as Internal Auditor

18.2. To appoint Grant Thornton as external auditor

RESOLVED – That Grant Thornton is appointed as external auditor

18.3. To receive details of insurance premium– note that the Parish Council has entered into a 3 year arrangement with present insurer (this is year 3)

Clerk confirmed the Insurance premium for 2016/2017 at £1,665.89 that was approved

18.4. To agree the payment of recurring expenditure in accordance with the Budget

RESOLVED – That the payment of recurring expenditure in accordance with the budget is approved

18.5. To agree Direct Debits and Standing Orders

Direct Debits	Mainstream – phone and internet
	Severn Trent – Cemetery water
	Fortress – Waste collection
	SMBC – Cemetery Business rates

Standing Order	West Midland pension Fund – for pension and deficit payment
	Clerk – salary

RESOLVED – That the Direct Debits and Standing Orders as set out above are approved

19. **Chadwick End Village Hall** – To delegate to the Finance Committee to review the matter to date, carry out risk assessments, undertake a final account if possible and to provide a recommendation to Full Council

RESOLVED – That the Finance Committee is delegated to review the matter to date, carry out risk assessments, undertake a final account if possible and to provide a recommendation to Full Council

20. Accounts & Governance

- 20.1. Audit – A copy of the Annual Return is attached at Appendix 2.
20.2. To receive report from Finance Committee and internal Audit report
Reports circulated to councillors with end of year accounts
20.3. To approve the accounting statements at Section 1 of the Annual Return.

RESOLVED – That the accounting statements at Section 1 of the Annual Return are approved and the Chair signed the declaration

- 20.4. To approve accounting statements at Section 2 of the Annual Return

RESOLVED – That the accounting statements at Section 2 of the Annual Return are approved and the Chair signed the declaration

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

RESOLVED – That the Accounts are approved

21. Date for next meeting – The next Parish Council Meeting shall be held on Wednesday 13th July 2016 at 7.30pm at the Westlake Room, Village Hall, Station Road

There being no further business the Chair thanked everyone for attending and closed the meeting at 21.35pm

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

Cllr Mark Tattum

Chair

Balsall Parish Council

BALSALL PARISH COUNCIL

COMMITTEE AND OUTSIDE BODY REPRESENTATIVES

Committees

Committee	Membership
Planning	Cllr Judy Lea, Cllr Lionel King, Cllr Richard Lloyd, Cllr Sheila Cooper, Cllr Raymond Ritchie,
Finance	Cllr Raymond Ritchie, Cllr Judy Lea, Cllr Will Heard, Cllr Mark Tattum, Cllr Sheila Cooper
Staffing	Cllr Judy lea, Cllr Raymond Ritchie, Cllr Marie-Louise Marsden and Cllr Mark Tattum
Balsall & Berkswell Neighbourhood Development Plan Steering Committee	Cllr Will Heard, Cllr Mark Tattum

Outside Bodies – Village Organisations

The role of Parish Council representatives on the following outside bodies is a reporting role

Outside Body	Membership
Balsall Common Village Hall	Cllr Judy Lea
Lant Charity	Cllr Judy Lea, Cllr Marie-Louise Marsden

Non-Village Organisations

The role of Parish Council representatives on the following outside bodies is to obtain
Information, networking and reporting back to Parish Council

SMBC Conservation Advisory Committee	Cllr Sheila Cooper
B'ham Int. Airport Consultative Committee	Cllr Mark Tattum
Solihull Area Committee	Cllr Marie-Louise Marsden
Tree Warden	None appointed

Appendix 2

Asset Schedule for Balsall Parish Council as at May 2015

Description	Location of Asset
Buildings	
wall adjoining Lych Gate	Cemetery- Temple Balsall
Office leased from West Midlands Police	208 Station Road, Balsall Common
Land	
Temple Balsall	
Cemetery and extension	Temple Balsall
Balsall Common	
Willow Park (this includes land on which play area is situated, football fields, nature trail and basketball court etc.	Needlers End Lane, Balsall Common
Oakley	
Oakley Park	Oakley
Field at Oakley	Oakley

Play equipment	
Willow Park	Needlers End Lane, Balsall Common
rota-Web climber	
See-saw	
Balancing beams	
Slide	
Storm multi play system twister	
Play panel - abacus	
Play panel - clock	
Rocker - double (puppy dog)	
Rotator Bowl	
Swing - Junior 1 Bay 2 seat	
Swing - Toddler 1 Bay 2 seat	
Basketball post	
Play builder project - play area, basketball court and surfacing	
Ground surfaces	
Oakley Park	
polyethylene double elephant springer 391	
polyethylene double dinosaur springer 392	
Slide	
RSS mini orbitor	
See Saw	
Clombing frame - dome shaped	
Swing 2 Bay 1 Junior 2 seat and 1 Toddler 2 seat	
2 goal posts	Field
Ground surfaces in play area	
Furniture at Recreation Grounds	
Willow Park	
Bench in play area	
Litter bin in play area and outside basketball court	
2 x dog waste bins one located outside basketball court and one at the top field	

goal posts	
3 signs with contact details	
Fencing and gates	
Oakley	
1 large sign for play area and no dogs	
1 small sign for play area and no dogs	
1 no alcoholic beverages sign	
2 ownership signs	
1 litter waste bin mounted on wall	
Fencing and gate	
Street Furniture	
Temple Balsall	
Bus shelter	Outside Lady Katherine school
6 timber seats	Cemetery - Temple Balsall
Wooden Bench	Cemetery - Temple Balsall
Notice Board	Cemetery - Temple Balsall
Litter bin	Cemetery - Temple Balsall
Lych Gate war memorial	Cemetery - Temple Balsall
Balsall Common	
Defibrillator	outside pharmacy - Station Road
Defibrillator case	outside pharmacy - Station Road
CCTV cameras	various locations on Sation Road
CCTV equipment	208 Station Road, Balsall Common
Bus shelter	
Bus shelter	Blacksmiths corner, Balsall Common
Notice Board	Willow Park, Needlers End Lane
6 planters	various locations on Sation Road
2 planters	Kenilworth Road (outside library)
Railguard planters	roundabout at Station Road
Christmas lights	stored by SMBC
CCTV camera warning signs	various locations on Sation Road
Chairmans chain of office	
3 filing cabinets	Arden Storage, Barston
laptop and 2 printers	208 Station Road, Balsall Common
Office records	Arden Storage, Barston

Accounts for Payment 25th May 2016

For year end 2016/2017

Transac	Amount	Cheque
No:		Number
1. Avon Planning Services (NDP)	£180.00	003551
2. Avon Planning Services (NDP)	£270.00	003552
3. Warwickshire Training Partnership (cheque returned – cancellation)	-£45.00	003534
4. Bullivant Media (HS2 advertising public meeting)	£360.00	003553
5. SMBC (Cemetery – Business rates)	£52.30	003554
6. Balsall Common Festival (NDP)	£15.00	003555
7. House of Lords (HS2 petition deposit)	£20.00	003556
8. HMRC (PAYE & NI)	£413.17	003557
9. B D Ball (Cemetery mowing – April)	£640.00	003558
10. WDV Marketing (webite transfer and update)	£140.00	003559
11. Institute of Cemetery Management (subscription annual)	£90.00	003560
12. S. Kauser (expenses – see form)	£25.00	003561
13. Y A Domestic Services (refuse collection – recreation ground)	£200.00	003562

14. Y A Domestic Services (refuse collection – cemetery)	£50.00	003563
15. Viking (stationery)	£152.98	003564
16. W. Watson (Clerk support)	£168.00	003565
17. Diane Malley – Internal Audit)	£210.00	003566
18. I. Richards (Cemetery mowing lower part – 6 cuts)	£540.00	003567
19. I. Richards (Cemetery weekly strim of crem plots)	£400.00	003568
20. Cllr Mark Tattum (expenses – see form)	£243.54	003569
21. B D Ball (Cemetery mowing May)	£640.00	003570
22. HMRC (PAYE & NI)	£482.78	003571
23. S.Kauser (salary shortfall)	£	003572
24. L.King (expenses – see form)	£57.19	003573
25. Zurich Insurance	£1,665.89	003574
26. grants		

Direct Debits/Standing Orders

27. SMBC (Cemetery Business rates)	£52.30
28. Mainstream Digital (inv 734555 – call charges March)	£0.08
29. Fortress (waste collection April)	£143.11
30. S.Kauser (salary April)	£
31. West Midland Pension Fund contributions April)	£275.39
32. Mainstream Digital (inv 739734 – call charges April)	£2.40

33. Mainstream Digital (inv 739735- line rental – apr- july)	£58.99
34. Fortress (waste collection May)	£143.11
35. S.Kauser (salary May)	£
36. West Midland Pension Fund (contributions May)	£275.39

Invoices Raised

Cemetery - invoice 24	£3,300.00
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Orders Placed

Treat benches at Cemetery – SMBC

Income Received

Cemetery