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Balsall Parish Council Meeting

Approved Minutes of Parish Council Meeting held on Wednesday 21 March 2018 at 7pm in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF

Minutes

Present: Councillor Mark Tattum (Chairman), Councillor Judy Lea, Councillor Will Heard, Councillor Lionel King, Councillor Christina O'Sullivan, Councillor Lee Quinney, Councillor Sheila Cooper, and 12 members of the public including Keith Tindall, Dave Felthouse and Malcolm Hickin of BVCRA. Councillor David Bell also attended.

The Chairman opened the meeting and proposed a resolution as follows:

Proposed that in view of the confidential nature of the business about to be transacted at item 20, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 of schedule 12A of the Local Government Act 1972, that the public be excluded and they will be instructed to withdraw for that item.

It was resolved to exclude the public for item 20 on the agenda.

The Chairman explained to the members of the public present that it is considered that item 20 is confidential as it concerns the employee of the council.

- 1. Apologies: Apologies were received and accepted from Councillor Marie-Louise Marsden, Councillor Richard Lloyd and Councillor Helen Dean.**
- 2. Declaration of Interests: There were no declarations of interest.**
- 3. To approve the Minutes of the Parish Council Meeting held on 21 February 2018 as a true record.**
The Minutes of the Parish Council Meeting held on 21 February 2018 were approved as a true record.
Councillor Sheila Cooper registered her vote against.
- 4. To receive an update on the progress of resolutions of the last meeting.**

Item 13: Burton Green Parish Council had been requested to provide more information in relation to their proposed consideration of an HS2 report, seeking that the report covered the establishment of a haul route, benefits to Balsall residents and the hoped for impact, in the light of contractors now being in place, however a reply has not yet been received.

5. To note the Minutes of the Staffing and Communications Committee Meeting held on 14 March 2018.
The Minutes of the Staffing and Communications Committee Meeting held on 14 March 2018 were noted.

6. To note the approval of the following policies and documents by Staffing and Communications Committee on behalf of Balsall Parish Council.
Equality Policy
Terms and Conditions of Employment Template
Member Employee Protocol
Training and Development Policy
Payroll Policy
Dignity at Work and Bullying and Harassment Policy
Grievance and Disciplinary Policy
Social Media Policy
Communications Policy
The approval of the above policies and documents by Staffing and Communications Committee on behalf of Balsall Parish Council was noted.

7. To accept the recommendation of Staffing and Communications Committee to adopt a Council Action Plan for 2018/19.
Resolved to accept the recommendation of Staffing and Communications Committee and adopt a Council Action Plan for 2018/19.

8. Proposal to accept the recommendation of Staffing and Communications Committee for a Communications Protocol for the public forum at Council meetings.
Proposal to change the Standing Orders in Meetings Generally section (3):
 - Standing Order 3.7 Subject to Standing order 3(6) above, a member of the public shall not speak for more than three (3) minutes.**Proposed amendment to the recommendation of Staffing and Communications Committee for a communications protocol for the public forum at Council Meetings with the addition of “normally” inserted in the procedure point to now read “The time allocated to the public participation session of the meeting shall not normally exceed 15 minutes”.**
Resolved to accept the amendment.
Resolved to accept the recommendation of Staffing and Communications Committee for a communications protocol for the public forum at Council Meetings as amended.

Resolved to change the Standing Orders in Meetings Generally section (3):
 - **Standing Order 3.7 Subject to Standing order 3(6) above, a member of the public shall not speak for more than three (3) minutes.**Copies of the public forum communication protocol were provided to members of the public.

9. To note the Minutes of the Finance and General Purposes Committee Meeting held on 14 March 2018.

The Minutes of the Finance and General Purposes Committee Meeting held on 14 March 2018 were noted.

- 10.** To note the approval of a Statement of Internal Control and Internal Financial Control Checklist by Finance and General Purposes Committee on behalf of Balsall Parish Council.
The approval of a Statement of Internal Control and Internal Financial Control Checklist by Finance and General Purposes Committee on behalf of Balsall Parish Council was noted.
- 11.** To accept the recommendation of Finance and General Purposes Committee to adopt a Health and Safety Policy for the Council.
Resolved to accept the recommendation of Finance and General Purposes Committee to adopt a Health and Safety Policy for the Council.
 It was agreed that the Parish Council insurers would be provided with a copy of the policy for comment.
- 12.** Proposal to establish a Planning Committee chaired by Councillor Helen Dean to meet monthly and to reduce the Parish Council meetings to bimonthly in May, July, September, November, January and March.
Resolved to establish a Planning Committee chaired by Councillor Helen Dean to meet monthly and to reduce the Parish Council meetings to bimonthly in May, July, September, November, January and March.
Councillors Marsden, Lloyd, O’Sullivan, Lea and Quinney were nominated with Councillor Tattum as ex-officio.
- 13. Accounts:**
(13.1) Accounts
 Proposal to approve the list of Payments for Approval and Payments Made for the month of February 2018 and invoice payments as listed below.

Date	Budget	Gross £	VAT £
19.02.18	NDP/Professional services	25.00	0
19.02.18	NDP/Professional services	50.00	0
19.02.18	Professional services/Audit & Accountancy fees	101.56	16.93
19.02.18	Administration/Room hire	406.00	0
19.02.18	NDP/Professional services	140.00	0
19.02.18	Recreation/Repairs and maintenance	437.15	72.86
19.02.18	Cemetery/General maintenance	390.00	0
19.02.18	Professional services/Audit & Accountancy fees	293.90	
28.02.18	Personnel/Staff/Salaries/Pension Administration/Training Administration/Admin Printing & Stationery Cemetery/General maintenance	400.87	6.17
28.02.18	Professional services/Audit & Accountancy fees	101.56	16.93
28.02.18	Recreation/Litter & Waste collection Recreation/Safety inspections Cemetery/Waste disposal	692.00	0
Total		3,038.04	112.89

In addition a payment was made for the salary of the Clerk/RFO in February 2018.

The list of Payments for Approval and Payments made for the month of January 2018 was approved.

(13.2) Bank Reconciliation

To sign off Bank Reconciliation for the period 01.02.18 – 28.02.18

The bank reconciliation for the period 01.02.18 – 31.02.18 was approved.

14. Planning Matters

(14.1) PL/2018/00404/VAR

Cemetery, Temple Lane, Temple Balsall, Solihull

Change of use from agriculture to a green burial cemetery including access, car park, landscaping and associated works. Variation of condition Nos. 2 and 11 attached to PL/2015/52827/PPFL (allowed on appeal - Ref APP/Q4625/W/16/3154607) to provide revised site layout

Resolved to comment that the parking provision that was already limited is now reduced by this proposal.

(14.2) PL/2018/00506/MINFHO

704 Kenilworth Road, Balsall Common CV7 7HD

Single storey rear and side extensions and two storey front extension - Amendments to PL/2017/02172/MINFHO

Resolved to make no comment

(14.3) PL/2018/00552/MINFHO

1 Chapel Drive, Balsall Common CV7 7EQ

Single storey side extension to form kitchen, utility and w.c; plus repositioning of existing side screen boundary wall with 1800mm high close-boarded fence with laurel hedge

Resolved to make no comment

(14.4) PL/2018/00642/MINFHO

Ferndene, Balsall Street, Balsall Common, Solihull

Ground floor front extension

Resolved to make no comment

(14.5) PL/2018/00648/TCA

Cemetery, Temple Lane, Temple Balsall, Solihull

Fell 1 No. cypress tree (T1), prune lower branches on 2 No. conifer trees (T2 & T3) to clear gravestones and public pathway.

Resolved to make no comment

15. Public Forum

Residents of the parish are invited to make representation, answer questions and give evidence in respect of the business on the agenda.

A member of the public who had submitted a request for support for the reduction in height of 2 conifers in Needlers End Lane on SMBC land spoke to the item 19.1.

Councillor David Bell spoke to indicate that Balsall Common may receive £15m for the cost of a by-pass. His understanding is that this is money secured by the Combined Authority Mayor Andy Street as part of the development of UK Central.

- 16.** Proposal to consider for approval grant application for £3,000 from Berkswell Cricket Club as a contribution to the cost of a pre-owned roller for the club's second cricket ground at Lavender Hall Park.

Resolved to approve the grant application for £3,000 from Berkswell Cricket Club as a contribution to the cost of a pre-owned roller for the club's second cricket ground at Lavender Hall Park.

17. Proposal to submit a request to Solihull MBC for the improvement of car parking and traffic flow in the Balsall Common Library car park.
Resolved to submit a request to Solihull MBC for the improvement of car parking and traffic flow in the Balsall Common Library car park.

18. Proposal to accept the recommendation of the Neighbourhood Development Plan Committee to adopt the Youth Engagement Strategy produced by Councillor Lee Quinney.
Resolved to accept the recommendation of the Neighbourhood Development Plan Committee to adopt the Youth Engagement Strategy produced by Councillor Lee Quinney.

19. **Correspondence**

(19.1) Request by residents of 93, 95, 97, 103, 105, 107, 109 Needlers End Lane to consider supporting their position to request SMBC to reduce the height of two conifers planted on SMBC owned open land in the in the cul-de-sac.

It was agreed that the clerk write to SMBC Tree Officer to indicate the support of the Parish Council to this proposal as the majority of the residents were in favour.

(19.2) Report on activity in Balsall Common Library that took place as a result of the parish council grant award made 15 March 2017.

The information was welcomed and noted.

(19.3) Consultations on revisions to National Planning Policy Framework, comments to be received by 10 May 2018 - <https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework>

It was agreed that the NDP Committee are to respond to the consultation.

(19.4) Local government ethical standards: stakeholder consultation, comments by email or in writing to be received by 18 May 2018 <https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation>

The correspondence was noted.

Members of the public were excluded at this point.

Councillor Sheila Cooper left the meeting (8.45pm)

20. Proposal to approve staff overtime payment in accordance with Employment Terms and Conditions.
Resolved to approve the staff overtime payment in accordance with 13.1 in the Terms and Conditions of Employment.
Staffing Sub-Committee to continue to deal with staff issues in relation to overtime, pay levels in 2018/19 and to review in 3 and 6 months' time.
21. **Date and Venue of Next Meeting:**
Annual Parish Council Meeting 7.00pm Wednesday 16th May, Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF

SIGNED Mark Tattum (Chairman) DATE