



287/289 Kenilworth Road, Balsall Common CV7 7EL

Telephone: 01676 535679 (Answering Machine)

Email: balsallparishcouncil@gmail.com

Web: www.balsallparishcouncil.gov.uk

Balsall Parish Council Meeting

Approved Minutes of Parish Council Meeting held on Wednesday 21 November 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 Marie-Louise Marsden, Councillor Lionel King, Councillor Richard Lloyd, Councillor Sheila Cooper, Councillor Helen Dean, Councillor Kay Howles, 9 members of the public and Councillor David Bell.

1. Public Forum

Matters raised by members of the public were addressed by the Council as follows:

- It was noted that a letter from BCVRA concerning Balsall Common village centre had been received and would be responded to in due course.
- It was confirmed that all public documents, once agreed, are to be found on the Council's website. Keith Tindall requested a copy of the Data Protection Policy which will be supplied by the Clerk once approved by Council.
- Councillor Sheila Cooper raised a proposed change to the Council's Publication Scheme and it was agreed that this would be a proposal under an agenda item at the Council's meeting on 16 January 2019.
- A request was made to request SMBC resurrect the Police Consultative Committee. The Clerk was delegated to pursue.

2. Apologies

Apologies were received and accepted from Councillor Christina O'Sullivan.

3. To note the election of Kay Howles to the Council through uncontested election to a Casual Vacancy.

Councillor Kay Howells duly signed the Declaration of Office.

Councillor Howells was welcomed to the parish council and introduced herself, outlining her background and interest in Balsall parish.

4. Declarations of Interest

There were no declarations of interest.

Councillor Sheila Cooper indicated that she had received legal advice and would not be present for the consideration of items in a closed session.

5. To approve as a correct record the Minutes of the Parish Council Meeting held on 19 September 2018.

The Minutes of the Parish Council Meeting held on 19 September 2018 were approved as a correct record.

6. To approve as a correct record the Minutes of the Extraordinary Parish Council Meeting held on 16 October 2018.

The Minutes of the Extraordinary Parish Council Meeting held on 16 October 2018 were approved as a correct record.

7. To receive an update on the progress of resolutions of the 18 October Extraordinary Parish Council Meeting and 19 September 2018 Parish Council Meeting.

19/09/2018:

Item 6 – The casual vacancy has been filled.

Item 10 – The approved Scheme of Delegation is on the Council’s website.

16/10/2018:

Item 5 – A virement of £3,600 from general reserves is no longer required as the Council will not be charged for an uncontested election to fill the casual vacancy.

8. To note the following Committee minutes:

Planning 03.10.18, 07.11.18

Neighbourhood Development Plan 25.10.18

Finance and General Purposes 14.11.18

Facilities 31.10.18

The above committee minutes were noted.

9. Accounts:

(9.1) Accounts

Proposal to approve the list of Payments for Approval and Payments Made using General Power of Competence for the months of September and October 2018 and invoice payments as listed below.

Date	Budget	Gross	VAT
03.09.18	Admin - printing and stationery	£61.18	£10.20
03.09.18	Admin - room hire	£210.00	£0.00
03.09.18	Cemetery & Street Scene	£800.00	£0.00
03.09.18	Willow Park improvements	£50.00	£0.00
03.09.18	Recreation & Cemetery & Street Scene	£1,735.00	£0.00
03.09.18	NDP Operating expenses	£40.00	£0.00
03.09.18	Rates	£58.00	£0.00
03.09.18	Admin - office rent	£600.00	£0.00
09.09.18	Staff/Salaries/Pension	£530.79	£0.00
14.09.18	Admin - telephone and internet	£47.24	£7.87
21.09.18	Staff/Salaries/Pension	£40.50	£0.00
21.09.18	Staff/Salaries/Pension	£1,928.37	£0.00
21.09.18	Training	£108.00	£18.00

21.09.18	Cemetery - grounds maintenance	£204.00	£34.00
21.09.18	Audit and Accountancy fees	£285.60	£47.60
21.09.18	Recreation & Cemetery	£2,122.00	£0.00
25.09.18	Audit and Accountancy fees	£480.00	£80.00
25.09.18	Recreation - safety inspections	£630.00	£0.00
September Total		£9,930.42	£197.67
01.10.18	Rates	£58.00	£0.00
01.10.18	Admin - office rent	£600.00	£0.00
08.10.18	Staff/Salaries/Pension	£23.56	£0.00
11.10.18	Cemetery upgrade	£844.00	£140.67
11.10.18	Training	£162.00	£27.00
11.10.18	Training & Audit & Accountancy fees	£538.36	£93.06
11.10.18	Other Professional fees	£190.00	£31.80
11.10.18	Recreation - safety inspections	£281.40	£46.90
15.10.18	Admin - telephone and internet	£1.48	£0.25
15.10.18	Training	£30.00	£0.00
31.10.18	Cemetery & Street Scene	£1,280.00	£0.00
31.10.18	Cemetery - grounds maintenance	£204.00	£34.00
31.10.18	Admin - room hire	£30.00	£0.00
October Total		£7,796.89	£373.68

In addition a salary payment was made in September and October for the Clerk's salary.

Resolved to approve the list of Payments for Approval and Payments Made using General Power of Competence for the months of September and October 2018, invoice payments as listed and salary payment.

(9.2) Bank Reconciliation

To sign off Bank Reconciliation for the periods 01.09.18 – 30.09.18 and 01.10.18 – 31.10.18

The Bank Reconciliation for the period 01.09.18 – 30.09.18 and 01.10.18 – 31.10.18 was approved.

(9.3) To note the Receipts and Payments for September - October 2018.

Resolved to note the Receipts and Payments for September - October 2018.

10. Proposal to note the six monthly budget variation report.

Resolved to note the six monthly budget variation report.

11. Proposal to consider the recommendation from Finance and General Purposes Committee to accept the report of the external auditor PKF Littlejohn for the 2017/18 accounts.

Resolved to consider the recommendation from Finance and General Purposes Committee and to accept the report of the external auditor PKF Littlejohn for the 2017/18 accounts.

12. Proposal to note the outcome of the Budget Working Group in the preparation of:

(12.1) a budget and reserves rationale for 2019/20 for presentation to Council on 21 November 2018,

(12.2) draft budget figures and precept for 2019/10

(12.1) Resolved to agree the budget and reserves rationale to prepare the 2019/20 budget, see appendix.

(12.2) Draft budget figures and precept will be presented and agreed at Finance and General Purposes Committee 9 Jan 2019.

13. Proposal to approve the appointment of Wicksteed to provide replacement playground equipment at Willow Park at a cost of £13,883.25 plus vat and to budget for an added contingency of 10% for site conditions and possible remediation works from the Willow Park Improvement budget as recommended by Facilities Committee.
Resolved to approve the appointment of Wicksteed to provide replacement playground equipment at Willow Park at a cost of £13,883.25 plus vat and to budget for an added contingency of 10% for site conditions and possible remediation works from the Willow Park Improvement budget as recommended by Facilities Committee.
14. Proposal to approve the commissioning of Matta Products to repair and replace play matting to fit in with new equipment at Willow Park at a cost of £3,002.50 plus vat and to budget for a contingency of 10%, payable from the Willow Park Improvement budget as recommended by Facilities Committee.
Resolved to approve the commissioning of Matta Products to repair and replace play matting to fit in with new equipment at Willow Park at a cost of £3,002.50 plus vat and to budget for a contingency of 10%, payable from the Willow Park Improvement budget as recommended by Facilities Committee.
15. Proposal to approve the appointment of MacDonald Surfacing (C R MacDonald Ltd) to provide a tarmac path of c192 metres length at Willow Park at a cost of £21,519.15 plus vat and to budget for a contingency of 10%, payable from the Willow Park Improvement budget as recommended by Facilities Committee.
Resolved to approve the appointment of MacDonald Surfacing (C R MacDonald Ltd) to provide a tarmac path of c192 metres length at Willow Park at a cost of £21,519.15 plus vat and to budget for a contingency of 10%, payable from the Willow Park Improvement budget as recommended by Facilities Committee.
16. Proposal to vire £1,500 from unallocated reserves to the Street Scene budget and purchase and install a WWI Remembrance bench in Balsall Common village centre as recommended by Facilities Committee.
Resolved to vire £1,500 from general reserves to the Street Scene budget and purchase and install a WWI Remembrance bench in Balsall Common village centre as recommended by Facilities Committee.
17. Proposal to conduct a consultation on the draft Balsall Neighbourhood Development Plan for Regulation 14 during December 2018 and January 2019.
 Councillor Helen Dean, Chair NDP Committee, presented an update on Plan preparation progress.
Resolved to conduct a consultation on the draft Balsall Neighbourhood Development Plan for Regulation 14 during December 2018 and January 2019.
18. Proposal to raise concerns with Transport for the West Midlands regarding the proposed changes to bus route affecting Balsall parish.
 Councillor Richard Lloyd has submitted a letter to TfWM making the following points:
- Would be a positive to restore services to Temple Balsall and provide a service to Berkswell station.
 - However at the expense of using the 87 route to use the Fen End Road to connect Temple Balsall this would result in a currently a good, reliable and fast service having 4 miles added to its route.

- Also a Temple Balsall stopping place would need to be resolved through a radical approach to widen the road to allow a bus to stop.
- There should be a direct route between Balsall Common and Solihull
- Proposals for the 88 service would take Chadwick End and Oakley bus service away when Oakley does need a public transport service.

Resolved to submit a robust response to raise concerns with Transport for the West Midlands regarding the proposed changes to bus route affecting Balsall parish.

- 19.** Proposal to delegate to the Clerk in consultation with NDP Committee members, a review of the Balsall Council response to the Berkswell NDP made at the Regulation 14 stage, amend as necessary and submit to SMBC as part of the Berkswell NDP Regulation 16 consultation.
Resolved to delegate to the Clerk in consultation with NDP Committee members, a review of the Balsall Council response to the Berkswell NDP made at the Regulation 14 stage, amend as necessary and submit to SMBC as part of the Berkswell NDP Regulation 16 consultation.

- 20.** Proposal to approve a Gifts and Hospitality Policy as recommended by Finance and General Purposes Committee.
Resolved to approve a Gifts and Hospitality Policy as recommended by Finance and General Purposes Committee.

- 21.** Proposal to approve an Allowances, Expenses and Reimbursement Policy.
Proposed to amend the policy by replacing the first 2 paragraphs with:
‘Whilst there is no provision in law enabling parish councils to pay individual councillors a wage commensurate with work done by that individual nevertheless the council notes and recognises the time commitment of councillors as well as the many incidental costs they incur in carrying out council business.
Such incidental expenses include:-
1. the use of their homes;
2. telephone calls from home landlines and mobile phones;
3. stationery, printing and IT costs;
4. use of car, motor cycle or bicycle
Please note that this list is indicative and not meant to cover every circumstance in which incidental expenses may be incurred.

Balsall Parish Council will pay a basic members allowance intended to compensate for time taken on council business and these incidental costs except that travelling expenses incurred on council business as specified below can be the subject of a specific claim.’

Proposed to accept a further amendment to add ‘elected members’ as follows:
‘Balsall Parish Council will pay a basic members allowance to elected members intended to compensate for time taken on council business and these incidental costs except that travelling expenses incurred on council business as specified below can be the subject of a specific claim.’

Resolved to approve the amended amendment and to approve an Allowances, Expenses and Reimbursement Policy.

22. Proposal to approve a Data Protection Policy.
Resolved to approve a Data Protection Policy.
23. Update from the Airport Consultative Committee.
A verbal report from Councillor Mark Tattum, representative on the Airport Consultative Committee was presented and noted.

Resolved that in view of the confidential nature of the business about to be transacted, 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 are instructed to withdraw.

24. Proposal to approve a Sickness Absence Policy.
Resolved to approve a Sickness Absence Policy.
25. Proposal to approve amendments to Terms and Conditions of Employment for the Clerk.
Proposal to amend 19.1 to read ‘The Council will contribute 5% of gross salary to a personal pension scheme.’
Resolved to approve 19.1 in the Terms and Conditions of Employment to read ‘The Council will contribute 5% of gross salary to a personal pension scheme.’
Resolved to approve amendments to Terms and Conditions of Employment for the Clerk to include terms contained in the Sickness Absence Policy.
26. Proposal to approve staff overtime payment in line with Terms and Conditions of Employment.
Resolved to approve payment for the Clerk in respect of additional hours worked between 25 June and 28 October 2018 in line with Terms and Conditions of Employment.
27. Proposal to receive an update on progress of resolutions 26 and 27 made at the Parish Council meeting of 18 July 2018.
An update on progress of resolutions 26 and 27 made at the Parish Council meeting of 18 July 2018 was made. Advice from the County Officer, WALC (Warwickshire & West Midlands Association of Local Council’s) was presented. It was agreed to make a further request for a meeting.
Councillor Richard Lloyd requested that he was not in agreement and this be recorded in the minutes.
28. **Date and Venue of Next Meeting:**
Wednesday 16 January 2019, 7.00pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF

SIGNED Mark Tattum (Chairman) DATE

Principles adopted

- A. General (unallocated) reserves should be returned to the residents of Balsall Parish when those reserves exceed a level of 50% of annual expenditure.
Explanation: With a reliable precept payment process and no major capital investment works taking place in 2019/20 requiring ongoing contract payment commitments, it is considered that the Council looks to the lower end of the recommended range (50 – 100%) for unallocated reserves held.
- B. To maintain an earmarked (allocated) reserve up to the balance of resource provided from reserves in 2018/19 for improvements to Willow Park, should it not be entirely spent in 2018/19 and still required.
- C. To earmark a budget of £75,000 to cover potential pension cessation payment.
Explanation: Between 2000 and 2016 Balsall Parish Council was a member of the West Midlands Pension Fund and an estimate of the one-off cessation payment has been presented to the Council for payment to cover pension liabilities for previous staff of the Council. Due diligence is currently taking place with a view to reducing this liability and an outcome should be achieved in 2018/19. However if this does not occur, earmarked reserves of £75,000 will be allocated in 2019/20. A full report will be made to the Finance and General Purposes Committee on 9 January 2019.

Rationale**Cemetery**

1. Income is anticipated to increase as a result of a Council decision (Facilities Committee 31.10.18 Minute 6.) to bring some of the cemetery charges for services in line with other providers in the area.
2. The balance remaining of an historic legacy for the cemetery will be spent on remaining improvement works in 2018/19 and therefore no budget allocated in 2019/20.
3. Investment in the provision of bins for waste has significantly reduced the costs of waste collection and removal from the site.
4. Cemetery expenditure is budgeted to accommodate a potential 5% increase in labour and storage costs; and a potential 20% increase in business rates and water charges. The ability to use a water meter will be explored.
5. A memorial inspection will be undertaken in 2019/20, a statutory requirement and budget provision of £5,000 has been made for this.

Neighbourhood Development Plan

Any expenditure remaining will be the costs associated with a referendum on the Plan. With the judicious use of professional costs to provide a rigorous evidence base in 2018/19 and the use of the Clerk's time in preparation, the Plan costs have been kept low.

Willow Park, Oakley Playground and Oakley Green

1. £10,000 is budgeted for the replacement of some out-of-date equipment identified in the annual inspection by RoSPA at Oakley Playground.

2. Should Willow Park capital investment works in 2018/19 not be completed, the balance will be allocated in 2019/20 to complete.
3. Expenditure is budgeted to accommodate a potential 5% increase in the labour costs of grounds maintenance, litter and waste collection and repairs and maintenance at all sites.
4. The 6 monthly playground equipment maintenance checks will be continued at a cost of £160 pa (2018/19 cost) in order to support the lifetime of all the equipment.

Grants

A significant investment has been made in a number of local initiatives in recent years (Jubilee Centre, Heart of England DOE scheme, Berkswell Cricket Club, St Peter's Hall) and a smaller overall grant budget of £2,000 to support smaller scale awards has been budgeted.

Street Scene

1. Christmas lights and village Christmas trees benefit all Balsall Common residents and village centre businesses and it is proposed to ask Berkswell PC to make a 25% (£1,813) contribution to the annual running costs of £7,250.
2. The cost of refurbishing the remaining 2 pavement planters will be provided for in the budget at a cost of an estimated £600.
3. The labour cost of providing X planters with plants all year round will be budgeted to accommodate a potential 5% increase.

Personnel

1. Provision will be made for 10 elected Councillors and the Chairman receiving the current level of allowance (£315 and £712 respectively).
2. Training costs will be budgeted to pay for new Councillors training at £80 per head and Councillors expenses at £50 per head.
3. Training costs will be maintained for the Clerk to ensure CPD requirements are met to enable General Power of Competence.
4. Staff costs will be budgeted to take account of the NALC issued pay award (April 2019).

Professional fees

1. A substantial reduction in professional fees (Audit and Accountancy fees) has been made with the investment in Edge IT software (a financial management system run by the Clerk) and there will no longer be a need for accountancy services.
2. There has been no draw on resources for Legal Advice (HS2 problems), Planning Consultants (not NDP or SLP) or expenses relating to the Draft Solihull Local Plan and it is not proposed to allocate budgets to these heads in 2019/20.

Administration

1. Insurance will continue to be paid to cover volunteers in addition to the Zurich 3 year agreement rate totalling £1,620 pa.
2. Postage costs to be incorporated into the telephone and internet budget to a total of £1,150.
3. A provision for contested election costs of £1,000 is made.
4. The subscriptions will see a marginal increase to continue to cover WALC membership, Institute of Cemeteries and Crematoria Management, Information Commissioners Office and Society of Local Council Clerks totalling £1,300.