



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 16 January 2019 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 Christina O'Sullivan, Councillor Richard Lloyd, Councillor Helen Dean, Councillor Kay Howles and 6 members of the public.

1. HS2 Presentation

Susan Bridges (HS2) and Andy de Bell (Balfour Beatty Vinci) presented proposals to significantly reduce the need for construction traffic to use the Kenilworth Road through Balsall Common during the construction period 2019-2024.

2. Public Forum

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

- Item 10 – a request for background to the position of the council and the costs, which was subsequently provided during the discussion of the agenda item during the meeting.
- WWI Commemorative Bench – estimated delivery date is second week in February and will be installed by the Parish Council.
- SMBC bench near bus stop on Station Road opposite outside dentists – SMBC will be asked for progress on installation.
- Centre litter pick and clean up – all Balsall Parish Councillors have been circulated with the details.

3. Apologies

Apologies were received and accepted from Councillor Sheila Cooper.

4. Declarations of Interest

There were no declarations of interest.

5. To approve as a correct record the Minutes of the Parish Council Meeting held on 21 November 2018.

The Minutes of the Parish Council Meeting held on 21 November 2018 were approved as a correct record.

6. To receive an update on the progress of resolutions of the 21 November 2018 Parish Council Meeting.

Item 16: Delivery of the WWI memorial bench is expected mid-February

Item 17: draft Balsall Parish NDP consultation takes place 10.12.18 – 25.01.19

7. To note the following Committee minutes:

Planning 05.12.18, 09.01.19

Finance and General Purposes 09.01.19

The above committee minutes were noted.

8. Accounts:

(8.1) Accounts

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

Date	Budget	Gross £	VAT £
01.11.18	Rates	58.00	0
01.11.18	Office rent	600.00	0
06.11.18	NDP Plan	6.00	0
14.11.18	Admin – telephone and internet	128.32	21.39
21.11.18	Cemetery general maintenance	113.00	4.83
21.11.18	Admin - printing and stationery	9.14	0
21.11.18	Councillors expenses	175.00	0
21.11.18	NDP Plan	130.74	1.95
21.11.18	Training	30.00	0
21.11.18	NDP Professional expenses	2,340.00	390.00
21.11.18	Cemetery grounds maintenance	1,180.00	0
21.11.18	Cemetery waste disposal	100.00	0
21.11.18	Recreation grounds maintenance	1,000.00	0
21.11.18	Recreation litter & waste collection	390.00	0
21.11.18	Staff/salaries/pension	57.29	0
21.11.18	Admin IT, software & consumables	67.98	11.33
21.11.18	Rates	27.53	0
November Total		6,413.50	429.50
03.12.18	Rates	58.00	0
12.12.18	Staff/salaries/pension	447.12	0
14.12.18	Admin - telephone and internet	54.33	9.06
14.12.18	Cemetery - ground maintenance	640.00	0
14.12.18	Street Scene - Christmas lights	384.00	64.00
14.12.18	Staff/salaries/pension	40.50	0
14.12.18	Admin - software and consumables	67.98	11.33
14.12.18	Audit & Accountancy fees	285.60	47.60
14.12.18	NDP Professional expenses	347.04	57.84
18.12.18	Various	109.68	1.41
20.12.18	NDP Plan	534.26	89.04

20.12.18	Cemetery - interment	1,040.00	0
December Total		4,008.51	280.28

In addition a salary payment was made in November and December 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 November and December 2018, invoice payments as listed and salary payment.

(8.2) Bank Reconciliation

To sign off Bank Reconciliation for the periods 01.11.18 – 30.11.18 and 01.12.18 – 31.12.18

The Bank Reconciliation for the period 01.11.18 – 30.11.18 and 01.12.18 – 31.12.18 was approved.

(8.3) To note the Receipts and Payments for November - December 2018.

Resolved to note the Receipts and Payments for November - December 2018.

9. Proposal to consider the recommendation from Finance and General Purposes Committee to accept the draft budget figures and precept for 2019/20.

Resolved to adopt the budget figures and set the precept for 2019/20 at £32,875 (Appendix A).

10. Proposal to approve the recommendation from Finance and General Purposes Committee concerning the Council's exit payment from the West Midlands Pension Fund.

Resolved to approve the recommendation from Finance and General Purposes Committee concerning the Council's exit payment from the West Midlands Pension Fund as follows:

- **Seek a letter of guarantee from Meriden Parish Council for the period 1 February 2011 – 1 June 2012 for a previous Balsall Parish employee who was a member of the WMPF for this term of employment with Meriden Parish Council immediately before joining Balsall Parish Council, and submit to WMPF if obtained.**
- **That a single cessation payment of £67,500 is made to WMPF based on the on the current cessation valuation of £75,000 less an estimated 10% (£7,500) liability that has been passed from Meriden Parish Council to Balsall Parish Council. This would be paid from general reserves to avoid interest payments in future years and to recognise that the reserves built up have been validly collected from rate payers in the years the Council was a member of WMPF. Should a guarantee not be obtained, the Parish Council will be liable to pay WMPF the balance of £7,500 plus interest.**

11. Proposal to approve the virements recommended by Finance and General Purposes Committee for 2018/19, item 8 Finance and General Purposes Committee Minutes.

Resolved to approve the virements recommended by Finance and General Purposes Committee for 2018/19, item 8 Finance and General Purposes Committee Minutes.

12. Proposal to accept the recommendation of Finance and General Purposes Committee to decline a grant application from Age Concern Solihull.

Resolved to accept the recommendation of Finance and General Purposes Committee and decline a grant application from Age Concern Solihull.

It was considered that the proposal was a general request and not focused on Balsall residents.

13. Proposal to nominate a Councillor (or Councillors) to undertake an internal control and bank reconciliation check for 2018/19 Q3 October – December.
Resolved to nominate Councillor Kay Howles to undertake an internal control and bank reconciliation check for 2018/19 Q3 October – December.
14. Proposal to accept the grant of £1,774.00 and terms and conditions from the Neighbourhood Planning Programme to be spent by 31.03.2019. This represents the maximum available support received by Balsall Parish NDP from the 2018-22 Housing, Communities and Local Government programme.
Resolved to accept the grant of £1,774.00 and terms and conditions from the Neighbourhood Planning Programme to be spent by 31.03.2019.
15. Proposal to approve a Persistent and Vexatious Communications and Complaints Policy.
Resolved to approve amendments to a Persistent and Vexatious Communications and Complaints Policy as follows:
Amend the title of the policy to delete ‘Persistent’ and in the sub-title definition.
Produce a standard proforma reply for the council to use in response to vexatious requests.
Resolved to adopt a Vexatious Communications and Complaints Policy as amended and to produce a proforma response for council use.
16. Proposal that the Clerk processes correspondence considered vexatious received by the Council in accordance with the Persistent and Vexatious Communications and Complaints Policy. This removes the requirement for Staffing Sub-Committee to have correspondence referred to it as per resolution 27 made at the Parish Council meeting of 18 July 2018 or to meet monthly to consider such correspondence.
Resolved to approve that the Clerk processes correspondence considered vexatious received by the Council in accordance with the approved Vexatious Communications and Complaints Policy. This removes the requirement for Staffing Sub-Committee to have correspondence referred to it as per resolution 27 made at the Parish Council meeting of 18 July 2018 or to meet monthly to consider such correspondence.
17. Proposal to request that Staffing Sub-Committee explore the ‘Information available from Balsall Parish Council under the model publication scheme, Class 4 – How we make decisions, reports presented to Council Meeting’ being made available on the Council’s website prior to council meetings and make recommendations to full Council.
This proposal was deferred to a future meeting for the proposer, Councillor Sheila Cooper to be present.
18. Proposal to make a response to the Airport Masterplan.
Resolved to make a response to the Airport Master Plan focused on the impacts on Balsall parish.
The Clerk to draft and submit the response following input from Councillors Richard Lloyd and Mark Tattum.
19. Proposal to request that SMBC complete an inset study for the village of Balsall Common to provide planning policy for infrastructure investment and centre development.
The study to include:

- Impacts as a result of the Draft Solihull Local Plan housing allocations and the outcome of the Draft Brownfield Land Register on housing allocation
- Impacts of recent planning permissions (hot food takeaway, residential build and conversions)
- Conclusion of Village Working Group work on parking and shared space
- Findings from Balsall Parish NDP feedback covering community facilities and community aspirations

Resolved to amend the proposal to request inclusion in the submission draft of the SLP and a timescale set for completion.

Resolved to delegate to the clerk the submission of a request that SMBC complete an inset study (plan) for the village of Balsall Common to provide planning policy for infrastructure investment, centre development and set a timescale for the plan work.

(19.1) Proposal to set up a Working Party to meet to explore matters concerning the settlement of Balsall Common to help inform the SMBC inset plan. The Council Chairmen and Chairs of both Balsall and Berkswell Council's NDP Committees to form the Working Party.

Resolved to set up a Working Party to meet to explore matters concerning the settlement of Balsall Common to help inform the SMBC inset plan. The Council Chairmen and Chairs of both Balsall and Berkswell Council's NDP Committees to form the Working Party.

20. Correspondence

(20.1) Email from the Chairman of Balsall Common Village Residents Association concerning the deteriorating state of Balsall Common village centre.

Following discussion, Diane Howell, selected Conservative candidate for Meriden Ward and present at the meeting, agreed to act as a champion for the village centre of Balsall Common and take the concerns of residents to SMBC.

The Clerk to collate a common statement and copy to Diane Howell.

21. Proposal to note the schedule of meeting dates and venues for 2019/20 Parish Council Meetings.

The meeting dates for 2019/20 were noted.

22. Proposal to accept the recommended NALC national salary award and implement the new pay scales for the Clerk's salary from 1 April 2019.

Resolved to approve the salary of Clerk/RFO at spinal column point 32 (2018/19) level, spinal column point 26 (2019/2020) and adopt the 2018-2019 national salary award effective from 1 April 2019.

28. Date and Venue of Next Meeting:

Wednesday 20 March 2019, 7.00pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF

SIGNED Mark Tattum (Chairman) DATE

Appendix A
PC 16.019 minute 9

Appendix A

PC 16.019 minute 9

9 JANUARY 2019 FINANCE & GENERAL PURPOSES RECOMMENDED BALSALL PARISH COUNCIL BUDGET
AND PRECEPT 2019/20

2017/18		2018/19	2018/19	2018/19	2019/20	Parish Council Rationale
Actual	Income	Original Budget	Revised Budget	Year End Estimate	Budget	
44	Bank Interest	10	10	107	110	
4,971	Central Admin Income (incl.VAT refund, grant)	10,000	10,000	27,270	19,000	
7,326	Misc receipts	0	0	0	0	
97,800	Precept and support grant	75,306	75,306	75,887	33,075	Berkswell PC requested to contribute £1,813 (see comment under Street Scene -Xmas)
110,141	Total General Income	85,316	85,316	103,264	52,185	
4,540	Cemetery - Interment	7,150	7,150	15,700	15,000	
1,930	Cemetery - Permission for memorial/stonemason	1,650	1,650	2,665	2,500	
7,050	Cemetery Exclusive Right of Burial/Funeral directors fees	8,250	8,250	10,000	10,000	
60	Cemetery Receipts	330	330	120	0	
13,580	Total Cemetery Income	17,380	17,380	28,485	27,500	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.
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123,721	Gross Income	102,696	102,696	131,749	79,685
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Operating Expenses

Cemetery

10,366	Cemetery upgrade	2,138	2,138	2,040	0	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.
192	General Maintenance - Cemetery	4,000	4,000	940	6,500	A memorial inspection will be undertaken in 2019/20 (a statutory requirement) and budget provision of £5,000 has been made for this.
10,595	Grounds maintenance/pest control	14,000	14,000	11,268	12,000	Expenditure is budgeted to accommodate a potential 5% increase in the labour costs of grounds maintenance, litter and waste collection and repairs and maintenance.
592	Rates	750	750	761	900	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.
0	Stationery - Cemetery	200	200	8	200	
1,080	Storage - Cemetery	1,120	1,120	1,080	1,150	
945	Waste Disposal	1,250	1,250	770	1,070	Investment in the provision of bins for waste has significantly reduced the costs of waste collection and removal from the site.
23,770	Total Cemetery	23,458	23,458	16,867	21,820	

145	Charitable Donations	100	100	100	0	
145	Total Charitable Donations	100	100	100	0	

Balsall and Berkswell NDP

-315	B-B NDP GRANT
-315	Total B-B NDP

Balsall Parish NDP

9,778	Professional expenses	20,000	18,500	12,411	0	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.
8,620	Operating expenses	5,000	6,500	4,421	1,000	

-7,326	NDP Grant	-6,000	-6,000	-1,775	0	
11,072	Total Balsall Parish NDP	19,000	19,000	15,057	1,000	

Personnel

23,676	Staff/Salaries/Pension	27,000	27,000	25,161	27,000	Staff costs will be budgeted to take account of the NALC issued pay award (April 2019).
0	WMPF Cessation	0	75,000	75,000	0	
2,520	Councillors Allowance	2,602	2,602	2,022	3,862	Provision will be made for 10 elected Councillors and the Chairman receiving the current level of allowance (£315 and £712 respectively).
951	Training	1,000	1,000	1,361	1,400	Training costs will be budgeted to pay for new Councillors training at £80 per head. Training costs will be maintained for the Clerk to ensure CPD requirements are met to enable General Power of Competence.
397	Councillors Expenses	1,000	1,000	400	400	
27,544	Total Personnel	31,602	106,602	103,944	32,662	

Administration

976	Admin Printing & Stationery	1,200	1,800	1,754	1,800	
97	General Maintenance	150	150	25	50	
1,575	Insurance	1,575	1,575	1,620	1,870	Insurance will continue to be paid to cover volunteers in addition to the Zurich 3 year agreement rate totalling £1,620 pa.
1,661	IT, Software and Consumables	2,000	2,000	2,000	800	
74	Office Furniture	200	200	150	100	
7,200	Office Rent	7,500	7,500	7,200	7,500	
471	Room Hire	1,000	1,000	580	1,000	
1,218	Subscriptions	1,250	1,250	1,226	1,300	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.
0	Contested Election	0	0	0	1,345	A provision for contested election costs of £1,345(SMBC advised) is made.
817	Telephone, Internet & Postage	675	675	1,150	1,150	Postage costs to be incorporated into the telephone and internet budget to a total of £1,150.
14,089	Total Administration	15,550	16,150	15,705	16,915	

Grants

0	Grants(S.137 LGA 1972)	0	0	0	0	
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11,900	GPC	5,000	5,000	3,000	2,000	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.
0	Donations	100	100	0	100	
18,482	Jubilee Centre improvements	0	0	0	0	
30,382	Total Grants	5,100	5,100	3,000	2,100	

Professional Services

2,806	Audit & Accountancy fees	2,300	2,300	3,429	800	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.
0	Legal Advice	2,000	2,000	0	0	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.
2,136	Other Professional Fees	5,000	5,000	2,051	2,000	
0	Planning Consultants	2,000	2,000	0	0	
0	Solihull Draft Local Plan expenses	0	0	0	0	
4,942	Total Professional Services	11,300	11,300	5,480	2,800	

Recreation - Willow Park, Oakley Playground and Oakley Green

223	Willow Park improvements	25,000	71,500	71,723	0	Should Willow Park capital investment works in 2018/19 not be completed, the balance will be allocated in 2019/20 to complete (earmarked reserve).
0	Oakley Playground improvements	0	0		10,000	£10,000 is budgeted for the replacement of some out-of-date equipment identified in the annual inspection by RoSPA at Oakley Playground.
8,078	Grounds Maintenance - Recreation	3,415	4,815	4,805	5,050	Expenditure is budgeted to accommodate a potential 5% increase in the labour costs of grounds maintenance, litter and waste collection and repairs and maintenance.
3,699	Major repairs/upgrading equip - Recreation	2,025	2,025	1,956	0	
2,578	Litter + Waste Collection	2,845	2,845	2,600	2,730	Expenditure is budgeted to accommodate a potential 5% increase in the labour costs of grounds maintenance, litter and waste collection and repairs and maintenance.
1,010	Equipment Repairs and Maintenance - Recreation	1,170	1,170	1,170	3,770	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.
364	Safety Inspections - Recreation	3,000	3,000	2,684	2,640	

15,952	Total Recreation	37,455	85,355	84,938	24,190
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Street Scene

	Street furniture	0	1,500	1,500	0	
1,220	Village centre planting (28 planters)	1,300	3,174	3,174	1,865	The cost of refurbishing the remaining 2 pavement planters will be provided for in the budget at a cost of an estimated £600. The labour cost of providing 28 planters with plants all year round will be budgeted to accommodate a potential 5% increase.
360	Xmas	6,300	13,478	13,482	7,608	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
17,725	Upgrade Christmas lights	n/a		n/a	n/a	
19,305	Total Street Scene	7,600	18,152	18,156	9,473	

146,886	Total Operating Expenses	151,165	285,217	263,247	110,960
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-23,165	Net Surplus	-48,469	-182,521	-131,498	-31,275
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 denotes reserve

**EXPENSES FUNDED FROM RESERVES 2019/20
(earmarked)**

NDP Plan 1,000

1,000

INCOME AND RESERVES REQUIREMENT 2019/20

Expenses funded from reserves 1,000

Cemetery income 27,500

Bank Interest 110

VAT refund 19,000

Total 47,610

Available reserves assumptions

bank balance at 31 October 2018 247,765

estimated spend Nov 2018 - March 2019 -197,264

add anticipated income not yet received 35,582

bank balance estimated at 30 March 2019 86,083

less estimated reserves spend in 2019/20 -1,000

less estimated 2019/20 spend (net of reserves) -109,960

add income 2019/20 (net of precept and reserves) 46,610

total est. YTD

263,247	-65,983
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131,749	-96,167
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total est. EM reserve

110,960	-1000
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projected balance at year end	<u><u>21,733</u></u>
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PRECEPT CALCULATION 2018/19 and 2019/20

balance at year end must equal 50% operating costs (general reserve)	54,808
less projected balance at year end	- 21,733
precept requirement	<u><u>33,075</u></u>

2017/18	COUNCIL TAX COMPARISON	2019/20
97,800	Precept gross of support grant	33,075
-963	Less support grant	-200
<u>96,837</u>	Precept net of support grant	<u>32,875</u>
2691	Indicative number of Band D dwellings	2,811
<u><u>£35.99</u></u>	Therefore Council Tax equivalent	<u><u>£11.70</u></u>

NOTES

General Reserve

General (unallocated) reserves should be returned to the residents of Balsall Parish when those reserves exceed a level of 50% of annual expenditure.