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Balsall Parish Council Meeting

Approved Minutes of Parish Council Meeting held on Wednesday 12 June 2019 at 7.30 pm in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF

Minutes

Present: Councillor Andrew Burrow (Chairman), Councillor Elizabeth Macdonald, Councillor Kay Howles, Councillor Keith Tindall, Councillor Marion Keeley, Councillor Richard Lloyd, Councillor Sheila Cooper, and 4 members of the public.

1. Public Forum

A member of the public made comments on agenda items as follows:

26.2 The BCVRA next meeting of 2 July 2019 will consider 'Balsall Common in Bloom 2020' and developing a 3-5 year plan to improve the environment. Working from a benchmarking by Britain in Bloom it will develop more small projects as done now and then medium sized project eg road signs etc.

The BCVRA have written to 16 local organisations asking for their involvement and support. Councillors indicated their support; Councillor Keeley will be the representative from Balsall and District Horticultural Society and Councillor Burrow from Berkswell Society.

2. Apologies

Apologies were received and accepted from Councillor Richard Drake.

3. Declarations of Interest

Councillor Keith Tindall declared a non-pecuniary interest as Chair of BCVRA.

4. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 15.05.2019.

Resolved to approve as a correct record the Minutes of the Parish Council Meeting held on 15.05.2019.

Proposal to approve as a correct record the Minutes of the Extraordinary Parish Council Meeting held on 22.05.2019.

Resolved to approve as a correct record the Minutes of the Extraordinary Parish Council Meeting held on 22.05.2019.

5. Proposal to approve as a correct record the Minutes of Finance and General Purposes Committee of 09.01.19 and the Neighbourhood Development Plan Committee of 06.03.2019.

Resolved to approve as a correct record the Minutes of Finance and General Purposes Committee of 09.01.19 and the Neighbourhood Development Plan Committee of 06.03.2019.

6. Update on the progress of resolutions of the 15.05.19 Parish Council Meeting, the Extraordinary Parish Council Meeting of 22.05.19.
15.05.19: Item 19 Financial Regulations Working Group initial meeting will be held on 20.06.19.
15.05.19: Items 31 and 32 bank mandates awaiting information/signatures from 1 councillor and existing signatories to complete.
7. Proposal to note the minutes of the Balsall Parish Assembly 2019 and to consider actions.
Resolved to agree the following actions from the Balsall Parish Assembly 2019:
- **Write to BCVRA to suggest that next parish assembly is held on the same evening as the BCVRA AGM.**
 - **The Clerk to the Parish Council will find out what the IAG is and report on how local people might put themselves forward.**
 - **Balsall Parish Council write to SMBC asking when the village centre plan work is going to commence. It was agreed that the Chairman writes to Anne Brereton and copy to the SMBC Chief Executive and cc Berkswell Parish Council and Ward Councillors emphasising that this request has come from the community represented at the Balsall Parish Assembly.**
 - **Balsall and Berkswell Parish Councils send a joint letter to SMBC requesting action on the outstanding items of maintenance/repair in the Balsall Common village centre.**
 - **In addition, Councillor Andrew Burrow undertook to visit local estate agents with regard to information being provided to prospective purchasers on education opportunities at Lady Katherine Leveson School.**
8. Proposal to agree the meeting dates of the Parish Council for 2019/20.
Resolved to agree the meeting dates of the Parish Council for 2019/20.
9. Proposal to set the Terms of Reference for Staffing Committee and nominate a chair.
Resolved to agree the Terms of Reference of Staffing Committee as follows and nominate Councillor Elizabeth Macdonald as Chair:
- **approval of its minutes as true and correct records**
 - **advise Council on staffing matters as Council may, from time to time, remit to it.**
 - **complaints procedure**
 - **HR strategy**
 - **development and review of HR policies and procedures**
 - **staffing levels and structure**
 - **job descriptions/person specifications**
 - **staff vetting**
 - **staff recruitment and selection**
 - **staff retention**
 - **determining or reviewing staff conditions of service and general terms of employment**
 - **salary grading and pay**
 - **leave entitlements including annual holiday, sickness, statutory entitlements and special leave**
 - **salary reviews**
 - **staff pension provision**
 - **special conditions relating to a specific post or individual**
 - **allowances, expenses and subsistence**
 - **working hours**
 - **sickness absence management**
 - **staff performance review/appraisals**
 - **operation of the Council disciplinary, grievance, grading and appeal procedures**
 - **operation and review of the equality and equal opportunities policy**

- operation and review of the health and safety policy
- make appropriate recommendations to the Council for ratification
- make recommendations on Conditions of Service
- make any recommendations on funding

10. Accounts:

(10.1) Accounts

Proposal to approve the list of Payments for Approval and Payments Made using General Power of Competence for the month of May 2019 and invoice payments as listed below.

Date	Budget	Gross £	VAT £
01.05.19	Personnel	276.60	0
01.05.19	Recreation – safety inspections	405.00	0
01.05.19	Recreation – Willow Park improvements	5,993.40	998.90
01.05.19	Administration – office rent	600.00	0
09.05.19	Administration - subscriptions	35.00	0
10.05.19	Personnel	570.18	0
14.05.19	Administration – IT software and consumables	27.89	4.65
21.05.19	Cemetery – Grounds maintenance/pest control	102.00	17.00
21.05.19	Cemetery – Grounds maintenance/pest control	320.00	0
21.05.19	Recreation & Cemetery – Grounds maintenance	3,440.00	0
21.05.19	Professional Services – Audit and Accountancy	378.90	0
22.05.19	Recreation – Willow Park improvements	28,564.13	4,760.69
22.05.19	Recreation – Willow Park improvements	16,023.04	13,352.53
22.05.19	Administration - Insurance	1654.06	0
22.05.19	Cemetery - rates	26.91	0
May Total		58,417.11	19,133.77

In addition a salary payment was made in May for the Clerk's salary.

Resolved to approve the list of Payments for Approval and Payments Made using General Power of Competence for the month of May 2019 and invoice payments as listed and salary payment made in May.

(10.2) Bank Reconciliation

To sign off Bank Reconciliation for the period 01.05.19 – 31.05.19

Resolved to sign off Bank Reconciliation for the period 01.05.19 – 31.05.19

(10.3) To note the Cashbook and Reserve Movements reports for May 2019.

Resolved to note the Cashbook and Reserve Movements reports for May 2019.

Resolved to report to the next Parish Council Meeting expenditure item -

16.04.19	Street scene – village planting	107.10
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reported under agenda item 36.1 in the minutes of 15 May 2019 to check the accuracy of the budget item.

(10.4) To authorise and make the following payments using General Power of Competence:

Resolved to authorise and make the following payments using General Power of Competence:

Date	Cheque	Payee	Budget	Gross £	VAT £
04.06.19	100233	Balsall Common Festival	Grants & Donations	1,000.00	0
04.06.19	100234	Heart of England School	Grants & Donations	2,000.00	0
04.06.19	100235	J Parry-Evans reimbursement	Administration	135.86	15.98
04.06.19	100236	Pied Piper Pest & Wildlife Management	Cemetery	102.00	17.00
04.06.19	100237	Spence & Partners Ltd	Professional Services	556.50	92.75
04.06.19	100238	WALC	Personnel	120.00	0
06.06.19	100239	B Ball	Cemetery	640.00	0
Total				4,554.36	125.73

11. Proposal to note the Clerk's attendance at the SLCC Regional Event 13 June 2019.
Resolved to note the Clerk's attendance at the SLCC Regional Event 13 June 2019.
12. Proposal to approve budget changes as listed.
Clerk's report.
Resolved to approve budget changes as listed namely:
- | | | |
|------------|---|---|
| 203 | Administration revised to £18,415 | £1,500 added from General Reserves |
| 204 | Grants & Donations revised to £4,100 | £2,000 added from General Reserves |
| 207 | Street Scene revised to £9,973 | £500 added from General Reserves |
13. Proposal to receive an update on the council's withdrawal from the West Midlands Pension Fund (WMPF).
Clerk's report.
The report was received.
14. Proposal to nominate a Councillor to undertake quarterly Internal Control checks in July 2019, October 2019, January 2020 and April 2020.
Resolved to nominate Councillors Tindall, Lloyd, Howles and Macdonald to undertake quarterly Internal Control checks in July 2019, October 2019, January 2020 and April 2020.
15. Proposal to transfer £80,677.74 from NatWest Current account to the HSBC current account and to transfer the balance (£30,187.74 + interest) from the NatWest Business Reserve account to the Santander Business account.
Resolved to transfer £80,677.74 from NatWest Current account to the HSBC current account and to transfer the balance (£30,187.74 + interest) from the NatWest Business Reserve account to the Santander Business account.
16. **Accounts and Governance**
- (16.1)** Proposal to receive and note actions in the Internal Audit report and to approve and sign the accounting statements at Section 1 of the Annual Return.
The statement has been amended from that considered at the parish council at point 2 to a 'no' and an explanation on a separate sheet is to be provided to the external auditor.
Resolved to not amend the accounting statements at Section 1 of the Annual Return but include in the covering letter to the External Auditor a statement to state that the Council's financial procedures and are under review with a view to simplifying.
The Clerk advised the Council that paragraph 6.6 read "Any signatures obtained from such meetings shall be reported to the council at the next convenient meeting."
- (16.2)** Proposal to approve and sign the accounting statements at Section 2 of the Annual Return.
Resolved to allow the accounting statements at Section 2 of the Annual Return remain as signed at the Parish Council Meeting of 15 May 2019.
17. Proposal to adopt the standard SMBC Code of Conduct to replace the council's existing code with immediate effect. All Councillors will be asked by the Clerk to sign this standard SMBC code.
Resolved to adopt the standard SMBC Code of Conduct to replace the council's existing code with immediate effect.
18. Proposal to receive information provided by Knowle United Charities and to consider nominating a representative as trustee.
Resolved to inform Knowle United Charities that the Council did not wish to nominate a trustee.
19. Proposal to receive an update on Willow Park capital expenditure.
Clerk's report.
The report was received.

Resolved to place an item on the agenda for the next Parish Council to consider an update on matters arising from a visit under item 2, footpath access issues as raised by Fiends of Willow Park (FoWP) with Councillor Lloyd and to review further work.

20. Proposal to commission Sutcliffe Play SW to supply and install the replacement of two panels and to add rubber edging to the MUGA (Multi Use Games Area) in Willow Park to reduce the noise levels whilst the facility is in use for football at a cost of £5,143.48 plus VAT with resources from the General Fund or received CIL (subject to confirmation of fund eligibility).

Resolved to postpone a decision pending a visit to Willow Park scheduled for 17 June 2019 and include on the agenda for the next Parish Council.

21. Proposal for the Clerk, following consultation with Neil Pearce of Avon Planning Services Ltd to bring proposed responses resulting from the Balsall Parish NDP Submission Version Examination for consideration, amendment and approval to full Council. Should it be necessary due to timescales, the Chairman (or Vice Chair in his absence) will call an Extraordinary Parish Council Meeting.

Resolved to approve the Clerk, following consultation with Neil Pearce of Avon Planning Services Ltd to bring proposed responses resulting from the Balsall Parish NDP Submission Version Examination for consideration, amendment and approval to full Council. Should it be necessary due to timescales, the Chairman (or Vice Chair in his absence) will call an Extraordinary Parish Council Meeting.

22. Proposal to write to Caroline Spellman MP, calling for all new works on HS2 to be halted until the delayed noticed to proceed is issued in order to prevent environmental damage should the project be cancelled/changed. Councillors Lloyd and Cooper to help the Clerk draft the letter.

Resolved to write to Caroline Spellman MP, calling for all new works on HS2 to be halted until the delayed noticed to proceed is issued in order to prevent environmental damage should the project be cancelled/changed. A draft letter has been sent to the Clerk.

23. Proposal to schedule the Balsall Common Christmas Lights switch on event on conjunction with the Balsall Common Lions and the Jubilee Centre for Friday 29th November 2019 at 4.00pm. An invitation to be sent to Councillor Stuart Davis, Mayor of Solihull Council to undertake the switch on.

Resolved to schedule the Balsall Common Christmas Lights switch on event on conjunction with the Balsall Common Lions and the Jubilee Centre for Friday 29th November 2019 at 4.00pm. An invitation to be sent to Heart of England School to request that 2 pupils are considered to perform the Christmas Lights switch on.

24. Planning Applications

Councillor Lloyd provided an update from SMBC Planning Committee on PA/ 2019/00043/PPFL, 132 Station Road, Balsall Common which was approved. The Committee resolved to add a planning condition to request that 2 separate entrances are created and the Parish Council is to email SMBC to ask that a planted area be incorporated between the drives to re-instate the street scene.

(24.1) PL/2019/01416/TPO

6 Speedwell Drive Balsall Common Solihull CV7 7AU

Crown reduction by up to 2m 1 No. oak tree (T1) to balance and shape.

Resolved to request that the Tree Officer to comment on the technical aspects.

It was considered that the information submitted was inadequate.

(24.2) PL/2019/01445/MINFHO

229 Kenilworth Road Balsall Common Solihull CV7 7EL

Two storey side and rear extension, replacement garage outbuilding to rear.

Resolved to comment that the proposal was not in accordance with SMBC House Extension Guidelines.

(24.3) PL/2019/01448/PPFL

97 Station Road Balsall Common Solihull CV7 7FN
Erection of a tree house within the rear garden of the property.

The details associated with this planning application were incorrect.

- 25.** Proposal to write to the Velo Bike Ride organisers and SMBC, regarding comments received from residents on the impact of the bike ride within this parish.
Resolved to write to the Velo Bike Ride organisers and SMBC, regarding comments received from residents on the impact of the bike ride within this parish. Councillor Keeley to draft a letter for the Clerk to send.
- 26. Correspondence**
(26.1) Request to participate in VE Day 75 on 8 May 2020 promoted by SSAFA, the Armed Forces Charity, which also supports the Merchant Navy.
It was agreed to place this item on the agenda of the next Parish Council.
(26.2) Invitation from BCVRA to Balsall Common in Bloom 2020 public meeting at 7.30 pm 2 July 2019 in the Westlake Room, Village Hall, Balsall Common.
Councillor Elizabeth Macdonald to attend.
(26.3) Request from Garden Organic and Warwickshire Wildlife Trust to input and support a HS2 application for funding to provide support to local communities and wildlife disrupted by the construction of HS2 through Warwickshire and parts of Coventry and Solihull.
It was agreed to write a letter of support.
(26.4) Email from a resident of Balsall Common regarding the library car park.
This item was postponed until the next meeting of the Parish Council.
(26.5) Email from a resident requesting that the Parish Council bring pressure to bear on SMBC to repair the pavement on Gypsy Lane.
It was suggested that the resident write to SMBC Connect and copy Ward Councillors and the Parish Council at which point the Parish Council will also write.
- 27. Date and Venue of Next Meeting:**
Parish Council Meeting
Wednesday 17 July 2019, 7.30pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF

The meeting closed at 10.15pm

SIGNED **Andrew Burrow (Chairman)** **DATE**