



287/289 Kenilworth Road, Balsall Common CV7 7EL

Telephone: 01676 535679 (Answering Machine)

Email: [clerk@balsallparishcouncil.gov.uk](mailto:clerk@balsallparishcouncil.gov.uk)

Web: [www.balsallparishcouncil.gov.uk](http://www.balsallparishcouncil.gov.uk)

## Balsall Parish Council Meeting

Approved Minutes of Parish Council Meeting held on Wednesday 17 June 2020 at 7.30 pm by video call

### Minutes

**Present:** Councillor Andrew Burrow (Chairman), Councillor Kay Howles (from 8.10pm), Councillor Keith Tindall, Councillor Marion Keeley, Councillor Richard Drake, Councillor Richard Lloyd and 5 members of the public.

1. Public Forum  
There were no comments from members of the public.
2. Report from Ward Councillors  
Councillor Diane Howell acknowledged the difficult time Covid 19 has presented to the local community and gave a tribute to how the community has come together, giving thanks to the Parish Councils for their work.  
SMBC is beginning to resume normal services and its website is updated as this happens.
3. Apologies  
Apologies were noted from Councillor Elizabeth Macdonald.  
Councillor Diccio indicated he would not be able to attend.
4. Declarations of Interest  
**Councillor Richard Drake declared a non-pecuniary interest in Item 16.5.**  
**Councillor Marion Keeley declared a non-pecuniary interest in Item 11.**  
**Councillor Keith Tindall declared an interest in item 16.5.**
5. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 11.03.2020 and the Extraordinary Parish Council Meeting of 27.03.2020.  
**Resolved** to approve as a correct record the Minutes of the Parish Council Meeting held on 11.03.2020 and the Extraordinary Parish Council Meeting of 27.03.2020.
6. Proposal to receive an update on the progress of resolutions of the Parish Council Meeting held on 11.03.2020 and the Extraordinary Parish Council Meeting of 27.03.2020.  
**Resolved** to note the following updates:  
11.03.2020 Planning item 7.1, 49 Station Road, has been refused by SMBC.

7. Proposal to note delegated actions in response to Planning Applications made under minute 10 made 27 March 2020.  
**Resolved** to note delegated actions by the Clerk in response to Planning Applications made under minute 10 made 27 March 2020.
8. Proposal to thank those in the community who helped in the management of the VE day suppliers and costs that resulted in a low level of Parish Council expenditure (£132.33) for the cancelled event.  
**Resolved** to thank the community committee who helped in the management of the VE Day event and to note the expenditure incurred.
9. Proposal to send a letter of thanks to Bruce Brant, Places Directorate SMBC, for his services to Balsall parish. Letter to be copied to the Chief Executive, SMBC.  
**Resolved** to send a letter of thanks to Bruce Brant, Places Directorate SMBC, for his services to Balsall parish. Letter to be copied to the Chief Executive, SMBC.  
Ward Councillor Diane Howell commented that an inbox for ward members to use has been created and issues raised would be passed to the relevant SMBC officer. Further details of a SMBC Places Directorate replacement for the role Bruce Brant fulfilled have not yet been issued.
10. Proposal to note the receipt of a SMBC Covid 19 Financial Support Grant Allocation of £7,058.00 and the receipt of a Meriden Rotary Club donation of £100.00 to support out of pocket expenses generated by volunteers in Covid 19 volunteer groups.  
**Resolved** to note the receipt of a SMBC Covid 19 Financial Support Grant Allocation of £7,058.00 and the receipt of a Meriden Rotary Club donation of £100.00 to support out of pocket expenses generated by volunteers in Covid 19 volunteer groups.  
**Resolved** to publicise to organisations in the Balsall community that grant money is available to assist particular projects or costs incurred by organisations in responding to the Covid 19 crisis in the community. This will include direct contact and notification in the Communicator.
11. Proposal to consider an application from Heart of England school for a contribution to the cost of IT equipment for distance learning by less advantaged students in Balsall parish and the provision of disease control measures in school (sanitisers, portable handwashing stations and infrared scanner). Provision to be made from the grants budget for Covid-19 as a donation.  
**Resolved** to donate £5,000 from the received SMBC Covid 19 Financial Support Allocation, to Heart of England School to contribute to the cost of IT equipment for distance learning by less advantaged students in Balsall parish and the provision of disease control measures in school. A cheque payment was approved and to be made available to the school as soon as possible.
12. Proposal to consider an application for a contribution to the Marie Curie appeal for a donation to keep nurses and hospice staff providing direct care in the Coventry and Warwickshire area (Marsh Lane, Solihull).  
**Resolved** to decline a contribution to Marie Curie as it was considered to be not sufficiently locally targeted.
13. Proposal confirm an order for Christmas lights from SMBC and the placement of an order for two 15 foot Christmas Trees from Fairways Contracting. To include lights repairs; lighting for Station Road from Green Lane/Meeting House Lane to the Kenilworth Road and Kenilworth Road as last year; installation of two Christmas trees lights and lights for trees outside Balsall Common Carpets and the Library.  
**Resolved** to amend the proposal to include writing to Berkswell Parish Council inviting it to participate in the Christmas lights switch on and requesting that Berkswell Parish Council contribute to the lights proportionately as agreed to do last year thereby extending the lights for the full length of the shopping centre on Station Road.  
**Resolved** to confirm the order for Christmas lights from SMBC and place an order for two 15 foot Christmas Trees from Fairways Contracting.

## 14. Facilities

(14.1) Proposal to consider the Cemetery Working Group's suggested measures to improve future income levels of Temple Balsall Cemetery.

**Resolved** to note the four areas of activity the Working Group are looking at:

- Move the cemetery further towards a lawn cemetery by taking steps to address the older part of the cemetery where graves with kerbs have fallen into disrepair and to apply lawn cemetery regulations for all new burials;
- Look at an area within the cemetery appropriate for natural burials;
- Review the fees charged with particular focus on reducing interment costs;
- Proposals for marketing including making the offer more explicit.

(14.2) Update by the Clerk Council on the actions taken to date and planned to obtain competitive quotes for the grass mowing/maintenance contracts for Willow Park and Temple Balsall Cemetery in accordance with the requirements of Financial Regulation 11h.

Clerk to circulate a draft scope of works to Councillors for comment.

A Working Group of Councillors Burrow, Keeley, Tindall and Lloyd to be established to look at the contract preparation and bring proposals to full Council.

(14.3) Proposal to commission annual play inspections by RoSPA for Willow Park playground, MUGA and gym equipment, Oakley playground and Oakley Green outdoor gym equipment.

**Resolved** to commission annual play inspections by RoSPA for Willow Park playground, MUGA and gym equipment, Oakley playground and Oakley Green outdoor gym equipment.

(14.4) Update by the Clerk on the purchase of materials for dampening the rattling sound of the MUGA with a view to Council agreeing the installation by volunteers.

Councillors Burrow and Tindall to install replacement trims supplied by Sutcliffe Play to the metal mesh panels at the goal ends of the MUGA.

15. Proposal to consider and agree how the working group of volunteers reviewing security cameras, lighting etc within Balsall Common centre can proceed.

This item was deferred.

## 16. Accounts:

(16.1) Proposal to note the Bank Reconciliation for the periods 01.03.20 – 31.03.20, 01.04.20 – 30.04.20 and 01.05.20 – 31.05.20 and note the bank cash balance.

**Resolved** to note the Bank Reconciliation for the periods 01.03.20 – 31.03.20, 01.04.20 – 30.04.20 and 01.05.20 – 31.05.20 and note the bank cash balance of £126,037.61.

(16.2) Proposal to note the Cashbooks for March, April and May 2020.

**Resolved** to note the Cashbooks for March, April and May 2020.

(16.3) Proposal to approve the list of Regular Payments made using General Power of Competence for March, April, May and June 2020 as listed below.

**Resolved** to approve the list of Regular Payments made using General Power of Competence for March, April, May and June 2020 as listed below.

Date	SO/DD	Payee	Budget	Gross £	VAT £
02.03.20	SO	R Westwood	Administration – Office rent	635.00	0
06.03.20	DD	Vodafone Ltd	Administration – Telephone, internet	46.76	7.78
12.03.20	DD	Smart Pension	Personnel - Staff/Salaries/Pension	250.31	0
01.04.20	SO	R Westwood	Administration – Office rent	635.00	0
22.04.20	DD	Vodafone Ltd	Administration – Telephone, internet	26.08	4.35
22.04.20	DD	Smart Pension	Personnel - Staff/Salaries/Pension	297.66	0
22.04.20	DD	Waterplus	Cemetery - Rates	37.34	0
01.05.20	SO	R Westwood	Administration – Office rent	635.00	0
21.05.20	DD	Vodafone Ltd	Administration – Telephone, internet	40.61	6.77
21.05.20	DD	Smart Pension	Personnel - Staff/Salaries/Pension	250.31	0
21.05.20	DD	ICO	Administration - subscriptions	35.00	0
01.06.20	SO	R Westwood	Administration – Office rent	635.00	0
04.06.20	DD	Vodafone Ltd	Administration – Telephone, internet	65.19	10.81
11.06.20	DD	Smart Pension	Personnel - Staff/Salaries/Pension	250.31	0

**(16.4)** Proposal to note the following orders placed by the Clerk under minute 9.1 made 27 March 2020 to revise Financial Regulations.

**Resolved** to note the following orders placed by the Clerk under minute 9.1 made 27 March 2020 to revise Financial Regulations.

Date	Supplier	Budget	Amount Gross £	VAT £
30.03.20	Vodafone	Admin – Telephone, Internet Addition to monthly contract to enable call transfer from parish office to Clerk's personal mobile number.	5.00	1.00
23.04.20	Matta Products	Recreation - General Maintenance and repairs	1,862.00	372.40
18.05.20	Edge IT Systems Ltd	Cemetery – Records Management System	660.00	132.00
18.05.20	Edge IT Systems Ltd	Personnel - Training	280.00	56.00
18.05.20	Pear Technology Services Ltd	Cemetery – Records Management System	1,585.00	317.00
18.05.20	Pear Technology Services Ltd	Personnel - Training	150.00	30.00
22.05.20	Came & Company	Administration – Insurance	1,914.25	0
28.05.20	SMBC	Street Scene – Christmas lights	tba	tba

**(16.5)** **Proposal** to note expenditure made using the General Power of Competence on revenue items listed below made by the Clerk under minute 9.2 made 27 March 2020 to revise Financial Regulations.

**Resolved** to note expenditure made using the General Power of Competence on revenue items listed below made by the Clerk under minute 9.2 made 27 March 2020 to revise Financial Regulations.

Date paid	Cheque no.	Payee	Budget	Gross £	VAT £
28.04.20	100300	Sutcliffe Play South West	Recreation – General Maintenance & Repairs	690.57	115.10
28.04.20	100301	Dovetail Group (UK)	Recreation – General Maintenance & Repairs	960.00	160.00
28.04.20	100302	Keith Tindall	Personnel - Councillors Expenses	6.30	0
28.04.20	100303	J. Parry-Evans	Personnel - Staff/Salaries/Pension		
28.04.20	100303	J. Parry-Evans	Administration – IT software & Consumables	251.04	41.84
28.04.20	100304	Avon Planning Services Ltd	NDP – Professional expenses	546.00	91.00
28.04.20	100305	AMS West Midlands Ltd	Recreation – Safety Inspections	495.00	0
28.04.20	100306	SLCC	Personnel – Training	36.00	6.00
28.04.20	100307	Pied Piper Pest & Wildlife Management	Cemetery – Grounds Maintenance & Pest Control	102.00	17.00
28.04.20	100308	WALC	Administration - Subscriptions	1,073.80	120.80
28.04.20	100309	Ian Richards – February	Recreation & Cemetery - Grounds Maintenance & Pest Control, Waste Collection	385.00	0
28.04.20	100309	Ian Richards - March	Recreation & Cemetery - Grounds Maintenance & Pest Control, Waste Collection	1,130.00	0
28.04.20	100309	Ian Richards – March extra	Recreation & Cemetery - Grounds Maintenance & Pest Control, Waste Collection	1,545.00	0
28.04.20	100309	Ian Richards - April	Recreation & Cemetery - Grounds Maintenance & Pest Control, Waste Collection	1,110.00	0
26.05.20	100310	WALC	CANCELLED - duplicate cheque	0	0
26.05.20	100311	B. Ball	Cemetery – Grounds Maintenance & Pest Control	640.00	0
26.05.20	100312	Pied Piper Pest & Wildlife Management	Cemetery – Grounds Maintenance & Pest Control	102.00	17.00
26.05.20	100313	Ian Richards - May	Recreation & Cemetery - Grounds Maintenance & Pest Control, Waste Collection	1,410.00	0
26.05.20	100314	J. Parry-Evans	Personnel - Staff/Salaries/Pension		
26.05.20	100315	Came & Company	Administration - Insurance	1,914.25	0

**(16.6)** **Proposal** to authorise the following invoices for payment using General Power of Competence.  
**Resolved** to authorise the following invoices for payment using General Power of Competence and to note the Councillors that declined to receive an allowance for April-June 2020/21 – Councillors Burrow, Drake, Keeley, Lloyd and Tindall.

Date	Cheque no.	Payee	Budget	Gross £	VAT £
17.06.20	100316	Edge IT Systems Ltd	Cemetery – Records Management System	219.60	43.92
17.06.20	100317	Pied Piper Pest & Wildlife Management	Cemetery – Grounds Maintenance & Pest Control	102.00	17.00
17.06.20	100318	K. Howles	Personnel – Councillors Allowance		
17.06.20	100319	E. Macdonald	Personnel – Councillors Allowance		

17.06.20	100320	J. Parry-Evans	Personnel - Staff/Salaries/Pension		
17.06.20	100320	J. Parry-Evans	Personnel - Staff/Salaries/Pension (mileage expenses)	76.77	0
17.06.20	100321	HMRC	Personnel - Staff/Salaries/Pension	1,697.78	0
17.06.20	100322	W.J. Robinson	Professional fees – Audit & Accountancy fees	157.60	0

- 17.** Proposal to authorise the Payment of Annual Accounts and any other accounting issues:
- (17.1)** Approve the annual accounts for 2019/20.  
**Resolved** to approve the annual accounts for 2019/20.
- (17.2)** Note year end budget variances for 2019/20.  
The year end budget variances for 2019/20 were noted.
- (17.3)** Approve the budget virements in 2020/21 and reserves held.  
**Resolved** to approve the budget virements in 2020/21 and reserves held including the identification of £7,058 and £100 Covid 19 contributions as an earmarked reserve.
- (17.4)** Note statement of insurance  
The Council is in year 1 of a 3 year agreement for insurance provided by Hiscox.  
**Resolved** to note the Council's insurance.
- (17.5)** Agree the payment of recurring expenditure and subscriptions in accordance with the budget:
- Hiscox - insurance
  - SMBC – Christmas lights maintenance, storage and installation
  - Village Hall – room hire
  - External audit – PKF Littlejohn
  - Edge It Systems – finance and cemetery systems
  - HMRC – NI and tax
  - RoSPA - annual play equipment inspections
  - Arden Storage – cemetery and office records
  - OverNight Site Ltd- website hosting and domain name registration
  - Fasthosts - .gov.uk registration
  - Fairways Ltd – Christmas trees
  - Family Care Trust – wooden planter maintenance
  - Information Commissioners Office – registration fee
  - Institute of Cemeteries and Crematoria Management (ICCM)– subscription
  - Warwickshire and West Midlands Association of Local Councils (WALC) and NALC – subscription and membership
  - Society of Local Council Clerks (SLCC) – subscription
- Resolved** to agree the payment of recurring expenditure and subscriptions in accordance with the budget.
- (17.6)** Agree Direct Debits and Standing Orders
- Direct debit
    - Vodafone - phone and internet
    - WaterPlus - cemetery water supply
    - SMBC - cemetery business rates
    - Smart Pension - employee pension
    - ICO – annual registration
  - Standing order
    - R Westwood - office rent
- Resolved** to agree Direct Debits and Standing Orders.
- (17.7)** Agree contracts in place as listed:
- Ian Richards – cemetery (part) and parks grounds maintenance and litter and waste disposal (subject to advising that a grounds maintenance contracts review is taking place)
  - B Ball – Village planting of pavement and railings planters; cemetery (part) grass cutting (subject to advising that a grounds maintenance contracts review is taking place)
  - Pied Piper Pest and Wildlife Management – cemetery mole control
  - Diane Malley – payroll
  - AMS Landscapes – weekly playground inspections and quarterly equipment maintenance
- Resolved** to agree contracts in place as listed above.

**(17.8)** Proposal to note the 2020/21 Councillor's Allowance in line with the Council's Allowances, Expenses and Reimbursement Policy i.e. for elected councillors at the rate confirmed by the 2020/21 schedule of SMBC recommended Parish Basic Allowances. Note: SMBC Cabinet has not yet agreed the recommended levels and therefore the Q1 payment will be made at the SMBC 2019/20 level of £924pa and adjusted in the following quarter.

**Resolved** to note the 2020/21 Councillor's Allowance in line with the Council's Allowances, Expenses and Reimbursement Policy and as detailed above.

**(17.9)** Proposal to note the 2020/21 Chairman's Allowance in line with the Council's Allowances, Expenses and Reimbursement Policy i.e. for an elected Chairman's Allowance to be the 2020/21 recommended maximum Chairman's Allowance set by SMBC based on a precept banding. Note: SMBC Cabinet has not yet agreed the recommended level and therefore will be made at the SMBC 2019/20 level of £1,848 and adjusted in the budget when confirmed for 2020/21.

**Resolved** to note the 2020/21 Chairman's Allowance in line with the Council's Allowances, Expenses and Reimbursement Policy as detailed above.

**18.** Proposal to confirm the council's eligibility to exercise the General Power of Competence:  
Electoral mandate - at least two thirds of the members of the council hold office following uncontested election.

Qualified clerk - the clerk holds CiLCA, an eligible qualification.

**Resolved** to confirm the council's eligibility to exercise the General Power of Competence.

**19.** Accounts and Governance

**(19.1)** 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.

**Resolved** to receive the Internal Audit report, with a correction on page 3 to read 'Balsall' not 'Berkswell'; note the actions raised and sign the accounting statements at Section 1 of the Annual Return.

Assertion 8: Account to be taken of a LEP grant award (SEP Enabling Fund) in the budget for 2020/21 and reported to the next Parish Council meeting.

**(19.2)** Proposal to approve and sign the accounting statements at Section 2 of the Annual Return.

**Resolved** to defer this item to the Parish Council meeting of 17 July 2020. It is noted that in Box 4 'Staff Costs' to be declared £71,000 was to pay an historical pension liability and not related to payments for the current Clerk.

**20. Date and Venue of Next Meeting:**

**Parish Council Meeting**

**Wednesday 15 July 2020, 7.30pm to be held REMOTELY VIA VIDEO CALL**

The meeting finished at 10.00pm.

Andrew Burrow (Chairman) .....

DATE .....