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Balsall Parish Council Meeting

Approved Minutes of Parish Council Meeting held on Wednesday 15 July 2020 at 7.30 pm by video call

Minutes

Present: Councillor Andrew Burrow (Chairman), Councillor Elizabeth Macdonald, Councillor Kay Howles, Councillor Keith Tindall, Councillor Marion Keeley, Councillor Richard Drake, Councillor Richard Lloyd and 7 members of the public.

1. **Public Forum**
There were no comments from members of the public.
2. **Report from Ward Councillors**
Councillor Tony Diccico raised the following:
 - Residents of Hazel Place are wishing to pursue a no right of access to the public through the development. Currently the site is subject to an easement agreed between the land owner and Co-op. There have been incidents of anti-social behaviour which have been reported to the Police and SMBC.
 - Meriden ward councillors met with Aldi last week to discuss a revised planning application which now proposes access from Hallmeadow Road roundabout and the new Park Lane roundabout only. In addition, the revised planning application indicates a revision to site layout to consume less Green Belt land. There may be some possibility to further influence the development prior to the Solihull Local Plan submission in relation to Green Belt impact.
 - The HS2 Environmental Screening application confirms that an EIA is not required although environmental issues regarding traffic and air pollution etc will be considered at the time of the application to SMBC.
3. **Apologies**
There were no apologies.
Ward Councillors Diane Howell and Ken Allsopp indicated they would not be able to attend.
4. **Declarations of Interest**
Councillor Richard Drake declared a non-pecuniary interest in Item 14.5.
5. **Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 17.06.2020.**
Resolved to approve as a correct record the Minutes of the Parish Council Meeting held on 17.06.2020.
6. **Proposal to receive an update on the progress of resolutions of the Parish Council Meetings held on 17.06.2020.**

There were no items to update that were not on the agenda.

7. Proposal to note delegated actions in response to Planning Applications made under minute 10 made 27 March 2020.
Resolved to note delegated actions in response to Planning Applications made under minute 10 made 27 March 2020.
Clerk to comment and revisit the council comments on the previous application for 68 Needlers End Lane and forward any comments directly received by the council by residents to the Councillors. Any further comments from Councillors to be submitted to the Clerk by 26 July 2020.
8. Proposal to undertake a 90-day free trial of Parish Online, a cloud based mapping service accessing a wide range of national mapping sources, and to identify the data sets the Council might use it for e.g. assets, cemetery management, planning applications, leaflet delivery requirements, plans for grounds maintenance contracts.
Resolved to undertake a 90-day free trial of Parish Online, seek a quote for a paid subscription and assess the possible value to the council.
9. Proposal to note the receipt of a SEP Enabling Fund Agreement for £25,000 for the Balsall Common Centre project, consider the project timetable and financial plan.
Resolved to request an extension from Greater Birmingham and Solihull Local Enterprise Partnership to the project timetable of 4 months i.e. a start date of January 2021 and pursue contact with SMBC to develop the project milestones. Councillor Diccio to support this process.
10. Proposal to approve the establishment of a working group to:
 - a. Establish a response to the submission version of the Solihull Plan for consideration by the Council; and
 - b. Where appropriate to co-ordinate the response with Berkswell Parish Council particularly with respect to infrastructure needs of an expanded Balsall Common in order to present a united response to the submission plan for areas of common interest.**Resolved** to establish a Solihull Local Plan Response Working Group comprising Cllrs Tindall, Keeley, Burrow and the Clerk. The Working Group will work on the Solihull Local Plan submission document, which is anticipated to be considered by SMBC Cabinet in September. Consideration of issues for Balsall parish and issues in common with Berkswell parish to be produced. Berkswell Parish Council to be contacted with a view to coming together on the common elements.
11. Proposal to consider and agree how the working group of volunteers reviewing security cameras, lighting etc within Balsall Common centre can proceed.
Resolved to now pursue the group meeting remotely, including possible visits to other parish council's with schemes and contacting the new PCSO for the area.
12. Proposal to receive an update of the SAC meeting of 9 July from Councillor MacDonald.
Resolved to note the verbal update of the SAC meeting of 9 July from Councillor MacDonald.
It was noted that SMBC are part of the Test, Track and Trace pilot for Covid-19 with Coventry and Warwickshire with Alison Mcgrory as lead officer. In the case of an outbreak. Are looking at processes for schools and homes in the case of outbreaks and identifying a Community Champion in parish councils and faith groups. Councillor Andrew Burrow has volunteered to be the Balsall Parish Council champion to provide information to and receive information from SMBC. Training to be provided.
13. Facilities
(13.1) Proposal to receive a verbal report on the work undertaken by Councillors Burrow and Tindall to install one sound deadening capping on a MUGA screen, to note that it was not successful and report on the subsequent contact by the Clerk with the manufacturer.
Resolved to note the verbal report that the work councillors attempted was not possible due to the configuration of the fixings, a report from the manufacturer is pending.

(13.2) Proposal to consider next steps, if any, with respect to actions to reduce the rattling noise from the mesh screens.

Resolved to return the sound deadening capping trims for refund and that further expenditure on the MUGA is not justified. A letter to be sent to the resident concerned explaining that the solution is not practical.

(13.3) Proposal to agree the recommendations of the Cemetery Working Group:

- a. Take measures to create an improved burial ground appearance in line with lawn cemetery principles by issuing revising regulations, identifying graves that have fallen into disrepair that cause grounds maintenance issues, and seeking their repair or removal of fallen kerbs.
- b. Revise fee structure to bring interment costs in line with others in the area.
- c. Establish a natural burial woodland of c 0.45 acres along the eastern edge subject to full Council approval of a budget of £2,000 vired from General Reserve to 200/1 (Cemetery Upgrade). Quotes to be sought for work to plot the burial sites, tree planting sites, regime and land management plan to maximise biodiversity.
- d. Approve a budget of £1,000 vired from General Reserve to 200/5 (Cemetery Stationery) for the creation of marketing material to relaunch the cemetery offer including the promotion of the natural burial area named 'Woodland Edge'

Resolved to agree the recommendations of the Cemetery Working Group and note that the motivation to create a natural burial woodland is to provide a facility for Balsall parish residents only or those on the electoral rolls of St Mary's and St Peter's Churches.

(13.4) Proposal to receive a regular report of cemetery profit and loss.

Resolved to receive a regular report of cemetery profit and loss.

14. Accounts:

(14.1) Proposal to note the Bank Reconciliation for the period 01.06.20 – 30.06.20 and note the bank cash balance.

Resolved to note the Bank Reconciliation for the period 01.06.20 – 30.06.20 and note the bank cash balance of £126,037.61.

(14.2) Proposal to note the Cashbook for June 2020.

Resolved to note the Cashbook for June 2020.

(14.3) Proposal to note the budget variance for Q1 2020/21.

Resolved to note the budget variance for Q1 2020/21.

(14.4) Proposal to approve the list of Regular Payments made using General Power of Competence for July 2020 as listed below.

Resolved to approve the list of Regular Payments made using General Power of Competence for July 2020 as listed below.

Date	SO/DD	Payee	Budget	Gross £	VAT £
01.07.20	SO	R Westwood	Administration – Office rent	635.00	0
05.07.20	DD	Vodafone Ltd	Administration – Telephone, internet	60.99	10.12
07.07.20	DD	Smart Pension	Personnel - Staff/Salaries/Pension	250.31	0

(14.5) 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.

Date	Cheque no.	Payee	Budget	Gross £	VAT £
For information – cheque payment approved 17.06.2020					
15.07.20	100323	Heart of England School	Grants and Donations	5,000	0
For approval -					
15.07.20	100324	ICCM	Administrations/ Subscriptions	95.00	0
15.07.20	100325	B Ball	Cemetery/Grounds Maintenance	640.00	0
15.07.20	100326	Pied Piper Pest & Wildlife Mgt	Cemetery/Grounds Maintenance	102.00	17.00
15.07.20	100327	Ian Richards – June 2020	Recreation & Cemetery/Grounds Maintenance	1,325.00	0
15.07.20	100328	J. Parry-Evans	Personnel salaries & pension		
15.07.20	100328	J. Parry-Evans - reimbursement	Admin/IT/Postage	215.99	0

15. Accounts and Governance

(15.1) Proposal to note the recommended actions in the Council's Internal Audit report for 2019/20.
Resolved to note the comments in the Council's Internal Audit report for 2019/20.

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

16. Proposal to agree the Clerk/RFO salary for 2020/21 at spinal column point 26 (2019/2020) level pro rata whilst noting a budget provision for a 3% 2020/21 pay award which is pending.
Resolved to agree the Clerk/RFO salary for 2020/21 at spinal column point 26 (2019/2020) level pro rata whilst noting a budget provision for a 3% 2020/21 pay award which is pending.

17. Policies and Procedures

(17.1) Proposal to approve an updated Complaints Procedure.

Resolved to amend and approve as circulated with the addition of wording at para 5.1 second sentence to replace 'a special' with read 'an Extraordinary Parish Council'.

(17.2) Proposal to approve an updated Communication Policy.

Resolved to approve amended version as circulated and to add clarity to para 1.11 to indicate that it applies to communications covered by points 1.4 to 1.9.

(17.3) Proposal to outline a process for the Council's remaining Policies and Procedures to be reviewed, added or deleted during 2020/21.

Resolved to review on a rolling basis the council's policies and procedures by bringing a small number to each full Council.

18. Correspondence

(18.1) Knowle United Charity request for trustee nomination.

Resolved to nominate Councillor Richard Lloyd to the Knowle United Charity.

(18.2) Meriden Parish Neighbourhood Development Plan – Submission Draft Consultation Representations should be submitted to Solihull Council, preferably by email to psp@solihull.gov.uk.

Resolved to submit a representation in support of the Plan.

(18.3) SMBC Parish and Town Council Single Point of Contact

Notification from SMBC Communities and Partnerships of changes to contact arrangements following service reshaping across the Communities & Partnerships and Environment & Highways Services.

This item was noted.

(18.4) Heart of England letter response to Council donation made 17 July 2020.

This item was noted.

(18.5) DfT's Transport Decarbonisation Plan invitation to respond to survey and/or take part in Online workshops

This item was noted.

19. Date and Venue of Next Meeting:

Parish Council Meeting

Wednesday 9 September 2020, 7.30pm. The meeting is likely to be via video link.

The meeting finished at 9.55pm.

Andrew Burrow (Chairman)

DATE