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## Balsall Parish Council Meeting

Approved Minutes of Parish Council Meeting held on Wednesday 11 November 2020 at 7.30 pm by video call

### Minutes

**Present:** Councillor Andrew Burrow (Chairman), Councillor Elizabeth Macdonald, Councillor Keith Tindall, Councillor Richard Drake, Councillor Richard Lloyd, Councillor Kay Howles (from 7.35pm), Councillor Marion Keeley (from 7.35pm) and 4 members of the public.

1. Public Forum  
There were no comments from members of the public.
2. Report from Ward Councillors  
There was no items to report not on the agenda.
3. **Apologies**  
Ward Councillor Ken Allsopp indicated he would not be able to attend.
4. Declarations of Interest  
**Councillor Richard Drake declared a non-pecuniary interest in Item 15.6.**
5. **Resolved** to approve as a correct record the Minutes of the Parish Council Meeting held on 09.09.2020 with the correction to item 21 that should read £2,694.
6. **Resolved** to receive an update on the progress of resolutions of the Parish Council Meeting held on 09.09.20.  
**Item 14** cherry tree received from SMBC and planted in Willow Park by FoWP  
**Item 17.1** write to landowners actioned when SLP become s available – to be deferred until SLP has passed examination.  
**Item 17.4** Remembrance event was cancelled as planned however wreaths have been placed at Temple Balsall Cemetery Lychgate and poppy crosses placed on war graves. Thanks were expressed to Cllrs Burrow, Keeley and the Clerk for undertaking this.  
**Item 17.5** Christmas lights will be installed as planned but there will be no public event.  
**Items 21 and 22** Grants as awarded have been distributed and received.  
**Item 27** Planning consultation responses sent on the two government's planning consultations.

7. Proposal to note delegated actions in response to Planning Applications made under minute 10 made 27 March 2020.  
Clerk's report.  
**Resolved** to note delegated actions in response to Planning Applications made under minute 10 made 27 March 2020.
8. **Proposal** to receive a verbal update on progress on the council's Action Plan 2020/21 of 4 strategic projects:
- i. Providing a green burial option in Temple Balsall Cemetery (Clerk)
  - ii. Creating a vision and design for the centre of Balsall Common (Andrew Burrow)
  - iii. Influencing the Solihull Local Plan to ensure residents needs are met (Andrew Burrow):
    - a. Draft report from the working group on areas where the Parish Council might wish to submit comment.
    - b. **Proposal** to request the Chairman call an Extraordinary Parish Council in the next seven days in order to fully consider the Council's consultation on the SMBC SLP submission.  
Report from Solihull Local Plan Response Working Group.
    - c. Note that members of the working group had meet Catesby, the promoters of site allocation 3, at Catesby's request together with Balsall and Berkswell Parish Councillors, and the BCVRA.  
Council to further note the 11 points raised by the representatives summarised in the email dated 21.10.2020 from the Clerk to Catesby after the meeting.
  - iv. Safety and Security improvement measures in Balsall Common centre (Liz Macdonald)
- Resolved** to note the updates provided.  
**Resolved** to call an Extraordinary Parish Council Meeting at 7.00pm on Friday 20 November to consider the Council's consultation on the SMBC SLP submission.
9. Proposal to approve the draft joint agreement for the Balsall and Berkswell Centre Masterplan Project.  
**Resolved** to approve the draft joint agreement for the Balsall and Berkswell Centre Masterplan Project.
10. Proposal to note the report from Councillor Keith Tindall from the Birmingham Airport Consultative Committee meeting of 17 September 2020.  
**Resolved** to note the report from Councillor Keith Tindall from the Birmingham Airport Consultative Committee meeting of 17 September 2020.
11. Proposal to receive a verbal report from Councillor Elizabeth Macdonald from the Solihull Area Committee meeting of 20 October 2020.  
**Resolved** to receive the verbal report from Councillor Elizabeth Macdonald from the Solihull Area Committee meeting of 20 October 2020.
12. Proposal to note that SMBC Highways has given approval via the Chairman for the installation of 6 tree planters in Balsall Common Centre. Councillors Lloyd and Keeley are identifying suitable trees for planting prior to a formal costed proposal being made to this Council and Berkswell Parish Council.  
**Resolved** to note the approval of SMBC for installation of 6 tree planters in Balsall Common Centre, locations, costs and specification details to be agreed as appropriate by Berkswell and Balsall Parish Councils.
13. Proposal to write to SMBC to request that the tarmac footpath connecting residents on Oldwich Lane East, Fen End to the no. 87 bus route and Royal Mail post box, be re-surfaced and the vegetation (long grass, stinging nettles & brambles) cut back from the path.  
**Resolved** to write to SMBC to request that the tarmac footpath connecting residents on Oldwich Lane East, Fen End to the no. 87 bus route and Royal Mail post box, be re-surfaced and the vegetation (long grass, stinging nettles & brambles) cut back from the path. Councillor Marion Keeley to supply the Clerk with a draft and a photograph, cc'd to Cllr Diane Howell.
14. **Facilities**

**(14.1)** Proposal to note the RoSPA 2020 Annual Playground inspections completed and the findings reported.

**Resolved** to note the RoSPA 2020 Annual Playground inspections and authorise the Clerk to undertake the minor repairs and maintenance issues reported up to a value of £1,000 including up to £500 on any single item.

**(14.2)** Proposal to approve seeking quotes for tree works as identified in the completed tree surveys for Temple Balsall Cemetery and Willow Park.

**Resolved** to seeking quotes for tree works as 2 phases (amber and red as phase 1 and green as phase 2) as identified in the completed tree surveys for Temple Balsall Cemetery and Willow Park.

**(14.3)** Proposal to approve additional hours for the Clerk to complete data input for the Epitaph system of memorial data (memorials 1976-1999), data cleanse and resolution of queries following Edge IT data entry, and filing of paper records (interment orders 1995-date and memorial records 1976-1999).

**Resolved** to approve up to an additional 60 hours for the Clerk to complete data input and data cleanse of the Epitaph system.

**(14.4)** Proposal to note the profit and loss account for the cemetery 2020/21.

**Resolved** to note the profit and loss account for the cemetery 2020/21. Direct costs to include Epitaph works including additional Clerk hours.

## 15. Accounts:

**(15.1)** Proposal to note the Bank Reconciliation for the periods 01.09.20 – 30.09.20 and 01.10.20 – 31.10.20 and note the bank cash balance.

**Resolved** to note the Bank Reconciliation for the periods 01.09.20 – 30.09.20 and 01.10.20 – 31.10.20 and note the bank cash balance of £139,849.87.

**(15.2)** Proposal to note the Cashbooks for September and October 2020.

**Resolved** to note the Cashbooks for September and October 2020.

**(15.3)** Proposal to note the Budget Comparison for April – September 2020/21.

**Resolved** to note the Budget Comparison for April – September 2020/21.

**(15.4)** Proposal to approve the list of Regular Payments made using General Power of Competence for September and October 2020 as listed below.

**Resolved** to approve the list of Regular Payments made using General Power of Competence for September and October 2020 as listed below.

Date	SO/DD	Payee	Budget	Gross £	VAT £
01.09.20	SO	R Westwood	Administration – Office rent	635.00	0
04.09.20	DD	Vodafone Ltd	Administration – Telephone, internet	31.58	5.26
30.09.10	DD	Unity Trust Bank	Administration – Bank Charges	18.00	0
01.10.20	SO	R Westwood	Administration – Office rent	635.00	0
13.10.20	DD	Smart Pension Ltd	Staff Salary, Pension & NI	287.03	0
27.10.20	DD	WaterPlus Ltd	Cemetery - Rates	4.81	0

**(15.5)** **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 £
13.10.20	Bullivant Media Ltd Contracts advert (Solihull Observer)	50/50 split Administration – Printing, Stationery & Postage and Street Scene – Village Centre Improvements	290.40	48.40
03.11.20	Viking Direct	Administration – Printing, Stationery & Postage	113.85	18.99
03.11.20	The Poppy Shop	Grants & Donations - Donation	18.94	0

**(15.6)** **Proposal** to note the following invoices for payment using General Power of Competence and under revision to financial regulation 5.4.

**Resolved** to note the following invoices for payment using General Power of Competence and under revision to financial regulation 5.4.

Date	Cheque no.	Payee	Budget	Gross £	VAT £
05.10.20	300001	J. Parry-Evans	Staff Salary, Pension & NI		

05.10.20	300001	J. Parry-Evans	Staff Mileage	78.71	0
05.10.20	300002	R. Drake	Personnel – Councillors Allowance		
05.10.20	300003	K. Howles	Personnel – Councillors Allowance		
05.10.20	300004	R. Lloyd	Personnel – Councillors Allowance		
05.10.20	300005	E. Macdonald	Personnel – Councillors Allowance		
05.10.20	300006	HMRC	Staff Salary, Pension & NI	1,711.75	0
05.10.20	300006	HMRC	Personnel – Councillors Allowance NI	199.60	0
05.10.20	300007	Ian Richards	Recreation – Grounds Maintenance, Litter & Waste Disposal, Maintenance & Repairs	2,290.00	0
05.10.20	300007	Ian Richards	Cemetery – Grounds Maintenance & Waste Disposal	2,265.00	0
05.10.20	300008	Playsafety Ltd	Recreation – Safety Inspections	370.80	61.80
05.10.20	300009	Pied Piper Pest & Wildlife Management	Cemetery – Grounds Maintenance & Pest Control	102.00	17.00
05.10.20	300010	Apex Environmental Ltd	Recreation – Tree Survey & Works	720.00	0
05.10.20	300011	Brownhill Haywood Brown Ltd	Cemetery – Records Management System	1,470.00	245.00
27.10.20	300012	Balsall & Berkswell Football Club	Grants & Donations - Grants	2,694.00	0
27.10.20	300013	Berkswell Voluntary Aided Church Primary School	Grants & Donations - Grants	3,000.00	0
27.10.20	300014	DM Payroll Services Ltd	Personnel – Payroll Administration	76.00	0
27.10.20	300015	J. Parry-Evans	Staff Salary, Pension & NI		
27.10.20	300015	J. Parry-Evans	Reimbursement - Adobe subscription & Solihull Observer contracts advertisement	305.57	1.93
27.10.20	300016	Matta Products	Recreation – Maintenance & Repairs	2,234.40	372.40
27.10.20	300017	Edge IT Systems Ltd	Cemetery – Records Management System	1,008.00	168.00

**(15.7)** Proposal to authorise the following invoices for payment using General Power of Competence. Councillors are asked to assure themselves that the payments listed for approval are for purchases previously approved by the Council or legitimate emergency purchases by the Clerk under Financial Regulations.

**Resolved** to authorise the following invoices for payment using General Power of Competence.

Date	Cheque no.	Payee	Budget	Gross £	VAT £
11.11.20	300018	B Ball	Cemetery – Grounds Maintenance	640.00	0
11.11.20	300018	B Ball	Street Scene – Village planting	125.00	0

- 16.** Proposal to determine the budget and precept setting procedure for the 2021/22 financial year. **Resolved** to establish a working group to establish principles and a draft budget for 2021/22, Councillors Andrew Burrow, Richard Drake and Keith Tindall are nominated. The working group to identify principles and to take account of known and any additional proposals for actions that require a funding for discussion at the Parish Council Meeting in December.
- 17.** Proposal to note the changes to the council's pension scheme provider, Smart Pension, to reduce the annual management charge from 0.75% to 0.30% and to introduce a £1.25 monthly member fee. **Resolved** to note the changes to the council's pension scheme provider, Smart Pension, to reduce the annual management charge from 0.75% to 0.30% and to introduce a £1.25 monthly member fee.
- 18.** Proposal to suspend Financial Regulations 11.1 d and e and Standing Orders 18 iv and v relating to contracts, to allow contract tender submissions to be made digitally during the period of Covid-19 restrictions to 2 December 2020. **Resolved** to suspend Financial Regulations 11.1 d and e and Standing Orders 18 iv and v relating to contracts, to allow contract tender submissions to be made digitally during the period of Covid-19 restrictions to 2 December 2020.
- 19.** Proposal to approve a procedure for internet banking whilst Parish Council is meeting remotely during the Covid restrictions. **Resolved** to approve a procedure for internet banking whilst Parish Council is meeting remotely during the Covid restrictions, draft to be amended to add "following a resolution of the council." to the policy point 3.  
Proposal to insert Financial Regulations 6.9, 6.10 and 6.15 as follows:

‘6.9 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every year.

6.10 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.15 Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.’

**Resolved** to insert Financial Regulations 6.9, 6.10 and 6.15 as above.

**20. Policies and Procedures**

**(20.1)** Proposal to approve Financial Regulations as amended at 11.1 h iii.

**Resolved** to approve Financial Regulations as amended at 11.1 h iii.

**(20.2)** Proposal to review and approve the Grant Making Policy.

**Resolved** to review and approve the Grant Making Policy.

**(20.3)** Proposal to approve the Allowances, Expenses and Reimbursement Policy.

**Resolved** to approve the Allowances, Expenses and Reimbursement Policy.

**21. Correspondence**

**(21.1)** Resident’s email concerning the preservation of oak trees in Balsall Common. The correspondence was noted and the Clerk to respond.

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

**Extraordinary Parish Council Meeting**

**Friday 20 November 2020, 7.00pm via video link.**

**Parish Council Meeting**

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

The meeting finished at 9.20 pm.

Andrew Burrow (Chairman) .....

DATE .....