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## **Balsall Parish Council Meeting**

**Approved Minutes of Parish Council Meeting held on Wednesday 10 February 2021 at  
7.30 pm by video call**

### **Minutes**

**Present:** Councillor Elizabeth Macdonald (Vice-Chair and Chairman of the meeting), Councillor Kay Howles, Councillor Keith Tindall, Councillor Marion Keeley (from 7.45pm), Councillor Richard Drake, Councillor Richard Lloyd and 3 members of the public.

1. Election of Chairman  
Councillor Macdonald agreed as Chairman of the meeting.
2. Meeting handover to new Chairman and signing of declaration of acceptance of office.  
**Resolved** to defer until to the Annual Parish Meeting in May 2020.
3. Public Forum  
There were no comments from the public.
4. Report from Ward Councillors  
There were no Ward Councillors present.
5. Apologies  
There were no apologies.  
Councillor Diane Howell indicated that she would be unable to attend.
6. **Declarations of Interest**  
There were no declarations of interest for items on the agenda.
7. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on 13.01.21 and the Extraordinary Parish Council Meeting held on 29.01.21.  
**Resolved** to approve as a correct record the Minutes of the Parish Council Meeting held on 13.01.21 and the Extraordinary Parish Council Meeting held on 29.01.21.
8. Proposal to receive an update on the progress of resolutions of the Parish Council Meeting held on 13.01.21 and the Extraordinary Parish Council Meeting held on 29.01.21.  
An update was received from the Clerk as follows:

13.01.21 Item 12 - Precept has been submitted to SMBC and in response, confirmation has been provided that the calculations are correct.

13.01.21 Item 9.3 - Regarding the selection of a grounds maintenance contractor subject to satisfactory references – this has now taken place and Fairways Contracting Ltd have been appointed and will start 1 March 2020.

13.01.21 Item 1 Public Forum. Councillor Keith Tindall has spoken to the Head of Food Operations to confirm that Coop have vehicle and pedestrian access between Station Road through Hazel Place to the Coop.

9. Proposal to note delegated actions.

**Resolved** to note delegated actions.

10. Proposal to advertise casual vacancy and if unsuccessful, to seek to co-opt to fill vacancies.

**Resolved** to advertise casual vacancy and if unsuccessful, to seek to co-opt to fill vacancies.

11. Proposal to receive a verbal update on progress on the council's Action Plan 2020/21 of strategic projects:

i. Creating a vision and design for the centre of Balsall Common

Proposal to receive a project update report from the Councillors representing the Parish Council on the Balsall Common Village Centre Working Group.

**Resolved** to acknowledge the report of the Working Group Chair (circulated) as the project update. Urban Silence will produce a further update at the 4th March Working Group meeting.

12. Proposal to write to West Midlands Police Rural Team to request they follow up reports of anti-social behaviour in vehicles, with 'dough-nutting' and 'drifting' at the roundabout near the site of JLR, Fen End. The lanes leading onto this roundabout are regularly used by walkers, horse – riders and cyclists (Designated Cycle Route) and such behaviour poses a threat to the safety of other users.

**Resolved** to write to West Midlands Police Rural Team to report the anti-social behaviour and request a response.

13. Accounts:

**(13.1)** Proposal to note the Bank Reconciliation for the period January 2021 and note the bank cash balance of £136,498.59.

**Resolved** to note the Bank Reconciliation for the period January 2021 and note the bank cash balance of £136,498.59.

**(13.2)** Proposal to note the Cashbook for January 2021.

**Resolved** to note the Cashbook for January 2021.

**(13.3)** Proposal to approve the list of Regular Payments made using General Power of Competence for January 2021 as listed below.

**Resolved** to approve the list of Regular Payments made using General Power of Competence for January 2021 as listed below.

Date	SO/D	Payee	Budget	Gross £	VAT £
04.01.21	SO	R Westwood	Administration/Office rent	635.00	0
06.01.21	DD	Vodafone	Administration/Telephone & Internet	4.17	0

**(13.4)** Proposal to note the following invoices for payment using General Power of Competence.

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

Date	Cheque no./bacs	Payee	Budget	Gross £	VAT £
10.02.21	300032	Birmingham Diocesan Multi-Academy Trust	Grants/Donations	2,800.00	0
10.02.21	bacs	WALC	Personnel/Training (RD, EM & JPE)	102.00	17.00
10.02.21	bacs	Pied Piper Pest & Wildlife Mgt	Cemetery/Grounds maintenance	102.00	17.00
NOTE FOR APPROVAL FOR FOLLOWING TRANSACTION Virement from Admin/Room hire of £300 to Admin/Printing Stationery & postage and £100 to Admin/Office furniture					
10.02.21	bacs	Viking Direct	Administration/Printing, stationery & postage	160.87	65.29 inc.

			Administration/Office furniture	165.48	above
10.02.21	bacs	J Parry-Evans	Staff, salaries, pension		

14. Proposal to nominate a second signatory to the Smart Pension account to replace Andrew Burrow.  
**Resolved** to nominate Councillor Drake as a second signatory for the Smart Pension account to replace Andrew Burrow.
15. Proposal to note the grant of £561 payable in 2021/22 from SMBC as compensation for the additional cost of Local Council Tax Support (LCTS).  
**Resolved** to note the grant of £561 payable in 2021/22 from SMBC as compensation for the additional cost of Local Council Tax Support (LCTS).
16. Proposal to note that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2021-22 is £8.41. This is the amount as a result from increasing the amount of £8.32 for 2020-2021 by the percentage increase in the retail index between September 2019 and September 2020, in accordance with Schedule 12B to the 1972 Act.  
**Resolved** to note that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2021-22 is £8.41.
17. Proposal to receive a verbal report from Councillor Macdonald regarding the SAC meeting held on 14 January 2021.  
The verbal report was received.  
It was noted that the issue of publicising the Balsall Parish NDP Referendum should be resolved at the next Parish Council Meeting 10 March 2020. Cllrs Drake, Tindall and Macdonald together with the Clerk to bring forward proposals for the next meeting.
18. Proposal to recognise with a letter of thanks the Balsall Common Lions, volunteers, the medical team at Balsall Common and Meriden Group Practice and Andrew Burrow as volunteer Covid Champion for the fantastic efforts being made to support the community during the Covid 19 crisis.  
**Resolved** to recognise with a letter of thanks the Balsall Common Lions, volunteers, the medical team at Balsall Common and Meriden Group Practice and Andrew Burrow as volunteer Covid Champion for the fantastic efforts being made to support the community during the Covid 19 crisis. The letters to be personally directed where possible, Cllr Lloyd to assist the Clerk in identifying individuals.
19. Proposal to nominate a replacement trustee for the Lant Charity to replace Sandra Heard.  
**Resolved** that Councillors will consider community individuals that could be approached.
20. Proposal to receive an update on the clerk recruitment process from the Chair of Staffing Committee.  
Councillor Macdonald advised that the panel are to interview candidates on 11 February and the successful candidate will subsequently be invited to a Zoom meeting to meet all Councillors.
21. **Correspondence**  
**(21.1)** Letter from resident concerning dangerous traffic calming road surface on A452.  
Clerk to respond to advise the resident of the Fix My Streets app and to copy to Alison McGrory SMBC and Borough Ward Councillors.  
**(21.2)** Letter of thanks from Lady Katherine Leveson C of E Primary School for grant made.  
The letter was noted.  
**(21.3)** SMBC briefing on the Commonwealth Games. Request to complete a questionnaire and circulate within the local community.  
The correspondence was noted.

**22. Date and Venue of Next Meeting:**  
**Parish Council Meeting**  
**Wednesday 10 March 2021 at 7.45pm. The meeting is likely to be via video link.**

The meeting finished at 8.45pm.

Elizabeth Macdonald (Vice Chair) ..... DATE .....

