



287/289 Kenilworth Road, Balsall Common CV7 7EL

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Annual Parish Council Meeting

Wednesday 5th May 2021 at 7:45 pm to be held by 'zoom'

Join Zoom Meeting:

<https://us02web.zoom.us/j/89544615787?pwd=dWNiK2l1YTlwLzVMsJlYWkx3TVJudz09>

Meeting ID: 895 4461 5787 Passcode: 678123

Councillors are summoned to attend for the purpose of resolving the business to be transacted.

Tracey Carpenter
Clerk & RFO

29th April 2021

AGENDA

1. **Election of Chair**
2. **Meeting handover to new Chair and signing of declaration of acceptance of office.**
To be signed outside of the meeting on this occasion
3. **Election of Vice Chair and signing of declaration of acceptance of office.**
To be signed outside of the meeting on this occasion
4. **Apologies**
5. **Declarations of Interest**
Councillors are reminded of the need to:-
 - Update their register of interests within 28 days
 - To declare any non-pecuniary interests in items on the agenda and their nature. (Councillors may only participate if members of the public are allowed to speak). Councillors may only take part in the matter if a dispensation is granted but cannot vote on the matter.
 - To declare any disclosable pecuniary interests in items on the agenda (Councillors must leave the room for the item in which they have declared a disclosable pecuniary interest, without making representation or voting).
 - To consider any written requests for dispensations under the Code of Conduct.
6. **Proposal** to co-opt to fill vacancies.
(6.1) **Proposal** to accept the co-option of David Slatter as a member of the Council

7. **Proposal** to review annual dispensations granted to Councillors.
Existing dispensations:
Councillor Richard Lloyd - HS2
8. **Proposal** to note the record of Member attendance 2020/21.
9. **Proposal** to approve as a correct record the Minutes of the Parish Council Meeting held on 10 March 2021 and Extraordinary Parish Meetings 31 March 2021, 12th April and 26th April 2021
10. **Proposal** to review delegation arrangements to staffing committee and the Clerk/RFO (SCHEME OF DELEGATION).
11. **Proposal** to appoint members to staffing committee.
12. **Proposal** to review of the terms of reference for staffing committee.
13. **Proposal** to review and adopt the new National Code of Conduct (November 2020)
<https://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020>
14. **Proposal** to appoint representation on external bodies and make arrangements for reporting back – Tree Wardens, Solihull Area Committee, Knowle United Charities, Birmingham Airport Consultative Committee.
15. **Accounts and Governance**
 - (15.1) **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
 - (15.2) **Proposal** to note and minute explanation for precept % variance y/e's 2019 and 2020
 - (15.3) **Proposal** to approve and sign the accounting statements at Section 2 of the Annual Return
16. **Proposal** to review and approve the List of Assets.
17. **Proposal** to review and approve the Risk Assessment document.
18. **Proposal** to authorise the Payment of Annual Accounts and any other accounting issues:
 - (18.1) **Approve** the annual accounts for 2020/21.
 - (18.2) **Note** statement of insurance
The Council is in year 2 of a 3 year agreement for insurance provided by Hiscox.
 - (18.3) **Agree** the payment of recurring expenditure and subscriptions in accordance with the budget:
 - Hiscox – insurance (broker Came & Co.)
 - SMBC – Christmas lights maintenance, storage and installation
 - Village Hall – room hire
 - Bill Robinson – internal audit
 - PKF Littlejohn - External audit
 - Edge It Systems – finance system
 - HMRC – NI and tax
 - RoSPA - annual play equipment inspections
 - Arden Storage – cemetery and office records
 - OverNight Site Ltd- website hosting and domain name 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) – subscription and membership
 - Society of Local Council Clerks (SLCC) – subscription
 - (18.4) **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 May/June
Standing order	G Griffiths – office July onwards, 3 year licence

(18.5) **Agree** Contracts in place as listed:

Fairways Ltd – cemetery and parks grounds maintenance and litter and waste disposal
B Ball – Village planting of pavement and railings planters
Pied Piper Pest and Wildlife Management – cemetery mole control
Diane Malley – payroll
AMS Landscapes – weekly playground inspections and equipment maintenance

(18.6) **Review** of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

(18.7) **Proposal** to agree Chairman’s Allowance.

"In 2020/21 the rates will be at the recommended maximum amount payable based on the 2020/21 schedule of SMBC recommended Parish Basic Allowances and updated annually thereafter. An elected member may choose not to receive all or part of a basic allowance to which they would otherwise be entitled by submitting this request in writing to the Clerk. The allowance is paid quarterly in arrears through the Council’s payroll system" (Allowances Policy 1.1.3)

(18.8) **Proposal** to agree elected Councillor’s Allowance.

"In 2020/21 the rates will be at the recommended maximum amount payable based on the 2020/21 schedule of SMBC recommended Parish Basic Allowances and updated annually thereafter. An elected member may choose not to receive all or part of a basic allowance to which they would otherwise be entitled by submitting this request in writing to the Clerk. The allowance is paid quarterly in arrears through the Council’s payroll system" (Allowances Policy 1.1.3)

19. **Proposal** to establish a working group to review the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21) i.e. FREEDOM OF INFORMATION ACT POLICY AND PROCEDURE, DATA PROTECTION POLICY and MANAGEMENT AND RETENTION OF DOCUMENTS POLICY.

20. **Proposal** to review the Council’s COMMUNICATIONS POLICY.

21. **Proposal** for the staffing committee to review the Council’s employment policies and procedures by October 2021:

TERMS AND CONDITIONS OF EMPLOYMENT
HEALTH AND SAFETY POLICY
PAYROLL POLICY
SICKNESS ABSENCE POLICY
TRAINING AND DEVELOPMENT POLICY
DIGNITY AT WORK & BULLYING AND HARASSMENT POLICY
ALLOWANCES, EXPENSES AND REIMBURSEMENT POLICY
EQUALITY POLICY
GRIEVANCE AND DISCIPLINARY PROCEDURE
MEMBER EMPLOYEE PROTOCOL

22. **Public Forum**

Residents of the parish are invited to make representation, answer questions and give evidence in respect of the business on the agenda.

23. **Proposal** to receive an update on the progress of resolutions of the last meeting.

Balsall Common - 20 mph speed limit

24. **Accounts:**

(24.1) **Proposal** to approve the list of Payments for Approval and regular Payments Made using General Power of Competence for the month of March/April 2021.

Date Paid	SO/DD/ Bacs	Payee	Budget	Gross £	Vat £
01.03.2021	SO	R Westwood	Admin/Office Rent	635.00	-
09.03.2021	DD	Vodafone	Admin/Telephone & internet	19.66	-
10.03.2021	BACS	Pied Piper	August Mole Control	102.00	17.00
10.03.2021	BACS	Viking Direct	Admin/stationery	392.82	65.47
10.03.2021	BACS	J Parry-Evans	February Salary	-	-
11.03.2021	DD	Smart Pension	Staff/salary/pension February	-	-
15.03.2021	BACS	WALC	Personnel/training	102.00	17.00
31.03.2021	DD	Unity Bank	Bank Charges	24.15	-
01.04.2021	SO	R Westwood	Admin/Office Rent	635.00	-
06.04.2021	BACS	J Parry-Evans	March Salary	-	-
08.04.2021	DD	Vodafone	Admin/Telephone/internet	39.93	-
12.04.2021	DD	Smart Pension	Staff/salary/pension March	-	-
16.04.2021	BACS	A Burrow	Q4 (Jan) Cllrs Allowance	-	-
16.04.2021	BACS	J Parry-Evans	Admin/Look Local Leaflets	232.00	22.50
16.04.2021	BACS	WALC	Admin/Annual Subscription	1,083.30	120.80
16.04.2021	BACS	Ove Arup	Admin/Stage two consultancy	6,600.00	1,100.00
16.04.2021	BACS	A Burrow	Apple Trees / Compost	127.92	-
16.04.2021	BACS	Pied Piper	Oct – March Mole Control	510.00	85.00
26.04.2021	BACS	T Carpenter	March/April Salary	-	-
26.04.2021	BACS	J Parry-Evans	April Salary (final)	-	-
26.04.2021	BACS	HMRC	PAYE Jan, Feb, March 2021	2579.65	-

(24.2) **Proposal** to approve the list of Payments for Approval and regular Payments Made using General Power of Competence for the month of May 2021.

Invoice Date	SO/DD/ Bacs	Payee	Budget	Gross	Vat
31.03.21	BACS	Fairways	Cemetery	1360.00	226.67
01.04.21	BACS	ICCM	Administration/subs	95.00	-
13.04.21	DD	Waterplus	Cemetery	24.21	-
12.04.21	BACS	T Carpenter	Reimb NDP Posters zip ties	201.60	31.25
26.05.21	BACS	T Carpenter	May Salary	-	-
12.05.21	DD	Smart Pension	Staff/salary/pension April	-	-
01.05.21	SO	R Westwood	Admin/office rent	635.00	-
14.04.21	BACS	Came & Co.	Admin/insurance (annual)	1970.18	-

(24.3) **Proposal** to apply for a Unity Corporate Multipay Card

(24.4) **Bank Reconciliation**

Proposal to sign off Bank Reconciliation for the period 01.04.21 – 30.04.21

- (24.5) **Proposal** to note the Financial Statements for April 2021.
25. **Correspondence**
(25.1) Residents email with concerns regarding creation of footpath from Willow Park to the adjacent field.
(25.2) Residents email requesting additional CCTV along Kenilworth Road
(25.3) The Great British Spring Clean 2021 has now launched, email received inviting communities to take part
26. **Proposal** to respond to Governments open consultation: Local authority remote meetings: call for evidence <https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence#about-this-consultation>
27. **Proposal** to note report on the progress of the Balsall Common Centre Master Plan Project Report 3 – 22 April 2021
28. **Proposal** to note the report of a meeting with representatives of Catesby Estates concerning proposed Site BC3 Windmill Lane.
29. **Development Control**
(29.1) **Proposal** to note planning applications considered by council
(29.2) **Proposal** to note planning application comments
(29.3) **Proposal** to note planning awaiting decisions
(29.4) **Proposal** to note planning determinations
28. **Date and Venue of Next Meeting:**
Wednesday 9th June 2021 7:45pm venue tbc

Councillors are reminded of their legal duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination and other best practices when making decisions at the Meeting.

The Public and Press are cordially invited to attend

The Right to Record, film and to Broadcast Meetings of the Council, Committees, and Sub-Committees is established following the Local Government and Audit and Accountability Act 2014.

This Council may Photograph, Film or Record or Broadcast Meetings and can Retain, Use or Dispose of such Material in Accordance with its Retention and Disposal Policies. The Council's record is the Definitive Record of the Meeting. The Written Approved Minutes are the Legal Record.

Regulation 4 of the Openness of Local Government Bodies Regulations 2014 has brought Section 40 of the Local Government Audit and Accountability Act into force.
