



295/297 Kenilworth Road, Balsall Common CV7 7EL

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Notice is hereby given of the **Annual Parish Council Meeting**
to be held at **Westlake Room**, Balsall Common Village Hall, 112 Station Road, Balsall Common
CV7 7FF on **Wednesday 13th May 2026 at 7:30 pm**

Councillors are summoned to attend for the purpose of resolving the business to be transacted.
The Public and Press are cordially invited to attend.

Prepared by:

M. Bird

Mary Bird,
Deputy Clerk
8th May 2026

Approved by:

T. Carpenter

Tracey Carpenter,
Clerk & RFO
8th May 2026

AGENDA

- 1. Election of Chair**
- 2. Meeting handover to new Chair and signing of Declaration of Acceptance of Office.**
- 3. Election of Vice Chair and signing of Declaration of Acceptance of Office.**
- 4. Apologies**
Cllr S Kirby
- 5. Acceptance of Apologies**
- 6. 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.
7. **Proposal** to co-opt to fill vacancies.
 8. **Proposal** to approve as a correct record the Minutes of the Parish Council Meeting held on Wednesday 8th April 2026
 9. **Public Forum**
Residents are invited to make representation on items on this agenda and these will be invited by the Chairman immediately before the meeting considers that item.
Residents of the parish are invited to make representation on any issue. The council will respond in one of the following ways:
 - Complaints will be referred to the Clerk for action;
 - Councillor(s) may undertake to follow up the issue;
 - Agree an agenda item for the next meeting
 10. **Proposal** to receive update from Ward Councillors on items of interest
 11. **Proposal** to note the record of Member attendance 2025/26.
 12. **Proposal** to review and adopt Standing Orders, Financial Regulations and the following policies which require review and updates: Biodiversity Policy, Grants Awarding Policy, Complaints Policy and Procedure, Social Media Policy and Payroll Policy.
 13. **Proposal** for Council to note that the Staff Handbook includes Information and Communication Technology and Health and Safety policies covering its staff.
 14. **Proposal** to review and approve delegation arrangements to Staffing Committee, Cemetery Committee and the Clerk/RFO.
 15. **Proposal** to appoint members to Staffing Committee.
 16. **Proposal** to appoint members to Cemetery Committee.
 17. **Proposal** to appoint representatives to external bodies and make arrangements for reporting back – Tree Wardens, Solihull Area Meeting, and Birmingham Airport Consultative Committee.
(17.1) Council to make nominations to the Knowle United Charity.
 18. **Proposal** for Council to consider whether it wishes to make a nomination for appointment as a Trustee to the Lant Charity. Councillors are reminded that any appointment would be as an individual Trustee and not as a representative of the Parish Council.
(18.1) **Proposal** for Council to consider whether this item should remain on future agendas, having regard to the resolution made at the Annual Parish Council Meeting held on 14 May 2025 (Minute/Agenda Item 18 – Lant Charity), namely that nominations to the charity were not considered to be a requirement of the Parish Council.
 19. **Proposal** to note the 2026 asset review undertaken by the Clerk and Deputy Clerk in March 2026
 20. **Proposal to authorise the Payment of Annual Accounts and any other accounting issues:**
(20.1) **Note statement of insurance**
The Council is under a Long-Term Agreement (year 3 of 3) for insurance provided by Hiscox Insurance Company Ltd at a premium of £2,976.31

- (20.2) Agree** the payment of recurring expenditure and subscriptions in accordance with the budget:
- Hiscox – insurance (Broker- Gallagher Insurance)
 - SMBC – Christmas lights maintenance, storage and installation
 - Village Hall – room hire
 - Bill Robinson – internal audit
 - Moore UK - External audit (Year 5 of 5 for 2026/27)
 - Edge It Systems – Finance and Cemetery Software
 - HMRC – NI and tax
 - The Play Inspection Company (via Fairways Contract) Annual Inspection
 - Shemeam- website hosting and domain name registration
 - Fairways Ltd – Christmas trees
 - Information Commissioners Office – registration fee
 - Institute of Cemeteries and Crematoria Management (ICCM) – subscription
 - Warwickshire and West Midlands Association of Local Councils (WALC) and National Association of Local Council (NALC) – subscription and membership
 - Society of Local Council Clerks (SLCC) – subscription
- (20.3) Agree** Direct Debits and Standing Orders
- Direct debits**
- Vodafone - phone and internet
 - WaterPlus - cemetery water supply
 - Smart Pension - employee pension
 - ICO – annual registration
 - Lloyds Bank – Unity Trust Card
 - HMRC – PAYE and NI
- Standing order**
- Conquira (G Griffiths) – office rent
- (20.4) Agree Contracts in place as listed:**
- Fairways Ltd – cemetery and parks grounds maintenance and litter and waste disposal. Weekly playground weekly / annual inspections and equipment maintenance. (Year 1 of 3 2026/27)
 - Vish Gardening Services – Village planting of pavement and railings planters.
 - Pied Piper Pest and Wildlife Management – cemetery mole control
 - DM Payroll Services
 - L Judge-Porter – cemetery works
- (20.5) Review** of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- (20.6) Proposal** to agree the Chairman’s Allowance for 2026/27
- Pending receipt of the updated 2026/27 SMBC recommended Parish Basic Allowances Schedule (BPC Allowances Policy 1.1.4), the allowance shall continue at the current approved rate and shall automatically be amended in line with the updated SMBC schedule once issued. An elected member may choose not to receive all or part of the basic allowance by notifying the Clerk in writing. The allowance is paid quarterly in arrears through the Council’s payroll system.
- (20.7) Proposal** to agree the Elected Councillor Allowance for 2026/27
- Pending receipt of the updated 2026/27 SMBC recommended Parish Basic Allowances Schedule (BPC Allowances Policy 1.1.3), the allowance shall continue at the current approved rate and shall automatically be amended in line with the updated SMBC schedule once issued. An elected member may choose not to receive all or part of the basic allowance by notifying the Clerk in writing. The allowance is paid quarterly in arrears through the Council’s payroll system.

21. Accounts and Governance

- (21.1)** 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 Governance & Accountability Return (AGAR)

(21.2) Proposal to approve and sign the accounting statements at Section 2 of the AGAR

22. Planning Applications

(22.1) Council to consider and agree responses to the following **Planning Applications;**

PL/2026/00626/PNCUDW - Out Building Oakes Farm Balsall Street Balsall Common- Prior notification for change of use from agricultural building into 2 No. dwellings.

PL/2026/00618/PNCEC3 - Daycare Centre 10 Gorton Croft Balsall Common- Prior notification for change of use to convert existing building into 3 No. new dwellings

PL/2026/00574/PPFL- Daycare Centre 10 Gorton Croft Balsall Common- Installation of new window openings

PL/2026/00552/PPFL- Sewage Treatment Works Barston Lane Barston Solihull- Construction of a temporary access off Barston Lane, Balsall, Solihull.

PL/2026/00559/TPO - 29 Speedwell Drive Balsall Common CV7 7AU - 20% crown reduction on cherry tree T1. Remove to ground level pine tree T2. 20% crown reduction on pine tree T3

PL/2026/00683/MINFHO - 83 Station Road Balsall Common CV7 7FN - Two storey side extension to existing dwelling, with associated internal remodelling, roof alterations, and amendments to front, side and rear elevations including new and replacement windows and doors, to provide enlarged ground floor living accommodation and extended first floor bedroom accommodation with en suite facilities.

PL/2026/00132/PIP - Land At Ye Olde Saracens Head Balsall Street Balsall Common - Permission in principle for the development of a single dwelling.

PL/2026/00681/MINFHO - 6 Wootton Green Lane Balsall Common CV7 7EZ - Demolish existing conservatory and erect new ground floor rear extension to form dayroom

(22.2) To note the following **Planning Determinations;**

PL/2025/02379/PPFL Hollybush Farm Holly Lane Balsall Common – APPROVED

PL/2025/02320/MINFHO 4 Drybrooks Close Balsall Common – APPROVED

PL/2026/00232/TPO 12 Alder Lane Balsall Common Solihull - APPROVED

(22.3) **Awaiting Planning decisions;**

PL/2023/00963/PPFL Land off Oxhayes Close, Balsall Common

PL/2023/01520/PPOL Land at Station Road Balsall Common

PL/2025/00642/LBC Cottage Farm Frog Lane Balsall Common

PL/2025/00641/MINFHO Cottage Farm Frog Lane Balsall Common

PL/2025/01003/ADV Roundabout at Junction of Kenilworth Road and Station Road, Roundabout at Junction of Dengate Drive and Chapel Drive; Roundabout at Junction of Kenilworth Road and Hallmeadow Road

PL/2025/01964/PPRM Land At Frog Lane Balsall Common Solihull

PL/2025/01826/PPFL Land At Oakes Farm Balsall Street Balsall Common

PL/2025/02252/PIP Land at Wootton Lane, Balsall Common – Permission in principle for the construction of 6 no. dwellings.

PL/2025/02275/PPOL Land Off Windmill Lane Balsall Common Solihull - Outline planning permission for the development of up to 80 dwellings

PL/2026/00236/MINFHO Burberry Grove Balsall Common Solihull CV7 7RB

PL/2026/00407/PPFL Holly Hill Holly Lane Balsall Common

23. Accounts:

(23.1) **Bank Reconciliation**

To sign off Bank Reconciliation for the period 01.04.26 – 30.04.26

(23.2) **To note** the Cashbook and Reserve Movements reports for April 2026

(23.3) **To approve** the following payments below for the month of April 2026

(23.4) **To propose** to nominate two Councillors to authorise this month's bank payments as per Agenda Item (23.3)

Inv. Date	Inv. No.	Payee	Description	Vat	Gross
25/05/26	Payslip	Tracey Carpenter	Salary	-	-
25/05/26	Payslip	Mary Bird	Salary	-	-
01/05/26	26-05-034	Fairways	Willow, Oakley, Cemetery	279.67	1678.00
29/04/26	26-04-316	Fairways	Cemetery Graves flatten and seed	110.00	660.00
01/05/26	2589	Vish Gardening	Summer Plants	-	1579.50
10/04/26	2537	Vish Gardening	Planters Maintenance	-	88.50
15/04/26	4566	Pied Piper	April Mole Control	17.00	102.00
06/04/26	BCVH-2023-0928	BC Village Hall	Room Hire	-	30.00
01/05/26	BCVH-2023-0939	BC Village Hall	Room & Hall Hire	-	50.00
23/04/26	4410648385	Viking Raja Group	Folders x12	15.38	92.27
01/04/26	1785	WALC	WALC and NALC Subscriptions	144.00	1287.00
23/04/2026	1912	WALC	Procurement Training	16.00	96.00
24/04/2026	2574	Vish Gardening	Planter Maintenance	-	88.50
Pending Invoice		W.J. Robinson	Internal Audit 25/26	-	267.60
Pending Invoice		Gallagher Ins 168304734	01.06.26 - 31.05.27	-	2,992.26

(23.5) Proposal to note Lloyds Bank Card spend (Unity Trust) for the period 01.03.26 - 31.03.26

- * Monthly Fee (dd) £3.00
- * Printer Cupboard £271.14
- * Tesco's (Cleaning Supplies) £18.55
- * Amazon (Padlock for Willow Park) £35.27
- * EUKHOST (Domain Name) £59.99

Total £387.95

(23.6) Proposal to note that the total neighbourhood (Parish) proportion of Community Infrastructure Levy (CIL) funding anticipated from the Aldi store development on Kenilworth Road is £136,896.89. The council is advised that the timing of payment is dependent upon settlement of the levy by the developer and, when received by the charging authority, is typically transferred to the Parish Council in April or October.

24. Proposal for council to note a successful Parish Assembly, which included representation from the new chair of Residents Association, U3a, SMBC Climate Change, Act on Energy, Litter Pickers, The Jubilee Centre, VASA, Balsall Common Lions, The Lant, Parish Councillors from both Balsall and Berkswell Parishes, and members of the public.

25. Proposal for council to agree the Christmas light event date
(25.1) Proposal for Council authorise the Clerk to make arrangements with SMBC

26. Proposal for council to agree to write to SMBC Highways to request:
i) remarking of the double yellow lines in the Library car park
ii) a TRO to cover the Library car park to enable the Traffic Enforcement Team to patrol and issue parking notices to deal with infringements.

27. **Proposal for council** approval of a Small Grant application in the amount of £2000, submitted by St Peter's Church, for replacement chairs in St Peter's Hall for use by community groups.
28. **Proposal for Council** to note that Solihull Council formally approved the Governance Committee recommendation to merge Balsall and Berkswell Parish Councils.
(28.1) Council to authorise the Chair of the Council and Chair of the Staffing Committee to formally consult with the council's staff on the implications of the merger for them.
(28.2) Council to authorise the Staffing Committee to identify what additional resources required to undertake the work to close Balsall Parish Council and create a new Balsall and Berkswell Parish Council.
(28.3) Council to agree to set up a joint Working Group with Berkswell Parish Council to identify the work required to establish the combined Balsall and Berkswell Parish Council by May 2027, reporting progress to each of the councils. The Working Group to liaise with Solihull officers on the work required. Council representatives on the Working Group to be Chair of the Council, Chair of the Staffing Committee and the Clerk.
29. **Proposal for council** to suggest content for Facebook posts for the forthcoming month.
30. **Correspondence**
(30.1) Three members of the public submitted separate emails dated 30/04/26, 04/05/26 and 05/05/26 expressing objections to planning application **PL/2026/00132/PIP** – Land at Ye Olde Saracens Head. The correspondence was circulated to Councillors prior to the meeting.
31. **Date and Venue of Next Meeting:**
Wednesday 10th June 2026 7:30pm
Westlake Room, Balsall Common Village Hall

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 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.
