



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 15th May 2024 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.

Tracey Carpenter
Clerk & RFO
8th May 2024

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**
- 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.**
- 7. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on Wednesday 10th April 2024**

8. 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

9. Proposal to receive update from Ward Councillors on items of interest

10. Proposal to review annual dispensations granted to Councillors.

Existing dispensations:

Councillor Richard Lloyd - HS2

11. Proposal to note the record of Member attendance 2023/24.

12. Proposal to review and adopt Standing Orders, Financial Regulations and all other non-staff policies.

13. Proposal to review and approve delegation arrangements to Staffing Committee, Cemetery Committee and the Clerk/RFO.

14. Proposal to appoint members to Staffing Committee.

15. Proposal to appoint members to Cemetery Committee.

16. Proposal to appoint representation on external bodies and make arrangements for reporting back – Tree Wardens, Solihull Area Meeting, Knowle United Charities, Birmingham Airport Consultative Committee and Lant Charity.

17. Proposal to agree working groups for asset review 24/25

18. Proposal to review and approve the Risk Assessment document.

19. Proposal to authorise the Payment of Annual Accounts and any other accounting issues:

(19.1) Note statement of insurance

The Council is under a continuous cover agreement for insurance provided by Hiscox Ltd at a premium of £2,912.28.

(19.2) 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

Moore UK - External audit

Edge It Systems – finance system

HMRC – NI and tax

RoSPA - annual play equipment inspections

Arden Storage – cemetery and office records

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) –
subscription and membership
Society of Local Council Clerks (SLCC) – subscription

(19.3) Agree Direct Debits and Standing Orders

Direct debits

Vodafone - phone and internet
WaterPlus - cemetery water supply
SMBC - cemetery business rates
Smart Pension - employee pension
ICO – annual registration
Lloyds Bank – Unity Trust Card

Standing order

Conquira (G Griffiths) – office rent

(19.4) 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.

Vish Gardening Services – Village planting of pavement and railings planters.

Pied Piper Pest and Wildlife Management – cemetery mole control

DM Payroll Services

Stephen Hill Memorials – remedial works to risk 1 memorials.

L Judge-Porter – grave tidying and lych gate refurb

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

(19.6) Proposal to agree Chairman’s Allowance £2,500 pa.

In 2024/25 the rates will be at the recommended maximum amount payable based on the 2024/25 schedule of SMBC recommended Parish Basic Allowances (BPC Allowances Policy 1.1.4) 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.

(19.7) Proposal to agree elected Councillor’s Allowance £1,250 pa.

In 2024/25 the rates will be at the recommended maximum amount payable based on the 2024/25 schedule of SMBC recommended Parish Basic Allowances (BPC Allowances Policy 1.1.3) 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.

20. Accounts and Governance

(20.1) 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)

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

21. Planning Applications

(21.1) Council to consider and agree responses to the following **Planning Applications;**
PL/2024/00575/TPO 23 Dengate Drive Balsall Common Solihull CV7 7UL - Reduction of 2.5 to 3m of singular primary lateral limb on mature Oak, protected by TPO/00274 – comments due 1st May extension requested.

PL/2024/00678/PN Telecommunications Mast GBR-SOL0002 Kenilworth Road - The installation of a new sharable 25m lattice mast which is collocated with 1 No. electricity transmission tower approximately 160m to the north, and 1 No. transmission tower

approximately 320m to the north-west. The proposal also includes the installation of 7 No. cabinets, 6 No. antennas on 1 No. headframe, 2 No. 600mm diameter transmission link dishes and ancillary development thereto. The new base station is required due to the existing mast being unsuitable for the necessary upgrade of equipment. Additionally, the proposed mast will future proof the site as it has the capacity to host multiple operators equipment and the ability to host 5G technologies – comments due 13th May extension requested

(21.2) To note the following Planning Determinations;

- PL/2023/01595/PPFL** Land at Hodgetts Lane: Battery energy storage site – **REFUSED**
- PL/2023/02637/MINFHO** Forge House Table Oak Lane Meer End Solihull – **REFUSED**
- PL/2024/00222/MINFHO** 25 Foxes Way Balsall Common CV7 7QU – **APPROVED**
- PL/2024/00340/MINFHO** 114 Kenilworth Road Balsall Common CV77EX **APPROVED**
- PL/2024/00319/MINFHO** Croft Farm Meer End Road Meer End Solihull – **REFUSED**
- PL/2024/00296/TPO** 128 Kenilworth Road Balsall Common CV7 7EX – **APPROVED**
- PL/2024/00490/CLEUD** Elm Farm Meer End Road Meer End - **WITHDRAWN**

(21.3) Awaiting Planning decisions;

- PL/2021/01360/MAJFOT** Land At 722 Kenilworth Road And Land Adjacent To Harper Fields Care Home Balsall Common Solihull – **Awaiting decision**
- PL/2023/01520/PPOL** Land At Station Road Balsall Common - **Awaiting decision**
- PL/2023/02433/PPFL** The Barn at Packwood Poultry – **Awaiting decision**
- PL/2023/02248/PPOL** Land At Frog Lane Balsall Common Solihull – **Awaiting decision**
- PL/2024/00125/MINFHO** 700 Kenilworth Road Balsall Common – **Awaiting decision**
- PL/2024/00165/PPFL** Hollybush Farm Holly Lane Balsall Common – **Awaiting decision**
- PL/2024/00500/PPFL** Oakes Farm Shop Balsall Street – **Awaiting decision**
- PL/2024/00461/MINFHO** 10 Elmwood Close Balsall Common – **Awaiting decision**
- PL/2024/00466/TPO** 7 Chapel Drive Balsall Common CV7 7EQ – **Awaiting decision**
- PL/2024/00527/MINFHO** Balsall Farmhouse Magpie Lane – **Awaiting decision**

22. Accounts:

(22.1) Bank Reconciliation

To sign off Bank Reconciliation for the period

(22.2) To note the Cashbook and Reserve Movements reports for April 2024

(22.3) To note 23/24 y/e % actual against budget

(22.4) To note 23/24 cemetery y/e % actual against budget

(22.5) To approve the following payments below using the General Power of Competence for the month of April 2024

(22.6) To propose to nominate two Councillors to authorise this month’s bank payments as per Agenda Item (22.5)

Inv. Date	Inv. No.	Payee	Description	Vat	Gross
25.05.24	MAY	Tracey Carpenter	Salary	-	-
30.04.24	2024/BPC31	J Parry-Evans	April temp cover	-	750.00
01.04.24	24-04-034b	Fairways	April playground inspections	23.19	139.16
01.04.24	24-03-190	Fairways	Willow Park Hedge Reduction	319.20	1915.20
01.05.24	24-05-034	Fairways	May playground inspections	23.19	139.16
01.05.24	24-05-034	Fairways	Willow, Oakley, Cemetery	240.33	1442.00
01.04.24	792	WALC	WALC & NALC annual subs	123.80	996.80
01.04.24	966	WALC	Legislation Changes - LM	7.00	42.00
14.04.24	1516	Vish Gardening	Planters Maintenance	-	50.00
01.05.24	1536	Vish Gardening	Planters Maintenance	-	50.00

01.05.24	1538	Vish Gardening	Summer planting	-	1405.00
10.05.24	1549	Vish Gardening	Planter watering	-	74.50
12.04.24	3751	Pied Piper	April Mole Control	17.00	102.00
02.05.24	2023-0465	BC Village Hall	Room Hire	-	32.00
24.04.24	QL202038-3	Tracey Carpenter	SLCC CiLCA Assessment	-	12.50
07.05.24	QL202038-4	Tracey Carpenter	SLCC CiLCA Assesment	-	12.50
09.05.24	59555	Tracey Carpenter	REM Cemetery Skip (ACEN)	72.40	434.40
30.04.24	APRIL	L Judge-Porter	Cemetery grave clearance/tidy	-	406.10
30.04.24	Receipts	L Judge-Porter	Lych Gate refurb materials	-	19.98
awaiting	proforma	Gallagher Ins	01.06.24 – 31.05.25	-	2,912.28

(22.7) Proposal to note Lloyds Bank Card spend (Unity Trust) for the period 01.04 - 30.04.24.

- * Monthly Fee (dd) £3
- * Monthly Adobe (dd) £19.97
- * Parish Assembly refreshments £32.05

- 23. Proposal for council** to receive a verbal update from Cllr Slatter regarding the Solihull Area Meeting dated 9th May.
- 24. Proposal to receive** a verbal update from Cllr Slatter regarding the VASA Drivers scheme.
- 25. Proposal for council** to suggest content for Facebook posts for the forthcoming month.
- 26. Proposal for council** to give any updates on the Programme Manager position.
- 27. Proposal to suggest** nominations for the Solihull Civic Honours 2024 which is now up and running the deadline for applications is Friday 7 June 2024
<https://www.solihull.gov.uk/councillors-and-democracy/solihull-civic-honours>
- 28. Proposal for council** to receive a verbal update from Cllr Keeley on Warwick District Council's refusal of Exagen's Holly Lane battery storage facility, which lies on the A452 just inside Warwick's boundary. The battery storage application reference on the W.D.C. planning portal is W/23/1358.
- 29. Proposal to note** Cllr Slatter's attendance to the Investiture of the Mayor of Solihull on Tuesday 14th May 2024.
- 30. Correspondence**
- (30.1) Proposal to note** pre-consultation letter, associated drawings and 5G Explanatory Note for the following site Buy In SOL099 / 28697 WHP Telecoms Ltd
- (30.2) Proposal to note** April litter statistics from the Balsall Common Group of Volunteers
- 31. Date and Venue of Next Meeting:**
Wednesday 12th June 2024 7:30pm
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.
