



295/297 Kenilworth Road, Balsall Common CV7 7EL

Telephone: 01676 535679 (Answering Machine)

Email: clerk@balsallparishcouncil.gov.uk

Web: www.balsallparishcouncil.gov.uk

**Balsall Parish Council Meeting
Wednesday 9th September 2026 @ 7:30pm**

Notice is hereby given of the Balsall Parish Council Meeting to be held at **Westlake Room**, Balsall Common Village Hall, 112 Station Road, Balsall Common CV7 7FF.

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
3rd September 2026

AGENDA

- 1. In Attendance**
- 2. Apologies for absence**
Cllr D Slatter
- 3. Declarations of Interest**
- 4. Minutes Resolution** to approve as a correct record the Minutes of the:
(4.1) Parish Council Meeting held on Wednesday 8th July 2026
(4.2) Council to note Minutes from the Staffing Committee Meeting held 20th August 2026
- 5. 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

6. **Ward Councillors to provide an update on items of interest**

7. **Planning**

(7.1) To respond to the following **Planning Applications**:

PL/2026/01113/MINFDW Out Building Oakes Farm Balsall Street Balsall Common Solihull - Demolition of existing barn with prior notification PL/2026/00626/PNCDW for two dwellings and erection of new dwelling of same height, footprint and volume comments 2nd September, extension requested

PL/2026/01563/TPO 34 Coplow Close Balsall Common Solihull CV7 7PQ - 2 metre reduction to oak tree to growth points on whole crown, 3 metre lift and 20 percent thin of epicormic growth. Comments 22nd September

(7.2) To note the following **Planning determinations**;

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

PL/2026/00583/TPO - 39 Alder Lane Balsall Common Solihull CV7 7DZ – **REFUSED**

PL/2026/01008/MINFHO - 552E Kenilworth Road Balsall Common CV7 7DQ - **APPROVED**

PL/2026/01055/MINFHO - Redwoods 33 Wootton Green Lane Balsall Common – **APPROVED**

(7.3) 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/2025/02275/PPOL Land Off Windmill Lane Balsall Common Solihull - Outline planning permission for the development of up to 80 dwellings - **Council to consider** the document circulated by Cllr E Macdonald and consider whether it wishes to make further objections on this basis.

PL/2026/00132/PIP - Land At Ye Olde Saracens Head Balsall Street Balsall Common

PL/2026/01011/MINFHO - Cottage Farm Frog Lane Balsall Common Solihull

PL/2026/01163/TPO - 23 Dengate Drive Balsall Common Solihull CV7 7UL

PL/2026/01130/MINFHO - 175A Kenilworth Road Balsall Common Solihull CV7 7ES

PL/2026/01350/TPO - 31 Alder Lane Balsall Common Solihull CV7 7DZ – circulated by email to councillors

PL/2026/01390/TPO - 7A Burberry Grove Balsall Common Solihull CV7 7RB – circulated by email to councillors

8. **Accounts** – Council to note payments made since July as no meeting in August. 8th July meeting Agenda Item (8.4), Council nominated Cllr Slatter, Cllr Drake and Cllr Tindall to authorise August payments, Item/Minute 22.1)

Inv. Date	Inv. No.	Payee	Description	Vat	Gross
-----------	----------	-------	-------------	-----	-------

01.07.26	2709	Vish Gardening	Planter Maintenance		88.50
05.07.26	2718	Vish Gardening	Planter Maintenance		88.50
08.07.26	2732	Vish Gardening	Planter Maintenance		88.50
13.07.26	2741	Vish Gardening	Planter Maintenance		88.50
16.07.26	2754	Vish Gardening	Planter Maintenance		88.50
23.07.26	2770	Vish Gardening	Planter Maintenance		88.50
30.07.26	2778	Vish Gardening	Planter Maintenance		88.50
05.08.26	2786	Vish Gardening	Planter Maintenance		88.50
11.08.26	2801	Vish Gardening	Planter Maintenance		88.50
30.07.26	2023-01014	BC Village Hall	Room hire		20.00
15.07.26	4608	Pied Piper	Pest Control	17.00	102.00
17.07.26	0109854	Columbaria	Rose plaque Parrish	16.60	99.60
17.07.26	338612	Moore UK	External Audit	84.00	504.00
23.07.26	26-07-375	Fairways	Fly Tipping Willow Park	44.00	264.00
23.07.26	26-07-321	Fairways	Laurel reduction	175.00	1050.00
01.08.26	26-08-034	Fairways	Grounds Maintenance	279.67	1678.00
29.07.26	5453	DM Payroll	April-Sept processing	21.20	127.20
25.08.26	Payslip	Tracey Carpenter	August salary		-
25.08.26	Payslip	Mary Bird	August salary		-
04.08.26	260907	Shemeam	Annual hosting		193.75

9. Accounts

(9.1) Bank Reconciliation

To sign off Bank Reconciliation for the period 01.08.26 – 31.08.26

(9.2) To note the Cashbook and Reserve Movements reports for August 2026

(9.3) To note the External Audit Report 25/26 along with the Notice of Conclusion of Audit being posted on the website 28th July 2026

(9.4) To approve the following payments below for the month of September 2026

(9.5) To propose to nominate three Councillors to authorise this month's bank payments as per Agenda Item **(9.4)**

Inv. Date	Inv. No.	Payee	Description	Vat	Gross
01.09.26	26-09-034	Fairways	Grounds Maintenance	279.67	1678.00

14.08.26	4624	Pied Piper Pest Management	Pest Control	17.00	102.00
18.08.26	2023	WALC	Job Evaluations	100	600
25.08.26	2817	Vish Gardening Services	Planter Maintenance	-	88.50
25.09.26	Payslip	Tracey Carpenter	Salary and Back pay	-	-
25.09.26	Payslip	Mary Bird	Salary and Back pay	-	-
03.09.26	39622	Edge IT Systems Ltd	Microsoft 365 Annual Fees, Email hosting and licence	154.03	924.19
01.09.26	Q2	Cllr Macdonald	Cllrs Allowance	-	483.85
01.09.26	Q2	Cllr Slatter	Cllrs Allowance	-	385.53
01.09.26	Q2	Cllr Tindall	Cllrs Allowance	-	322.53
01.09.26	Q2	Cllr Lloyd	Cllrs Allowance	-	385.53
01.09.26	Q2	Cllr Keeley	Cllrs Allowance	-	322.53
01.09.26	Q2	Cllr Kirby	Cllrs Allowance	-	385.53
01.09.26	Q2	Cllr Drake	Cllrs Allowance	-	241.93
01.09.26	Grant Applicant	Festival Committee	Picnic in the Park 2027 Approved 08.07.26 Agenda Item. (16)	-	2,000.00
01.09.26	Grant Applicant	Balsall and Berkswell Jubilee Project	Grant towards Table Tennis Table. Approved 08.04.2026 Agenda Item (9)	-	200.00

(9.6) Proposal for Council to note Lloyds Bank Card spend (Unity Trust) paid by direct debit total £25.75

For the period 01.07.26 – 30.07.26

* Monthly Fee £3.00

* Tesco's – Bin Bags £2.75

* ChatGPT Monthly Fee - £20

(9.7) Proposal for Council to note 2nd of 2 Precept Payments of £72,500 to be received from SMBC on 7th September 2026 payment reference 384372

10. **Proposal** for Council to approve the revisions to Section 5 of the Financial Regulations to take account of the Procurement Act 2023 and Procurement Regulations 2024.
11. **Proposal** for Council to consider employing the services of the Warwickshire Conservation Volunteers for 2 to 3 days commencing in Autumn 2026, to undertake grounds maintenance works in Willow Park, at a cost of £100.
12. **Proposal** for Council to review and sign the Dignity at Work Policy
13. **Proposal** for Council to review the quotation for a new bollard at Willow Park, at a cost of £1207.69 +VAT.
14. **Proposal** for Council to receive an update on the working group activities regarding the merger of Balsall and Berkswell Parish Councils.
 - (14.1) **Proposal** for Council to note that the Merger Working Group has agreed that the new council will initially have 3 bank accounts. A Current account (and probably a linked short-term deposit account) with the Unity Trust Bank and 2 Savings accounts (one to hold general reserves and one to hold CIL reserves).
 - (14.2) **Proposal** for Council to agree to the opening of 2 new savings accounts for Balsall PC. One to take the CIL funds we are expecting from Aldi and one to hold the funds currently with Santander. Council to agree a working group of Councillors Macdonald, Wreford and Drake to identify the most suitable savings accounts and working with the Clerk arrange the opening and any funds transfer.
 - (14.3) **Proposal** for Council to consider the draft Investment Policy from the Banking Working Group.
15. **Proposal** for Council to receive a verbal update from Cllr R Drake on various meetings including HS2, BBV, Frog Lane, Windmill Lane and the Public Rights of Way meetings.
16. **Proposal** for Council to agree that Cllr R Drake will draft a brief article including brief updates on the merger, local plan implication and HS2, and will share this for any comments before publication. To avoid complications of authority Cllr R Drake intends to make it clear that this is a personal report from a councillor on both Parish Councils.
17. **Proposal** for Council to decide if any objection to or comments on a nomination for the property known as the Tipperary Inn to be designated as an Asset of Community Value, due by 10th September.
18. **Proposal** for Council to approve the holding of a remembrance event at the Lych Gate, Balsall Cemetery at Temple Balsall on Armistice Day Wednesday 11th November and to contact St Mary's Church and Lady Katherine Leveson School for possible collaboration.
 - (18.1) **Proposal** to confirm Councillor availability to run the service, to lay the wreaths and to place the poppy crosses on graves of those who served.
 - (18.2) **Proposal** to approve the purchase of three wreaths and 10 crosses at a cost of £174.60 plus, postage
 - (18.3) **Proposal** for Council to approve a £100 donation to the Lady Haig Poppy Factory in support of providing employment opportunities for disabled ex-servicemen

19. **Proposal** for Council to note that Temple Balsall Cemetery has been awarded BRAMM Gold Standard in this year's Cemetery of the Year Awards. The competition was open to burial grounds across Great Britain, with only 25% of entries in the Parish, Town and Community Council category achieving Gold Standard.
20. **Proposal** for Council to receive a report from Cllr K Tindall on the recent Birmingham Airport Consultative Committee meeting.
21. **Proposal** for Council to agree to submit the draft response to the SMBC Open Spaces survey circulated by email 21.07.2026.
22. **Proposal** for Council to note that Balsall Common library will be one of three to benefit from Open Plus technology to provide greater flexibility on access - [Open Plus | Solihull Metropolitan Borough Council](#). In addition, SMBC want to offer more services from the libraries and council are asked to suggest which services would be useful for residents (Chair email 20/08 SAM Mtg update).
23. **Proposal** for Council to note that SMBC published the Green Belt Assessment report in July 2026 as part of its work on the Local Plan update; Council to note that the Chair requested the maps show the designated Local Green Spaces as despite being included in the key they were not shown for Balsall parish sites so that they are transparent to potential developers.
24. **Proposal** for Council to note that, following the grant awarded to Lavender Park junior parkrun, the event launched on Sunday 2nd August and has since attracted an average of 62 runners and around 20 volunteers from across the community each week.
25. **Proposal** for Council to suggest content for Facebook posts for the forthcoming month.
26. **Proposal** for Council to review the **correspondence** and determine what if any further action is required:
 - * Email received from a resident, copying in all Councillors, raising concerns regarding planning application PL/2026/00683/MINFHO – 83 Station Road. The Council previously responded with no objections (Annual Parish Council Meeting, 13 May 2026, Minute 22.1).
 - *Email received from a resident and circulated to all Councillors, regarding PL/2025/01964/PPRM Land at Frog Lane.
 - *Email received from a resident circulated to all Councillors regarding concerns of poor postal and parcel facilities in Balsall Common
27. **Date and Venue of Next Meeting**
Wednesday 14th October 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.