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Notice is hereby given of the **Annual Parish Council Meeting**
to be held in **Balsall Common Village Hall**
on **Wednesday 17th May 2023 at 7.30 pm**

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

Tracey Carpenter
Clerk & RFO
26th April 2023

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 12th April 2023**

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 2022/23.

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

13. Proposal to review delegation arrangements to Staffing Committee, Cemetery Committee and the Clerk/RFO (SCHEME OF DELEGATION).

14. Proposal to appoint members to Staffing Committee.

15. 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.

16. Accounts and Governance

(16.1) 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)

(16.2) Proposal to note and minute explanation for precept % variance y/e's 2022 and 2023

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

17. Proposal to agree working groups for asset review:

(17.1) Cemetery Committee – to note asset review of Temple Balsall Cemetery scheduled for 27th June 2023

(17.2) Asset Review Working Group – for all remaining parish council assets

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 in year 1 of a 3yr agreement for insurance provided by Hiscox Ltd at a premium of £2,510.47

(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
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

(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

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
Vish Gardening Services – 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

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

(19.5) Proposal to confirm the council’s eligibility to exercise the general power of competence: Electoral mandate – at least two thirds of the members of the council hold office as a result of being declared elected and has a CiLCA qualified Clerk

(19.6) Proposal to agree Chairman’s Allowance £2,300 pa

In 2023/24 the rates will be at the recommended maximum amount payable based on the 2023/24 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 £1,150 pa

In 2023/24 the rates will be at the recommended maximum amount payable based on the 2023/24 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. Proposal** to nominate two Councillors 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.
- 21. Proposal** for the staffing committee to review and integrate the Council’s employment policies and procedures into a Staff Handbook.
- 22. Accounts:**
- (22.1) Bank Reconciliation**
To sign off Bank Reconciliation for the period 01.04.23 – 30.04.23
- (22.2) To note** the Cashbook and Reserve Movements reports for April 2023
- (22.3) To approve** the following payments below using the General Power of Competence for the month of April 2023
- (22.4) To propose** to nominate two Councillors to authorise this month’s bank payments as per Agenda Item (22.3)

Inv. Date	Inv. No.	Payee	Description	Vat	Gross
25.05.23	May	T Carpenter	Salary	-	-
30.04.23	2023/BPC17	J Parry-Evans	April Temp Clerk	-	1075.00
01.04.23	BPCKT	Keith Tindall	ACC meeting mileage	-	9.00
27.04.23	3500	Pied Piper	April mole control	17.00	102.00
01.05.23	23-05-034	Fairways	Willow Park	60.63	363.80
01.05.23	23-05-034	Fairways	Cemetery	123.80	742.85
01.05.23	23-05-034	Fairways	Oakley Playground	55.89	335.35
01.05.23	1087	Vish Gardening	Summer planting	-	1015.00
02.05.23	1075	Vish Gardening	Watering & Maintenance	-	74.50
12.04.23	1059	Vish Gardening	Spring planter prep	-	580.00
02.05.23	2023-0252	BC Village Hall	Room hire	-	32.00
21.04.23	36889	Edge IT	Email set up GG	6.60	39.60
04.04.23	1523	AMS	06.03 – 27.03 inspections	-	180.00
01.04.23	4589/2023/24	ICCM	Annual subscription	-	95.00
11.05.23	2451129	Viking	Copier Paper	6.27	37.62
11.05.23	Q4 22/23	HMRC	PAYE & NI	-	2379.16
11.05.23	Q3 22/23	HMRC	NI	-	545.24
11.04.23	182	WALC	Annual Subs	126.80	1130.80
11.05.23	400	WALC	CiLCA training	-	225.00
28.04.23	344	WALC	Finance Course SK	6.00	30.00
28.04.23	344	WALC	Good Councillor Guide GG	-	5.00

- 23. Planning Applications**
- (23.1)** Council to consider and agree responses to the following **Planning Applications**;
PL/2023/00830/TPO 5 Ashley Way Balsall Common Solihull CV7 7UP – Comments
 Expiry Date 15th May, extension requested
PL/2023/00682/PPFL Stable Building, Oldwich Lane, East Fen End - Erection of
 replacement stable block, detached barn, and new greenhouse (Resubmission of Planning
 Application PL/2022/00371/PPFL – Comments due by 4th May, extension requested

(23.2) To note the following APPROVED Planning Determinations;

PL/2023/00469/MINFHO 27 Chattaway Drive

PL/2023/00403/MINFHO 5 Gypsy Lane

PL/2023/00206/PPFL Hollybush Farm Holly Lane

PL/2023/00356/MINFHO 141 Balsall Street East

PL/2023/00394/MINFHO 7 Alder Lane

PL/2023/00322/PPFL Blythe House Farm Barston Lane Barston

PL/2023/00521/MINFHO 18 Kelsey Lane

(23.3) Awaiting Planning decisions;

PL/2023/00350/TPO 558 Kenilworth Road – **Awaiting decision**

PL/2023/00013/HS2DIS Land To The North East Of Berkswell Railway Station –
Awaiting decision

PL/2023/00460/ADV Trevallion Stud Wootton Green Lane - **Awaiting Decision**

PL/2023/00607/MINFHO 542 Kenilworth Road Balsall Common Solihull CV7 7DQ –
Awaiting Decision

PL/2023/00637/MINFHO 7 Asbury Road – **Awaiting Decision**

24. **Proposal** to note delegated actions authorised at the Staffing Committee meeting 4th May 2023 regarding Clerk's salary review
25. **Proposal** to note minutes from the Cemetery Committee meeting held on Tuesday 2nd May
26. **Proposal** to approve the felling of ash tree T66 at Temple Balsall Cemetery at a cost of £2,990.00 ex VAT by Fairways Contracting Ltd. The tree was identified on the recent tree survey as requiring felling however excluded from the contract approved by Parish Council on 11 January 2023 Item 9b 3. It has since been confirmed that the tree does lie within the Council's land ownership. The cost reflects the need to use a MEWP (mobile elevating work platform).
27. **Proposal** to note the public consultation on the masterplan for Pheasant Oak Farm, which started on 9th May – 2nd June and the public exhibition on 20th May in Balsall Common Village Hall 1:00pm – 2:00pm
28. **Proposal** to note the April 2023 litter picked up by the Balsall Common Litter Picking Group - 86 green bags of litter including 32 large gas canisters. The overall figures are consistent with monthly collections since October with canisters showing a slight decline.
29. **Proposal** to receive an update from Cllr Macdonald on Exagen – Holly Lane Public Consultation held on 20th April
30. **Proposal** to note that drainage works are planned for Gypsy Lane and Gypsy Close; replacing sections of the main line in Gypsy Lane and connecting the two gullies at the end of Gypsy Close to the new system in the road so they are no longer connected to the soakaway.
31. **Proposal** to note the problem with a broken pipe in Willow Park and action taken by SCH./STW also that a tree from the garden has fallen into the park and others encroaching due to the property being empty for many years.
32. **Proposal** to note that the Chairman represented the council at the Balsall Common Primary School's celebration for the Coronation of King Charles III, 'The King's Bunting'.

- 33. Proposal** to receive verbal feedback from Cllr Macdonald on the April Solihull Area Meeting.
- 34. Correspondence**
(24.1) Balsall Common Lions request for assistance in identifying locations for the planting of trees
- 35. Date and Venue of Next Meeting:**
Wednesday 7th June 2023 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 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.
