

Parish Council of Balsall

Minutes of the Parish Council Meeting held on Wednesday 27th January 2016 at 7.30pm at The Westlake Room, Village Hall, Station Road, Balsall Common

Present

Cllr Will Heard (Chair), Cllr Richard Lloyd, Cllr Marie-Louise Marsden, Cllr Mark Tattum, Cllr Sheila Cooper, Cllr Judy Lea, Cllr Lionel King, Cllr Raymond Ritchie and 0 members of the public

Headings are those set out on the Agenda

1. Apologies

Received and accepted from Cllr Liz Macdonald

2. Declarations of Interest

Pecuniary

Item 9 – Cllr Raymond Ritchie declared a pecuniary interest and was granted dispensation to take part in the matter but not vote

Non-Pecuniary

None

3. To approve as a correct record the Minutes of the Parish Council Meeting on 18th November 2015

Resolved – That the Minutes of the Parish Council Meeting on 18th November 2015 are approved and the Chair signed these as a true and accurate record

4. Matters arising from the Minutes

4.1. **HS2** – Clerk confirmed that the parish Council had appeared before the Select Committee. A full report will be given at item 11 of the agenda

5. Public Forum

No members of the public were present

6. Precept – To receive recommendation of Finance Committee and to agree the Budget for 2016/2017 and set Precept

A verbal report and recommendation were received from the Finance Committee.

RESOLVED – That the Precept for 2015/2016 is set at £97,734.70

RESOLVED – That the Budget for 2015/2016 is approved

7. **Solihull Local Plan Review** – To receive recommendation of Planning Committee and to agree a response to consultation

Cllr Mark Tattum provided a report and provided an update.

RESOLVED – That the responses circulated by Cllr Mark Tattum is approved and submitted to SMBC

8. **West Midlands Combined Authority** – To consider response to consultation on the Proposals in the Scheme – consultation ends 8th February 2016

It was agreed that no action was necessary. Individual Councillors may submit comments if they wished to do so

9. **Website** – to receive an update from Cllr Raymond Ritchie and agree date for going live

Cllr Raymond Ritchie took part in the discussion as he was the only person to provide this information and had the knowledge and expertise in this area. Cllr Raymond Ritchie did not vote on the matter

Cllr Raymond Ritchie provided an update on the website development

RESOLVED – That the Parish Council pays the annual fee of £250 for one year's subscription with Wordpress

RESOLVED – That the Parish Council engages the services of Digital School Services for the creation and development of the website

10. **Local Council Award Scheme** – To agree to take all steps to obtain NALC Local Council Award starting at Foundation Level

It was agreed to postpone this matter to the next meeting so that Cllr Liz Macdonald may address the Parish Council

ACTION – All Councillors to look on the WALC website and familiarise themselves with the Award Scheme

11. **HS2** – To agree to write to Caroline Spelman raising concerns over the scheduling of the Select Committee hearings

An updated was provided by Cllr Richard Lloyd on the events of the day and appearance before the Select Committee. Members were expected to be at the hearing at the very outset but were not heard before 9pm. Members did not return home until well after midnight with Cllr Richard Lloyd not getting back until after 2am the next day

RESOLVED – That the Parish Council sends a letter to Caroline Spelman MP to raise concerns over the scheduling of hearings before the Select Committee

12. Neighbourhood Development Plan

12.1. Update - Area Designation approved by Solihull MBC

Clerk advised that the Area Designation has been formally approved by SMBC

12.2. To agree for Cllr Mark Tattum to become a member of the NDP Committee

Clerk referred to the Terms of Reference and advised that the Committee has reached the maximum number of members. However, there appears to be a contradiction within the Terms of Reference and so this needs to be referred back to the NDP Committee for review and report to the Parish Council.

13. Reports from Representatives & Committee members

13.1. Airport - A report was provided by Cllr Mark Tattum. A detailed update on the matter of the airport will be reported in The Bugle. Cllr Mark Tattum advised that the airport had decided to change the altitude from 3,000ft to 4,000ft on Option 6. This is a huge success for the parish Council

13.2. Planning Committee – No report

13.3. Finance Committee – No report

13.4. Residents Association – No meeting

13.5. Lant Trust – A meeting was held before Christmas when grants were approved to the Church and Almshouses

13.6. Balsall Common Village Hall - New curtains area to be purchased for the hall. The building is very old and a hump has appeared in the floor. A survey is to be undertaken to discover the problem

13.7. Willow Park Working Group – Chair advised that the Group had not yet met

13.8. Parking on Pavements and Verges Working Group – Chair advised that no formal meeting has taken place, however, SMBC have advised that there will be a cost attached to implementing restrictions circa £17,000. The Working Group will meet to consider information from SMBC and report back at the next meeting. Cllr Raymond Ritchie and Cllr Mark Tattum raised concerns over the proposed scheme.

Accounts & Governance

14. **Training** – Update of training events booked by Councillors

ACTION – Clerk to circulate details of upcoming courses to Councillors

15. Accounts

15.1. **PROPOSAL** - To approve list of Orders to be placed and Payments for Approval and Payments Made

RESOLVED – That the list of orders to be placed and payments for approval and payments made are all approved as attached

16. To agree to proceed with the meeting in private session and exclude members of the public and press in accordance with the Public Bodies (Admission of Meetings) Act 1960 s.1(2)
To consider employment matters

17. Date for next meeting – The next Parish Council Meeting shall be the Parish Council meeting to be held on Wednesday 23rd March 2016 at 7.30pm at the Westlake Room, Village Hall, Station Road, Balsall Common

There being no further business the Chair thanked everyone for attending and closed the meeting at 21.10pm

Signed..... Dated.....

Cllr Will Heard

Chair

Balsall Parish Council

Accounts for Payment 27.01.16

For year end 2015/2016

Transac No:	Amount	Cheque Number
50. Cyber Tech Services Ltd (laptop repair and maintenance)	£195.00	003498
51. B D Ball (Cemetery mowing/village planting)	£1,130.00	003499
52. Y A Domestic Services (litter collection – rec parks/Nov)	£200.00	003500
53. Y A Domestic Services (litter collection – Cemetery/Nov)	£50.00	003501
54. Andrew Burrow (NDP Committee expenses/8 th Dec)	£19.20	003502
55. Shoosmiths (HS2 professional fees)	£1,080.00	003503
56. Norwood Press (NDP leaflets)	£31.00	003504
57. Secure-a-Field Ltd (fencing Willow Park)	£6,343.34	003505
58. HMRC (PAYE & NI) Dec	£292.12	003506
59. S.Kauser (NDP leaflets – notice public meeting)	£44.00	003507
60. Arden Self Storage (storage)	£1,080.00	003508
61. Y A Domestic Services (refuse collection/Cemetery-Dec)	£50.00	003509
62. Y A Domestic Services (refuse collection/Cemetery-Dec)	£200.00	003510
63. SMBC (Cemetery – Weed control)	£480.00	003511
64. SMBC (Willow Park – mowing 2015/2016)	£3,877.80	003512
65. SMBC (Oakley park playground inspections 2015/2016)	£1,059.60	003513
66. SMBC (Willow park – playground inspections 2015/2016)	£1,059.60	003514

67. Secure – a –Field Ltd (repair and replace entrance gate –Oakely)	£780.67	003515
68. 2 gee design (website)	£23.10	003516
69. HMRC (PAYE & NI Jan)	£292.12	003517
70. S.Kauser (Expenses HS2 – Select Committee hearing)	£137.40	003518
71. Viking Direct (Stationery)	£176.70	003519

Direct Debits/Standing Orders

72. S.Kauser (salary Dec)		£
73. West Midland Pension Fund contributions (Dec)		£327.63
74. Mainstream Digital (inv 715697 internet 22/11 – 20/02)		£57.56
75. Mainstream Digital (inv 715586 call charges and telephone line rental)		£55.44
76. Mainstream Digital (inv 720294 call charges Dec)	£1.56	
77. Fortress (waste collec Cemetery & rec grounds Jan)	£123.70	
78. S.Kauser (salary Jan)		£
79. West Midland Pension Fund (contributions plus deficit - Jan)	£327.63	
80. Fortress (waste collection Cemetery & rec ground Feb)	£123.70	

Invoices Raised

Cemetery - invoices 13-14		£3,740.00
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Orders Placed

Remove Christmas trees and dispose (Fairways) TBA

Repair gate at Cemetery and widen entrance (Secure-a-field) TBA

Temporary barrier (cemetery) Secure-a field Ltd TBA

Income Received

Cemetery £

Budget Heads	Actual Spend 2013/14	Actual Spend 2014/15	Revised Budget 2015/16	Budget %	Committed 2015/16	Actual Spend 2015/16 to 30 November 2015	Draft Budget 2016/2017
Personnel							
Staffing	21,845.22	21,896.00	25,000.00		8,762.88	16,255.19	
Councillors Allowances	1,575.00	1,663.62	3,150.00		3,150.00	0.00	
Chairmans Allowance	397.00	incl above	397.00		397.00	0.00	
Training	410.00	261.00	1,000.00		300.00	195.00	
Expenses	0.00	58.10	300.00			262.67	
Personnel Sub-total	24,227.22	23,878.72	29,847.00	25.4	12,609.9	16,712.9	40,000.00
Administration							
Off site - Storage (Arden)	1,342.22	1,080.00	1,200.00		1,200.00	0.00	0.00
Insurance	8,528.31	1,565.86	1,600.68			1,600.68	1,600.00
Telephone/postage/IT/Website	1,192.09	640.13	2,000.00			507.08	2,000.00
Office Premises	18,060.00	0.00	9,000.00		9,000.00	0.00	9,000.00
Stationery	708.99	312.41	500.00		87.91	380.25	500.00
Software/hardware	540.00	441.40	600.00		314.38	501.46	600.00

Room hire	70.00	238.00	500.00			84.00	500.00
Subscriptions/Licences	2,065.00	263.00	2,200.00		300.00	2,031.00	2,200.00
General maintenance	0.00	60.00	500.00			518.70	500.00
Office furniture	106.78	423.36	500.00			358.80	500.00
Steering group/Chadwick PC	280.00	1,666.66	0.00			0.00	0.00
Clerk Support	0.00	0.00				485.00	
Admin Sub-total	32,893.39	6,690.82	18,600.68	15.8	10,902.3	6,467.0	17,400.00
Professional Services							
Legal Advice	0.00	1,986.00	5,000.00			3,147.34	5,000.00
Planning Consultants		300	3,000.00			0.00	3,000.00
Audit/Risk Management/ Governance	802.25	785.00	4,000.00		300.00	600.00	2,000.00
Other professionals		2,420.00	4,000.00			0.00	4,000.00
Prof Services Sub-total	802.25	5,491.00	16,000.00	13.6	300.0	22,85	14,000.00
Cemetery							
Grounds Mtc/pest control	10,369.18	6,412.06	10,450.00		3,600.00	8,723.00	10,450.00
Rates	549.94	562.91	750.00		725.00	18.78	750.00
Refuse collection	1,630.74	879.52	1,200.00		570.00	559.13	1,200.00
Furniture	421.29	70.00	1,500.00			112.45	1,500.00
Capital Loan repayment	15,000.00	0.00	0.00		0.00	0.00	2,000.00
Stationery	117.88	0.00	200.00		0.00	0.00	200.00
Storage	0.00	1,403.00	0.00		1,200.00	0.00	1,200.00
General maintenance	0.00	60.00	1,000.00		0.00	0.00	1,000.00
Cemetery sub-total	28,089.03	9,387.49	15,100.00	12.9	6,095.0	8,854.2	18,300.00
							0
Grounds Maintenance	7,087.20	3,581.40	4,000.00		3,581.40	0.00	4,000.00

Safety Inspections	3,638.49	2,774.59	3,000.00		2,775.59	0.00	3,000.00
Repairs and maintenance	335.25	3,158.90	4,000.00		367.68	1,312.00	4,000.00
Litter and waste collection	5,043.50	2,762.97	3,000.00		1,898.71	2,416.00	3,000.00
Major repairs/upgrading equip	0.00	0.00	2,000.00		2,000.00	0.00	2,000.00
Recreation sub-total	16,104.44	12,277.86	16,000.00	13.6	10,623.4	3,728.0	16,000.00
Road Safety & Rights of Way							
Village planting	1,165.00	972.20	1,200.00		600.00	820.00	1,200.00
Xmas	9,570.38	5,266.20	6,000.00		5,266.20	230.00	6,000.00
Bus shelters	466.00	0.00	1,000.00		0.00	240.00	1,000.00
Environment/airport					0.00	1,680.00	2,000.00
RSRoW sub-total	11,201.38	6,238.40	8,200.00	7.0	5,866.2	2,970.0	10,200.00
CCTV							
Annual Maintenance	468.00	0.00	0.00			0.00	
Repairs and Maintenance	979.20	293.48	0.00			0.00	
System upgrade	0.00	0.00	0.00			0.00	
Phone line	385.88	218.74	390.00		385.70	223.99	500.00
CCTV sub-total	1,833.08	512.22	390.00	0.3	385.7	224.0	500.00
Grants							
Football club	1,250.00	0.00				2,000.00	
Jubilee Centre	10,000.00	0.00			0.00	2,040.00	
Library summer activities						140.00	
St Peter's toddler Group						100.00	
Berkswell Scouts						2,000.00	
Library reading scheme	800.00	1,000.00				90.00	
Scouts	1,266.00	215.00				2,075.00	

Berkswell & Balsall Rugby Club						1,900.00	
Royal British Legion						50.00	
Grants sub-total	13,316.00	1,215.00	13,250.00	11.3	0.0	10,395.0	13,250.00
B-B NDP							
					50.0	114.8	
B-B NDP sub-total			5,000.00	4.3	50.0	114.8	5,000.00
Chadwick End Village Hall/Pavilion							
Utilities - Electricity	4,821.24	0.00	0.00				
Utilities - Water	645.72	0.00	0.00				
Repairs and minor maint	1,829.60	0.00	0.00				
Health & Safety	4,025.45	220.87	0.00				
Legal Advice	14,442.00	3,101.00	0.00			17,428.80	
Contingency	0.00	0.00	0.00				
Management costs	447.45	0.00	0.00				
Grounds Maintenance	1,170.00	94.54	0.00				
CE Sub-total	27,381.46	3,416.41	0.00	0.0	0.0	17,248.8	
Total Expenditure	155,848.25	69,107.92	117,387.68	100.00	46,782.45	66,599.85	##### #
Less income	20,027.01		15,100.00				15,000.00
Total	135,821.24		102,287.68		46,782.45	66,599.85	##### #
Allow for contingency							
Expenditure from Reserves							
Pension Deficit			1,000.00			1,000.00	
CCTV new system			23,000.00				

Costs (Chadwick PC)			0.00				
CE Legal Costs			10,000.00			10,000.00	
Reserves Total			34,000.00			23,000.00	