



295/297 Kenilworth Road, Balsall Common CV7 7EL
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Balsall Parish Council Meeting

Wednesday 8th October 2025 @ 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 October 2025

AGENDA

- 1. In Attendance**
- 2. Apologies for absence:**
- 3. Declarations of Interest**
- 4. Minutes Resolution** to approve as a correct record the Minutes of the:
Parish Council Meeting held on Wednesday 10th September 2025
Proposal for Council to note:
Unapproved minutes from the Cemetery Committee meeting held on Tues 16th Sept
- 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/2025/01686/MINFHO The Cottage Meer End Road Meer End Solihull - Erect detached garage and rear single storey extension

PL/2025/01724/MINFHO 65 Balsall Street East Balsall Common Solihull - Two storey front extension, first floor side extension and single storey rear extension

PL/2025/01701/PNCUDW Brook Farm Meer End Road Meer End Solihull – Prior notification for change of use of agricultural building into 1 No. new dwelling.

PL/2025/01608/MINFHO 35 Wootton Green Lane Balsall Common CV7 7EZ - Convert existing pump house/garage into separate 1 bedroom annex dwelling, as additional living area.

PL/2025/01774/MINFHO 4 Kemps Green Road, Balsall Common CV7 7QE - First floor side extension, part garage conversion, and new roof over garage

(7.2) To note the following Planning determinations;

PL/2025/01291/TPO 22 Speedwell Drive Balsall Common – APPROVED

PL/2025/00517/MINFHO 6 Burberry Grove Balsall Common - APPROVED

PL/2025/00792/MINFHO Fen End Farmhouse Fen End Farm – APPROVED

PL/2025/01273/MINFHO 9 Priors Close Balsall – APPROVED

PL/2025/01423/LBC Frogmore, Frogmore Lane Fen End – APPROVED

PL/2025/01291/TPO 22 Speedwell Drive Balsall Common – APPROVED

PL/2025/00517/MINFHO 6 Burberry Grove Balsall Common – APPROVED

PL/2025/00800/MINFHO 1 Hawkswood Drive Balsall Common CV7 7RD

(7.3) Awaiting Planning decisions;

PL/2025/01632/MINFHO 12 Leveson Crescent Balsall Common CV7 7DR

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

PL/2024/02382/PPFL Greenfield Holly Lane Balsall Common Solihull CV7 7EA1

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

PL/2024/02700/MINFHO Meadow Croft Fen End Road Fen End

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

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

PL/2025/00658/PPFL Fen End Farm Oldwich Lane East Fen End

PL/2025/00864/PPFL Summerfield Barn Oldwich Lane East Fen End

PL/2025/01136/PPFL Land Off Foxes Way 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/2025/01492/MINFHO 609 Kenilworth Road Balsall Common CV7 7DT

8. Accounts

(8.1) Bank Reconciliation

To sign off Bank Reconciliation for the period 01.09.25 – 31.09.25

(8.2) To note the Cashbook and Reserve Movements reports for September 2025

(8.3) Proposal to form a Budget & Precept Working Group to prepare a draft 26/27

budget for consideration at December's meeting with approval at January's meeting.

(8.4) Proposal for Council to note Cemetery actual against budget Q1 & Q2

(8.5) Proposal for Council to note Council actual against budget Q1 & Q2

(8.6) To approve the following payments below for the month of October 2025

(8.7) To propose to nominate two Councillors to authorise this month's bank payments as per Agenda Item **(8.6)**

Inv. Date	Inv. No.	Payee	Description	Vat	Gross
17.09.25	4065	Pied Piper	Mole Control May	17.00	102.00
09.09.25	2230	Vish Gardening	Planter maintenance	-	50.00
28.09.25	2263	Vish Gardening	Planter Maintenance	-	50.00
17.09.25	170925	Warks Cons Vol	Willow Park labour 1of3	-	80.00
25.10.25	Payslip	Tracey Carpenter	Salary	-	-
25.10.25	Payslip	Mary Bird	Salary	-	-
11.09.25	38875	Edge IT	Microsoft 265 Annual	144.43	866.59
11.09.25	28865	Edge IT	IT Support Annual	163.20	979.20
01.10.25	25-10-034	Fairways	Willow Park	71.87	431.24
01.10.25	25-10-034	Fairways	Cemetery	130.83	785.00
01.10.25	25-10-034	Fairways	Oakley	68.74	412.45
30.09.25	2023-0787	BC Village Hall	Room Hire	-	32.00
30.09.25	1540	WALC	Agendas & Minutes MB	7.00	35.00
09.09.25	1521	WALC	Clerking 1-2-3 MB	7.00	42.00
23.09.25	1534	WALC	Clerking 1-2-3 MB	7.00	42.00
10.09.25	PAID	BC Festival Committee	Grant Application for Picnic in the Park 2026	-	1,000.00

(8.5) Proposal for Council to note Lloyds Bank Card spend (Unity Trust) paid by direct debit

For the period 01.09.25 – 31.09.25

* Monthly Fee £3.00

(8.6) Proposal for Council to note 2nd precept payment of £56,747.50 received 8th September

9. **Proposal** for Council to note that the WALC AGM is to be held on Wednesday 12th November at 6.00pm by zoom. Cllr Slatter will be in attendance as the Councils nominated representative. Clerk to obtain a copy of the WALC AGM agenda for the council's reference.
10. **Proposal** for Council to note Parish councillors from both Berkswell and Balsall Parish councils together with local Ward Councillors held an informal meeting with the new Leader of Solihull Council, Councillor Karen Grinsell. They had wide-ranging discussions with particular emphasis on local developments and the need for the infrastructure and services to go with it.
11. **Proposal** for Council to approve the holding of a remembrance event at the Lych Gate, Balsall Cemetery at Temple Balsall on Armistice Day Tuesday 11th November and to contact St Mary's Church and Lady Katherine Leveson School for possible collaboration.
 - (11.1) **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.
 - (11.2) **Proposal** to approve the purchase of three wreaths and 10 crosses at a cost of £150.90 plus postage
 - (11.3) **Proposal** for Council to approve a £100 donation to the Lady Haig Poppy Factory in support of providing employment opportunities for disabled ex-servicemen
12. **Proposal** for Council approval to have the Willow Park MUGA professionally re-lined, following recent spray paint markings, to include both basketball and football lines, using Line-Mark.com at a cost of £998 + VAT
13. **Proposal** for Council to approve a grant application from Rev'd Suzy Pearson, St Peter's Church for £1,200 towards the cost of brown tourist information road signs.
14. **Proposal** for Council to grant £500 to support a local charity called Smiling Faces in providing Mental Health Awareness Training
15. **Proposal** for Council to note that in September the Warwickshire Conservation Volunteers spent a day clearing the undergrowth and dead trees at the bottom end of Willow Park, leaving it more open. They are next there working on 5th November. Council to thank the volunteers for their hard work keeping the park looking good.
16. **Proposal** for Council to note the outcome of the Governance Review.
17. **Proposal** for Council to note the outcome of the Hierarchy of Settlements consultation.
18. **Proposal** for Council to note the updated proposed Decluttering Policy to be considered by Cabinet Member for Environment & Planning on 2 October - Solihull Council Report Template. Note comments in para 5.3 of the cover sheet (p26)
19. **Correspondence:**
 - (19.1) **Proposal** for Council to discuss an email received regarding the flags on lighting columns

- (19.2) **Proposal** for Council to discuss an email received and decide if they would like to find out more about Solihull Borough Emergency Planning / Humanitarian Assistance
- (19.3) **Proposal** for Council to note an invitation email received from the mayor and nominate a representative to attend a Remembrance Service at the War Memorial, Solihull on Sunday 9 November 2025
20. **Proposal for Council** to suggest content for Facebook posts for the forthcoming month.
- (20.1) **Proposal** for council to select this month's featured councillor for the 'Spotlight on your Councillors' series on Facebook
21. **Date and Venue of Next Meeting:** Wednesday 12th November 2025 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.