



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 10th September 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
5th September 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:
Annual Parish Council Meeting held on Wednesday 13th August 2025
- 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/2025/01291/TPO 22 Speedwell Drive Balsall Common CV7 7AU - T1 Ash tree
Crown Reduce by 20%, to suitable growth points to maintain the size of tree to the garden and proximity to the house.
PL/2025/01632/MINFHO 12 Leveson Crescent Balsall Common CV7 7DR - Single storey side extension and conversion of garage to bedroom

(7.2) To note the following Planning determinations;

PL/2025/00979/PPFL Balsall Farmhouse Magpie Lane Balsall Common **APPROVED**

PL/2025/01247/MINFHO 175 Needlers End Lane Balsall Common CV7 7AA **APPROVED**

(7.3) Awaiting Planning decisions;

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/2025/00517/MINFHO 6 Burberry Grove Balsall Common CV7 7RB

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/2025/00792/MINFHO Fen End Farmhouse Fen End Farm Oldwich Lane

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

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/2025/01273/MINFHO 9 Priors Close Balsall Common Solihull CV7 7FJ

PL/2025/01492/MINFHO 609 Kenilworth Road Balsall Common Solihull CV7 7DT

PL/2025/01423/LBC Frogmore, Frogmore Lane Fen End Solihull

8. Accounts

(8.1) Bank Reconciliation

To sign off Bank Reconciliation for the period 01.08.25 – 31.08.25

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

(8.3) To approve the following payments below for the month of September 2025

(8.4) To propose to nominate three Councillors to authorise this month's bank payments as per Agenda Item (8.3)

Inv. Date	Inv. No.	Payee	Description	Vat	Gross
15.09.25	4042	Pied Piper	Mole Control May	17.00	102.00
July Inv	2167	Vish Gardening	Underpaid Last Month	-	38.50
04.07.25	2106	Vish Gardening	Planter maintenance	-	88.50
15.08.25	2188	Vish Gardening	Planter maintenance	-	88.50
19.08.25	2189	Vish Gardening	Planter Maintenance	-	88.50
September	Payslip	Tracey Carpenter	Salary	-	-
September	Payslip	Mary Bird	Salary	-	-
September	Payslip	Lance Judge-Porter	Salary – Cemetery Maintenance	-	175.15
01.09.25	0223-07	Village Hall	Room Hire	-	16.00
01.09.25	25-09-34	Fairways	Willow Park	71.87	431.24
01.09.25	25-09-34	Fairways	Cemetery	130.83	785.00
01.09.25	25-09-34	Fairways	Oakley	68.74	412.45
11.08.25	38818	Edge IT	Epitaph Training MB	17.00	102.00
12.08.25	4602	DM Payroll Services	Q1-Q2 Payroll Processing	21.20	127.20
19.08.25	250907	Shemeam	Domain Hosting & Website	-	199.08
19.08.25	38841	Edge IT	Finance/Budget Training MB TC	34.00	204.00
02.09.25	20063	ICCM	Training Convention MB	39.00	234.00
30.09.25	Q2	Elizabeth MacDonald	Chairman's Allowance	-	480.35
30.09.25	Q2	David Slatter	Councillors Allowance	-	383.30
30.09.25	Q2	Marion Keeley	Councillors Allowance	-	320.30

30.09.25	Q2	Richard Drake	Councillors Allowance	-	240.10
30.09.25	Q2	Sara Kirby	Councillors Allowance	-	320.30
30.09.25	Q2	Richard Lloyd	Councillors Allowance	-	383.30
30.09.25	Q2	Keith Tindall	Councillors Allowance	-	240.10
30.09.25	Q2	Kay Howles	Councillors Allowance	-	328.30

(8.5) Proposal for Council to note Lloyds Bank Card spend (Unity Trust) paid by direct debit for the period 01.08.25 – 31.08.25 total £405.57

* Monthly Fee £3.00

* Choir Christmas Selection boxes £318.37

* Stamps £27.20

* Christmas posters £60

9. **Proposal** for Council to note Notification of upcoming HS2 works closing 2 of the routes between Balsall Common and Berkswell just as the schools reopen
10. **Proposal** for Council to acknowledge the successful VJ Day memorial services held at Temple Balsall Lych Gate and Berkswell War Memorial on Friday, 15th August 2025
11. **Proposal** for Council approval of a Small Grant Application of £1,000 requested by the Balsall Common Festival Committee for the 2026 Picnic in the Park event
12. **Proposal** for Council to extend its thanks to BBV and their sub-contractor, Acorn, for the excellent work undertaken at Heart of England School as part of their community investment project. The initiative has transformed an area within the school grounds into a welcoming space where older students can enjoy some quiet time. The project has provided new garden furniture and created an attractive, well-maintained garden area for the school community.
13. **Proposal** for Council to note the nominated councillors forming Oakley Play area working group met on Friday 5th September.
(13.1) Proposal for Council to approve the Oakley Play Area Working Group Terms of Reference
(13.2) Proposal for Council to approve up to £1000 for the Oakley Play Area Working group for residents' surveys to identify preferred play equipment and room hire for future meetings/ consultations.
14. **Proposal** for Council to pay for and take ownership of a replacement defibrillator outside the Village Hall as the existing unit is now unserviceable.
15. **Proposal** for Council to receive a report from Councillor Slatter regarding the Working Together to Tackle Isolation workshop, on Wednesday 3rd September.
16. **Proposal** for Council to write again to the Highway Authority reminding them that (a) their duty under section 130 of the Highways Act is to assert and protect the rights of the public to the use and enjoyment of any highway, which includes the full width of the highway between boundaries; (b) they are required by subsection 6 "to take proper proceedings" when notified by a parish council; (c) while under section 142 of the Act the highway authority may grant a licence for the planting of trees or shrubs, may recoup the costs of doing so, and may impose conditions to ensure safety and convenience, section 141 indicates there should be no planting within 15 feet of the centre of a carriageway, and the Council believes that confining pedestrians to a 1 metre strip adjacent the carriageway is neither safe nor convenient; and (d) the current fence is not easily removable by persons using the highway and therefore is an obstruction.
17. **Proposal** for Council to write to the Highway Authority advising them that a "no public right of way" sign has been displayed on Frogmore Lane, and to enquire whether any access rights have arisen by use over the last 20 years or whether there has been any declaration by the landowner under section 31(6) of the Highways Act.

18. **Proposal** for Council to write to Transport for the West Midlands asking why the timetable for the 87 bus has been changed again without any consultation, and complaining that no information the buses are now running 10 minutes earlier has been published on social media, on the buses, on bus stops, or on the TfWM website and route planner, and is not highlighted on the operator's website as a "route update"
19. **Proposal** for Council to receive a verbal update from Cllr Wreford on HS2 Spring to Life Project
(19.1) Proposal for Council to help publicise and encourage residents support and involvement
20. **Council to note** that the WALC AGM is to be held on Wednesday 12th November at 6.00pm by zoom; this is the same evening as the Balsall Parish Council meeting but there is an interesting guest speaker Jonathan Owen Chief Executive of NALC.
(20.1) Proposal for council to select a councillor to be the council's voting representative.
21. **Proposal for Council** to suggest content for Facebook posts for the forthcoming month.
(21.1) Proposal for council to select this month's featured councillor for the 'Spotlight on your Councillors' series on Facebook
22. **Date and Venue of Next Meeting:** Wednesday 8th October 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.