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Notice is hereby given of the **Annual Parish Council Meeting**
to be held at **Westlake Room**, Balsall Common Village Hall, 112 Station Road, Balsall Common
CV7 7FF on **Wednesday 14th May 2025 at 7:30 pm**

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
9th May 2025

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. Acceptance of Apologies**
- 6. 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.
- 7. Proposal to co-opt to fill vacancies.**
- 8. Proposal to approve as a correct record the Minutes of the Parish Council Meeting held on Wednesday 9th April 2025**

9. 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

10. Proposal to receive update from Ward Councillors on items of interest

11. Proposal to review annual dispensations granted to Councillors.

Existing dispensations:

Councillor Richard Lloyd - HS2

12. Proposal to note the record of Member attendance 2024/25.

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

14. Proposal for all Councillors and staff to read the Anti-Harassment and Bullying Policy, and to sign a declaration confirming their understanding and commitment to comply. The policy was approved at the Staffing Committee meeting held on 24th March 2025

15. Proposal to review and approve delegation arrangements to Staffing Committee, Cemetery Committee and the Clerk/RFO.

16. Proposal to appoint members to Staffing Committee.

17. Proposal to appoint members to Cemetery Committee.

18. 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.

19. Proposal to agree working groups for asset review 25/26

20. Proposal to review and approve the Risk Assessment document.

21. Proposal to authorise the Payment of Annual Accounts and any other accounting issues:

(21.1) Note statement of insurance

The Council is under a Long-Term Agreement (year 2 of 3) for insurance provided by Hiscox Insurance Company Ltd at a premium of £2,976.31

(21.2) 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

Shemeam- website hosting and domain name registration

Fairways Ltd – Christmas trees
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

(21.3) Agree Direct Debits and Standing Orders

Direct debits

Vodafone - phone and internet
WaterPlus - cemetery water supply
Smart Pension - employee pension
ICO – annual registration
Lloyds Bank – Unity Trust Card

Standing order

Conquira (G Griffiths) – office rent

(21.4) Agree Contracts in place as listed:

Fairways Ltd – cemetery and parks grounds maintenance and litter and waste disposal. Weekly playground weekly / annual inspections and equipment maintenance.

Vish Gardening Services – Village planting of pavement and railings planters.

Pied Piper Pest and Wildlife Management – cemetery mole control

DM Payroll Services

L Judge-Porter – cemetery works

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

(21.6) Council to revise the Allowances, expenses and reimbursement policy as follows:

1. section 1.1.2 - replace with "The provision of allowances to the chairman and members is made under the Local Authorities (Members’ Allowances) (England) Regulations 2003 Part 5" - as the Local Government Act 2000 Section 100 has been repealed, and reference to the Local Government Act 1972 Section 15 is unnecessary.

2. section 1.1.3 - replace the first two paragraphs with "At each Annual Meeting, the Council shall set the level of the parish basic allowance payable to meet the expenses of the offices of chairman and members in accordance with the Local Authorities (Members’ Allowances) (England) Regulations 2003 section 25.

Where the parish remuneration panel has made different recommendations for different authorities in accordance with section 29, the duty in section 25 subsection (2) shall be discharged by adopting the recommendation that appears to the Council to be most appropriate for the number of electors represented on average by each member.

3. sections 1.1.4 onwards - delete 1.1.4 as now covered by 1.1.3 and renumber the following sections accordingly.

(21.7) Council to agree the basic allowances payable to meet the expenses of the offices of chairman and members for the financial year 2025/26.

(21.8) Proposal to agree Chairman’s Allowance £3,203 pa.

In 2025/26 the rates will be at the recommended maximum amount payable based on the 2025/26 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.

(21.9) Proposal to agree elected Councillor’s Allowance £1,602 pa.

In 2025/26 the rates will be at the recommended maximum amount payable based on the 2025/26 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.

22. Accounts and Governance

(22.1) 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)

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

23. Planning Applications

(23.1) Council to consider and agree responses to the following **Planning Applications;**
PL/2025/00658/PPFL Fen End Farm Oldwich Lane East Fen End - Conversion and extension of existing agricultural buildings, with partial demolition to form volume offset for 3 No. dwellings – comments due 21st May

PL/2025/00807/MINFHO Blenheim House Meer End Road Meer End - Single storey orangery extension to replace existing conservatory – comments due 16th May

PL/2025/00813/MINFDW 3 Gipsy Lane Balsall Common CV7 7FW - Demolition of existing building and the erection of a new dwelling and outbuilding for incidental use to the main dwelling – comments due 21st May

PL/2025/00864/PPFL Summerfield Barn Oldwich Lane East Fen End - Erection of agricultural building. – comments due 21st May

PL/2025/00792/MINFHO Fen End Farm House Fen End Farm Oldwich Lane East Fen End CV8 1NR - Erect detached garage – comments due 5th May

(23.2) To note the following **Planning Determinations;**

PL/2025/00191/TPO 137 Balsall Street East Balsall Common CV7 7F – APPROVED

PL/2025/00531/PN Fen End Road Fen End Solihull – Prior approval not required

(23.3) 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/2025/00406/PPFL Fen End House, Fen End Road Fen End Solihull

PL/2025/00386/PN Fen End House Fen End Road Fen End Solihull

PL/2025/00274/VAR Meersbrook Meer End Road Meer End Solihull

PL/2025/00588/MINFHO 34 Oakley Fen End Solihull CV8 1QE

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

PL/2025/00631/MINFHO 28 Wootton Green Lane Balsall Common CV7 7EZ

PL/2025/00664/MINFHO 39 Alder Lane Balsall Common CV7 7DZ

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

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

24. Accounts:

(24.1) Bank Reconciliation

To sign off Bank Reconciliation for the period 01.04.25 – 30.04.25

(24.2) To note the Cashbook and Reserve Movements reports for April 2025

(24.3) To note the Internal Audit Report y/e 24/25, to note good practice points and review areas suggested for the council to consider.

(24.4) To approve the following payments below for the month of April 2025

(24.5) To propose to nominate two Councillors to authorise this month's bank payments as per Agenda Item (24.4)

Inv. Date	Inv. No.	Payee	Description	Vat	Gross
25.05.25	Payslip	Tracey Carpenter	Salary	-	-

30.04.25	Payslip	Lance Judge-Porter	Cemetery April hours	-	336.00
14.04.25	Receipt	Lance- Judge-Porter	Screwfix Fence Stain	-	13.49
01.05.25	25-05-034	Fairways	Willow, Oakley, Cemetery	271.44	1628.69
25.04.25	25-04-350	Fairways	Willow Park fly tipping	20.00	100.00
		Fairways	Willow Park bin		
24.04.25	0000828292	Wicksteed	Removal of Bongo panel	60.00	300.00
18.04.25	1966	Vish Gardening	Planters Maintenance	-	88.50
11.04.25	1957	Vish Gardening	Planters Maintenance	-	88.50
16.04.25	3977	Pied Piper	April Mole Control	17.00	102.00
29.04.25	2023-0707	BC Village Hall	Room Hire	-	32.00
28.04.25	5757447	Viking Raja Group	Stationery	23.08	138.46
30.04.25	BPC 005	W.J. Robinson	Internal Audit 24/25	-	267.60
awaiting	proforma	Gallagher Ins 8050620	01.06.25 - 31.05.26	-	2976.31

(24.6) Proposal to note Lloyds Bank Card spend (Unity Trust) for the period 01.04.25 - 30.04.25

- * Monthly Fee (dd) £3.00
 - * Parish Assembly refreshments £33.25
 - * WM Jobs vacancy advertisement £294.00
- Total £330.25

- 25. Proposal for council** to receive a verbal update from Cllr Slatter regarding the Solihull Area Meeting dated 1st May 2025
- 26. Proposal to receive** a verbal update from Cllr Slatter regarding the VASA Drivers scheme.
- 27. Proposal for council** to receive an update from the Community Health and Wellbeing Working Group, and to approve further investigation into activities for young people in collaboration with the SMBC Community Development Team and the Rural Policing Team, as a follow-up to discussions held at the Parish Assembly
- 28. Proposal for council** to suggest content for Facebook posts for the forthcoming month.
(28.1) Proposal for council to select this month's featured councillor for the 'Spotlight on your Councillors' series on Facebook
- 29. Proposal for council** to give any updates on the Programme Manager position
- 30. Proposal for Council** to submit a request to SMBC to review traffic speed along the A4177 Meer End Road, between Eveson Fuels and Berkswell & Balsall Rugby Club
- 31. Proposal for Council** to ask Cllr Lloyd and Cllr Tindall to attend the Balsall Common Beat Surgery (held in the library) on Tuesday 20th May or 17th June to discuss the issue of parking on pavements and ask what the rural police team can do to mitigate the problem
- 32. Proposal for Council** to form a committee to advise the Council how it can use powers under the Highways Act Pt 9 to reduce and deter the obstruction of footways by parked vehicles.
- 33. Proposal** for Council to support the paper produced by the joint Working Group on the requirements the 2 parishes want to see reflected in the draft Solihull Local Plan.
(33.1) Council to approve Clerks submitting the paper to SMBC on behalf of both parish councils and copy to Ward Councillors

34. **Proposal for Council** to support the Balsall and Berkswell Hornets in their quest to improve facilities for their girls' teams to encourage further positive relationships with community organisations.
35. **Proposal for Council** to receive a report on the joint Parish Council and Lady Katherine Leveson Primary School V.E. Day service on Thursday 8th May at St Mary's Church, Temple Balsall
36. **Proposal to note** Cllr Slatter's attendance to the Investiture of the Mayor of Solihull on Tuesday 13th May 2025.
37. **Correspondence**
(37.1) Litter picking stats for April 2025
38. **Date and Venue of Next Meeting:**
Wednesday 11th June 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.
