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Approved Minutes of Annual Parish Council Meeting held on Wednesday 17 May 2017 at 7pm in the Westlake Room, The Village Hall, Station Road, Balsall Common.

Minutes

Present: Councillor Mark Tattum (Chairman), Councillor Judy Lea (Vice Chairman), Councillor Will Heard, Councillor Marie-Louise Marsden, Councillor Sheila Cooper, Councillor Christina O'Sullivan, Councillor Lionel King, Councillor Lee Quinney, Councillor Helen Dean and Councillor Richard Lloyd and 3 members of the Public.

- 1. Election of the Chairman**
RESOLVED that Mark Tattum is elected as Chairman

- 2. Meeting handover to new Chair and signing of declaration of acceptance of office**
Declaration of acceptance of office was duly signed and the Chairman took over the meeting.

- 3. Election of Vice-Chair**
RESOLVED that Councillor Judy Lea is elected as Vice Chair.

- 4. Declarations of Interest**
Councillors were reminded of the need to:-
 - Update their register of interests
 - 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

5. To review annual dispensations granted to Councillors

RESOLVED that dispensations are granted to the following members to take part in the matters set out below but they shall **not** vote as the members have the relevant expertise in the specific matters. Dispensations shall remain valid until the next election.

Councillor Richard Lloyd and Councillor Sheila Cooper - HS2
 Councillor Marie-Louise Marsden – Balsall Common Festival
 Councillor Marie-Louise Marsden – Balsall Common Lions

6. To approve as a correct record the Minutes of the Parish Council Meeting on 12 April 2017 and the Extraordinary Parish Council Meeting on 3 May 2017.

RESOLVED that the following amendment was agreed to the Minutes of the Parish Council meeting of 12 April 2017.

Item 4 add the following:
 We ask for conditions.

Item 15 add the following:
 Governance Review request
 Letter received from Deborah Merry confirmed request was received and would be considered at their April meeting.

RESOLVED that the Minutes of the Parish Council Meeting on 12 April 2017 are approved

RESOLVED that the Minutes of the Extraordinary Parish Council Meeting on 3 May 2017 are approved

The Chairman signed all the minutes as a true and accurate record.

7. Matters Arising

7.1 Councillor Richard Lloyd to advise Clerk on the agreed date for meeting with Transport West Midlands concerning bus stops and shelters in Temple Balsall.

8. Public Forum

A member of the public informed the meeting that the gate on footpath between Station Road and Speedwell Drive had been repaired.

9. To agree Chairman's allowance

RESOLVED that the Chairman's allowance is set in accordance with the Local Authorities Members Allowances Regulations 2003.

Councillor Tattum indicated that he would not be taking the allowance.

10. To review and appoint Members to Committees and outside bodies

Councillor Richard Lloyd to be a representative on the Tree Warden Group, Councillor Sheila Cooper to no longer be a member of Staffing Committee, Knowle United Charities (non-village organisation) to be added. The Lant Charity representation was removed as an outside body requiring representation.

RESOLVED that membership to Committees is as set out in Appendix 1.

11. To review Terms of Reference of Committees, Staffing, Finance and NDP

RESOLVED to agree an amendment to the proposal to add “by the August meeting”

RESOLVED that Committees review their terms of reference and report back to Full Council by the August meeting

12. To review and approve the asset list

The following items are to be added to the Asset List:

Chairman’s chain of office

Cemetery car park surface

Cemetery gates and fence to car park

Cemetery Memorial Wall and hard landscaping (once completed)

Resolved to agree the Asset List at Appendix 2

13. To consider the Risk Assessment for approval

RESOLVED to approve the Risk Assessment at Appendix 3 with the added control of carrying out monument inspections 6 monthly.

14. To delegate to the Finance Committee the role of reviewing the following and to report back to Full Council

Standing Orders and Financial Regulations

Cemetery Fees and Regulations

Annual Playground Inspections

Internal Auditor for 2018

RESOLVED to delegate the role of reviewing the above matters to Finance Committee for review and report back to Full Council by the August meeting.

15. To delegate to the Staffing Committee the role of reviewing the following and to report back to Full Council

Communications policy

Complaints procedure

Re-imburement and expenses policy

RESOLVED to rename the Staffing Committee to Staffing and Communications Committee

RESOLVED to delegate the role of reviewing the above matters to Staffing and Communications Committee and report back to Full Council by the August meeting.

16. Reports from Committees and outside bodies

Councillor Tattum reported back from the Birmingham International Airport Consultative Committee:

- The airport is growing faster than anticipated which creates issues regarding infrastructure. Passengers have grown from 10m to 12.2m in the last 2 years and likely to be at 13.3m by the end of 2017.
- Birmingham is a Schedule 3 airport which means it can guide its own growth where it has capacity. Emirates have reduced from 3 to 2 morning 777 flights. The A380 flights are now twice a day, lunchtime and evening.
- It has 189 live projects running currently including the stop and go parking which despite problems, is hoped to be in place by the 25 May. There will be a free location and a paid one nearer the airport.
- 8 communities – Knowle, Hampton Society, Hampton in Arden PC, Berkswell PC, Balsall PC, Balsall Common Village Residents Association, Barston and Catherine de Barnes RA would like the conditions of the 106 agreement pertaining to Night Time Flight Policy to be implemented by the Airport Company as a priority.
- After the presentation of a joint paper, the airport agreed to set up a task force/working group. This would meet with airport management to understand the new night flights policy and consider again at the ACC August meeting.

Councillor Lloyd pointed out that night flights also caused surface area disturbance.

17. To authorise the payment of Annual Accounts and any other accounting issues

17.1 To appoint Grant Thornton as external auditor – date for submission of documents is 5 June 2017.

RESOLVED to appoint grant Thornton as external auditor

17.2 To receive details of insurance premium from quotes obtained

RESOLVED to accept the three year quotation premium of Zurich

17.3 To agree the payment of recurring expenditure in accordance with the Budget

RESOLVED that the payment of recurring expenditure in accordance with the budget is approved

18. Accounts & Governance

18.1 To receive details of the Annual Return and internal audit report.

The comments from internal audit regarding reporting of the precept were accepted. It was noted that action was already complete with HMRC and compliance with the requirements of the Pensions Regulator was in hand.

- 18.2 To approve the governance statement at Section 1 of the Annual Return.

RESOLVED that the governance statement at Section 1 are approved and the Chairman and Clerk signed the declaration

- 18.3 To approve accounting statements at Section 2 of the Annual Return
Due to accounts information not being confirmed by the bookkeeping service to the council, this item was not dealt with. As soon as this can be completed, and Extraordinary Parish Council meeting will be called to consider and complete.

19. To agree Direct Debits and Standing Orders

Direct Debits	Mainstream – phone and internet Severn Trent – Cemetery water SMBC – Cemetery Business rates
Standing Order	Clerk – salary Mr JP & Mrs P Westwood – office rental WDV Marketing – website

RESOLVED that the direct debits and standing orders as set out above are approved

20. Reconciliations

To sign off bank reconciliations for the period 01.04.17 – 30.04.17

RESOLVED to sign off the bank reconciliations for the above period

21. Licensing Appeal, Shell Garage, Kenilworth Road re PREM 862/16

Proposal: To accept the fee quotation from Wright Hassall to undertake preparatory work and for legal representation at appeal.

RESOLVED to accept the fee proposal from Wright Hassall to undertake preparatory work and for legal representation at appeal should this be pursued following legal advice.

Councillor Lionel King left the meeting at this point.

22. Replacement litter bins at Temple Balsall Cemetery

Proposal: To accept quote for the supply of a replacement litter bin and fitting costs, following the termination of the contract with Fortress.

RESOLVED to accept the quotation for two bin stores at a cost of c£300 each, the supply of two wheelie bins and fitting costs.

23. Willow Park

Proposal: To dispose of the previously fixed picnic table and benches (single unit) that has been removed from the park as a result of vandalism.

RESOLVED to dispose of the picnic bench/table

24. Planning Matters

(24.1) APP/Q4625/W/17/3172552

54 Station Road, Balsall Common

Appeal against the planning decision to refuse permission for the erection of 1 no. dwelling, including access

Resolved to fully support the decision made by SMBC to refuse permission and to ask that the appeal be dismissed.

(24.2) 01027

Storage Yard Wootton Green Lane Balsall Common Solihull

Retention of new equipment, vehicle and machinery store with adjacent storage container and new office/store proposed on top.

Resolved to object on the following grounds:

Site contains a spread of buildings, equipment and waste across the entire area, usage appears to be predominantly building contracting, this and the potential establishment of an office in inappropriate development in the green belt and not in line with the appeal decision in 1997. The development is damaging to the street scene and the amenity of residents.

(24.3) 00886

Storage Yard Wootton Green Lane Balsall Common Solihull

Retention of mobile home in yard for security of machinery and equipment.

Resolved to object on the following grounds:

Site contains a spread of buildings, equipment and waste across the entire area, usage appears to be predominantly building contracting and not in line with the appeal decision in 1997. The application does not demonstrate the need for residential development for a key or rural worker. The development of a mobile home is inappropriate development in the green belt, damaging the the street scene and the amenity of residents.

25. Community Governance Review: Consideration of our request to SMBC Governance Committee on 20th April 2017

Report of meeting

Consider writing to register the council's views on the SMBC Governance Committee process and decision.

RESOLVED to write to SMBC using information from the report to express disappointment at the consideration given by the Governance Committee to the request for a Governance Review and to request that a clear picture be given as to what criteria would need to be met in the future that would trigger a review.

26. Correspondence

RESOLVED to note in the minutes the correspondence read out at meetings. Correspondence had been received from Grant Thornton with regard to the Local Audit (Public Access to Documents) Act 2017 that received royal assent on 27 April 2017. Journalists and citizen journalists now have the right to inspect the accounts of all smaller bodies.

27. Date and Venue of Next Meeting:

Wednesday, 14 June at 7.00pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF

Parish Assembly to be held at 7.30pm Thursday 18th May in the main hall of the Village Hall, Station Road, Balsall Common CV7 7FF

28. CLOSED SESSION to agree terms and conditions of employment of the Clerk and RFO to the Council

Members of the public were asked to leave the meeting.
The Clerk left the meeting.

RESOLVED to amend Standing Orders to confirm that the public has no advance notification or right to attend meetings of Staffing sub-Committee whose decisions under delegated responsibilities, will always concern individual staff members, disclosure of which would be in breach of the obligations of the Council under the Data Protection Act 1988 or be confidential.

RESOLVED that Full Council agrees the Statement of Terms and Conditions of employment for the Clerk/RFO as proposed by the Staffing Committee.

SIGNED Mark Tattum (Chairman) DATE

Balsall Parish Council Committee and outside body representatives

Committees

Committee	Membership
Finance	Councillor Mark Tattum, Councillor Judy Lea, Councillor Will Heard, Councillor Sheila Cooper
Staffing	Councillor Mark Tattum, Councillor Judy Lea, Councillor Marie-Louise Marsden
Neighbourhood Development Plan Committee	Councillor Mark Tattum, Councillor Will Heard, Councillor Christina O’Sullivan, Councillor Helen Dean, Councillor Lee Quinney

Outside Bodies – Village Organisations

The role of the Parish Council representatives on the following outside bodies is a reporting one. Councillors to report back to the Parish Council by way of an agenda item request to the Clerk.

Outside body	Membership
Balsall Common Village Hall	Councillor Judy Lea

Non-Village Organisations

The role of the Parish Council representatives on the following outside bodies is to obtain information, networking and reporting back to the Parish Council by way of an agenda item request to the Clerk.

Non-village organisation	Membership
SMBC Conservation Advisory Committee	Councillor Sheila Cooper
Birmingham International Airport Consultative Committee	Councillor Mark Tattum
Solihull Area Committee	Councillor Mark Tattum
Tree Warden Group	Councillor Richard Lloyd
Knowle United Charities	Councillor Lionel King

Appendix 2

Asset Schedule for Balsall Parish Council as at May 2017

Description	Location of Asset
Buildings	
Wall adjoining Lych Gate	Temple Balsall Cemetery, Temple Lane
Lych Gate war memorial	Temple Balsall Cemetery, Temple Lane
Cemetery car park surface	Temple Balsall Cemetery, Temple Lane
Cemetery gates and fence to car park	Temple Balsall Cemetery, Temple Lane
Memorial wall and hard landscaping	Temple Balsall Cemetery, Temple Lane
Land	
Temple Balsall	
Cemetery and extension	Temple Balsall Cemetery, Temple Lane
Balsall Common	
Willow Park (this includes land on which play area is situated, football field, nature trail and basketball court etc.	Needlers End Lane, Balsall Common
Oakley	
Oakley Park	Oakley, Fen End
Field at Oakley	Oakley, Fen End
Play equipment	
Willow Park	Needlers End Lane, Balsall Common
Rota-Web climber	
See-saw	
Balancing beams	
Slide	
Storm multi play system twister	
Play panel - abacus	
Play panel - clock	
Rocker - double (puppy dog)	
Rotator Bowl	
Swing - Junior 1 Bay 2 seat	
Swing - Toddler 1 Bay 2 seat	
Basketball post	
Play builder project - play area, basketball court and surfacing	
Ground surfaces	

Oakley Park	
Polyethylene double elephant springer 391	
Polyethylene double dinosaur springer 392	
Slide	
RSS mini orbitor	
See Saw	
Climbing frame - dome shaped	
Swing 2 Bay 1 Junior 2 seat and 1 Toddler 2 seat	
2 goal posts	
Ground surfaces in play area	
Furniture at Recreation Grounds	
Willow Park	
Bench in play area	
Litter bin in play area and outside basketball court	
2 x dog waste bins one located outside basketball court and one at the top field	
goal posts	
3 signs with contact details	
Fencing and gates	
Oakley	
1 large sign for play area and no dogs	
1 small sign for play area and no dogs	
1 no alcoholic beverages sign	
2 ownership signs	
1 litter waste bin mounted on wall	
Fencing and gate	
Street Furniture	
Temple Balsall	
Bus shelter	Outside Lady Katherine school
6 timber seats	Temple Balsall Cemetery, Temple Lane
Wooden Bench	Temple Balsall Cemetery, Temple Lane
Notice Board	Temple Balsall Cemetery, Temple Lane
Litter bins	Temple Balsall Cemetery, Temple Lane
Balsall Common	
Defibrillator	outside pharmacy - Station Road
Defibrillator case	outside pharmacy - Station Road
CCTV cameras	various locations on Station Road
CCTV equipment	208 Station Road, Balsall Common
Bus shelter	

Bus shelter	Blacksmiths corner, Balsall Common
Notice Board	Willow Park, Needlers End Lane
Notice Board	Station Road
6 planters	various locations on Station Road
2 planters	Kenilworth Road (outside library)
Railguard planters	roundabout at Station Road
Christmas lights	stored by SMBC
CCTV camera warning signs	various locations on Station Road
Chairman's chain of office	Chairman's home address
3 filing cabinets	Arden Storage, Barston
laptop and 2 printers including cables	287/289 Kenilworth Road, Balsall Common
Office records	Arden Storage, Barston

BALSALL PARISH COUNCIL

Areas where Risk Should be Assessed and Managed (May 2017)

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation’s ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. The approach is to:

- Identify the key risks facing the Council
- Evaluate the impact (degree of severity) the risk would have and evaluate the likelihood of the risk occurring
- Agree measures to avoid, reduce or control the risk or its consequence
- Put in place a process for inspection of assets, process checks, recording and review.

Asset inspection/check sheet – to be undertaken on a six monthly basis.

Independent inspection of playgrounds to be commissioned annually.

It would be recommended that a full reassessment of the Council’s assets is undertaken on a three yearly basis.

Risk Assessment Matrix

Level of Risk	3	5	6
	2	4	5
	1	2	3
	Likelihood		

1-4	Low - Acceptable (No further action, but controls are maintained)
5	Moderate - Adequate (Look to improve at next review)
6	High - Unacceptable (Stop activity and make immediate improvements)

Area	Risk	Level	Likelihood	Control	Residual
Assets	Protection of physical assets	1	2	Property is insured, value increased annually by RPI. Items in office are secured as office is secured and alarmed. Archive files and documents are in secured storage offsite. Financial information for current year is subject to back-up with external hard drive. Regular checks are made by the Parish Council of its assets through regular inspections at recreation grounds and Cemetery. Annual external playground inspections carried out.	
	Security of buildings, equipment	1	1	Alarms on office building. Secure offsite storage has passcode and alarms. Contents insured.	
	Maintenance of buildings and equipment	2	1	Office is maintained by Landlord. Play areas and Cemetery are subject to regular inspections and maintenance.	
Finance	Banking	2	1	Accounts held with high street bank. Insurance cover on bank balances.	
	Risk of consequential loss of income	1	1	Promotion of Cemetery services.	
	Loss of cash through theft or dishonesty	1	1	The Council does not operate petty cash. All payments received are promptly banked. All payments approved at meeting. Receipted invoices issued for Cemetery. If we were to receive any cash it is banked as soon as possible and kept in a secure place at the office in the meantime.	
	Financial controls and records	2	1	Monthly reconciliation prepared by Clerk/RFO. Reconciliations checked by Chair and signed. Regular Finance meetings to report accounts and provide details of income and	

				expenditure. Two signatures on cheques and invoices. Internal and External Audit. Internal Audit undertaken twice yearly.	
	Comply with Customs and Excise Regulations	1	1	VAT claims calculated by external bookkeeper. Internal and external auditor to provide double check.	
	Sound budgeting to underlie annual precept	2	1	Finance Committee and Council set budget in January along with setting of Precept. Regular monitoring of expenditure against budget is undertaken. Expenditure against budget reported to Council.	
	Complying with borrowing restrictions	1	1	No new borrowing likely at present.	
Liability	Risk to third party, property or individuals	3	2	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported. Plays areas and bus shelters checked regularly.	
	Legal liability as consequence of asset ownership (especially burial ground and playgrounds)	3	1	Insurance in place. Burial ground is maintained by contractors who report any matters of concern. Inspection of monuments to be carried out 6 monthly.	
Employer Liability	Comply with Employment Law	2	1	Membership of various national and regional bodies including Employees Organisation. Training for Councillors.	
	Comply with HMRC requirements	1	1	External payroll provider. HMRC paid with paying in slips and recorded. Internal and external auditors carry out annual checks.	
	Safety of Staff and visitors	2	1	Access to Office restricted to Clerk and Councillors. Third party liability insurance in place.	
Legal Liability	Ensuring activities are	3	1	Clerk clarifies legal position on any new proposal. Legal advice to be sought where	

	within legal powers			necessary.	
	Proper and timely reporting via the Minutes	2	1	Council meets every month and receives and approves minutes of meetings held in interim. Minutes made available to press and public via the web site.	
	Proper document control	2	2	Leases and legal documents in Clerk's office. Other data storage to comply with Data Protection Act. Registered with Information Commissioner. Advice on taken where necessary from WALC and SMBC.	
Official's Liability	Legal liability claims from negligent act, error or omission committed in good faith	2	2	Insurance in place to indemnify the Parish Council and protect the Councillor or Clerk from personal liability.	
Councillor Liability	Registers of Interests and gifts and hospitality in place.	2	1	Register of interest completed. Gifts and hospitality register is present at each Council meeting. <i>To be included as an agenda item in May and October.</i>	

This risk management paper was considered by the Council on 17 May 2017 and will be reviewed again in 12 months

May 2017