

Parish Council of Balsall

Minutes of the Parish Council Meeting held on Wednesday 4th March 2015 at 7.30pm at The Westlake Room, Village Hall, Station Road, Balsall Common

Present

Cllr Raymond Ritchie (Chair), Cllr Elizabeth Macdonald, Cllr Marie-Louise Marsden, Cllr Judy Lea, Cllr Douglas Money and 6 members of the public to include Sheila Cooper, Will Heard, Lionel King and Cllr David Bell

Headings are those set out on the Agenda

1. Apologies

Cllr Richard Lloyd and Cllr Peter Lea

2. Declarations of Interest

None

3. To approve as a correct record the Minutes of the Parish Council Meeting on Wednesday 14th January 2015

Resolved that the Minutes of the Parish Council meeting on 14th January 2015 are approved as a correct record and the Chair signed the Minutes

4. Matters arising from the Minutes

Clerk confirmed that SMBC had been notified of the awkward camber in the pavement on Station Road. Clerk is informed that this will be investigated. Clerk advised that a letter had been sent to the Planning department raising concern over the library car park following the development. A response has been received to advise that this will be monitored. Clerk has contacted Library services to provide an article for the Bugle. Clerk understands that this has been done. Clerk advised that a letter has been sent to the Police raising concern over the lack of officers at the Police Shop. A new team is now located at the Police shop and we can expect another PCSO.

5. Co-option – To consider co-option forms received from applicants and appoint any co-opted members

RESOLVED – That Sheila Cooper, Lionel King and Will Heard are co-opted onto the Parish Council

5.1. Acceptance of office and Code of Conduct to be signed by co-opted Councillors

The newly appointed co-opted members signed the declaration of acceptance of office and Code of Conduct. They took up position as members and participated in the rest of the meeting

5.2. To appoint Co-opted members to Committees and outside bodies

RESOLVED – That Sheila Cooper and Lionel King are appointed as members of the Planning Committee and Will Heard is appointed as a member of the Finance Committee

Lionel King is appointed as representative for the Parish Council on the Knowle Boards of Charities

Will Heard is appointed as member of the Neighbourhood Plan Steering Group

6. **Public Forum**

No comments were raised by members of the public

7. **Correspondence**

7.1. Letter from Post Office to advise of modernisation of Post Office at Station Road

7.2. Letter from the Oil Buying Club

7.3. Letter from British Legion sending thanks for donation

7.4. Letter from SMBC acknowledging Parish Council request for reinstatement of car park behind library

7.5. E-mail regarding Willow Park

7.6. Letter from Internal Auditor providing details of services and documents required

Clerk read out the correspondence at the meeting.

ACTION – Clerk to invite oil buying club to meeting.

8. **HS2**

8.1. Update

It was confirmed that there was nothing to report. It was agreed to take this item off the agenda until there was anything to report

9. **Traffic concerns in Village** – Report back following meeting with Chief Executive of SMBC – Cllr Liz Macdonald

Cllr Liz Macdonald advised that she attended the meeting with Nick Page, Chief Executive of SMBC. Also in attendance were Bruce Brant, (Neighbourhood Co-ordinator) Kath Hemmings, Paul Tovey (Highways) and Cllr David Bell along with Keith Tindal and Will Heard and others.

The meeting was useful and Nick Page appreciated some of the issues facing the village. In particular, the signage on the roundabout was noted, car parking, the library car park and a number of other matters. The approach to the village and increased amount of litter was noted and this is to be addressed by SMBC. An action list has been agreed and we will be having a follow up meeting on 27th March. The principles of having a joint Neighbourhood Development Plan have been agreed between the parishes.

10. **Willow Park** –Update from Working Group – Cllr Judy Lea

Cllr Judy Lea advised that she visited Willow Park with Cllr Marie-Louise Marsden. It was noted that the picnic bench needs to be rubbed down and stained. The swing has been repaired. The nature area requires attention as it is boggy and not accessible. Some firm material needs to be laid to walk upon. There are weeds coming through the rubber matting. The trampoline was vandalised. The trampoline was always waterlogged and it seems that a replacement would not be effective.

Cllr Judy Lea will continue with the working group and provide a further report

RESOLVED – That the trampoline is removed and area filled in

11. **Library** – To consider proposals to increase participation

Clerk advised that she is meeting with the Library Manager to discuss options to increase participation. It was agreed that book vouchers was a good incentive for children.

ACTION – Clerk to report back at the next meeting outcome of meeting with Library Manager

12. **Grant Application Form** – To consider Grant application Form and agree referral of the application for a grant by the Jubilee Committee to Finance Committee

The application had been circulated to Councillors. Concerns were raised as to funding provided in previous years and the fact that the money has not been spent but placed into reserves. It was not provided on this basis.

RESOLVED – That the application is referred to the Finance Committee for detailed review and consideration and recommendation to the parish council

13. Grant Application Form – Balsall&Berkswell Football Club

Clerk advised that this application has not been received.

RESOLVED - That if the application is received, it is referred to the Finance Committee for review and recommendation to the Parish Council

14. Balsall Common Festival/Fete- Request for financial support from Parish Council

Cllr Marie-Louise Marsden is a member of the Committee for the Village Fete. The Parish Council is requested to provide support to purchase a tangible product such as Hi-vis jackets. Cllr Marie-Louise Marsden is waiting for details of the cost. Once these are known a grant application form will be submitted.

The Parish Council agreed to support the event in principle.

RESOLVED – That the grant application is referred to the Finance Committee for recommendation

15. Standing Orders – To amend Standing Orders to deal with legislative changes – protocol for recording parish meetings

Clerk circulated a draft protocol for recording parish meetings. This was considered by Councillors

RESOLVED – that the draft protocol is approved and the Standing Orders are amended to incorporate the protocol

16. Reports from Representatives& Committee members

16.1. Airport

Cllr Douglas Money referred to the article in the Bulge that provided an update of the current position regarding the airport. A response to the survey by the airport has been submitted by Balsall Parish Council

16.2. Neighbourhood Development Plan

Cllr Liz Macdonald confirmed that she has had a meeting with Rosie Weaver of Meriden Parish Council. Liz has received some documents and is putting together the next step. A meeting is also being arranged with Berkswell PC to move things forward

16.3. Jubilee Committee

Cllr Judy Lea advised that the asbestos in the building is in the process of being removed. A new fire door may be required in the kitchen. Youth workers are hoping to open for another night. Cllr Judy Lea advised that at the last meeting, a long discussion took place regarding the accounts of the Jubilee Committee and that these were very poor and not transparent.

16.4. Planning Committee

Chair confirmed the Terms of Reference had been approved and will be submitted to the Parish Council for approval. The site at Kenilworth road will be dealt with by the Planning Committee.

16.5. Finance Committee

It was reported that the next meeting will take place on 8th April 2015. A report will follow at the next meeting

16.6. Residents Association

Cllr Judy Lea advised that the Police have provided details about the reorganisation of the force. Cllr Judy Lea advised that the pond in the Grange has been placed on hold as a further visit revealed that alternative works could be undertaken to improve the area.

16.7. Lant Charity

Cllr Judy Lea advised that the Reading Rooms roof is leaking and funding is required to enable works to be carried out.

16.8. Balsall Common Village Hall

Cllr Judy Lea advised that she had not attended the last meeting but understands that the hall are looking into security and lighting. They are also looking at warning notices for the car park

17. 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 legal advice in connection with ongoing legal matters and advice sought

18. Accounts & Governance

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

The orders were noted and approved. Clerk provided a detail of the Streetwatch Insurance quotation. It was noted that this was not running due to insufficient volunteers. I was agreed that the Police should be contacted and an update to be provided.

ACTION – Clerk to notify Police of position with Streetwatch volunteers and also seek contribution from Berkswell if Streetwatch is run as the area covers both parishes

It was agreed that the Edge software shall be renewed for a period of one year

RESOLVED- That all Orders and accounts for payment are approved and paid

19. **Date for next meeting** – The next Parish Council Meeting shall be the Annual Parish Council meeting to be held on Wednesday 13th May 2015 at 7.30pm at the Village Hall, Station Road, Balsall Common

There being no further business the Chair thanked everyone for attending and closed the meeting at 21.14pm

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

CLlr Raymond Ritchie

Chair

Balsall Parish Council

SUGGESTED PROTOCOL ON THE RECORDING AND FILMING OF COUNCIL AND COMMITTEE MEETINGS

BALSALL PARISH COUNCIL

The right to record, film and to broadcast meetings of the council, committees, and sub committees is established following the Local Government Audit and Accountability Act 2014*. This is in addition to the rights of the press and public to attend such meetings.

Meetings or parts of meetings, from which the press and public are excluded may not be filmed or recorded.

Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner. Government guidance is available which gives examples of what disruptive behaviour might consist of.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording will be allowed as long as it is carried out in a non –disruptive way and only to the extent that it does not interfere with any person’s ability, even where he or she has a disability, to follow the debate.

While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998, (this includes their permission to broadcast their personal details)

The Chairman of the meeting has the authority to stop a meeting and to take appropriate action if any person contravenes these principles or is deemed (in the Chairman’s view) to be recording in a disruptive manner or inhibiting community involvement in the debate.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, or a committee, is responsible for any claims or other liability arising from them so doing.

The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image, or views, expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

The Council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The Council may itself photograph, film, 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.

The Council adopted this protocol at its meeting on

*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. *WALC Sept 2014*

Accounts for Payment 04.03.15