



# Kingshurst Parish Council

The Library, Marston Drive, Kingshurst, Birmingham B37 6BA

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Clerk to the Council: Paula Coyle

## Minutes of the meeting of

### Full Parish Council

on Thursday 12<sup>th</sup> January 2023 at 7.00pm,

at the Seeds of Hope, Overgreen Drive, Kingshurst, B37 6EY

*Paula Coyle*

Paula Coyle

Clerk to Kingshurst Parish Council

**Council Members:**

*D Cole (chair), L Cole, S Daly,  
M Dawson, M Frampton, J Kimberley, P Sultana, T Williams, M  
Brain*

**Council Members Present:**

*D Cole (chair), L Cole,  
M Dawson, M Frampton, J Kimberley, P Sultana, T Williams,*

**In Attendance:**

Paula Coyle – Clerk  
1 Members of the public  
Cllr J Hamilton

*Paula Coyle*

Paula Coyle

Clerk to Kingshurst Parish Council

<u>Item</u>		<u>Action</u>
1.	<b>Welcome and Housekeeping:</b> Chair Cllr D Cole welcomed everyone to the meeting of Kingshurst Parish Council and went through housekeeping rules	

<p><b>2.</b></p>	<p><b>Apologies:</b></p> <p><i>Apologies were received from</i></p> <p><i>M Brain, (Family issues approved)</i> <i>S Daly (illness)</i></p> <p><b>Resolved:</b> That all the above absences are approved.</p> <p>A minute's silence was observed for the boys that sadly died in December at Babbs Mill Lake.</p> <p>Agenda item for next finance meeting is to look into a lasting memorial (Bench or Plaque)</p> <p>That Bev and Alvin Follows have retired.</p>	<p>DC</p>
<p><b>3.</b></p>	<p><b>Declarations of disclosable (pecuniary and other) interests:</b></p> <p>None</p>	
<p><b>4.</b></p>	<p><b>Dispensation requests:</b></p> <p>None</p>	
<p><b>5.</b></p>	<p><b>To approve the minutes of the last meeting</b></p> <p><b>Approved as true record.</b></p> <p>That minutes of the last Full Council meeting held on 17<sup>th</sup> November 2022, be approved, and signed by the Chair as a true record.</p>	
<p>6</p> <p>6.1</p> <p>6.2</p>	<p><b>To receive reports/proposals:</b></p> <p><b><u>No reports provided for WMP or SCH/SMBC.</u></b></p> <p>D/C to give gratitude to the Emergency services, on behalf of the community</p> <p><b>Borough Councillors:</b> Cllr B Donnelly, to gave a verbal report that spoken to a number of schools about road safety and parking.</p> <p>Pablo spoke to J Hamilton and raised that it would be good to see Nathan Moses attend these meetings as a representative of Kingshurst residents. She is to feedback to Green Party.</p>	

7	<p><b>Finance:</b></p> <p>7.1 To approve the payment list for January/ February 2023. For February £1338.90 excluding clerks salary</p> <p><b>Resolved:</b> Payments have been approved</p> <p>7.2 To agree to the Precept and budget 23/24.- EGM to be arranged, all amounts agreed with the exception of budget for clerk wages and HMRC.</p> <p>7.3 Youth project: DJ workshop for the youth in the community six week project due to end, to continue funding this.</p>	EGM/Private matter
8	<p><b>School Governors Report.</b></p> <p>8.1 Kingshurst, Yorkswood and St Anthonys, have received a letter giving notice that the milk provisions (under section 137 in previous years) will be stopping in the next Financial year 2023.</p> <p>8.2 Yorkswood school Governor Vacant position. Ask for councillor's to consider, may be picked up in May.</p>	
9	<p><b>Pavilions:</b></p> <p>9.1 Pavilions club, Management takeover (26/12/22).</p> <p>9.2 Meeting arranged with David Cole (Chairman) and new Management of the Pavilions Club on 12.01.2023. Went through number of items:</p> <ul style="list-style-type: none"> <li>-Playing field contract to be looked at</li> <li>-Agreed usage of pavilions for KPC/Plot holders meetings</li> <li>-Paula to confirm arrangements of lease with our legal team</li> </ul>	Clerk
10	<p><b>Events Committee</b></p> <p>10.1 <b>Christmas event:</b> Parish Council community christmas party, Sunday 18th December 12-6pm.</p> <p>Kingshurst Christmas Community Event, due to unforeseen tragic circumstances and after lots of discussion with local Schools and local authorities, the Community Christmas party was cancelled.</p>	

<b>11</b>	<b>Community Projects</b>		
<b>11.1</b>	Knitting club meets Thursday morning at the library. Arrange a meeting with Parish Councillor David and Linda Cole for 20/01/2023.		DC/LC
<b>11.2</b>	Arts and craft club meets Monday morning. Arrange meeting with Parish Councillor Sultana for 16/01/2023.		PS
<b>12</b>	<b>Parish Councillors reports and items for future agenda:</b> Councillors are requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.		
<b>12.1</b>	<b>Litter picking :</b> Parish Councillors to consider a little involvement in Litter picking in their community. PS talked about the great work undertaken in the last 12 months and the award received at civic suite.		
	<b>Parish Council and Committee Minutes/Reports</b>		
<b>12.2</b>	WALC /NALC	To appoint new representative	
<b>12.3</b>	Allotments & Community Garden Committee Meeting 8th December. Meeting <b>Canceled.</b>		
<b>12.4</b>	Environmental committee Minutes online	Committee Meeting 8th December.	
<b>12.5</b>	Events Committee Christmas Community Event	Committee Meeting 8th December. <b>Canceled</b>	
	<b>Other :</b>		
	Letter to Police regarding off-road bikers in the area		DC/clerk
	Letter to Kutum Bari, thanking them for their food contributions and great work for the community.		DC/Clerk
	Email to A Mcgorry to ask if there is anywhere to store archive and sensitive items that we have in the garage.		DC

13.	<p><b>Public Participation</b></p> <p>To adjourn to allow public participation for 30 minutes. Residents are requested to give their views and question the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Full Council Meeting itself.</p> <p><b>None</b></p>	
13.	<p><b>Date of the next meeting</b></p> <p>Thursday 9<sup>th</sup> March 2023, at 7pm at Seeds of Hope</p> <p>Agenda items to be received by 2<sup>nd</sup> March 2023</p>	
14.	<p><b>Exclusion of public and press</b></p> <p>To consider the exclusion of the public and press from the discussion of confidential items under section 1 Public Bodies (Admission to Meetings) Act 1960</p> <p>Private Items</p> <p><b>Clerks wages</b></p>	
	Meeting closed at 8.20	

Signed (Chair)

Date:

# **FINANCE REPORT – JAN 2023**

1. Budget 2023/24
2. Precept Letter
3. Reconciliation Report from EDGE for December
4. BANK STATEMENT – December
5. Approval for Payments for January and February

## 1. Budget 2023/24

Dear all,

I have received an email to say we need to agree to the precept and return to SMBC by 21/01/2023.

I list the budget information for you to read prior to the next Full Council and let me know (before the meeting) if there are any questions that you need answering. These figures have not changed since the last meeting when I shared them with you.

I attach my comments from a few questions already raised at previous meetings. I will update with any new questions raised.

Over the past 3 years the precept/budgets have never changed, and I am now having to adjust the budget amounts to be a figure that is true and reflective of our current spend. We (David and the RFO) are asking the full council to approve a precept of £54,940.00 for the year 23/24.

Thanks

Description	Budget for 23/24	Budget 22/23
Clerk		
Salary	£ 18,000.00	£ 11,700.00
HMRC	£ 8,000.00	£ 4,900.00
Councillors		
Allowance	£ 8,000.00	£ 8,000.00
Training		
Clerk	£ 500.00	£ 400.00

Comments from RFO  
The previous figure has changed for a number of years. This is now a reflective wage of a full time clerk.

no change but expecting an increase if we do appoint 12 councillors

Councillors	£ 500.00	£ 200.00
<b>Office Cost</b>		
Rent & Utilities	£ 1,000.00	£ 3,000.00
Telephone / Internet / Website	£ 800.00	£ 500.00
Hardware	£ 1,500.00	£ 1,500.00
Software - AdvantEdge	£ 1,000.00	£ 1,000.00
Stationery	£ 200.00	£ 200.00
Postage	£ 100.00	£ 10.00
Meeting costs - Room hire / Zoom	£ 350.00	£ 350.00
Unity Bank Fees	£ 130.00	£ 72.00
<b>Professional Fees</b>		
Insurance	£ 1,500.00	£ 1,000.00
Audit	£ 1,200.00	£ 1,200.00
Payroll	£ 300.00	£ 300.00
WALC	£ 1,200.00	£ 1,100.00
Elections	£ 4,500.00	£ 4,500.00
<b>Committees/Grants</b>		
Events	£ 6,000.00	£ 5,000.00
Jubilee Gardens / Allotments	£ 3,000.00	£ 700.00
Other	£ 2,000.00	£ 2,000.00
Capital Projects / Other	£ 1,000.00	£ 1,000.00
Kingshurst	£ 1,000.00	£ 3,000.00
St Anthonys	£ 1,000.00	£ 2,000.00

reduced rent as we don't have an office

Chair recommends that increase, it does not mean that we will spend this amount. £10 was too low especially if we have to post a parcel.

This is a Local Authority Scheme that we seek information and advice from.

Looking at Coronation, Remembrance, two summer events - extra will come from reserves.

£700.00 was too low so increased to £3000, to ensure proper maintenance is carried out.

grants scheme

School milk has ceased March 23 and replaced with a grant by application

School milk has ceased March 23 and replaced



Yorkswood	£	1,000.00	£	2,000.00
<b>Total Projected</b>	<b>£</b>	<b>63,780.00</b>	<b>£</b>	<b>55,632.00</b>
Precept	£	54,940.00		
The Pavilions	£	8,000.00		
Allotment Rent	£	840.00		
Grants	?			
<b>Total Income</b>	<b>£</b>	<b>63,780.00</b>		

with a grant by application  
School milk has ceased March 23 and replaced with a grant by application

Bank (estimated at Year End)	£	105,000.00
Increase in Precept	£	5,630.00
Amount of Precept (Band D)	£	27.66
Last year	£	25.12
Diff	£	2.54
%		10%

## 2. Precept Letter

Paula Coyle  
Kingshurst Parish Council  
92 Gilson Way  
Kingshurst  
Birmingham  
B37 6JZ

PAUL JOHNSON  
DIRECTOR OF RESOURCES AND DEPUTY  
CHIEF EXECUTIVE  
P.O. Box 9, Council House, Manor Square,  
Solihull, West Midlands. B91 3QB.  
Tel. 0121 704 8203  
Email: [jnash@solihull.gov.uk](mailto:jnash@solihull.gov.uk)  
[www.solihull.gov.uk](http://www.solihull.gov.uk)

Please ask for: Jessica Nash  
Date: 13th December 2022

Dear Denise,

### Council Tax Base – 2023/24

I am writing to advise you of the provisional council tax base arrangements for 2023/24, which are being reported to the Cabinet Member for Resources on 10th January 2023. I will write out to you after the meeting to confirm whether any change has been made to your tax base figure.

The council tax base for Solihull has been provisionally determined at 79,168 in accordance with the Local Authority (Calculation of Council Tax Base) Regulations 2012, with the indicative council tax base for the parish of Kingshurst Parish Council being 2026.

The 2023/24 figures for your precept, tax base and Band D precept are set out below, along with the indicative tax base for 2023/24:

A	2022/23 Precept	£49,310.00
B	2022/23 Band D Precept Charge	<u>£ 24.83</u>
C	2022/23 Number of Band D equivalent dwellings (tax base)	1986
D	2023/24 Indicative number of Band D equivalent dwellings (tax base)	2026

In order to calculate your Band D precept charge for 2023/24 you will need to determine your 2023/24 budget. Your precept will be your budget requirement less any use of reserves or other sources of income. Divide this precept figure by your indicative 2023/24 tax base (figure D in the table above) to arrive at your Band D precept charge for 2023/24.

For example, if you have a budget requirement of £66,000, to be entirely funded from the precept, and an indicative tax base of 2,200, divide your precept of £66,000 by the tax base of 2,200 to give a Band D precept charge of £30.00.

Alternatively, if you want to calculate your available budget from your proposed Band D precept charge, you will need to multiply your proposed band D precept charge by your tax base to arrive at the precept, which will then be your budget.

If you would like any support with this calculation, please feel free to contact me via the details given at the top of the letter and I will do what I can to assist you.

The government published a local government policy statement on 12th December 2022 which stated that it will not be setting any council tax referendums for town and parish councils for 2023/24.

We require the enclosed parish precept notice with your final precept to be returned via email to [jimlund@solihull.gov.uk](mailto:jimlund@solihull.gov.uk) by **25th January 2023 at the very latest**. If at all possible, it would be very helpful to have an indication of your likely precept before this date. Please note that timescales for the budget setting process are very tight this year so please bear this in mind when setting meeting dates for discussion of your parish council precept.

For parishes whose precept is equal to or over £140,000, a form will also be sent out to you separately requesting additional information required to accompany the council tax bill. It is essential that (where applicable) it is completed and returned by 3rd February 2023 in order for this to be included within our online council tax leaflet.

We intend to keep similar precept payment dates as in previous years; 3rd April 2023 and 4th September 2023. The Local Authorities (Funds) (England) Regulations 1992 requires a schedule of instalments to be agreed and in place by 29th January each year. Therefore, please let me know by 29th January 2023 if you do not agree with the proposed dates. Payments will be made into the same bank account that your 2022/23 precept was paid into unless we are informed otherwise. Please also let me know if any of the contact details for your parish have changed from those used for this letter.

If you have any questions regarding the process this year, please do not hesitate to contact me on 0121 704 8203 or email [jnash@solihull.gov.uk](mailto:jnash@solihull.gov.uk).

Yours sincerely

Jessica Nash

Accountant  
Financial Operations  
Solihull MBC

PARISH PRECEPT NOTICE

PARISH OF .....Kingshurst.....

PRECEPT UPON CHARGING AUTHORITY 2023/24

To: Solihull Metropolitan Borough Council

You are hereby directed to pay to the Clerk of Kingshurst Parish Council

the officer responsible for the administration of finance affairs, at

C/O The library  
The Parade  
Kingshurst  
Birmingham  
B37 6BA

the sum of £ 54,940.00

Fifty per cent of the precept to be paid on 3rd April 2022 and the remaining fifty per cent on 4th September 2022.

Payments will be made into the bank account that the 2022/23 precept was paid into unless you inform us otherwise.

Authorised at the meeting of the Parish Council held on

12<sup>th</sup> January 2023.

Signed .....

Cllr David Cole

Designation Chairman  
(The officer appointed for this purpose)

Date .12<sup>th</sup> January 2023

Please complete and return this notice by 25 January 2023. This should be scanned in and sent as a pdf to: [jimlund@solihull.gov.uk](mailto:jimlund@solihull.gov.uk)

### **3. Reconciliation Report from EDGE for December**

#### **Bank Account Reconciled Statement**

<b>Unity Trust Account</b>	<b>20422493</b>	<b>60-83-01</b>
Statement Number	34	Bank Statement No. 34
Statement Opening Balance	£108,958.41	Opening Date 01/12/22
Statement Closing Balance	£94,236.76	Closing Date 31/12/22
True/ Cashbook Closing Balance	£94,236.76	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
20/12/22		Cool Milk At School Ltd	4.48	0.00	108,953.93
20/12/22		L.G.S Property Services	50.00	0.00	108,903.93
20/12/22		Cllr B. Follows	62.50	0.00	108,841.43
20/12/22		Johal Dairies Limited	148.75	0.00	108,692.68
20/12/22		Cllr T. Williams	62.30	0.00	108,630.38
20/12/22		Johal Dairies Limited	148.75	0.00	108,481.63
20/12/22		HMRC	62.40	0.00	108,419.23
20/12/22		Select Payroll Solutions	23.20	0.00	108,396.03
20/12/22		Lee Browning	339.83	0.00	108,056.20
20/12/22		Cllr A. Follows	100.00	0.00	107,956.20
22/12/22		Select Payroll Solutions	25.00	0.00	107,931.20
22/12/22		Cllr L. Cole	65.63	0.00	107,865.57
22/12/22		Cllr P. Sultana	65.63	0.00	107,799.94
22/12/22		Paula Coyle - Clerk	7,973.77	0.00	99,826.17
22/12/22		Cllr M. Frampton	65.63	0.00	99,760.54
22/12/22		Cllr J. Kimberley	52.43	0.00	99,708.11
22/12/22		Cllr T. Williams	65.03	0.00	99,643.08
22/12/22		Cllr S. Daly	52.43	0.00	99,590.65
22/12/22		Cllr D. Cole	131.25	0.00	99,459.40
22/12/22		HMRC	5,148.62	0.00	94,310.78
22/12/22		BT	36.48	0.00	94,274.30
28/12/22		PayPal	7.00	0.00	94,267.30
30/12/22		PayPal	1.59	0.00	94,265.71
31/12/22		Unity Bank	28.95	0.00	94,236.76

Uncleared and unrepresented effects

#### 4. BANK STATEMENT – December

Date	Desc		Amount	Balance
31-Dec-22	Service Charge	Bank	-28.95	94,236.76
30-Dec-22	Direct Debit (PAYPAL PAYMENT)	5QR2222B37PDL	-1.59	94,265.71
28-Dec-22	Direct Debit (PAYPAL PAYMENT)	5QR2222B37PDL	-7	94,267.30
22-Dec-22	B/P to: HMRC	068PW001061882309	-5,148.62	94,274.30
22-Dec-22	B/P to: Cllr David Cole	MEMBERS ALLOW DEC	-131.25	99,422.92
22-Dec-22	B/P to: Cllr Sheila Daly	MEMBERS ALLOW DEC	-52.43	99,554.17
22-Dec-22	B/P to: Cllr T. Williams	MEMBERS ALLOW DEC	-65.03	99,606.60
22-Dec-22	B/P to: Cllr J. Kimberley	MEMBERS ALLOW DEC	-52.43	99,671.63
22-Dec-22	B/P to: Cllr Mark Frampton	MEMBERS ALLOW DEC	-65.63	99,724.06
22-Dec-22	B/P to: Miss P Coyle	CLERKS WAGES		99,789.69
22-Dec-22	B/P to: Cllr Paul Sultana	MEMBERS ALLOW DEC	-65.63	107,763.46
22-Dec-22	B/P to: SPS Payroll	INV-10160	-25	107,829.09
22-Dec-22	B/P to: Cllr Linda Cole	MEMBERS ALLOW DEC	-65.63	107,854.09
22-Dec-22	Direct Debit (BRITISH TELECOM)	VP12688170M25601	-36.48	107,919.72
20-Dec-22	B/P to: Lee Browning	XMAS DEC	-339.83	107,956.20
20-Dec-22	B/P to: SPS Payroll	INV-10242	-23.2	108,296.03
20-Dec-22	B/P to: HMRC	068PW00106188	-62.4	108,319.23
20-Dec-22	B/P to: Johal Dairies Ltd	INV 2460386	-148.75	108,381.63
20-Dec-22	B/P to: Cllr T. Williams	MEMBERS ALLOW DEC	-62.3	108,530.38
20-Dec-22	B/P to: Johal Dairies Ltd	INV 2452972	-148.75	108,592.68
20-Dec-22	B/P to: Cllr B. Follows	MEMBERS ALLOWANCE	-62.5	108,741.43
20-Dec-22	B/P to: L.G.S Property	INV-384	-50	108,803.93
20-Dec-22	B/P to: COOL MILK AT SCHOO	Y'SWOOD CMS0448332	-4.48	108,853.93
20-Dec-22	B/P to: Cllr Alvin Follows	MEMBERS ALLOW DEC	-100	108,858.41

**5. Approval for Payments JANUARY AND FEBRUARY**

Payments for Approval JANUARY

Members Allowance TW		65.03
Members Allowance DC		131.35
Members Allowance LC		65.03
Members Allowance SD		52.43
Members Allowance JK		52.43
Members Allowance MF		65.03
Members Allowance PS		65.03
Clerk's Salary		
HMRC		594.36
Bank charges	DD	7.00
DD Paypal	DD	23.99
Zoom Subs expired		
Smarty Sim	DD	5.00
SPS (Payroll)		25.00
Google Play (extra storage)	DD	1.59
BT – Cloud, website, phone	DD	32.40
Kingshurst Primary School Milk (Johal)		148.75
Yorkswood Cool Milk		4.48
Pardys Dairy St Anthonys School		0.00
Receipts		
Pavilions		-1000.00
Allotments		-840.00

Payments for Approval FEBRUARY

Members Allowance TW		65.03
Members Allowance DC		131.35
Members Allowance LC		65.03
Members Allowance SD		52.43
Members Allowance JK		52.43
Members Allowance MF		65.03
Members Allowance PS		65.03
Clerk's Salary		
HMRC		594.36
Bank charges	DD	7.00
DD Paypal	DD	23.99
Zoom Subs expired		
Smarty Sim	DD	5.00
SPS (Payroll)		25.00
Google Play (extra storage)	DD	1.59
BT – Cloud, website, phone	DD	32.40
Kingshurst Primary School Milk (Johal)		148.75
Yorkswood Cool Milk		4.48
Pardys Dairy St Anthonys School		0.00
Receipts		
Pavilions		-1000.00