

## **Minutes for the Parish Council Meeting held on 31<sup>st</sup> March 2008 in the Village Hall at 7.30pm.**

### **Present**

Ms Weaver (Chair), Mr Goodsir, Mrs Goodsir, Mrs Hamilton, Mrs Lee, Mr Markham, and 5 members of the public.

### **1. Apologies**

Mr Kipling, Mrs Markham

Apologies accepted.

### **2. Declaration of Interest**

The Chair invited members to make declaration of personal and prejudicial interest in respect of items on the agenda of the meeting.

No declarations made.

### **3. Minutes**

#### **RESOLVED**

That the minutes of the last Parish Council Meeting on 25<sup>th</sup> February 2008, having been circulated, be taken as read and signed as a correct record.

#### **RESOLVED**

That the minutes of the last Parish Council Sub-Committee meeting on 19<sup>th</sup> March 2008, having been circulated, be taken as read and signed as a correct record.

### **4. Matters Arising from the Minutes**

1) Pharmacy 4U – Update circulated with agenda.

#### **AGREED**

Suggest to Practice Manager that the letter is put in the Mag

2) Update on local issues raised at last meeting.

### **5. Public Participation**

1) Parking along Fillongley Road and Darlaston Court

### **6. Correspondence and Communication**

1) **WALC training “Next Step – Making the most of your role as parish and town councillors.”** *This course is aimed at those councillors who wish to develop their role and gain skills and knowledge to make them more effective. This course follows on from the induction days (“Being A Good Councillor”) and provides more advanced training.*

On 12<sup>th</sup> April at Warwick Town Council Offices or 10<sup>th</sup> May at Grange Hall, Southam both from 9.30am to 4pm. £30 per delegate. Nobody attending.

2) **Village Hall, Entertainments Licence - update**

Letter received from Meriden Village Hall Management Committee enclosing copy Public Entertainment Licence. Explaining that the conditions applied to the premises have not changed, just the application procedure.

3) **CPRE – Regional Spatial Strategy Proposals**

Further to discussion at Sub Committee on 19<sup>th</sup> March.

#### **AGREED**

Mrs Markham to attend meeting on 16<sup>th</sup> April. Iain Roxburgh, Chair of Village Appraisal Steering Group also attending.

4) **1<sup>st</sup> Meriden Scout Group – Trees**

Letter from Cub Scout Leader inviting the Parish Council to plant ten trees currently being nurtured on our behalf by a resident. No ideas received from residents regarding planting of trees. Neighbourhood co-ordinator does not suggest planting on roadside verges due to safety implications and difficulty in maintenance of verges. Ideas for planting suggested at sub committee ie in Millisons Wood itself and on top of banks on entry to Meriden from new island being

investigated by Clerk.

Invitation to tree planting service at Scout Hut on 8<sup>th</sup> April at 6.30pm.

**5) Internal Auditor**

Letter of resignation received from current internal auditor.

**AGREED**

Clerk to write thanking him for his assistance in the past.

**6) Internal Auditor new appointment**

Clerk has obtained estimates from internal auditors to carry out our internal audit for financial year 2007/2008 as follows:

- Whalley & Co as used by Balsall Common Parish Council – described as being very thorough. Estimated fee £500.
- Mr Wilcox (retired accountant) used by Barston Parish Council – retired accountant. Does not wish to charge for his work.
- Berkswell PC – their internal auditor does not wish to take on any further work.
- Letter received from Diane Malley offering services as internal auditor with a fee of £175. Also offering services to assist the Responsible Finance Officer.

**RESOLVED**

Mr Wilcox to be appointed as internal auditor for 2007/2008. Clerk to send letter of appointment.

**7) West Midlands Police – Rural Assembly Meeting**

Copy of minutes for meeting in January on circulation. Next meeting Thursday 10<sup>th</sup> April 2008 at 7.30pm in the Civic Suite at the Council House.

**AGREED**

Mr Markham or Mrs Hamilton to attend.

**8) Warwickshire County Council – Revised Minerals and Waste Development Scheme**

Letter on circulation detailing the revised timetable for the preparation of the Minerals Local Development Framework. Comments to be forwarded to Clerk.

**9) Heart of England Way Association – Bench & Interpretation Board Meriden Church**

A bench and interpretation board are to be installed on a lectern, on the grass verge outside the churchyard wall of St Lawrence. Previous discussions/meetings have been carried out with the previous Clerk and Chair of the Parish Council together with Michael Dawkins. The Association now have sufficient funds to proceed and send a draft of the layout of the panel.

**AGREED**

No comments to be made. Clerk to write to HoEWA.

**10) Solihull MBC – Local Development Framework Stakeholder Conference**

**10<sup>th</sup> April 2008, 9.30am and 1pm at the Library Studio Solihull.**

To provide an opportunity to debate key issues important to the Local Development Framework which Solihull are now in the process of producing. Within the Local Development Framework is the Core Strategy which establishes the key elements of the planning framework for Solihull and set out the vision for the long-term future development of the Borough.

**AGREED**

Clerk to attend.

**11) Solihull MBC – Identifying Lane for Development in Solihull Borough - Survey**

To assist in preparing the new development plan for the Borough by identifying sites that may be suitable for meeting the Borough's development needs. Survey in which we can identify sites we would like to see developed or redeveloped.

**AGREED**

Nil response.

**12) Solihull MBC Neighbourhood Manager – Ward Strategy**

Solihull MBC is working on an action plan for Neighbourhood Management in 2008/2009 and are reviewing their

priorities for next year. They would like to know whether we think that the top 3 local priorities (parking on the grass verges, litter (especially in central Balsall Common) and the poor state of roads especially in some rural areas) have remained the same or whether they should change.

**AGREED**

To await outcome of Village Appraisal Questionnaire which will state what our priorities will be.

**ADDITIONAL**

**13 Letter from resident – football on The Green**

Clerk has responded accordingly ie no bylaws, nothing we can do as a Parish Council. Police informed and local PSCO will be attending during day over Easter holidays and in the evenings thereafter. Clerk to look into amending current bylaws.

**14 Village Hall Management Committee**

Letter questioning why the donation was reduced this financial year to £750.

**AGREED**

Clerk to respond accordingly.

**7. Receive Reports**

**1) Police Priority Setting Meeting**

- Community Speed Watch currently being trialled in Tidbury Green soon to be spread through borough, including Meriden.
- Mobile speed enforcement cameras on Fillongley Road and Main Road were very successful this week. Ten fines in one hour. Speed in these areas to be monitored by traffic officers.
- The Green – local PSCO will patrol more frequently as of next week.
- Sport England – football sessions currently being provided in other areas are proving successful. West Midlands Police securing additional funding to provide sessions in Meriden and Dorridge. They have purchased an inflatable football pitch. To commence in a couple of months.
- CCTV – M King to providing Meriden Parish Council with costings / details of Dome Hawk cameras. These are placed on top of street lighting columns. They are not continually monitored but if there is an incident the relevant recording can be downloaded.
- Parking in Albert Road. Police have been in contact with Sue East and have asked for the double yellow lines to be extended further up Albert Road and for parking restriction signs to be put in place.
- Identification for collectors of the village appraisal questionnaire. It is recommended that the Parish Council write to the Borough Commander with the collection dates. If we produce a leaflet to go out with the questionnaire stating the dates of collection, they will stamp it with a West Midlands Police telephone number for residents to confirm the ID of collectors.

**2) Meeting with Tracy Bryan, Manager Youth Services, Knowle**

Tracy is a Youth Services Manager developing new group activities. She has successfully set a group up in Knowle for children aged 13-19. She can assist us in setting up activities for youth in Meriden. Tracy is currently obtaining information from pupils at Heart of England School as to their desires for activities/needs and will report back to us. Information being obtained from Scout Hut re availability and facilities.

**8. Village Matters**

**1) Maxstoke Lane Development and New Playing Fields update.**

The following was agreed at the sub committee meeting and to be ratified at next Parish Council Meeting on 31<sup>st</sup> March.

**RATIFIED**

Chair and Vice Chair to attend meeting on 26<sup>th</sup> March. Awaiting response from Mike Swallow on action points raised.

**RATIFIED**

Clerk to seek clarification of whether the endowment monies are held in trust continually or whether it is just until Solihull MBC certify that no further monies are to be spent or received, upon which the the Parish Council will receive their share. Also clarification on the lapse of the Development Agreement due to the conditions not being met.

Clerk to seek clarification of whether the costs of alterations to Maxstoke Lane should come out of the gross proceeds of sale.

Soil survey concluded at existing playing fields site on 25<sup>th</sup> and 26<sup>th</sup> March.

New date 30<sup>th</sup> April, 7.30pm at the Village Hall for the open meeting with the developers. Developers have requested a pre-meeting with the Parish Council. Chair and Chair of Village Appraisal Steering Group to provide suitable dates we commencing 21<sup>st</sup> April.

**2) Tennis Courts - update**

Spar shop have agreed to hold a key to the tennis courts. Clerk also has a key.

**3) Archery Road – Parking Displacement Programme**

The grass verge has been replaced with six parking bays. With a footpath around it and the replanting of a tree. All carried out through a parking displacement scheme run by Solihull MBC. Archery Road was assessed in October 2006 after which it was placed as a “priority” scheme. Residents were consulted in September 2007 and Solihull MBC received 83% support from those residents. Neighbouring Kittermaster Road was also offered a scheme, however Solihull MBC did not get the requisite support and the scheme was abandoned.

**4) Development adjacent to 53 Fillongley Road – removal of hedgerow**

The removal of the hedge was authorised through the approval of Drawing No.1258-LL-01c (soft landscape proposals) in discharge of condition 12. This drawing was agreed by Solihull MBC Landscape Team, and approved by the case officer, and states “existing over mature hedgerow remnant to be removed including young Ash tree ...” . It also shows the new boundary fence. In these circumstances there is no apparent breach of planning control and Solihull MBC will not be able to pursue the matter any further. However there is also a lot of new planting to go in along that boundary (and around the rest of the site) - but that would normally be done towards the very end of the development.

**5) Village Appraisal Update**

**RESOLVED**

Contract with ESOS to be signed by Clerk.

Very useful feedback was obtained through the pilot questionnaire and the actual questionnaire is being amended to incorporate that feedback. Hoped to distribute the final questionnaire in the last week of April. Quotes for printing as follows:

Peter Jackling Independent Data Analysis Limited (4 sheets of A3)	£1650
ESOS	£1549 - 1776
Norwood Press	£545/575

**RESOLVED**

Norwood Press to be instructed to print questionnaire.

There is still a need to recruit more volunteers for the distribution and collection of the questionnaire. If you know anybody who would be willing to assist please let Paul Lee/Melanie Lee know.

A prize draw is planned to encourage residents to complete the questionnaire. Local businesses being approached by Mel Lee.

Another newsletter is planned for the beginning/middle of April. This will inform residents of the forthcoming questionnaire etc.

**RESOLVED**

That printing be carried out by Norwood Press on same terms as previous newsletters (ie black and white, A4 double sided) as the two previous newsletters.

**6) Meriden Festival 2008**

Clerk has attended the last two Meriden Festival organisation meetings. The Meriden Festival Committee received verbal confirmation from the previous Parish Council that they would receive a grant for £150 towards the running of the Megaride. No grant has been received. Clerk can find no reference to this in the previous minutes. The Festival committee have sufficient funding to cover costs this year but will require assistance next year. They have requested that the Parish Council consider whether they could give a donation. (Donations have been given by the Methodist Church, The Centre and the Rotary Club).

**RESOLVED**

To budget for a donation of £2150 next financial year.

**7) School Governors - update**

Further to discussion at Sub Committee on 19<sup>th</sup> March, a letter has been sent to Mrs Smith, Headteacher at Meriden C of E school confirming Mrs Goodsir as School Governor.

**9. Planning Matters**

**1) P/A2008/397 – Fir Tree Cottage, Hampton Lane, Meriden**

Listed building consent for the demolition of two principally wood framed stores and replacement with a brick and tile link between the house and existing brick outbuilding.

**RATIFIED**

No observation.

**2) P/A2008/398 – Fir Tree Cottage, Hampton Lane, Meriden**

Demolition of two principally wood framed stores and replacement with a brick and tile link between the house and existing brick outbuilding.

**RATIFIED**

No observation.

**3) P/A2007/2882 – Lodge Green Farmhouse, Lodge Green Lane, Meriden**

Erection of a purpose built replacement kennel building in connection with the existing gun dog training use. Solihull MBC grants full plans approval. Subject to conditions.

**4) P/A2002/2799 – Meriden Hotel 115 Main Road Meriden**

Change of use to hot food takeaway to part of the property. Solihull MBC grants full plans approval. Subject to conditions.

**5) P/A2008/460 – Rosslyn Old Road, Meriden**

Two storey side extension to form lounge with master bedroom and en suite to first floor.

**RATIFIED**

Concerns over percentage increase. Neighbour notification.

**6) P/A2008/110 – 7 Glovers Close, Meriden**

Construct bedrooms and first floor level. Extension of garage and internal alterations. Solihull MBC grants full plans approval. Subject to conditions

**7) P/A2008/250 – 30 Grace Road, Millisons Wood**

Rear single storey extension to form kitchen/breakfast and new dayroom

**RESOLVED**

Leave to neighbour notification.

**8) P/A2008/546 – 27 Albert Road, Millisons Wood**

First floor extension at rear and alterations to ground floor

**RESOLVED**

Leave to neighbour notification.

**9) PA2007/2816 – Deers Leap, Hampton Lane, Meriden**

Single storey and two storey extensions to front rear and sides with detached double garage. Solihull MBC grants full plans approval. Subject to conditions.

**10) P/A2008/322 – Swallowfield, Hampton Lane, Meriden**

Two storey rear living room, dining and kitchen extension with two bedrooms and en suites over. Solihull MBC grants full plans approval. Subject to conditions.

**11) P/A2008/22 – Birmingham International Airport**

**ADDITIONAL**

**12) P/A2008/565 – The Bakersfield, Hollyberry End, Meriden**

Steel framed agricultural building to be used for turkey rearing.

**RESOLVED**

Leave to neighbour notification.

## **10. Accounts**

01) Cheque book lost in post (cheque numbers 741 to 800). Cancelled through Barclays.

02) Risk Assessment

- a) Association Model has been used as base and Clerk has produced 'Risk Assessment and Management' for Meriden Parish Council, copies for each Councillor.

**RESOLVED**

Councillors approve risk assessment and management produced.

- b) Annual safety inspection is due on current playing fields, historically carried out by Wicksteed Leisure. Cost approximately £50.

**RESOLVED**

To request Wicksteed Leisure conduct annual "Safety Inspection"

03) Clerks three month review has been held by Chair and Mrs Goodsir.

04) Standing Orders/Code of Conduct/Financial Regulations Annual Review.

**RESOLVED**

No amendments required to the current Standing Orders/Code of Conduct/Financial Regulations. For review again in 12 months time.

05) West Midlands Pension Fund – changes for financial year 2008/2009.

With effect from 1<sup>st</sup> April 2008 a new revised Local Government Pension Scheme will be in place introducing a number of changes one of which is different banded contribution rates for employees.

Notification received from West Midlands Pension Fund that Employer Rate for financial year 2008/2009 is 16.2%. (Currently 15.5%)

**RESOLVED that the accounts are approved for payment.**

## **11. Date of Next Meeting**

The date of the next meeting is the Annual Parish Meeting / Sub-Committee Meeting on 16<sup>th</sup> April 2008 and the next Parish Council Meeting is on 28<sup>th</sup> April 2008 both starting at 7.30pm in the Village Hall.

There being no further business, the Chair thanked everyone for attending and declared the meeting closed at 10.12pm.

Chair : \_\_\_\_\_

Date : \_\_\_\_\_

