

# Meriden Parish Council

*The Centre of England*

Minutes of the Parish Council Meeting held on 24<sup>th</sup> April 2017  
Venue: Pavilion, Meriden Sports Park at 7.30 p.m.

<b>Present:</b>			
Cllr R Weaver	Chair	Cllr M Nunn	
Cllr F Lynch-Smith		Cllr J Barber	
Cllr M Lee			
Cllr P Lee		Mrs B Bland	Clerk

**Cllr Weaver welcomed Members and opened the meeting.**

**1. Apologies**

Apologies received from Cllr Kipling due to ill health, Cllr Haque due to holiday, Cllrs Bell and Allsop.

**2. Public Participation**

There were no members of the public in attendance.

**3. Declarations of Interest**

3a To declare any personal interests in items on the agenda and their nature.  
Nothing to declare.

3b To declare any prejudicial interests in items on the agenda and their nature  
Nothing to declare.

**4. Minutes & Confidential Matters**

The minutes of the Parish Council meeting held on 20<sup>th</sup> March 2017, circulated prior to meeting, were considered for accuracy. Members approved the minutes as a true record.

**IT WAS RESOLVED** Cllr P Lee proposed acceptance of the minutes of Parish Council meeting held on 20<sup>th</sup> March 2017, seconded by Cllr M Lee.

**IT WAS RESOLVED** Cllr M Lee proposed acceptance of confidential matters held on 20<sup>th</sup> March 2017, seconded by Cllr Barber.

**5. Finance**

**5.1 Approve April Payments**

The clerk circulated April payments for consideration and approval.

- (i) Meriden Parish Council March payments £3599.34. Cllr Lynch-Smith asked about the payment to Diane Malley.  
Cllr Weaver replied that this payment was for the outsourced payroll administration service provided by Mrs Malley to the Parish Council.

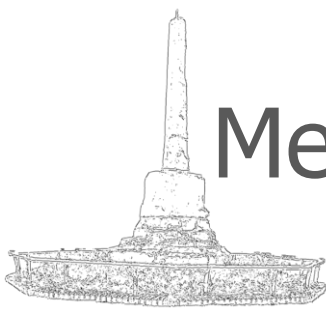
**Signed .....** Chair **Dated .....**

**Clerk:** Barbara Bland

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**IT WAS RESOLVED** Cllr P Lee proposed approval of Meriden Parish Council April payments of £3,599.34 seconded by Cllr M Nunn.

(ii) Meriden Sports Park April payments £6,836.12.

**IT WAS RESOLVED** Cllr M Lee proposed approval of Meriden Sports Park April payments of £6,836.12 seconded by Cllr P Lee.

## 5.2 Internal Audit 2016-17

Clerk advised year end accounts were with the internal auditor. Chair stated that Grant Thornton had advised Meriden will undergo an intermediate audit and all paperwork had been received. The clerk advised that the audit deadline date had been brought forward from 30<sup>th</sup> June to 6<sup>th</sup> June 2017.

**Action: Clerk to arrange meeting with internal auditor and Edge for purposes of handover, internal auditor recommendations, adjustments and completion of audit documentation.**

## 5.3 Freehold transfer of Sports Park and VAT

Chair advised that this item is linked to items 6.12 and 6.13. As such there is no update due to only just receiving business plan. Item deferred to next meeting being 15<sup>th</sup> May 2017.

**Action: Chair to report at May's meeting.**

## 5.4 Finance Committee 18-04-17 Recommendations:-

### 5.4(i) Year End 2016-17

The I & E account and Consolidated Balance Sheet was circulated to Members for their information and consideration. Cllr Lynch-Smith asked what made up the £3,425 Creditors? As the clerk did not have the closing creditors list available due to accounts being with internal audit, she advised that she would get the information off the system and forward to Cllr Lynch-Smith.

**Action: Clerk to get closing creditors information to Cllr Lynch-Smith tomorrow (25-4-17).**

Cllr M Lee asked about the sports park expenditure of £1,565,958.33 shown at year end 31<sup>st</sup> March 2016 on the I & E account? The clerk replied that this amount was made up of the endowment fund gifted to Meriden Sport & Recreation Trust, together with the balance of unspent funds transferred to the Parish Council reserve account.

**IT WAS RESOLVED** Cllr P Lee proposed that Members accept Finance Committee recommendation and approve Year End accounts presented; seconded by Cllr F Lynch-Smith.

### 5.4(ii) Reserves Policy (revised)

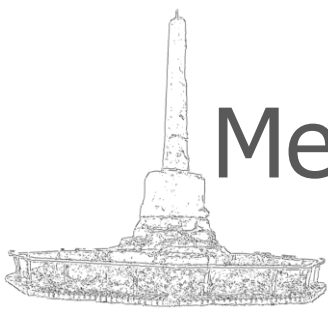
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The clerk had circulated the revised Reserves Policy to Members prior to the meeting; the revisions were made in accordance with Edge closing year end. The clerk circulation the updated list of reserves corresponding with the revised Policy document. Members accepted Finance Committee recommendations and agreed revised Policy.

**IT WAS RESOLVED Cllr P Lee proposed approval of revised Reserves Policy and this be adopted; seconded by Cllr F Lynch-Smith.**

### 5.4(iii) Fixed Asset Register (revised)

The clerk had circulated the revised Fixed Asset Register in accordance with Grant Thornton report recommendation to remove the asset value of the sports park and buildings, play and exercise equipment due to ownership remaining with Solihull MBC. Therefore items of equipment numbers 4, 9 and 10 are recorded with a current value of zero; items of land and buildings numbers 11 and 12 have similarly been recorded with a current value of zero. Previous value and insurance values remain unchanged for insurance purposes.

**IT WAS RESOLVED Cllr P Lee proposed approval of Fixed Asset revisions in accordance with Grant Thornton recommendation; seconded by Cllr Lynch-Smith.**

### 5.4(iv) Edge IT Systems

Chair reported that Chris Edge, Edge IT Solutions, had worked with the clerk to achieve year end, cleaning up the system, making adjustments, balancing and closing year end procedures and setting up start of new financial year. On this basis the Finance Committee, along with the clerk, recommend that Edge continue with year 5 of their licence contract with a 6-month review. Members raised their concerns that the clerk will not be placed in a similar situation to that of 2016-17 without accountancy and technical support. The clerk reaffirmed her confidence in Edge and the system being in a clean and much improved operational standard to that previously worked with. Chair advised that Edge were in discussion with an accountancy service to provide support to their Parish and Town Council clients.

**IT WAS RESOLVED:** Members gave their unanimous agreement to Finance Committee recommendation to remain with Edge IT Systems, proposed by Cllr P Lee and seconded by Cllr J Barber.

## 6. **Progress Reports**

### 6.1 Village Hall Management Committee

Cllr Lynch-Smith reported the committee were meeting tonight. There is concern regarding Live & Local securing funding to continue the film nights. The committee have written a letter of support; the PC will write a similar letter of support subject to committee agreement. The next film night will show Lion.

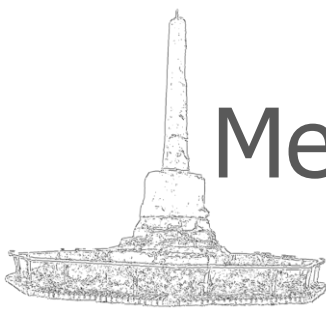
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## 6.2 War Memorials

Cllr P Lee reported a meeting with St Laurence PCC is arranged for 20<sup>th</sup> May 2017 regarding long term war memorial maintenance. Cllr Lynch-Smith advised that the new Rotary President had suggested his willingness to organise a group of Rotarian volunteers who will provide maintenance of the War Memorial at corner of Berkswell Road.

**Action:** Cllr P Lee to liaise with Cllr Lynch-Smith and Rotary Club.

### 6.2(i) Heritage Monuments & Memorial Funding

Cllr M Lee requested the funding information from the clerk to start putting together a bid and has a meeting arranged with local historian, Mrs Agutter regarding monuments and other historic Memorials.

**Action:** Clerk to hand-over funding application and associated documentation to Cllr M Lee.

## 6.3 Meriden Pool

Chair advised that a Management Plan had now been received. A conversation with Chris Barr, Environment Manager (Streetcare, Forestry, Environmental Crime, Parks and Open Spaces) confirms he too has received a copy and the clerk is to arrange a meeting with all relevant parties with a view to starting the process of putting together a bid to SITA Trust. He also confirmed that with the restructuring of SMBC he will be the lead officer on this project.

**Action:** Chair and clerk to liaise with Chris Barr and arrange meeting for May.

## 6.4 Allotments

The clerk advised that she and Cllr P Lee will be undertaking an allotment inspection tomorrow, 25<sup>th</sup> April 2017. Allotment holders will be written to advising of any improvements needed i.e. rubbish removal, and a 2017-18 rent increase of £5/plot from 1<sup>st</sup> April 2017.

**Action:** Clerk to review tenancy agreements and get letters and invoices out.

## 6.5 Footpaths/Forum

Cllr Lynch-Smith advised as weather improves footpath inspections get underway.

## 6.6 Quarries Liaison Group

The next quarry liaison meeting will be 6<sup>th</sup> June 2017. The clerk advised NRS Wastecare Limited had been proactively protecting Sandmartin nesting and carrying out a programme of monitoring and recording. A requested to be made for NRS to put a paragraph together for the Meriden Mag.

**Action:** Clerk to contact NRS.

## 6.7 Solihull Area Committee

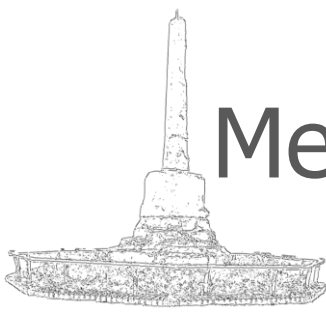
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Chair reported a meeting was held on 20<sup>th</sup> April 2017 with guest speakers from Adult Social Care and Public Health with a SMBC focus. Co-ordinators will sign-post through the system with Parish and Town Councils being the first point of contact with queries. Formal training is to be provided to Ward Councillors and Chair requested Parish Councillors attend formal training too. Co-ordinators will be based in Libraries. Chair has requested OHP slide presentation to be circulated and this will be shared with Members when received. SMBC have made a commitment to retain their adult social care budget as is possible.

**Action: Chair to circulate presentation to Members when received.**

## 6.8 Tree Wardens & TPO List

Cllr Lynch-Smith advised the new Tree Warden volunteer, Sarah Sharland, is doing an excellent job. She has revised Meriden's tree database, continues to gather information and records, attends Solihull Tree Warden meetings; Cllr Lynch-Smith has arranged a meeting for next half term and will invite Sarah to the Annual Parish Assembly.

**Action: Cllr Lynch-Smith to continue her support.**

## 6.9 Community Surgeries

The clerk advised that due to the Neighbourhood Co-ordinator's training event and her Easter leave, April's surgery was cancelled.

## 6.10 Community Speed Watch

Cllr J Barber advised due to his ill health nothing had moved forward, however stated that the law is changing regarding fines and speed limits. Cllr Barber further reported that a plan for summer 2017 will be put together and he will make contact with WPC Freddie Smith for additional training and to identify the next location for speed watch.

**Action: Cllr Barber to arrange further training sessions and set up dates for summer 2017.**

## 6.11 HS2

Nothing to report.

## 6.12 Meriden Sports Park (quarterly summary only)

Chair advised that due to late receipt of Business Plan and no update on freehold transfer, the item be deferred until May's meeting.

## 6.13 Meriden Sport & Recreation Trust Update

Chair advised that due to items 5.3 and 6.12 above, this item be deferred to May's meeting.

**Action: Chair and clerk to continue working with Red Kite to finalise business plan for Trustees, and SMBC Legal Team to agree Agreement with Trustees.**

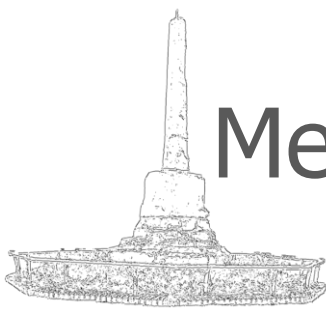
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## **7. Clerk's Report**

The clerk reported that her focus has been on year end.

## **8. District and Ward Councillor Reports**

Nothing to report.

## **9. Correspondence & Communication**

All correspondence has been circulated to Members via email prior to the meeting, to which Members acknowledged receipt. Additional items as follows:-

- Invitation received to the Investiture of the Mayor on 16<sup>th</sup> May 2017. The nominated Member to attend on behalf of the Parish Council is Cllr R Kipling.

## **10. Meriden Village Matters**

### 10.1 Library Update

Cllr M Lee requested a meeting be arranged for early June after the local elections in May, for the purpose of first floor strengthening works. The clerk was requested to start discussion with Neighbourhood Co-ordinator to start the ball rolling.

**Action: Clerk to contact Neighbourhood Co-ordinator and arrange meeting for early June.**

### 10.2 Village Commemoration WW1

#### 10.2(i) WW1 Poppy Memorial Site

Cllr M Lee advised that a meeting is arranged for Saturday 29<sup>th</sup> April 2017.

**Action: Cllr M Lee to update at May's meeting.**

### 10.3 Meriden Gate

No update. Cllr Allsopp was following this issue up with planning enforcement. Chair requested the clerk write to SMBC Solicitor, Andrew Kinsey to provide guidance as to how this matter may be resolved and register our disquiet over the lack of interest in concluding the adoption of site and outstanding works.

**Action: Clerk to write to Andre Kinsey. SMBC to liaise with developer Barratt David Wilson Homes to resolve the situation.**

### 10.4 Taylor Wimpey (Transfer of Allotments/freehold land)

Nothing to report.

### 10.5 Highways

Nothing to report.

### 10.6 Land Registry & Ownership

Nothing to report.

### 10.7 Solihull Neighbourhoods in Bloom 2017

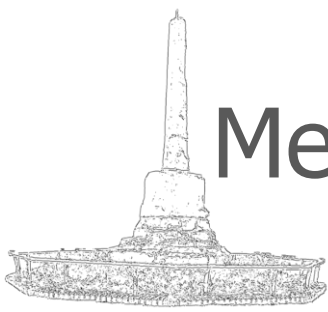
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The clerk reported that Solihull are ditching Neighbourhoods in Bloom this year and recommending Communities enter Heart of England in Bloom instead. Due to the lack of volunteers Meriden will not be entering Heart of England in Bloom due to level of work required. Bloomers will continue to provide flowers and colourful displays of planters and baskets around the village.

**Action: Clerk to liaise with contractors for summer flowers.**

## 10.8 Litter

No volunteers came forward for the clean-up week and this item will be removed from the agenda from May's meeting onwards.

**Action: Clerk to remove this item from future agenda.**

## 10.9 Mobile Mast Update

The clerk reported that extensive discussions had taken place with BT over the continued signal failure at the sports park site and the wider Parish. Due to sight lines and dips in landscape the mobile signal cannot be improved upon. Chair read the following received from BT technical support:-

*"I have reviewed your case further in relation to indoor mobile service at the sports pavilion at CV7 7SP. Mapping imagery suggests the property was built between April 2010 and October 2011. The serving cell site is within Meriden and lies to the south east of you. The coverage projections of mobile services are based on standard brick build construction. Your premises is single storey, and appears to have a metallic roof from mapping imagery. Could you confirm this please?"*

*The serving cell site projection without unhindered sending of mobile signal, is variable indoor. It would appear that line of sight issues will be the cause of your service problems when in the pavilion. 2G only is without doubt the preferred setting for telephony at this location, and if this does not help in obtaining stable service, it is unlikely that we can improve external services, at least in the short term.*

*Wifi calling is a function on certain handsets on other networks currently. We will be launching our own version of the service later in the year, although we do not have a launch date presently.*

*I note that you have unlimited call allowance as part of your tariff. This covers directly dialled calls, and any diversion charges generated by diverting calls if you were to do so. Potentially, you could divert inbound calls to any other service from your BT mobile number, at no cost to yourselves. If you want to go through this option in more detail, please do not hesitate to contact ourselves."*

*Regards*

**Steve Reece**

**Mobile Offline Support Team BT Mobile**

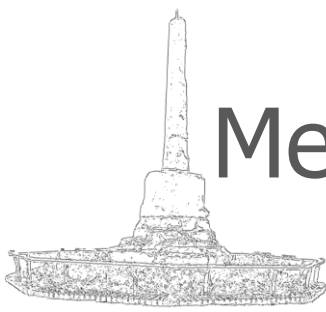
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**Action:** Members requested the clerk to re-open conversations with the Manor Hotel and engage service providers to explore options for better coverage for Meriden.

## 10.10 Local Council Award Scheme

The next meeting is Saturday 6<sup>th</sup> May 2017 10am-12 midday at the Pavilion. Chair advised that the purpose of the meeting is to go through how far we have got and to timeline the completion of the LCAS application for March 2018.

## 10.11 Meriden Public Transport

### 10.11(i) 89 Service Replacing Taxibus

Cllr Nunn advised that a meeting is arranged with Ring & Ride and TfWM representatives for 9<sup>th</sup> May. This is not a public meeting and representatives from Meriden, Hampton and Catherine De Barnes will be attending.

The clerk advised that Mrs Gray and Mrs Mills had handed in a petition which is endorsed by the Parish Council and will be handed to Cllr Bell for passing to Cllr Richards Cabinet Portfolio Holder for Transport and Highways.

**Action:** Cllr Nunn to liaise with Meriden Action Group to provide on-going support.

### 10.11(ii) Meriden Primary School Bus (Millisons Wood)

Chair advised there is a petition at the school; the Parish Council responded to the consultation meeting the closing date; the Parish Council further responded to a requested from the Parent Action Group to provide a statement for the Solihull Observer which was drafted by herself and Cllr M Lee.

**Action:** The Parish Council to monitor situation and provide support and assistance to the Action Group.

## 10.12 Street Association Project

Nothing to report.

## 10.13 Fun Day Sunday

Members discussed and considered the request of Fun Day Sunday organiser to have a bouncy castle located on the Green. With recent damage and repairs programmed to be carried out, it was considered an unsuitable site to have a large bouncy castle; specifically around public liability insurance, health and safety of users, risk assessment and running a generator in a residential and conservation area. The Parish Council has refused access to STWA for a water pipe; to permit a bouncy castle contradicts village assets Scheduled Ancient Monument, listed buildings and Conservation Area. Members would be happy to have a bouncy castle sited in the sports park and the clerk will get back to Organiser and discuss alternative site.

**Action:** Clerk to contact Organiser.

Signed ..... Chair Dated .....

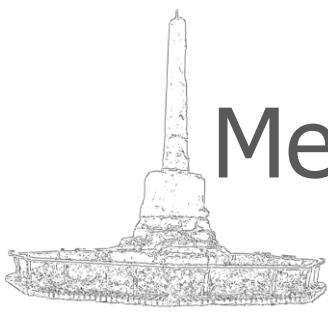
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## **11. Solihull Partnership Forum**

Cllr Nunn reported that he and clerk attended the Forum on 28<sup>th</sup> March. Amrik Manku presented SMBC’s Transport Strategy in partnership with Transport for West Midlands. Much focus was given to economic growth of the Borough relating to JLR, HS2, Garden City and Airport. A workshop facilitated by TfWM to provide Parish and Town Councils with the opportunity of recording what works well, what does not and future requirements. Cllr Nunn further explained that the opportunity to meet with Amrik Manku after the meeting was welcomed and he and clerk were able to bring to his attention the plight of residents in relation to the removal of the taxi-bus and proposed cessation of school bus from Millison’s Wood to Meriden Primary school, neither of which he knew about. We discussed sustainable transport for rural communities included in the Transport Strategy the will feature Transport for West Midlands as guest speakers. Cllr Nunn and the clerk will be attending.

**Action: Cllr Nunn and the clerk to attend on behalf of Meriden.**

## **12. Planning Matters**

### 12.1 Neighbourhood Planning Update

Cllr M Lee advised the next meeting is 27<sup>th</sup> April 2017.

**Action: Cllr M Lee to provide update at next meeting.**

### 12.1(i) Locality Funding Bid

With holiday commitments there is no update on Locality Funding bid; however an expression of interest is to be drafted. Avon Planning will be requested to submit a quotation for their work to be included in the funding application. Once funding has been secured it must be used by 18<sup>th</sup> March 2018.

**Action: Cllr M Lee to draft expression of interest; request quotation from Avon Planning; start scoping application content.**

### 12.2 Neighbourhoods Community Action Plan

#### 12.2(i) Evidence Base Highways Restriction Review (TRO)

Chair reported that Berkswell PC had contracted an external consultant to assist with their traffic strategy asked Members to considered doing the same. The evidence collection was not possible with the constraints on clerk and Members.

**Action: Clerk to contact Berkswell PC and obtain their recommendation and contact details.**

### 12.3 Solihull Local Plan Review & Meriden Sites

Chair advised nothing to report and the date is likely to slip due to elections.

### 12.4 Planning Application Status Updates

There was no planning schedule available for April. Chair asked Members of Planning Committee if a reply had been submitted to Shirley’s Garage application. The response was negative and Cllr Nunn advised he would look into this and requested the clerk’s assistance in looking at archived responses dating back to 2012.

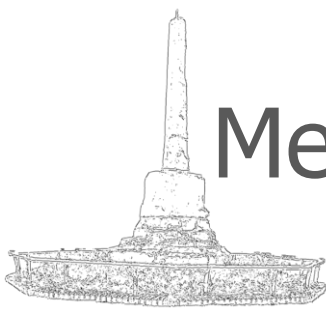
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The deadline for comments is 28<sup>th</sup> April 2017. Previous material considerations were density of development; the “conservation” triangle; aesthetics and use of materials.

**Action:** Clerk to access files and send information to Cllr Nunn for draft response.

Cllr Lynch-Smith asked if there had been any further dates for training? The clerk replied that she would chase up Sheron French, Planning Officer, for May dates.

**Action:** Clerk to follow up with Sheron French and circulate new dates to Members for planning training evening.

## 12.5 Community Asset/Right to Bid

Cllr M Lee advised this remains a work in progress as part of Neighbourhood Plan.

**Action:** Cllr M Lee to monitor via Neighbourhood Planning Group.

## 12.5(i) Register Grade II Listed buildings not included in Heritage Listings for Green Conservation

Cllr M Lee advised this remains a work in progress as part of Neighbourhood Plan.

**Action:** Cllr M Lee monitor via Neighbourhood Planning Group.

## 12.5(ii) Fields in Trust

Nothing to report and linked into Neighbourhood Planning Group.

**Action:** Cllr M Lee monitor via Neighbourhood Planning Group.

## 13. Parish Council Development Day

The next Development Day is arranged for Saturday 6<sup>th</sup> May 2017.

## 14. New Website

Cllr M Lee advised she had contacted Real Point who is now clear on actions required to get the website completed and live with completion date end of the month. The clerk was requested to provide finance page information. Training sessions will be provided for in-house maintenance of the website.

Cllr Lee further reported that she had revisited Real Point’s email of 6<sup>th</sup> October 2017 advising new email addresses and passwords had been created for Members as part of the Transparency Code that personal emails should no longer be used. Cllr Nunn advised that there had been issues with Microsoft and the timeline to log in and set up the email address was too short and expired.

**Action:** Cllr M Lee and Real Point to liaise and finish website and reset passwords.

## 15. Annual Parish Assembly

Chair circulated draft invitation letters and poster to Members for their comments; a list of invitees had been drafted and Members were asked for any others in their networks to be included. Invitations will be either hand delivered or emailed. RSVP’s

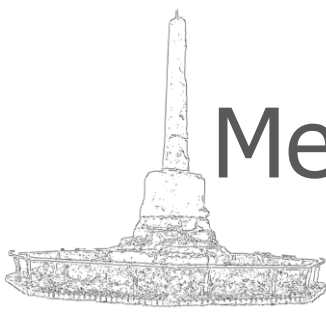
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will be recorded by the clerk. Refreshments will be arranged and there will be the opportunity for networking and residents to record issues/topics that they wish the Parish Council to provide for in the future.

Cllr M Lee recommended amendments to the use of logos used and style of invitations and poster. It was agreed that the clerk would email the draft documents for Cllr Lee to amend.

**Action: Clerk to email Cllr M Lee with draft letters of invitation and poster for review and amendment.**

## **16. Councillor’s reports and items for future agenda**

Cllr M Lee advised that the deadline for the Meriden Mag is 2<sup>nd</sup> May 2017 and requested information to be included be sent to her urgently so this may be wrapped by 29<sup>th</sup> April. Items for inclusion:-

- Sand Martins colony nesting in Quarry  
**Action: Clerk to contact Wayne Wardle, NRS Wastecare Limited.**
- Update on 89 replacement bus service  
**Action: Clerk to contact Mrs J Gray and Mrs P Mills.**
- Parish Council “Thank you’ s”  
**Action: Clerk.**

## **17. Date of Next Meeting**

The next Meeting of Meriden Parish Council is to be held on **15<sup>th</sup> May 2017 at 7.30 pm venue Pavilion, Meriden Sports Park** and **Annual Parish Assembly on Monday 22<sup>nd</sup> May 2017 at 7pm venue Village Hall.**

The Chair closed the meeting at 21.20 hours.

Signed ..... Chair Dated .....

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