



# Meriden Parish Council

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Minutes of Meriden Parish Council Meeting held on Monday 26 November 2012 at The Village Hall, Main Road, Meriden. The meeting commenced at 7.30 p.m.

**Present:** Cllr M Lee Chair  
Cllr R Weaver  
Cllr P Lee  
Cllr F Lynch-Smith  
Mrs B Bland Clerk

Cllr D Bell was in attendance.

## **1.Apologies**

Apologies received from Cllr R Kipling and Cllr M Haque.

## **2.Declarations of Interest**

Nothing declared by Members.

## **3.Minutes of 22 October 2012**

The Clerk had circulated to Members minutes of the meeting held on 22<sup>nd</sup> October 2012. Amendments had been received and actioned. Members agreed that the minutes were an accurate record and accepted as read.

**IT WAS RESOLVED** Members accepted the Minutes of Parish Council meeting held on 22<sup>nd</sup> October 2012.

## **4.Matters Arising**

Members noted that all matters arising were included as Agenda items.

## **5.Public Participation**

There were no members of the public in attendance. Members recognised that residents had been affected by recent adverse weather which had caused flooding to the Village and some homes. Members sent their best wishes to all affected households.

Cllr Lynch-Smith informed Members that she had been approached by residents who shared their concerns over the refuse collections specifically the return of bins by the collection staff who consistently leave the bins in the path of vehicle access and pedestrian walkways.

**IT WAS RESOLVED** The Clerk was instructed to email Bruce Brant, Neighbourhood Co-ordinator, requesting him to look into the matter and report back.

## **6.Correspondence & Communication**

### ***6.1 Barton Willmore – Leys Lane Development***

Unfortunately the Clerk and Members had not been able to attend the public consultation event held at the Manor Hotel on 16<sup>th</sup> November.



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Cllr Bell stated that he had attended and there were three Barton Willmore representatives engaging with residents. Cllr Bell confirmed the next phase to be a reserved matters application relating to site specific aspects such as transport, traffic and education. Barton Willmore's role is to engage with residents via a public consultation as they are interested in what local people think and what they have to say about the proposed development.

Cllr M Lee stated that Barton Willmore had stated in their recent correspondence that if the Parish Council were unable to attend, then representatives were happy to attend a Parish Council meeting before or after their consultation.

**IT WAS RESOLVED** The Clerk will contact Stuart Field, Senior Planner, Barton Willmore and Kathryn Ventham with an invitation to attend the next Parish Council meeting on 12<sup>th</sup> December 2012.

## **6.2 NALC – Legal Topic Note LTN79 revision October 2012 – Staff Pensions**

The Clerk had circulated to Members the above document. Members present accepted mandatory pension contributions for all new employees joining the Parish Council.

**IT WAS RESOLVED** Members agreed to accept LTN79 revision October 2012 – Staff Pensions for all future employees joining Meriden Parish Council to join a mandatory pension scheme and this will be included as on costs in the budget for 2013-14.

## **6.3 NALC – Dispensation Procedure & Guidance Legal Topic NLTN80 revision November 2012 – Members' conduct and the registration and disclosure of their interests (England)**

The Clerk had circulated this document to Members prior to the meeting. The Clerk further stated that new Dispensation Procedure and Guidance, and disclosure of Members' conduct and their interests had been provided by Solihull Democratic Services and the Parish Council adopted Solihull's Code of Conduct at the Parish Council meeting on 20 August 2012.

**IT WAS RESOLVED** Members had adopted new Code of Conduct Policy and Guidance as recommended by Solihull Democratic Services at the Parish Council meeting on 20 August 2012, confirmed in minutes duly agreed and signed.

## **6.4 Warwickshire County Council – Primary Gritting Routes Winter 2012-2013**

Members acknowledged receipt and the Clerk advised that the primary gritting route did not include Meriden.

**IT WAS RESOLVED** Members acknowledged receipt from Warwickshire County Council.

## **6.5 Newsletter from Neighbourhood Management Rural Area (SMBC), West Midlands Police East Neighbourhood Team and Partner organisations – November 2012**



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Members acknowledged receipt of this publication. Cllr M Lee will arrange for a website link from Parish Council Website to newsletter link with Ian Geddes of 2geeDesign.

**IT WAS RESOLVED** Cllr M Lee will contact 2geeDesign and arrange for a link to the Newsletter from Meriden Parish Council website to enable access for residents.

## ***6.6 Barclays Bank confirming ‘change of signing arrangement request’ in place***

Members acknowledged receipt of this formal confirmation for the new bank mandate signatories to include the Vice Chair and newly appointed Clerk.

**IT WAS RESOLVED** Members accepted confirmation that the new bank mandate for Barclays Bank is operational.

## ***6.7 Notice of submission of Warwickshire County Council Waste Core Strategy Development Plan document in accordance with Regulation 22 of Town and Country Planning Regulations 2012.***

The Clerk informed Members that she had forwarded this document to Cllr Kipling in his capacity as Parish Councillor and member of the Mining and Minerals Group. In Cllr Kipling's absence, the Clerk commented that Warwickshire are advising the Development Plan listed above, is now available for public inspection at Shire Hall, Warwick.

**IT WAS RESOLVED** Members noted that Warwickshire County Council Waste Core Strategy Development Plan document with Regulation 22 of Town and Country Planning Regulations 2012 is available for public inspection at Shire Hall, Warwick.

## ***6.8 NALC Precepts setting 2013-2014 and tips on Budgeting***

The Clerk had circulated Members with the above documents prior to the meeting. Members acknowledged they had received copies. Cllr Weaver commented that this document had been difficult to read and understand, and Members agreed.

**IT WAS RESOLVED** Members acknowledged receipt of NALC Precepts setting 2013-14 and tips on Budgeting.

## **7. Co-option of New Councillors**

### ***7.1 Nominations***

Cllr M Lee stated she had received two applications and the Clerk confirmed she was in receipt of electronic copies. The Clerk advised that she had acknowledged receipt and requested both applicants to forward signed copies. Cllr M Lee will contact the remaining two applicants that she has had contact with to request their applications by Monday 3<sup>rd</sup> December 2012. Members accepted this item will be deferred to the next Parish Council meeting on 12<sup>th</sup> December 2012.

**IT WAS RESOLVED** Cllr M Lee would contact the applicants and advise of deferment of decision. The Clerk was requested to circulate applications to Parish Councillors so they may comment on prospective nominations specifically identifying the added value to the local community.



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Members agreed to defer this item to the next meeting on 12<sup>th</sup> December 2012. Cllr Weaver and Cllr Lynch-Smith informed Members that they would not be available to attend the next meeting but they would provide their comments and recommendations to be included in the decision making process.

## **8. Tenders Process 2013-14**

The advertisement for tenders is in the Meriden Mag which is available to the local community.

### ***8.1 Contractors Review***

Cllr Weaver informed Members that the process is underway. The Clerk informed Members that she had received a visit from one of the existing Contractors asking if it was in order to tender for part of each Contract specified. Members discussed the merits of this and whilst it was appreciated why the request had been made, this would not be considered for this round of tenders but will be borne in mind for 2014. Cllr Weaver stated that each Contractor needs to demonstrate added value to their contract.

Cllr Weaver further stated that she had reviewed the Sports Co-ordinator's present contract to agree a new pattern of working to accommodate the downturn during the winter months. The contract will therefore be reduced to 5 hours per week commencing 3<sup>rd</sup> December 2012. Cllr Weaver has also asked the Sports Co-ordinator to demonstrate the added value that he can bring to the Sports Park and the local community, should this contract go out to tender.

**IT WAS RESOLVED** Cllr Weaver, Cllr M Lee and Cllr P Lee will undertake a review of Contractors prior to tenders being received by 17<sup>th</sup> December 2012.

### ***8.2 Edge Finance***

The Clerk informed Members that the 5 year contract for AdvantagEdge Finance package will expire in February 2013. Edge require a two month lead in and therefore request the authorisation of a new 12 month contract so a purchase order and invoice may be generated for payment. The cost for this 12 month contract is £195 plus VAT.

**IT WAS RESOLVED** Members agreed for the continuation of this contract and instructed the Clerk to process prior to contract expiry.

## **9. Safeguarding and CRB**

Cllr Weaver informed Members that she had contacted Deborah Merry, Head of Democratic Services regarding providing CRB checks for Meriden Parish Council employees and Councillors. Solihull has agreed to be the umbrella organisation to process the CRB checks at a cost of £44 per CRB plus an administration fee of £10.80 per CRB.

**IT WAS RESOLVED** Cllr Weaver will contact Deborah Merry and confirm Meriden Parish Council wish to proceed with the CRB checks for Cllr M Lee, Cllr P Lee and the Clerk.



## **10. Meriden Village Matters**

### **10.1 Meriden Village Bus Shelters**

The Clerk advised Members that she had met with the Contractor responsible for street furniture regarding the condition of four of the bus shelters. After visiting each one identified as leaking, a quotation was requested for repairs to each roof of the four shelters identified. The Clerk shared the cost of the repairs with Members which would be between £250-300 per shelter.

Cllr P Lee suggested the Parish Council contact J C Decaux to explore the replacement of bus shelters which would provide advertising. Cllr Weaver suggested that advertising within the village is not in keeping with the community environment. Cllr Lynch-Smith stated that the bus shelters were well used and recommended undertaking repairs. Cllr Weaver further commented that planning permission would need to be considered if J C Decaux were to supply new shelters with new dimensions and fixings, which would not be a speedy option. It was therefore recommended by Members that repairs should be made with all haste as the winter is upon us.

**IT WAS RESOLVED** Members agreed that repairs should be undertaken and the quotation from the Contractor be accepted. The Clerk was instructed to make arrangements for the immediate repairs to be effected. Cllr P Lee will make enquiries with J C Decaux.

### **10.2 Dog Bins**

The Clerk informed Members that she had received email correspondence from Bruce Brant, Neighbourhood Co-ordinator and David Tipping, Senior Officer, Parks and Open Spaces. In principle there is agreement for the three new Parish Council Dog Bins to be sited in the Village. However it is stressed that there could be a financial implication for the Parish Council to provide a service for emptying and disposal of waste, and Mr. Tipping requests Meriden Parish Council's agreement to fund this service.

Cllr Lynch-Smith suggested siting one of the dog bins on the Fillongley Road as dog walkers are using private wheelie bins on residents' drives to dispose of their dog waste as they are returning from the footpaths; the proposed site would be where the grass becomes a footpath adjacent to Merrioyles Kennels.

It is suggested to provide one dog bin on Fillongley Road, two dog bins in Millisons Wood and re-site the existing dog bin on Hampton Lane (Meriden Mile) to the corner of Stonebridge Golf and Leisure Park. However Cllr P Lee wanted evidence of the amount of waste being collected from this bin prior to its removal.

Cllr Bell suggested it was unfair for the Parish Council to be expected to fund the collection of waste and would speak with officers from Solihull MBC and report back.

**IT WAS RESOLVED** The Clerk to request number of collections and amount of waste being collected. Cllr Bell to speak with officers from Solihull MBC and report back to Members.



## **11. Meriden Library**

### ***11.1 Update***

Cllr M Lee reported to Members that she had contacted Tracey Cox, Head of Library Services to organise a meeting regarding refurbishment and strengthening of first floor. Due to Ms Cox's diary commitments a meeting cannot take place until the New Year. Suggested dates are 14<sup>th</sup>, 15<sup>th</sup> or 17<sup>th</sup> January with the venue being Solihull Central Library. Cllr Bell asked if he may attend any meeting that is arranged. Members agreed to offer Ms Cox Monday 14<sup>th</sup> or Thursday 17<sup>th</sup> January as these dates coincided with Library opening, and the venue is to be The Pavilion, with a visit to the Library.

Cllr Lynch-Smith asked for an update regarding the proposal to move the Library to Meriden School or another location. Cllr M Lee confirmed that any relocation will not be taken forward with Meriden School not being an option. The outcome of the recent survey indicated residents did not want the Library to leave its current site. Cllr M Lee also confirmed that Members had agreed at the last Parish Council meeting on 22<sup>nd</sup> October 2012, to make a contribution to any refurbishment works undertaken. Cllr M Lee also confirmed hours will be decreased by two hours per week from April 2013.

**IT WAS RESOLVED** Cllr M Lee will contact Tracey Cox and arrange a meeting at the Pavilion.

### ***11.2 First Floor Strengthening Costs***

Cllr M Lee informed Members she had received initial costs for the first floor strengthening. Cllr Bell confirmed he had provided the proposed cost of 12K however he remained uncertain if this covered the full extent of work required. Cllr Weaver asked specifically about architect, planning and material costs. Cllr Bell indicated that he had not had the opportunity to further an outline proposal with full costs.

**IT WAS RESOLVED** Cllr Bell will follow up and report back a next meeting.

## **12. Alspath Community Centre**

Cllr M Lee reported there was no further information and therefore nothing to report.

**IT WAS RESOLVED** Members will continue to monitor any future development.

## **13. Leys Lane**

### ***13.1 Allotments***

Cllr M Lee reported that the Clerk had contacted the Parish Council Solicitor, Wright Hassall, to take advice. The Clerk informed Members that Jane Senior, Partner, had left several messages for Adrian Clack, Taylor Wimpey to contact her regarding their proposed tenancy agreement with the allotment holders.

**IT WAS RESOLVED** The Clerk is requested to continue to monitor and action with Wright Hassall, for the next Parish Council meeting on 12<sup>th</sup> December 2012.



## **13.2 Development**

Cllr M Lee informed Members that there was nothing to report. As Members were unable to attend the recent public consultation, Cllr Weaver suggested inviting Barton Willmore to the next Parish Council meeting on 12<sup>th</sup> December 2012. Cllr P Lee agreed this would be useful.

**IT WAS RESOLVED** The Clerk is to contact Barton Willmore and extend an invitation to the next Parish Council meeting.

## **14. Receive Reports**

### **14.1 Committee Member for Village Hall Management Committee**

Cllr F Lynch-Smith advised she had attended the recent committee meeting where the financial support of the Parish Council was requested. The Committee are faced with some big issues not least keeping the village hall for local community use, but getting the balance of external lettings to generate a level of income consistent with sustaining this village resource. The Committee are made up of volunteers and goodwill, and as such the letting of the village hall at weekends is not promoted due to caretaking and cleaning issues; however there are many requests for birthday parties and christenings.

The Clerk stated that agenda item 22.5 (ii) refers to the financial contribution requested by the Treasurer of the Village Hall Committee.

**IT WAS RESOLVED** Members agreed to consider the request from the Village Hall Committee once this has been received in writing to the Parish Council.

### **14.2 Parish Council nominated Community Governor for Meriden C of E School**

Cllr R Weaver reported that there is a Governor's meeting on 28<sup>th</sup> November 2012. Cllr Weaver is tasked with securing funding from Taylor Wimpey for Meriden School. Cllr Weaver also advised Members of a Carol Service on Friday 30<sup>th</sup> November 2012 at 3.30 pm followed by the Christmas Fayre 4.30-6.30 p.m.

### **16.3 Committee Member for War Memorial**

Cllr P Lee informed Members that following the last meeting identifying repairs and cleaning of the War Memorial, this work was now being progressed by Peter Wright and members of the War Memorial Committee and that Ralph Ledbrook and Bob Hurton volunteered to action.

### **14.4 Pool**

There was nothing to report.

### **14.5 Allotment Representative**

Cllr M Lee stated there was nothing to report, but allotment holders will be meeting on 3<sup>rd</sup> December 2012.

### **14.6 Footpaths/Forum**

Cllr Lynch-Smith stated there was nothing to report.



## **14.7 Mining and Minerals Group – Cllr R Kipling**

Cllr Kipling was not in attendance and therefore there was nothing to report. The Clerk informed the meeting that she had forwarded to Cllr Kipling a copy of NALC Policy Consultation regarding the speed limit for HGVs on single carriageway roads. The consultation ends on 1<sup>st</sup> February 2013.

**IT WAS AGREED** The Clerk was requested to email the consultation document to Members.

## **14.8 Local Strategic Partnership**

Cllr Weaver informed there was nothing to report asking Cllr Bell what was happening with the Partnership and whether this item should be removed from standing items? Cllr Bell replied that he was unsure what was happening and if the Partnership was worth continuing and if it was making a positive contribution.

**IT WAS RESOLVED** Cllr Bell will find out what is happening and report at next parish Council meeting on 12<sup>th</sup> December 2012.

## **14.9 Solihull Area Committee**

Cllr Weaver reported that work was continuing on the new Charter and this was going for Scrutiny Committee in December 2012.

## **14.10 Tree Wardens**

Cllr P Lee asked the Clerk if she had a response from Planning Officers regarding a list of Tree Preservation Orders (TPOs). The Clerk replied that this item was an outstanding action and she would process for next meeting.

**IT WAS RESOLVED** Members instructed the Clerk to formally request a current list of TPO's under The Freedom of Information Act.

## **16.11 Community Surgeries**

The Clerk informed Members that concerns and complaints had been raised at the Community Surgery on 5<sup>th</sup> November as follows:

- Quarry lorries parking in village blocking roads and pavements.
- Beat surgeries and follow up actions by PCSOs.
- The Firs residents using mobility scooters not being able to access pathways or pavements due to parked cars accessing café.
- Requests for dropped curbs for disability access to and from Sports Park.
- Pedestrian crossing on Fillongley Road from Maxstoke Lane.
- Dog Bins for Millisons Wood and re-siting the one on Hampton Lane.
- Emptying of bins around Pond.
- 82 Bus route – so popular that standing room only.
- Outbreak of graffiti at Leys Lane, Digby Place, The Croft, wooden posts, street signs at Alspath Road and Winspear.
- Drains blocked at Somers/A45 just along from Archery Club.
- Memorial Bench.
- Green bins/recycling boxes.





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**IT WAS RESOLVED** The Clerk has actioned and is processing all the above issues with the Neighbourhood Co-ordinator, Parks, Highways and Community Policing Team. Members also acknowledged the Clerk's actions for the removal of graffiti from private fences in The Croft and Leys Lane as a goodwill gesture.

## **14.12 Community Speed Watch**

Cllr Weaver stated that at a recent meeting with Highways and Neighbourhood Co-ordinator, Solihull had suggested facilitating a speed watch. Cllr Weaver further stated that PCSO Adam Handley was also to set up a speed watch together with providing a training date for Meriden volunteers within the locality.

**IT WAS RESOLVED** The Clerk will follow up with PCSO Handley at the forthcoming Beat Surgery on 28<sup>th</sup> November.

## **14.13 HS2**

Cllr Lynch-Smith reported she had attended an event at a school in Kenilworth on awareness of HS2 day. HS2 speakers reaffirmed the financial case stating no-one will suffer. There was a good attendance with lots of sensible questions mixed with high emotions. Cllr Lynch-Smith stated that the public were fighting on two fronts (i) to stop HS2 development, and (ii) to get a decent deal for everyone affected.

Cllr Bell informed Members that he too had attended the compensation event at Burton Green with 25 HS2 representatives present. The difficulty is that without noise contours residents do not know how much affect HS2 will have and therefore cannot see how compensation will be made. Caroline Spelman MP and officers will be meeting the Minister in London this week to see what can be done.

Cllr Bell reiterated that there are no experts on noise in the Working Party who can simulate the expected noise level and play it so residents may fully know the impact to their homes.

Cllr Lynch-Smith stated that local feeling is that HS2 is going ahead without any real information being made available to the local communities most affected by this development. The Community Forum will be meeting on 27<sup>th</sup> November 2012 at Balsall Common.

## **15. Meriden Sports Park**

### **15.1 Snagging and on-going works**

Cllr M Lee stated that there remain outstanding items to the play area and Pavilion. Cllr P Lee suggested the Parish Council seek legal advice. Cllr Weaver agreed and stated that she would draft a letter with the Clerk to Wright Hassall, Parish Council Solicitors.

**IT WAS RESOLVED** Cllr Weaver and the Clerk will draft a letter to Wright Hassall regarding the legal agreement under breach of contract and seek advice to bring this issue to a speedy conclusion.

### **15.2 Football Update**

Cllr M Lee informed Members that new Football contracts had been drawn up.



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The Clerk would send out to St John's and Triumph Meriden teams. Invoices will also be processed for £700 per team.

**IT WAS RESOLVED** Members requested that the Clerk action. Cllr M Lee will provide contact details for contracts and invoices to be sent.

### ***15.3 Tennis Update***

Cllr M Lee reported that all was going well. The Coach had been looking around for alternative venues but remains at the Sports Park for the foreseeable future.

### ***15.4 New Storage Facility***

Cllr M Lee reported that the storage unit is leaking and this has been notified to John Shaw DTZ for immediate attention. It is likely that the recent adverse weather did not help but nonetheless there are leaks around the door area.

**IT WAS RESOLVED** Cllr M Lee, Cllr P Lee and Cllr Weaver, and the Clerk to monitor.

### ***15.5 Solihull Property Services and Service Contracts***

The Clerk informed Members that she had met with John Shaw DTZ and there were electrical items omitted from the proposed Service Level Agreement with Solihull Property Services. These items are integral to the SLA and it had been anticipated that Solihull Property Services would have included Russells Electrical (the electrical contractor during the build of The Pavilion) in the service contract. However Russells on numerous occasions have been asked for a quotation and schedule of works which has not been forthcoming.

Cllr P Lee informed the meeting that a formal proposal had previously been approved by Members and the elements not included should now be highlighted to Solihull Property Service for them to appoint an electrical contractor. Cllr P Lee reiterated that this process has been too long in reaching a satisfactory conclusion.

**IT WAS RESOLVED** Cllr P Lee recommended the contract be accepted with input from Solihull Property Services to include electrical items not currently listed such as CCTV. The Clerk would action and contact Solihull Property Services and John Shaw DTZ.

The Clerk informed members that Advanced Maintenance Services had been asked to prepare a quotation for a deep clean of the changing rooms and toilet facilities. Cllr Weaver explained that she had made this request and would be undertaking further contract reviews. The proposal is for a 2 day deep clean to be carried out over a weekend or Monday and Tuesday, subject to use of Pavilion for drying purposes.

**IT WAS RESOLVED** Members agreed for the Clerk to action and arrange suitable dates with Advanced Maintenance Services.



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## **15.6 Meriden Sports Park Directors & Sub Group Committee Update**

Cllr Weaver informed Members that the group had met on 17<sup>th</sup> November 2012. The Group is made up of two directors Cllr P Lee and Cllr R Weaver, together with Mr M Askey the third director and Cllr M Lee as Chair of Parish Council.

Cllr Weaver advised Members that legal paperwork had been updated for Companies House which the Parish Council Solicitor and Solihull MBC have agreed. Cllr Weaver further stated that the sale of land monies remains in Solihull MBC bank and Mark Askey had been requested to explore investment providers, along with a financial development strategy for Parish Council ratification. Mr Askey was also requested to draft grounds maintenance job descriptions and work with the Clerk to develop the 2013-14 budget and strategy for long term business projection. The next meeting of the Directors and sub group committee will be Saturday 19<sup>th</sup> January 2012.

Cllr M Lee reminded Members that a letter had been received from Andrew Kinsey, Solihull MBC Legal Services, Corporate Governance, regarding the proceeds of the sale of land and transfer to Parish Council bank accounts. Cllr M Lee acknowledged another letter from Mr Kinsey, received by the Clerk this evening, dated 23<sup>rd</sup> November 2012 stating he had not received a response to his earlier request.

Cllr Weaver stated that before the transfer of any money we need to conclude snagging, investment opportunities and seek legal advice for breach of contract. Cllr Weaver concluded she is meeting with the Clerk on 28<sup>th</sup> November 2012 and will draft a suitable response.

**IT WAS RESOLVED** that Cllr Weaver will draft a response to Solihull MBC Legal Services. Mr M Askey will investigate suitable investment opportunities for the transfer of sale proceeds to Parish Council bank accounts for Parish Council ratification. Cllr Weaver and the Clerk will seek legal advice from Parish Council Solicitors, Wright Hassall regarding breach of contract.

## **16. Birmingham Airport**

The Clerk provided an update from the Consultation Group Forum on runway extension and re-routing of flight path. The CAA did not accept the two proposals or new flight path routes. Whilst Meriden is not directly affected re-routing the flight paths for north destinations will see more planes flying over Millisons Wood, Pickford Green and out towards Allesley and Coventry City Centre. For new flight paths for southern destinations the flight path will be Chadwick End, Meer End and Kenilworth. The public consultation had been deferred until January 2013 due to this development with a road show coming to Meriden Village to engage with residents. The Parish Council have been asked to support this event, advertise and provide a venue.

**IT WAS RESOLVED** The Clerk continues attending Forum meetings as a representative of Meriden Parish Council.

## **17. Heart of England in Bloom**

### **17.1 Best kept Village**



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The Clerk advised nothing to report and awaits new criteria to be forwarded from RHS for Best Village in Bloom and Heart of England in Bloom.

## **17.2 Environmental Champions**

The Clerk informed Members that Trish Willetts, Solihull's Environmental Champion has now left and Solihull is seeking to recruit a replacement.

**IT WAS RESOLVED** The Clerk will continue to maintain the links with RHS and Heart of England in Bloom.

## **18. Santa Fun Run**

Cllr P Lee informed Members that this event is progressing. Road signs were now in place. Cllr P Lee stated he needed to contact the Rotary Club as he is to organise some Marshalls for the event.

**IT WAS RESOLVED** Cllr P Lee will contact The Rotary Club.

## **19. Christmas Festivities**

### **19.1 Meriden Parish Council**

Cllr F Lynch-Smith asked if the Parish Council will come together as a "body" to attend local carol services, village green seasonal festivities, so the residents can visibly recognise their Parish Councillors joining in. Members stated that it was up to individual Parish Councillors to attend where they can.

### **19.2 Rotary Sleigh**

Cllr F Lynch-Smith asked if Members were involved with the Rotary Sleigh? Members agreed that this is not usual however in the Meriden Magazine there is a request for volunteers to assist with collection buckets and it is up to individual Members to volunteer.

## **20. Meriden Parish Council**

### **20.1 Parish Council Newsletter**

Cllr F Lynch-Smith stated that when she was lobbying for resident support for the recent Library Survey, there was confusion over what the Parish Council is and what it does; and the difference between a Parish and Parochial Council. Therefore she suggested a name change that was more in keeping with the work of the Parish Council and raising the profile with other village organisations and within the local village community.

Cllr Weaver stated that in the Parish Plan there is mention of the Parish Council achieving Council status with a quality mark once the Clerk has undertaken her course. The Parish Council will continue with a quarterly newsletter and the next issue could include this.

Cllr Weaver suggested an editorial group be set up after Christmas that will look at the style, role and profile of the Parish Council newsletter for the next 2013 edition.

## **24.2 Image**

Cllr F Lynch-Smith emphasised again the importance of being seen as a "body".



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Cllr Weaver said that previously the Parish Council had done a lot of PR in the Village promoting the work of the Parish council. There could be more promotional displays in the Library next year.

## **21.Planning Matters**

### ***21.1 The Clerk presented to the meeting the following planning notifications received for members' response:-***

Application No. 2012/1817 – Berryfields Farm, Berkswell Road, Meriden - vary condition No 3 for café opening hours.

**IT WAS RESOLVED** The Clerk reported that nothing had been received from Planners and this would be followed up. In principle Members raised no objection.

Application No. 2012/1736 – 34 Grace Road, Millisons Wood – Garage conversion.

**IT WAS RESOLVED** – The Clerk would complete Parish Council Notification with no observations and request a copy of the decision made.

Application No. 2012/1777 – 2 Kittermaster Road, Meriden – Single storey side extension.

**IT WAS RESOLVED** – The Clerk would complete Parish Council Notification with no observations and request a copy of the decision notice.

### ***21.2 Update of Eaves Green Lane***

Cllr M Lee stated that planning permission had been refused.

**IT WAS RESOLVED** That this issue will continue to be monitored.

### ***21.3 Fillongley Road/Maxstoke Lane – new layout/pedestrian crossing/refuge***

Cllr Weaver informed Members that a meeting had been attended by herself, the Clerk, a resident spokesperson, Neighbourhood Co-ordinator, Bruce Brant, and two representatives from Highways Engineers, Davinder Chohan and Chris Moreton. It is agreed that the current layout is not working and confirmed by Mr Moreton that the Contractor had not worked to plan; thus the new refuge is in the wrong place. Remedial works will be undertaken according to the original plans by David Wilson Homes and sub contractors Kelly.

Cllr Weaver stated that the Parish Council had now met with Solihull Highways twice and they are very aware that residents and the Parish Council are not happy with existing arrangements for pedestrians crossing. They are also aware of our requests for dropped curbs at both ends of the Village Green, which are currently being investigated. As the Green is a conservation area, this item is deferred to January 2013.

Cllr Weaver acknowledged an email sent to the Clerk by Mr Chohan confirming that the lowering of the curb outside the Spar shop, impacting on the Green, is a feasible option, and this will be picked up in January 2013 with public consultation and participation.



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**IT IS RESOLVED** Cllr Weaver and the Clerk will continue to monitor this situation and report back at January's meeting.

### ***21.3 Ownership of Plots of Land in and around Meriden Village***

Cllr F Lynch-Smith stated she has made good progress with this and will be meeting Laurence Osbourne in January 2013, with a suggestion of inviting him to a Parish Council meeting.

**IT WAS RESOLVED** Cllr Lynch-Smith will keep Members updated.

## **22. Finance**

### ***22.1 Precepts Timetable 2013-14***

Cllr Lee and Cllr Weaver acknowledged the receipt of correspondence sent by Anna Leggett, Senior Accountant, Financial Operations, Solihull MBC. Members accepted the timetable and the deadline for the Parish Council to have their indicative precept returned by 14<sup>th</sup> December 2012. Cllr Weaver and the Clerk are meeting on 28<sup>th</sup> November 2012 and will action this item accordingly. Members' recommendation is to use the existing precept and multiply by the number of households including the new Meriden Gate development.

**IT WAS RESOLVED** Cllr Weaver, Cllr M Lee and the Clerk will work on the precept for 2013-14 and meet the deadline of 14<sup>th</sup> December 2012.

### ***22.2 Budget setting 2013-14***

Members agree to defer this item to the next meeting on 12<sup>th</sup> December 2012.

**IT WAS RESOLVED** The Clerk will continue to bring 2012/13 accounts up to date with Edge Finance to benchmark budget setting process.

### ***22.3 Payments***

A schedule of payments was presented to Members for their approval, attached for ease of reference.

**IT WAS RESOLVED** Members agreed to payments being made.

### ***22.4 Private & Confidential Enclosure***

The Clerk circulated details of salary and expenses for approval.

**IT WAS RESOLVED** that payment be approved for staff payroll and expenses.

### ***22.5 Funding Applications & Donations***

(i) Brownies

The Clerk advised an application had been received and the request was for £120 which had been match funded by The Rotary Club.

**IT WAS RESOLVED** Members agreed to a contribution to Meriden Brownies for £120.



(ii)Meriden Village Hall Committee

The Clerk advised that a verbal request had been made and shared the letter dated 28<sup>th</sup> December 2011 with Members. Cllr Weaver stated that the process for consideration of donation from Parish Council funds is a formal written request to be sent to the Clerk. This system has been in place for several years. Members asked the Clerk to contact the Village Hall Committee Treasurer, Mr Allan Copper, and request in writing.

**IT WAS RESOLVED** Members requested the Clerk to contact Mr Copper with all haste. In principle Members agreed to the donation but requested a formal letter. Members agreed this will be actioned at the next parish Council meeting on 12<sup>th</sup> December 2012.

### ***22.6 Barclays Bank***

The Clerk informed Members that she had still not received confirmation that bank charges will be refunded and had sent an email to the Parish Council Account Manager.

### ***22.7 Outsourcing of Payroll***

The Clerk reported that this process was on-going with set up paperwork now received for completion.

**IT WAS RESOLVED** The Clerk will continue to work through this process with Barclays Bank.

### ***22.8 Clerk Training – PAYE, Precept, Budget, Pension & VAT***

Members agreed to the Clerk attending this training event at a cost of £35.00.

**IT WAS RESOLVED** The Clerk will complete booking form and send payment confirming place.

### ***22.9 Purchase of the Clerks Manual***

Members agreed to the Clerk purchasing the updated version of the Clerks Manual at a cost of £47.00 including postage and packing.

**IT WAS RESOLVED** The Clerk will complete purchase order form and send payment.

### **25.Date of Next Meeting**

The next meeting will be on Wednesday 12<sup>th</sup> December 2012 at 7.30 pm in the Village Hall.

The meeting closed at 21.45 hours.

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

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