



# Meriden Parish Council

*the centre of england*

Minutes of the Parish Council Meeting held on 20<sup>th</sup> June 2016  
 Venue: Pavilion, Meriden Sports Park at 7.30 p.m.

<b>Present:</b>		Cllr M Lee	
Cllr R Weaver	Chair	Cllr M Haque	
Cllr F Lynch-Smith	Vice Chair		
Cllr R Kipling			
Cllr P Lee		Mrs B Bland	Clerk

There were 4 members of the public present, Cllr LLoyd, Cllr Hitchcock and Cllr Bell.

**Cllr Weaver welcomed the Members and the public to the meeting.**

**1. Apologies**

Apologies received from Cllr Barber due to ill health, Cllr Nunn and Cllr Allsopp.

**2. Public Participation**

Cllr Weaver invited members of the public to raise any issues or concerns.

Berryfields Farm advised of their proposed extension to coffee shop and diversification of farm, enabling the new restaurant to provide a Thursday, Friday and Saturday evening meal dining service in a countryside setting. This extension will be accommodated within the existing building using upstairs with a lift/stairs access point utilising the existing delivery ramp/access point. Points raised covered the recruitment of 6-10 additional staff from the local community in the first instance; neighbouring properties have been consulted with and no concerns have been raised; the existing footprint remains the same; the expansion to diversify the farm’s business will in no way detract from the core business being a pig farm and it is unlikely that this will change in the future to become a commercial retail centre.

Chair thanked Berryfields for their attendance and stated Members looked forward to receiving the planning application and plans.

A resident reported the broken tiles that fall onto the pavement from the roof of the Bull’s Head and requested the Parish Council to draw this to their attention. Residents advise that this could be dangerous should a tile fall onto someone’s head when passing and there is evidence on broken tiles on the pavement. It would be sensible for the Bull’s Head to have a snow guard that would stop the tiles from falling onto the highway.

**Action:** The clerk to contact the Bull’s Head and draw their attention to the health and safety of falling tiles from their roof.

**3. Declarations of Interest**

3a To declare any personal interests in items on the agenda and their nature.

There was nothing to declare.

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

Clerk: Barbara Bland  
 55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ  
**T: 01676 522474 M: 07767 162423 E: [barbarablandmpc@btconnect.com](mailto:barbarablandmpc@btconnect.com)**  
[www.meridenparishcouncil.org.uk](http://www.meridenparishcouncil.org.uk)



# Meriden Parish Council

*the centre of england*

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

#### 4. Minutes

The minutes of the Parish Council meeting held on 23<sup>rd</sup> May 2016, circulated prior to meeting, were considered and agreed.

**IT WAS RESOLVED** Cllr Kipling proposed acceptance of the minutes of Parish Council meeting held on 23<sup>rd</sup> May 2016, seconded by Cllr P Lee.

#### 5. Finance

##### 5.1 Approve June Payments

The clerk circulated June payments for consideration and approval and advised an additional invoice received late from BT for £36.00 should be added to total of Parish Council payments. Therefore the payments approval for the Parish Council is £4,506.46.

**IT WAS RESOLVED** Cllr R Weaver proposed approval of June payments of £4,506.46 for Parish Council, seconded by Cllr R Kipling and £3,385.24 for Sports Park, seconded by Cllr P Lee.

##### 5.2 Approve Internal Audit

Cllr Weaver read Mike Spencer's, (Audit and Risk Management Consultant & Internal Auditor) letter as follows:-

*"I have concluded the annual internal audit of the Parish Council and completed the Internal Audit section of the Annual Return. The working papers were well presented.*

*A few administrative matters arising from the audit were discussed and resolved satisfactorily. There were no matters arising to report to Members.*

*I look forward to being of assistance to the Parish Council next year."*

##### 5.3 Approve Finance Committee Recommendation for Year End 2015-2016

The Clerk advised Members had been circulated with Finance Committee meeting minutes of 15<sup>th</sup> June. Chair confirmed the Finance Committee recommendation for Members to approve year end.

Chair read out the Annual Governance Statement to Members and duly completed and signed the Annual Return to Grant Thornton concluding the process.

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

Clerk: Barbara Bland  
55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ  
T: 01676 522474 M: 07767 162423 E: [barbarablandmpc@btconnect.com](mailto:barbarablandmpc@btconnect.com)  
[www.meridenparishcouncil.org.uk](http://www.meridenparishcouncil.org.uk)



# Meriden Parish Council

*the centre of england*

**IT WAS RESOLVED** Members agreed Finance Committee recommendation to approve Year End and Annual Return Governance Statement.

**Action:** The Clerk to complete process to meet Grant Thornton deadline for external audit submission being 24<sup>th</sup> June 2016.

#### 5.4 New Financial Regulations/Audit/Transparency/Policies

The clerk reported that this is with finance committee and remains a work in progress.

**Action:** Finance committee to undertake review of all finance policies and regulations in accordance with WALC recommendations for Audit/Transparency policy.

### 6. Progress Reports

#### 6.1 Village Hall Management Committee

Cllr Lynch-Smith reported the last film of the season has been shown with the Big Picture Show starting again in September.

#### 6.2 War Memorials

Cllr P Lee advised is disappointment that the original War Memorial Plaque has been removed from the Village Hall and replaced with a replica. He wishes to photograph the original plaque and suggests the long term siting of the original plaque should be considered to coincide with the 2018 Centenary and an application be made for funding.

**Action:** Cllr Lee to source funding.

Cllr P Lee further shared his disappointment with Memorial Approach and the lack of planting of a living Poppy. He asked about the long term planting arrangements and how the site can be improved. The Clerk explained that the site is proving difficult to plant and sustain due to its water retention and lack of direct sunlight. Last year's sustainable planting rotted and assistance had been requested from Wyevale.

**Action:** The Clerk to follow up.

#### 6.3 Meriden Pool

Nothing to report.

#### 6.4 Allotments

The Clerk reported works to the driveway reinstatement had been delayed due to weather; and she was meeting Steven Birchley on site on 21<sup>st</sup> June to discuss and resolve the outstanding issues.

#### 6.5 Footpaths/Forum

Cllr Lynch-Smith advised all was good but very wet in places.

#### 6.6 Quarries Liaison Group

Chair advised the group had met on 6<sup>th</sup> June and summarised as follows:-

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

**Clerk:** Barbara Bland  
55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ  
**T: 01676 522474 M: 07767 162423 E: [barbarablandmpc@btconnect.com](mailto:barbarablandmpc@btconnect.com)**  
[www.meridenparishcouncil.org.uk](http://www.meridenparishcouncil.org.uk)



# Meriden Parish Council

*the centre of england*

- Tarmac continue to monitor traffic carrying out ad hoc checks of vehicles using Hampton Lane.
- NRS continue to monitor traffic on Birmingham Road. Any driver recorded coming through Meriden is banned and on one occasion the driver has been sacked for repeatedly ignoring the routing agreement.
- The building of the A & A bunds will be completed within 7-10 days.
- All hauliers had received a reminder letter advising of routing and sheeting obligations.
- Beechwood commented that the community drop in sessions had been undertaken and were well received with local residents being more informed of the intended operations and planning. Work commences in August 2016 with completion anticipated for March 2017. The environmental permit has been applied for.
- Highways were thanked for their speedy response to the resurfacing of Birmingham Road.
- Harworth Estates is to undertake some on site road repairs.

There was a general discussion around the debris, mud and dust lying on Birmingham Road particularly the slip road onto A45. NRS are responsible for the sweeping of Birmingham Road and will be undertaking an inspection and review of procedures due to the difficulty of operating the sweeper due to speeding traffic.

**Action:** Chair to pass on comments to Quarry Liaison Group.

## 6.7 Solihull Area Committee

The next quarterly meeting will be held on 21<sup>st</sup> July.

## 6.8 Tree Wardens & TPO List

Chair welcomed and introduced Cllr Don Hitchcock who is a member of the Independent Group of Solihull Tree Wardens.

Cllr Hitchcock stated the group was inviting new Tree Wardens to join the group; he has been particularly impressed with Meriden’s conservation of trees and stressed the capital asset value of community trees. There is significant loss of established trees due to HS2 with neither trees nor historic soils being replicated with the loss of ancient woodlands dating back thousands of years. He urged Meriden to provide a representative for this important group who can be called on to attend appeals and public enquiries. This group is with the backing of SMBC Senior Environmental and Tree Officers. To reaffirm the work of the group, Cllr Hitchcock gave the example of a site in Dickens Heath where a planning application was submitted to fell 31 trees. After visiting the site and much debate, a temporary TPO was placed upon the site with a permanent TPO being realised.

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

**Clerk:** Barbara Bland

55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ

**T:** 01676 522474 **M:** 07767 162423 **E:** [barbarablandmpc@btconnect.com](mailto:barbarablandmpc@btconnect.com)

[www.meridenparishcouncil.org.uk](http://www.meridenparishcouncil.org.uk)



# Meriden Parish Council

*the centre of england*

Chair thanked Cllr Hitchcock and confirmed (i) an advertisement will be placed in the Meriden Mag, website, school and noticeboards for interested residents to come forward (ii) facilitation of Tree Warden Meetings at the Pavilion when required (iii) for a Parish Councillor Representative to attend next meeting, however it is noted that these meetings usually clash with Parish Council meetings.

Cllr P Lee requested Cllr Hitchcock’s assistance in aging the Chestnut Tree in the Village Hall car park.

**Action:** Cllr Lee to speak to Cllr Hitchcock outside of meeting.

## 6.9 Community Surgeries

The Clerk and Neighbourhood Co-ordinator hosted a community surgery on 6<sup>th</sup> June with no residents in attendance. Please refer to summary report of meeting and matters raised by residents with the Clerk outside of the surgery, attached for ease of reference and circulated to Members prior to the meeting.

Cllr Haque requested any meeting arranged with SMBC regarding Meriden Pool to be advised as she would like to be in attendance.

**Action:** The Clerk to liaise with relevant officers to resolve issues raised regarding Pool improvements.

## 6.10 Community Speed Watch

Nothing to report.

## 6.11 HS2

Chair welcomed and introduced Cllr Richard Lloyd, Agent representing the Parish Council in their House of Lords HS2 Petitioning.

Chair advised that the response from HS2 Limited had been circulated to Members prior to the meeting, countering objections to mitigation and concerns raised in relation to HS2; the purpose of which is to (i) go through HS2 response either to accept and withdraw our petition or (ii) Cllr Lloyd continues as Parish Council Agent to present our Petition for mitigation to the House of Lords.

Cllr Lloyd reported the current position the Petition is in (i) impact of Parish and (ii) setting out specific concerns; his recommendation is to reject the withdrawal of the petition and continue with mitigating against HS2 in attaining an enforceable agreement. The three main items are (i) traffic on roads (ii) development expedient to HS2 (iii) external appearance of works and any changes to the outline planning permission. SMBC may or may not support the Parish Council and there must be agreement with HS2 that any consent from the Parish Council must be attained prior to any works. For the Petition it would be useful to have additional information and also a local resident or Councillor to be present who may be interviewed.

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

**Clerk:** Barbara Bland  
55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ  
**T: 01676 522474 M: 07767 162423 E: [barbarablandmpc@btconnect.com](mailto:barbarablandmpc@btconnect.com)**  
[www.meridenparishcouncil.org.uk](http://www.meridenparishcouncil.org.uk)





# Meriden Parish Council

*the centre of england*

A general discussion continued with the following outcome:-

- Reject HS2 Limited withdrawal of Petition.
- The House of Lords Hearing date is 4<sup>th</sup> July 2016, which needs to be changed.  
**Action:** Cllr Lloyd to rearrange date.
- Cllr Lloyd to attend Hearing as Agent and a resident or planning consultant to be confirmed.
- **Action:** Chair and Cllr M Lee to follow up several suggested names.
- 3 items listed above to be the focus of the Petition and additional information to be put together in a presentation.  
**Action:** Chair to put together presentation with support from Cllr M Lee and Clerk.

6.12 Meriden Sports Park (quarterly summary only)  
The next quarterly update will be presented at July meeting.

## 7. Clerk's Report

The Clerk provided a summary of actions circulated to Members prior to the meeting. There were no questions.

## 8. District and Ward Councillor Reports

Cllr Bell updated on the following actions:-

- Library  
A conversation with Tracey Cox, Head of Libraries is suggesting the Library is not being used enough and therefore any further cost implications for improvements is being monitored via footfall. A request for an up to date programme of works has been made to Ms Cox on behalf of Meriden Parish Council, however Ms Cox is under the impression the refurbishment is complete. Cllr M Lee advised that the upstairs strengthening works was to be costed out with a view of a funding application being made to Heritage jointly by SMBC and the Parish Council. Members discussed this outcome and recorded their disappointment in Libraries response given the Parish Council 2015 investment for the 10K computer suite and refurbishment.

**Action:** Cllr Bell requested up to date programme of works for Library maintenance.

- Enforcement  
Contact with Sherri Grant provided a definitive answer to the outstanding enforcement notices in Meriden Parish, that any notice more than 4 years old is likely to be dead!

**Action:** Cllr Lynch-Smith will review the Enforcement Notice Register.

- Local Plan Review  
Cllr Ian Courts is awaiting the final numbers of new housing required in Borough regarding shortfall. The recommendation is for Parish and Town Councils to

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



# Meriden Parish Council

*the centre of england*

identify and propose sites with some control rather than wait for a fait accompli scenario by the Local Authority. A further suggestion is to identify additional infrastructure required to accommodate any potential new development that may be included in the planning process conditions.

**Action:** Cllr M Lee will follow up with Neighbourhood Planning group.

## 9. Correspondence & Communication

- SMBC to appoint Cllr David Bell as representative on Quarry Liaison Group.
- Letter of acknowledgement regarding donation to ABF the Soldier's Charity from WW1 Group.
- WALC requesting "Fly the Flag" for Commonwealth Day 2017 (13<sup>th</sup> March).

**Action:** The clerk to advise WALC that Commonwealth Day is already included in Meriden's flag raising schedule.

- NALC Star Council, Councillor, Clerk Awards nominations request to be completed by the end of July. **Action:** Cllr M Haque.
- Email received from David McGrath regarding the identified Meriden sites within the Local Plan Review "Call for Sites" documentation.

**Action:** Members considered Mr McGrath's suggestion for two public meetings in September. Cllr Bell advised that SMBC has consultants going around looking at sites and making recommendations. Cllr Courts suggests that it is prudent to have sites identified voluntarily. Looking to the future and particularly using the Neighbourhood Planning process which is well down the road, it is an opportunity to look at what the Parish needs and ensure this is included in the process.

Cllr P Lee stated the link was sent in May and it is now June?

Cllr M Lee asked what the time scale is.

Cllr Bell replied theoretically next spring (2017) was being worked towards but he has not heard what the next step is currently.

Chair stated it was not advisable to create fear and mis-information which will defeat any empathy.

Cllr Kipling stated that all sites have been identified and within the report each one has a +/- against it as part of the general consultation.

Cllr Bell suggested examples such as Balsall wanting the by-pass reinstated given the infrastructure required for more than 1500 new houses with potential moving of schools.

Cllr Lynch-Smith said there should be more identification and use of brownfield sites.

Chair will reply to Mr McGrath and any public meeting should have SMBC officers in attendance.

## 10. Meriden Village Matters

### 10.1 Library Update

Please refer to item 8: Cllr Bell's update on Meriden Library.

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

**Clerk:** Barbara Bland

55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ

**T:** 01676 522474 **M:** 07767 162423 **E:** [barbarablandmpc@btconnect.com](mailto:barbarablandmpc@btconnect.com)

[www.meridenparishcouncil.org.uk](http://www.meridenparishcouncil.org.uk)



# Meriden Parish Council

*the centre of england*

## 10.2 Village Commemoration WW1

Cllr M Lee advised there were no more planned events. The group continue to focus on finishing the booklet.

## 10.3 Meriden Gate (transfer of freehold of land known as Meriden Sports Park)

This matter has been referred to Steve Parkinson, VAT Advisor and Specialist to the SLCC (Society of Local Council Clerks) and NALC.

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

Nothing to report.

## 10.5 Highways

Cllr P Lee advised there should be restricted parking on Main Road at The Green (30 minutes only) the same as the service road. Chair advised that this has been identified in the Parish Plan. Additional parking difficulties arise with the Manor Hotel offering free parking for guests booking accommodation with parking when flying from Birmingham Airport. Additional parking issues arise from the residents of Darlaston Court who park on the pavement causing obstruction, and along Main Road. Cllr Lee went on to say that each flat has a garage issued but no one uses the garages to get vehicles off the road side and suggested the garages should be demolished to make way for a car park. Chair requested Cllr Lee follow this up with Highways to see what can be done to review the current parking restrictions.

**Action:** Cllr Lee to contact Highways for a review of parking restrictions and additional parking.

## 10.6 Land Registry & Ownership

Nothing to report.

## 10.7 Solihull Neighbourhoods in Bloom & Heart of England in Bloom 2016

Nothing to report.

## 10.8 Litter

Nothing to report.

## 10.9 Mobile Mast Update

Nothing to report.

## 10.10 Local Council Award Scheme

Nothing to report.

## 10.11 82 Bus Route & Failure of Service

Nothing to report.

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

**Clerk:** Barbara Bland

55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ

**T:** 01676 522474 **M:** 07767 162423 **E:** [barbarablandmpc@btconnect.com](mailto:barbarablandmpc@btconnect.com)

[www.meridenparishcouncil.org.uk](http://www.meridenparishcouncil.org.uk)





# Meriden Parish Council

*the centre of england*

10.12 Street Association Project  
Nothing to report.

**11. Solihull Partnership Forum**

Nothing to report.

**12. Planning Matters**

12.1 Neighbourhood Planning Update

Cllr M Lee reported that the resident survey was live on the website and also delivered to each household. Currently there was a 21% return rate with 292 surveys completed and received. The next meeting will be held on 23<sup>rd</sup> June with Neil Pearce and Hannah Robson attending. The deadline for completing all returns is 30<sup>th</sup> June 2016.

12.2 Planning Application Status Updates

Cllr Kipling advised the planning committee was responding to planning application consultations. Cllr Lynch-Smith stated she would go and take a look at Berryfields. The application for 31 Birmingham Road has been referred to neighbour notification.

12.3 Update of Old Garage & Caravan Storage Site, Birmingham Road

Nothing to report.

12.4 Unlawful Caravan Storage Site

The Clerk advised that further to an update from Mr Wigfield, this matter was in court on 23<sup>rd</sup> June 2016.

12.5 Land for Burial – Cllr Lynch-Smith

Cllr Lynch-Smith reported that she and Rev Lilley had met with Gordon Hull from SMBC and it is unlikely that SMBC will provide any funding towards a new burial ground for St Laurence. Chair suggested we take advice from NALC regarding burial grounds, liability, funding and planning for the future.

**Action:** Chair and Clerk to follow up with SLCC/NALC Advisors and report at next meeting.

12.6 Copse & Bridleway

12.7 Community Asset/Right to Bid

12.8 Enforcement Notice Register

This item is deferred to next meeting.

**13. Parish Council Development Day**

The next Development Day is scheduled for September.

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

Clerk: Barbara Bland  
55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ  
T: 01676 522474 M: 07767 162423 E: [barbarablandmpc@btconnect.com](mailto:barbarablandmpc@btconnect.com)  
[www.meridenparishcouncil.org.uk](http://www.meridenparishcouncil.org.uk)



# Meriden Parish Council

*the centre of england*

**14. New Website**

Cllr M Lee reported she, Cllrs Weaver, Barber and the Clerk had met on the 15<sup>th</sup> June 2016 to review Real Point's progress to date. The new branding, gallery banners, latest news boxes and drop menus have been revisited and amendments sent to Real Point. Cllr Barber will forward new branding designs and Cllr M Lee will forward the banner photos. A good quality Parish map is also required.

**Action:** Cllr M Lee to forward gallery and Cllr Barber to forward new branding.

**15. Councillor's reports and items for future agenda**

Any items to be forwarded to the clerk for agenda inclusion.

**16. Date of Next Meeting**

The next Meeting is the Annual Meeting of Meriden Parish Council to be held on Monday 18<sup>th</sup> July 2016.

The Chair closed the meeting at 21.35.

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

Clerk: Barbara Bland  
55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ  
T: 01676 522474 M: 07767 162423 E: [barbarablandmpc@btconnect.com](mailto:barbarablandmpc@btconnect.com)  
[www.meridenparishcouncil.org.uk](http://www.meridenparishcouncil.org.uk)



The following closed session commenced:-

**CONFIDENTIAL MATTERS**  
*All public and press attendees will be asked to leave for confidential matters closed session:-*

**17. Clerk’s Remuneration**

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:-

- New pay scales for 2016-2017 to be implemented immediately and backdated to 1<sup>st</sup> April 2016
- New pay scales for 2017-2018 to be implemented from 1<sup>st</sup> April 2018.

Members to approve National Joint Council agreement for salary scales 2016-2018; these are effective from 1<sup>st</sup> April 2016 and will remain in place until 31<sup>st</sup> March 2018.

**It was resolved:** Members unanimously approved National Joint Council agreement and implementation backdated to 1<sup>st</sup> April 2016.

Chair thanked Members and closed the meeting at 21.40.

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

Clerk: Barbara Bland  
55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ  
T: 01676 522474 M: 07767 162423 E: [barbarablandmpc@btconnect.com](mailto:barbarablandmpc@btconnect.com)  
[www.meridenparishcouncil.org.uk](http://www.meridenparishcouncil.org.uk)