

# Meriden Parish Council

*The Centre of England*

Minutes of the Parish Council Meeting held on 19<sup>th</sup> March 2018  
Venue: Pavilion, Meriden Sports Park at 7.30 p.m.

**Present:**

Cllr R Weaver RW	Chair	Cllr F Lynch-Smith FLS	
Cllr M Lee ML		Cllr M Nunn	
Cllr P Lee PL		Cllr M Haque	
Mrs B Bland	Clerk		

**Chair welcomed Members, Cllr Bell, Cllr Allsopp and (4) Members of the public to the meeting.**

**1. Apologies**

Apologies received from Cllr Barber due to ill health. No apologies received from Cllr Kipling for his non-attendance.

**IT WAS RESOLVED** Members accepted apologies from Cllr J Barber and noted Cllr Kipling's non-attendance.

**2. Public Participation**

Chair asked the public if there was anything they wished to raise.

- A resident explained the current situation they are in having attended January's meeting raising their concerns with Members over planning application being heard by planning committee. The committee had met on 31<sup>st</sup> January with a deferred decision outcome. The resident requested parish council support.
- Cllr Bell provided an update for Members; the committee thought that the openness of greenbelt was not being harmed in their proposal for a mobile dwelling to be sited on their land. Officers could not provide a reason for refusal and therefore the decision was deferred. If the parish council were to support this application then the focus should be given to (a) husbandry/welfare of livestock and (b) requirement of minimal action. Of the two neighbouring properties one has written in support and the other is objecting. The parish council letter of support written in January was not included in the planning committee documents or read out to committee. Reference to Meriden Parish Council was made as "no comments received"; and to neighbouring properties both being against the application; a misrepresentation on both counts.

Members considered the situation and unanimously agreed to write another letter of support. Cllr Bell advised the letter should be addressed to Mr D Acton.

**Action: BB/MN to meet in the morning and draft a letter of support referencing husbandry of livestock and openness of greenbelt is unaffected. A request for an explanation of why the January letter was not included or read to planning committee and a further request that both letters should be read out in support of this application when the matter goes before planning committee.**

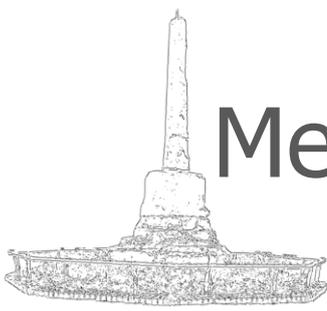
**Signed ..... Chair Dated .....**

**Clerk:** Barbara Bland

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### **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 of Last Meeting**

The minutes of the Parish Council meeting held on 19<sup>th</sup> February 2018, circulated prior to meeting, were considered for accuracy and agreed.

**IT WAS RESOLVED** The minutes of the meeting held on 19<sup>th</sup> February 2018 were approved; proposed by Cllr P Lee and seconded by Cllr M Nunn.

### **5. Finance**

#### 5.1 Approve March Payments

The clerk circulated March payments for consideration and approval.

- (i) Meriden Parish Council March payments £3,866.64. Additional to be included Real Point query of £94; B. Bland expenses £8; Avon Planning credit for £828; Heritage Lottery underspend £2,561.40.

**IT WAS RESOLVED** Cllr P Lee proposed approval of Meriden Parish Council March payments of £3,866.64 seconded by Cllr M Lee.

- (ii) Meriden Sports Park March payments £4,406.98. Additional to be included Eon estimated £190; BT estimated £160; BT estimated £89. It was also noted that March payments includes February's Dovetail late invoice.

**IT WAS RESOLVED** Cllr P Lee proposed approval of Meriden Sports Park March payments of £4,406.98 seconded by Cllr R Weaver.

#### 5.2 Finance Committee Recommendations:-

Chair advised that finance committee had met and the minutes circulated prior to meeting for Members consideration.

##### 5.2(i) GDPR

A quotation from D M Payroll Services for £600 to provide a GDPR service for 12 months in the first instance to ensure data protection compliance.

**IT WAS RESOLVED** Cllr R Weaver proposed approval of Finance Committee recommendation to engage D M Payroll Services to provide a GDPR service. Unanimously agreed by Members.

**Action: BB to contact D M Payroll Services for letter of engagement and pre-audit visit.**

##### 5.2(ii) Election 2019

Chair advised BB had recently attended finance briefings and feedback for reserves setting, which as a measure of good practice, a sum should be included for local

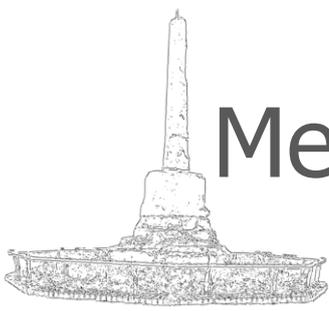
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council elections. Therefore finance committee recommend the sum of £2,500 to be a designated reserve for this purpose.

**IT WAS RESOLVED** Chair proposed Members approve Finance Committee recommendation to include a designated reserve of £2,500 for the purpose of local council election in 2019. Unanimously agreed by Members.

**Action: BB to revise reserve list and make budget adjustment on Edge FMIS.**

## 5.2(iii) Reserves Policy Review

Chair stated the policy had been circulated to Members for consideration. Finance committee recommend the inclusion of designated reserves for GDPR £1,000; 2019 Election £2,500 and Neighbourhood Plan £5,000.

**IT WAS RESOLVED** Chair proposed Members approve Finance Committee recommendation to include a designated reserves for GDPR £1,000; 2019 Election £2,500 and Neighbourhood Plan £5,000. Unanimously agreed by Members.

**Action: BB to revise Reserve Policy and make budget adjustments on Edge FMIS.**

## 5.2(iv) Risk Management and Asset Register Review

Chair advised documents had been circulated for Members consideration; attention was drawn to the additional items included for GDPR, data protection compliance and iCloud/365 compliance.

**IT WAS RESOLVED** Chair proposed Members approve Finance Committee recommendation to include GDPR, data protection compliance and iCloud/365 compliance. Unanimously agreed by Members.

**Action: BB to confirm revisions are included in Risk Management and Asset Register.**

Chair concluded finance with thanks to BB for a good internal audit and internal controls outcome of "sound". Report circulated to Members for ease of reference. Cllr P Lee recorded full council thanks to Finance Committee.

## 6. Progress Reports

### 6.1 Village Hall Management Committee

FLS reported all is going well with maximum attendance at film shows which are proving very popular. Bookings for community groups have also increased.

### 6.2 War Memorials

Nothing to report. Awaiting meeting dates from Caroline Stockham, Solicitor. Suggested availability from RW and ML either 28<sup>th</sup> or 29<sup>th</sup> March at 12.15 Pavilion.

**Action: Clerk to arrange.**

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

Nothing to report.

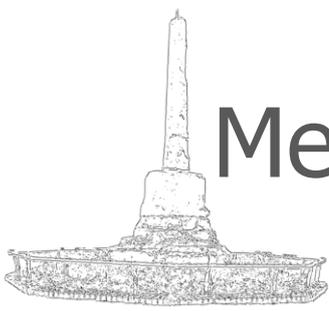
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## 6.3 Meriden Pool

Chair advised that she and BB had met with SMBC regarding phase 1 of the pool renovation project. SMBC has found 55K and work commences before end of financial year. Phase 1 comprises drainage, storage of fish, pool lining checks and repair, silage/silt removal. The parish council is currently awaiting notification from Emma Sibbing/Chris Edgell regarding public briefing and project outline for website, noticeboards and other social media outlets. With Easter upon us a small space will be heras fenced to allow access for duck feeding. Chair stated there is every confidence in the contractor to undertake the work.

**Action: Chair/Clerk to provide update for April full council meeting. Clerk to chase SMBC for public outline brief. SMBC Landscaping to provide quotation for phase 2 of works for Suez application for funding.**

### 6.3(i) Red Kite Management Plan & Suez Funding

Nothing to report.

## 6.4 Allotments

Clerk reported that all letters, invoices and inspection report has been sent to allotment holders. There are no vacant plots moving into 2018-19. The inspection letter has been strongly worded for allotment holders to clear up the site and remove all rubbish piled on individual plots and thrown into hedgerows. A skip has been organised for a month delivered on 23<sup>rd</sup> March to be sited inside allotment gateway. The cost has been shared between the 12 allotment holders.

**Action: Clerk to liaise with allotment holders and organise skip.**

## 6.5 Footpaths/Forum

FLS reported that she had been out and about cutting back; it is very wet underfoot but all looking ok.

## 6.6 Quarries Liaison Group

The next meeting is scheduled for 4<sup>th</sup> June 2018.

Chair reported that she, BB, Mrs Parker and Cllr Bell had attended March meeting and gave the following update:-

- Tarmac has a new manager. Phase 3 operations continue and the planning application for land adjacent to Cornets End Lane is progressing with Meriden requesting they receive neighbour notification along with Berkswell.
- Colemans operation is currently mothballed.
- A & A volumes are currently low resulting in lower stocks on site. A small electrical plant fire was reported.
- The biomass plant is delayed further due to plant installation with anticipated commencement of operations August/September 2018.
- EA advised no complaints received on air quality/dust monitoring issues.

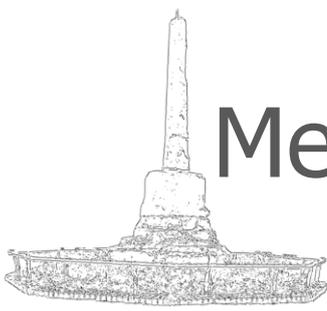
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- Operators were reminded of recent dust monitoring survey and requested recommendations be implemented as soon as possible i.e. dust management plans.
- RW asked for financial assistance for speed initiative stickers to go onto resident wheelie bins at a cost of £350. BB to write to individual operators.

**Action: BB to write to operators re contribution to speed initiative stickers.**

6.7 Solihull Area Committee  
Nothing to report.

6.8 Tree Wardens & TPO List  
Nothing to report.

6.9 Community Surgeries

**Community Surgery 5<sup>th</sup> March 2018 - Library**

Facilitated by Barbara Bland and Bruce Brant with **2 residents in attendance.**

- Speeding traffic Hampton Lane and wider parish traffic management requirements. Sight line improvements needed to Showell Lane, Berkswell Road, Birmingham Road. More work needed to Birmingham Road Millisons Wood cycle lane.

**Action: BB to write to Davinder Chohan advising of new residents group and endorsing traffic management.**

**Action: BB to write to Ashley Prior requesting assistance with traffic calming initiatives for hotspots outlined in parish council report January 2018 with focus on Hampton Lane. Copies to be circulated to Cllrs Diccico and Bell.**

**Action: RW to speak to Cllr Tattum, Chair Balsall Common PC, to explore shared enforcement officer as a procured service from SMBC.**

- Follow up Arden School Police meeting with Cllr Diccico to attend for Meriden residents. All items of passing interest to be called into Rurals Police Team.

**Action: RW to explore options.**

**Action: BB to write to CEO SMBC re. funding retention for own enforcement officer.**

- Concerns raised regarding Bromford Housing tenants. Meeting to be arranged with Solihull Community Housing and Bromford Housing regarding exchange and selection options. Fire officer to be written to as well.

**Action: Meeting to be arranged to discuss current situation and explore selection process of tenants.**

**Action: Fire officer requested to carry out safe environment checks.**

- Music/noise from Heart of England Club and Strawberry Bank to be discussed with Licensing to ensure no breach of licence conditions with live music and doors/windows open and smoking area access.

**Action: BB to write to Emma Mayhew, Head of Service for assistance.**

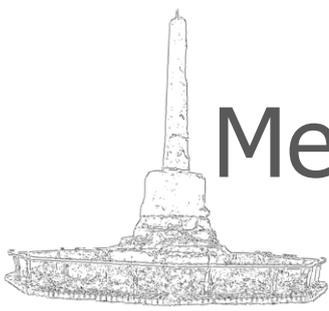
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## 6.10 Community Speed Watch

Nothing to report. Police insurance for speed watch volunteers withdrawn and all speed watch operations suspended until further notice.

## 6.11 HS2

Chair reported that some open sessions had taken place in Balsall, Hampton and Berkswell. Cllr Bell advised he attended but without learning anything new and currently all appears very disconnected.

## 6.12 Meriden Sports Park Quarterly Update

Nothing to report.

## 6.13 Meriden Sport & Recreation Trust Update

Trustees have placed an advertisement in the Meriden Mag for new Trustees as there will be a retirement very soon. The parish council have placed notices in all noticeboards and Pavilion.

## 7. Clerk's Report

Clerk's report circulated to Members with no questions received or updates requested.

## 8. District and Ward Councillor Reports

Cllr Bell reported he was in receipt of a letter from Alan Lole regarding use of Green for Funday Sunday. This item will be picked up under 10.11.

## 9. Correspondence & Communication

RW advised the following:-

- 1<sup>st</sup> Meriden Scouts acknowledgement of donation for flag raising duties and confirmation Merchant Navy Day has been added to list.
- Meriden PTA acknowledgement of donation and request to attend assembly.
- All other correspondence emailed to Members for their reference and information.

## 10. Meriden Village Matters

### 10.1 Library Update

Nothing to report. Kate Bunting and Emma Mayhew were to liaise with property services regarding updated cost of first floor strengthening works.

**Action: Cllr Bell to chase up.**

### 10.2 Village Commemoration WW1

ML reported the following events have been arranged:-

13<sup>th</sup> April – Vigil at St Laurence Church 8.45 and walk to Memorial

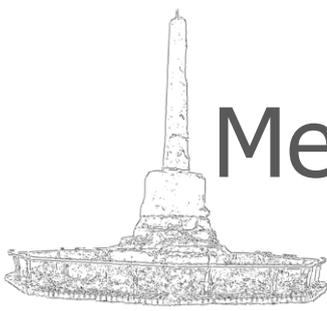
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18<sup>th</sup> April – Meriden in the Great War Part 2 by Doreen Agutter in the Village Hall, 7.30 tickets £5 to include refreshments.

29<sup>th</sup> April – St Laurence Church service for all WW1 men and officers lost; candles to be lit and Doreen Agutter to say a few words.

WW1 committee planning continues for 2019.

FLS advised that St Marys Church are displaying handmade poppies in November. ML advised that it is hoped for Remembrance Sunday service 2018 more children will be involved. The meeting of the WW1 committee is scheduled for 24<sup>th</sup> April.

## 10.2(i) WW1 Poppy Memorial Site

Julie Hyde, Centre of England was contacted and a meeting was to be arranged with Ceramicist. Nothing has been heard since. Lis Willis has discussed the memorial site with Reg from Church and he has given his recommendation for materials to be used. A ceramic poppy inset into a brick build surround is good but needed to start from scratch. A robust lasting 100 plus years memorial is required with 8 months to get it done.

**Action: ML, WW1 Committee and work in progress.**

## 10.3 Meriden Gate

BB reported significant issues currently with Bromford tenants. The situation has been escalated to SMBC, Bromford Housing and Rurals Police Team. There are further issues with the “unadopted” land by SMBC and lack of response from David Wilson Homes regarding street cleansing, sweeping, parking, emergency entrance/exit.

Members considered the difficulties currently being experienced by residents. Cllrs Allsopp and Bell will follow up with SMBC planning colleagues. Meanwhile Members agreed a letter be sent to CEO and Leader of SMBC highlighting current situation.

**Action: BB to write a letter to CEO and Leader of SMBC.**

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

BB reported similar circumstances of lack of response from Taylor Wimpey regarding land transfer and boundary ownership. Members considered the situation and requested a letter be written to CEO and Leader of SMBC highlighting current situation. Cllrs Allsopp and Bell will follow up with SMBC planning colleagues.

**Action: BB to write a letter to CEO and Leader of SMBC.**

## 10.5 Highways

There is no update from Ashley Prior regarding highways report sent in January. BB had sent away for a radar speed flashing sign that records data such as volume of traffic and speed travelling.

Some discussion continued by Members regarding funding, enforcement and data collection. More work is needed and deferred indefinitely.

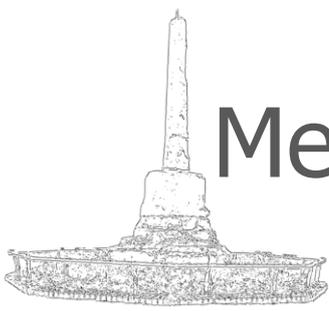
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**Action: BB to chase Ashley Prior for update.**

Cllr P Lee advised that he had not started the grit bin audit and would pick this up and requested deferment to next meeting.

**Action: PL to complete grit bin audit and get information to Ashley Prior.**

10.6 Land Registry & Ownership  
Nothing to report.

10.7 Litter

BB advised that there has been no notification from the Scouts that they would like to be part of the **Great British Spring Clean**. This national campaign weekend of 2nd-4th March was cancelled due to the snow.

**Action: Clerk to follow up with Scout Leader.**

BB reported that Woodland View now have two clients who are being paid for a couple of hours a week to litter pick around entrance, Showell Lane, bus stops and Meriden Hill.

10.8 Mobile Mast Update  
Nothing to report.

**Action: Cllr M Lee to contact Rev Lynda Lilley regarding St Laurence Church.**

10.9 Local Council Award Scheme  
Chair advised this remains a work in progress.

**Action: ALL**

10.10 Meriden Public Transport

Cllr Allsopp reported that he had spoken to Cllr Holl-Allen and the bus stop at the bottom of Hall Meadow Road outside Medical Centre will be installed for 89 service. No news on Solihull hospital drop off and pick up by 89 service.

**Action: BB to contact TfWM for update.**

10.11 Funday Sunday

Chair read an email received from Alan Lole to Members. Members acknowledged receipt of Mr Lole's email.

## **11. Planning Matters**

11.1 Neighbourhood Planning Update

ML reported that the group met on 14<sup>th</sup> March. ML and RW have completed Locality funding application and wait to hear if successful for technical support and desk top research on housing needs. Technical support would undertake a housing needs survey but not in the format that we would wish i.e. door to door, reply envelopes.

They would do their own survey using desk top research. Therefore another funding application will be completed for a housing needs survey which Locality advise would

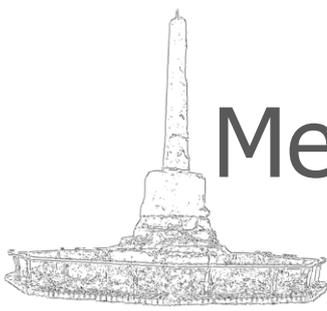
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strengthen the NP. There is lots of work to do before the next round of funding. Final decision will be made before Easter and several work streams may be put together to strengthen the bid i.e. housing needs survey, open green spaces, community assets, getting maps sorted, good photography, additional content and revising existing wording. The mapping exercise for green spaces completed by BB excluded Leys Lane and Birmingham Road Archery Club due to poor maps supplied by SMBC. Sarah Sharland is doing excellent work mapping trees/butterflies. Historical information received from historian is being cross referenced against asset register by ML and PL which will be put into appendices. The next meeting is Wednesday 25<sup>th</sup> April.

**Action: ML/RW/NP Steering Group.**

## 11.1(i) Locality Funding Bid

Please refer to item 11.1 notes above.

## 11.2 Neighbourhood Community/Ward Action Plan

Nothing to report.

### 11.2(i) Highways Evidence

Nothing to report.

## 11.3 Solihull Local Plan Review

Nothing to report.

## 11.4 Planning Application Status Updates

Chair reported that she had received an email from Cllr Haque advising her approval of Cllr Nunn taking over as Chair of Planning Committee.

BB advised that comments had been uploaded to planning portal for Brailes Farm, 155A Main Road, Roundabout advertising A452 gateways. Outstanding is St Laurence Church tree works awaiting comments from Darren Parkin, SMBC tree officer and Straight Mile. A request has been made to Sheron French for planning portal training. All comments registered on portal are being cut and paste so the parish council retains a copy as print outs are very poor.

**Action: Clerk to liaise with Cllr Nunn. BB to chase Sheron French, SMBC Planning Officer.**

## 13. Parish Council Development Day

The next Development Day is suggested for Sunday 10<sup>th</sup> June to be confirmed.

**Action: All**

## 14. Annual Parish Assembly

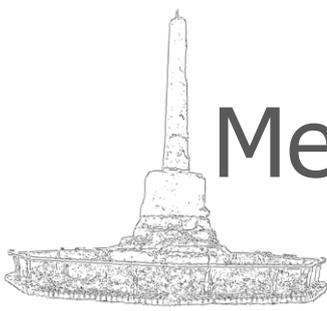
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RW shared the invitation list, community wish list and report from 2017's event. BB was requested to circulate papers for Members to add names and complete a paragraph on what they have been involved in or achieved off of wish list. Apologies were received from Cllrs M Lee, P Lee and M Haque.

**Action: BB to receive Members information and get invitations out to all community groups, SMBC officers and councillors.**

**15. Contested Election 2019**

RW advised information on website for all interested parties; Members to keep sharing information and raising local interest in becoming a Councillor.

**Action: Chair, Cllr M Lee and Clerk.**

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

Nothing to report.

**17. Date of Next Meeting**

The next meeting of the Parish Council will be the **Annual Assembly** to be held on Monday **23rd April** 2018 at 7.30 pm Venue: The Village Hall.

The next **Parish Council meeting** will be held on Monday **30<sup>th</sup> April** 2018 at 7.30 pm Venue: The Pavilion, Meriden Sports Park.

The meeting closed at 21.05 hours.

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

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