

Meriden Parish Council

The Centre of England

Minutes of the Parish Council Meeting held on 15th May 2017
Venue: Pavilion, Meriden Sports Park at 7.30 p.m.

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

Chair welcomed Members and opened the meeting. Cllrs D Bell and K Allsopp were in attendance.

1. Apologies

Apologies received from Cllr J Barber due to ill health.

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 24th April 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 20th March 2017, seconded by Cllr M Lee.

IT WAS RESOLVED Cllr M Lee proposed acceptance of confidential matters held on 20th March 2017, seconded by Cllr P Lee.

5. Finance

5.1 Approve May Payments

The clerk circulated May payments for consideration and approval.

(i) Meriden Parish Council May payments £4,216.98.

Cllr M Lee asked for clarification of Real Point invoices. The clerk replied the total of £411.60 was made up of £57.60 for LiveDrive Cloud; £30.00 for Webroot Antivirus;

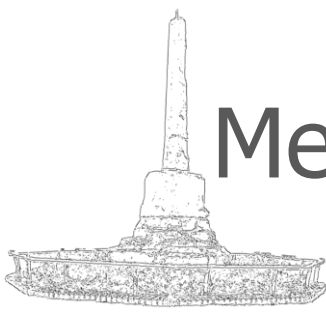
Signed Chair **Dated**

Clerk: Barbara Bland

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£324.00 Exchange Server Host. Cllr Lee to contact Real Point as email addresses set up on hosted exchange server not working.

IT WAS RESOLVED Cllr R Kipling proposed approval of Meriden Parish Council May payments of £4,216.98 seconded by Cllr M Lee.

Action: Cllr M Lee to contact Real Point to sort out problems with Exchange Service Host for email addresses.

(ii) Meriden Sports Park April payments £3533.31.

IT WAS RESOLVED Cllr M Lee proposed approval of Meriden Sports Park May payments of £3533.31 seconded by Cllr R Kipling.

5.2 Year End 2016-17

The Consolidated Balance Sheet, I & E Statement, VAT Return, Summary and VAT Return and Risk Register was circulated to Members for their consideration. Finance Committee agreed adjustments on 9th May 2017 under Finance Committee minute reference 2.1, Risk Register and 4.3 Adjustments, and gave their unanimous recommendation for Members approval at full Council meeting on 15th May 2017.

IT WAS RESOLVED Cllr P Lee proposed approving Finance Committee recommendation, seconded by Cllr Kipling.

Cllr Kipling recorded Parish Council thanks to the Responsible Finance Officer for her presentation of accounts and audit preparation.

5.3 Freehold transfer of Sports Park and VAT

Chair advised she and the clerk were meeting Andrew Kinsey tomorrow, 16th May 2017, to finalise draft agreement.

Action: Chair to report at June's meeting.

5.4 Annual Return, Internal & External Audit 2016-17

Chair advised that she and the clerk/RFO had met with Chris Edge and Mike Spencer to finalise internal controls, adjustments and external audit preparation for Grant Thornton, intermediate audit process.

5.4(i) Annual Return for year ended 31 March 2017

The Annual Return was circulated to Members with correlation to I & E and Consolidated Balance Sheet. Finance Committee recommendation to approve was agreed. Chair signed off Annual Return.

IT WAS RESOLVED Chair proposed approval of Annual Return and supporting documentation, seconded by Cllr P Lee.

5.4(ii) Annual Governance Statement 2016/17

Chair read the items 1 – 9 of the annual governance statement ensuring the process and system for internal control and preparation of year end accounting statements had

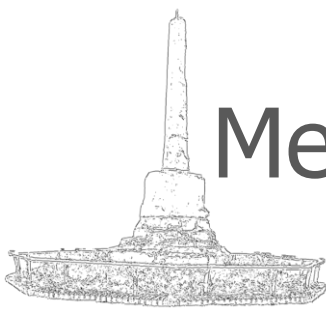
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been met by Council. Members agreed the systems for internal control had been met. Chair signed off the Governance Statement.

IT WAS RESOLVED Chair proposed approval of Annual Governance Statement, seconded by Cllr P Lee.

5.5 Finance Committee Minutes 09-05-17 Recommendations:-

Item 2.1 Matters Arising – Risk Register review – approved by full Council as 5.2 above.

Item 4.3 Adjustments – see items 5.4, 5.4(i), 5.4(ii) above.

Item 5 Year End to 31-03-17 – see 5.2 above.

Item 6 Any Other Business – minutes of Finance Committee meetings 18/4/17 and 09/05/17, circulated to Members and included in full Council meeting documentation 15/05/17.

IT WAS RESOLVED Cllr P Lee proposed that Members accept Finance Committee recommendation, seconded by Cllr Kipling.

6. **Progress Reports**

6.1 Village Hall Management Committee

Cllr Lynch-Smith reported all was going well. The concern regarding Live & Local securing funding to continue the film nights may be resolved however confirmation is needed. The Big Picture Show is La La Land swapped with Lion.

6.2 War Memorials

Cllr P Lee reported a meeting with St Laurence PCC is arranged for 20th May 2017 at 4pm. Notification received from WALC regarding the lighting of 28 Beacons. MPC will not be pursuing being part of this Centenary event but will endeavour to commemorate through Memorial Approach with a permanent Memorial being achieved for November 2018 through WW1 Group.

Action: Cllr P Lee to update at next meeting. Cllrs P & M Lee to respond to WALC on behalf of MPC.

6.2(i) Heritage Monuments & Memorial Funding

Cllr M Lee advised that WW1 Group had met. Discussion regarding funding will need more time to consider an application which will be linked to the outcome of the above meeting with the PCC as to responsibility for the War Memorial.

Action: Cllr M Lee to update at next meeting.

6.3 Meriden Pool

Chair advised that a Management Plan had now been received. Meeting to be arranged early June for all parties.

Action: Clerk to liaise with Chris Barr and arrange meeting for June.

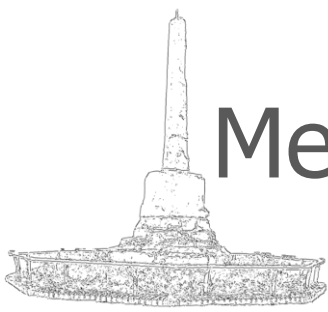
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6.4 Allotments

Cllr P Lee reported that he and the clerk had undertaken an inspection of the allotment gardens. Clerk advised most allotments were looking good and well cared for, but some had rubbish that required immediate removal, and others were overgrown with no activity. Allotment holders have been contacted and the clerk is working through tenancy agreements. There are two vacant plots which will help the waiting list. Cllr P Lee proposed that the two vacant plots, being overgrown should be rent free for 2017-18 season. Members agreed.

Action: Clerk to (i) get out tenancy agreements, invoices and letters; (ii) review waiting list and offer vacant plots.

IT WAS RESOLVED: Members approved that the vacant plots be offered rent free for the season 2017-18, proposed by Cllr P Lee and seconded by Cllr M Haque.

6.5 Footpaths/Forum

Cllr Lynch-Smith advised as weather improves footpath inspections are getting underway and Sarah Sharland, Tree Warden, will be assisting with this. A new OS map is requested.

Action: Clerk to purchase OS map.

6.6 Quarries Liaison Group

The next meeting will be held on 5th June 2017.

6.7 Solihull Area Committee

The next meeting will be held on 13th July 2017.

6.8 Tree Wardens & TPO List

Cllr Lynch-Smith advised the new Tree Warden volunteer, Sarah Sharland, is unable to attend the Annual Parish Assembly. She is compiling a report for Members.

Action: Cllr Lynch-Smith to continue her support and circulate report when completed.

6.9 Community Surgeries

The clerk advised that a combined surgery was hosted with Neighbourhood Co-ordinator and WM Police Rural Team. There were no attendees.

6.10 Community Speed Watch

Chair advised one more session was required with WPC Sharon Grant (Freddie).

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)

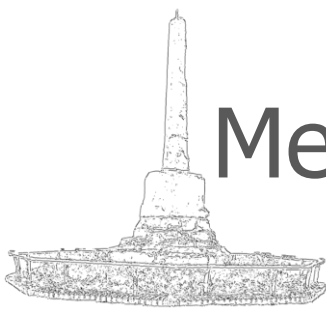
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Chair advised the following has been achieved:-

- Year-end 2016-17 complete and currently with Internal Auditor.
- Director’s meeting schedule for 26th May 2017.
- A new female Director who is a sports enthusiast is considering joining the Board.
- Chair and Company Secretary continue working with SMBC Solicitor and Trustees to finalise a legal agreement as per Counsel Opinion to Parish Council.
- Activities include three cricket teams who are using the facilities throughout the summer for league and 20:20 matches. Football season has ended except for the odd one-off tournament, friendly or fundraiser. Phase 1 of surface improvements to children’s play area completed last year and phase 2 quotation received for Director’s to approve.
- The artificial wicket is in need of replacement as it is heavily used and this too will be considered by Directors.
- Specialist works underway for pitch and goal mouth repairs with seeding.
- Sports Camps were successful at Easter and a week of activities will be provided for Whitsun half term and the summer holidays. Numbers are picking up and good positive feedback has been received.
- Improvements and repairs to be carried out during this quarter as follows:-
 - (i) Tree roots to be removed and blocks re-laid in two areas near the Pavilion currently a health and safety trip hazard.
 - (ii) The Breendon Path has subsided in places which requires repair.
 - (iii) Cutting back growth of tree/shrubs on perimeter boundary both inside and outside of fencing.
 - (iv) Painting of wooden tongue and groove finish to exterior of Pavilion.

Cllr Lynch-Smith advised that it may be sensible for other Parishes to contribute to the running of the park, specifically when resurfacing is required. The children’s play area is much used and valued not only by Meriden’s residents but outside Parish visitors from Fillongley. Cllr Weaver advised that park visitors use other parks outside of Meriden too.

Cllr Nunn confirmed that the visitors to the park are not always locals and at whatever time of day there is a diverse range of park users from adjoining Parishes.

Action: Chair and Company Secretary to ensure all the aforementioned is achieved and provide update at September’s meeting.

6.13 Meriden Sport & Recreation Trust Update

Chair advised that a meeting to be arranged with Solicitor and Trustees.

Action: Clerk to arrange meeting with SMBC Legal Team to agree Agreement with Trustees.

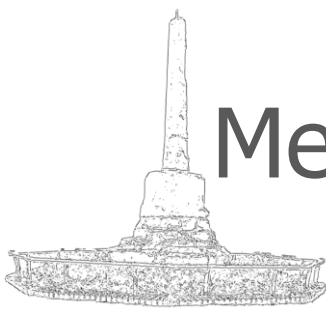
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7. Clerk's Report

The clerk advised that areas of her work are covered in agenda items.

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:-

- A resident has approached Chair with a request and offer to provide a training/briefing session of Dementia and Autism. Cllr P Lee confirmed his support of this community initiative with all Members agreeing.

Action: Chair to arrange.

- Chair advised that Channel 4 had contacted the Parish Council regarding a bid and application for Village of the Year. The application was completed by Chair and Cllr M Lee yesterday, for Meriden to be included in the Penelope Keith series "Village of the Year". There is a financial award of 10K for the winners.
- Cllr P Lee advised that the Aviva Ladies Cycle Race is to come through Meriden once again which is well worth seeing.
- Mega Ride is on 25th June 2017.
- Picnic in the Park is arranged for Saturday 22nd July 2017.

10. Meriden Village Matters

10.1 Library Update

Nothing to report.

10.2 Village Commemoration WW1

10.2(i) WW1 Poppy Memorial Site

Cllr M Lee advised that a meeting to discuss Memorial Approach had taken place with mixed feedback. General opinion was favourable and the group had been tasked with looking into the Memorials Trust and funding for a lasting Memorial to coincide with 2018 Centenary. The next meeting is arranged for 1st July 2017. Doreen Agutter, local Historian, has agreed to provide an overview of the group's work at the Annual Assembly.

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

10.3 Meriden Gate

No update received from Cllr Allsopp.

10.4 Taylor Wimpey (Transfer of Allotments/freehold land)

Nothing to report.

10.5 Highways

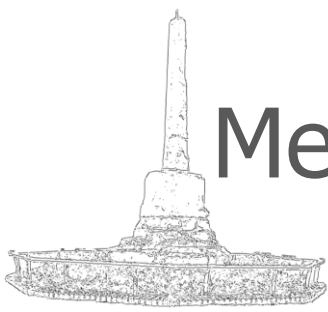
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Chair advised that a meeting has been arranged by Cllr Woodall, Hampton in Arden Parish Council to consider a strategic traffic plan for rural Parishes including Balsall, Berkswell, Barston and Meriden. The date is 1st June 2017 at 09.30 at Hampton's offices. The clerk has agreed to attend and Chair asked for Councillor availability too. Cllr Lynch-Smith agreed to attend with the clerk.

Action: Cllr Lynch-Smith and the clerk to provide update at June's meeting. Apologies received from Chair due to prior commitment.

10.6 Land Registry & Ownership
Nothing to report.

10.7 Solihull Neighbourhoods in Bloom 2017
Cllr M Lee requested the WW1 Group have asked for a tidy up of Memorial Approach and some summer planting to improve the site.

Action: Clerk to liaise with Dovetail.

10.8 Litter
Reports of fly tipping on Fillongley Road and overflowing bins on the Green and Meriden Pool.

Action: Clerk to contact Neighbourhood Co-ordinator. This item will be removed from future agendas.

10.9 Mobile Mast Update
The clerk reported that a new General Manager has taken over at the Manor Hotel. Chair read a recent email received from the GM who is keen to explore options of a Mobile Mast at the Manor to ease the difficulties experienced by residents and guests in getting signals. The clerk has forwarded all correspondence for ease of reference and a meeting to discuss this further is to be arranged.

Action: The clerk to arrange meeting with new General Manager.

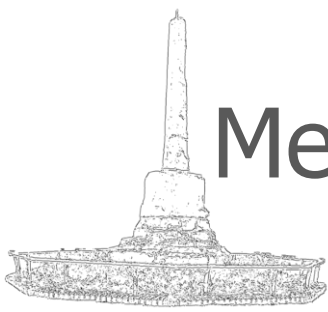
10.10 Local Council Award Scheme
Chair advised this remains a work in progress with a completion timeline of March 2018.

Action: Clerk

10.11 Meriden Public Transport
Cllr Nunn advised that a meeting with Ring & Ride, IGO and TfWM representatives, together with representatives from Meriden, Hampton and Catherine De Barnes was held on 9th May. A good and positive meeting with all parties working together to provide a fit for purpose transport service to inclusively meet Heart of England rural community needs. The feeder bus (taxi-bus) will remain in operation for the foreseeable future; an extra day to be included for the taxi-bus to take residents into Coventry's mobility centre; a suitable bus stop has been identified at Solihull Hospital

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for the 89 to stop at the main entrance and awaits approval from the hospital Trust Board, timetable changes imminent to reflect low usage.

Meriden residents petition to be sent to the new West Midlands Combined Authority Mayor, Andy Street; Cllr Nunn to draft letter.

Action: Cllr Nunn to liaise with Meriden Action Group; Cllr Nunn to draft letter to Mayor Street and send petition. A follow up meeting to be arranged with TfWM.

10.12 Street Association Project

Nothing to report. An email from Martin Graham, confirming his attendance at the Annual Parish Assembly has been received advising that a core group of 8 has been formed with some long term friendships made; however a disappointing result with no further funding available.

11. Solihull Partnership Forum

Nothing to report.

12. Planning Matters

12.1 Neighbourhood Planning Update

Cllr M Lee advised the next meeting is 18th May 2017. At the last meeting held on 27th April the Group assisted sending out invitations for the Annual Parish Assembly. Further work has been done with Consultants on the Business Survey; a stall and display will be set up at the Funday Sunday event on Sunday 4th June 2017. A theme for the stall is needed.

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

12.1(i) Locality Funding Bid

Cllr M Lee advised that this is a work in progress.

Action: Cllr M Lee to complete application.

12.2 Neighbourhoods Community Action Plan

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

Chair advised the clerk had received an email from Cllr Burrow, Berkswell PC, regarding their recent traffic survey. Berkswell used ARUP with a contract cost of 10K, who have come up with recommendations for traffic calming that is acceptable to SMBC. The consultant is doing a good job and has been contracted for 6 months to complete this work.

Action: Clerk to contact ARUP for discussion and quotation.

Additionally Cllr Woodall, Hampton in Arden PC, has arranged a meeting for Barston, Balsall, Berkswell, Meriden and Hampton to work together on a Strategic Traffic

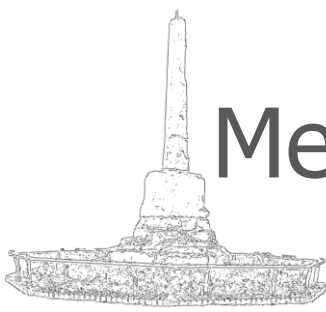
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Calming Strategy in light of HS2 works commencing. The meeting is arranged for 1st June 2017 at Hampton PC offices.

12.3 Solihull Local Plan Review & Meriden Sites

Cllr Bell advised that this is likely to be delayed due to Housing White Paper and Elections.

12.4 Planning Application Status Updates

Cllr Kipling reported that there had been two applications to consider (1) Shirley's Garage and (2) Beechwood Biomass Plant, discharge of conditions affecting the "look" of the plant. Cllr M Lee formally responded to SMBC regarding Shirley's Garage development raising material considerations of conservation, materials, density of development. The Parish notification for the Biomass Plant did not come to Meriden but went to Berkswell and this was only picked up when Mrs Parker contacted the clerk. Members requested a formal complaint be written to SMBC.

Action: Clerk to write a letter of complaint to Nick Page; contact Tony Wehby.

Additionally an email has been received from Stan Ceney, Architect and Agent for the Birmingham Road old garage site development advising that full permission to build the two detached houses on the site has been granted and building will commence shortly.

12.5 Community Asset/Right to Bid

Cllr M Lee advised this remains a work in progress as part of Neighbourhood Plan. Members discussed extending the Conservation area to include the "Triangle" made up of Bull's Head, Strawberry Bank and Brookside, on Main Road. A request to be made to SMBC to ascertain when a review is likely. A formal letter to be drafted to SMBC with a strong recommendation for this Conservation Triangle to be registered. This must also feature in the Neighbourhood Plan.

Action: Cllr M Lee to monitor via Neighbourhood Planning Group. Cllr Lee and clerk to contact SMBC Conservation Officer and draft formal letter identifying area and request assistance at District level.

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

Nothing to report.

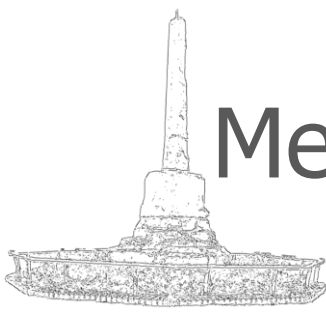
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14. New Website

Nothing to report.

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

15. Annual Parish Assembly

Clerk advised there had been 18 confirmed attendees, 15 to be confirmed and 4 declined. Displays, table set up and refreshments to be organised by the clerk.

Action: Clerk to finalise.

16. Councillor's reports and items for future agenda

Nothing to report.

17. Date of Next Meeting

The next Meeting of Meriden Parish Council is to be held on **26th June 2017 at 7.30 pm venue Pavilion, Meriden Sports Park.**

The Chair closed the meeting at 21.30 hours.

Signed Chair Dated

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