



Meriden Parish Council

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Minutes of the Annual Meeting held on 18 May 2015 at The Pavilion, Meriden Sports Park at 7.30 p.m.

Present:

Cllr M Lee	Chair Retiring
Cllr R Weaver	Vice Chair Retiring
Cllr P Lee	
Cllr M Haque	
Cllr J Barber	
Mrs B Bland	Clerk

There was one member of the public present.

1. Welcome & Apologies

Cllr M Lee opened Meriden Parish Council's Annual Meeting and accepted apologies from Cllrs Nunn, Lynch-Smith and Bell. No apologies had been received from Cllr Kipling. Cllr Lee congratulated Members on their re-election unopposed and thanked them for standing and committing to the next 4 years of office.

2. Election of Chair

The Clerk invited nominations for Chair. No Member nominations were received. Cllr Weaver proposed Cllr Lee be re-elected as Chair. Cllr Weaver proposed Cllr Lee as Chair, and this was seconded by Cllr P Lee.

IT WAS RESOLVED Cllr M Lee is elected as Chair for period ending with Annual Meeting May 2016.

3. Election of Vice-Chair

Nominations were invited for Vice Chair. No Member nominations were received. Cllr Weaver was nominated to continue as Vice Chair. Cllr P Lee proposed Cllr Weaver and this was seconded by Cllr Barber.

IT WAS RESOLVED Cllr Weaver is elected as Vice Chair for period ending with Annual Meeting May 2016.

4. Election of Sub Committees and Representatives

Cllr P Lee proposed the sub-committee representatives remain as they currently are; Members unanimously agreed. Cllr Weaver seconded the proposal. Cllr Weaver advised that the Neighbourhood Planning sub-committee does not need all Councillors to attend and therefore Councillors are invited to confirm if they wish to be part of the sub group. Cllr Weaver confirmed that she is the elected Chair of the Group and meetings have been moved to every third Thursday of the month.

Cllrs M Lee, P Lee and Barber are nominated for Neighbourhood Planning steering Group. The next meeting is Tuesday 19th May between 7 - 8.30 p.m at Pavilion.



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Sub-committee membership follows:-

A	Village Hall Management Committee	Cllr F Lynch-Smith
B	Neighbourhood Planning Steering Group	Cllr Weaver Chair Cllr M Lee Cllr P Lee Cllr J Barber Cllr M Haque (task & finish groups only) Clerk
C	Committee Member War Memorial & Cyclists Memorial	Cllr P Lee
D	Meriden Pool	Cllr M Haque Clerk
E	Allotment Representative	Cllr M Lee Clerk
F	Solihull MBC Footpaths Forum and Representative	Cllr F Lynch-Smith
G	Quarry Liaison Group Representatives	Cllr R Weaver Clerk
H	Solihull MBC Conservation Committee	Cllr R Weaver
I	Solihull MBC Local Strategic Partnership	All Members Clerk Representative to be appointed as and when meetings arise
J	Association of Parish and Town Councils Solihull Area Committee	Cllr M Lee Cllr R Weaver
K	Solihull MBC Tree Wardens	Cllr R Kipling Cllr F Lynch-Smith
L	Planning Committee	All Members (as & when required) Clerk
M	Community Surgeries	Clerk Neighbourhood Co-ordinator
N	Community Speed Watch	Cllr R Weaver Cllr J Barber
O	Airspace Change Consultation & Birmingham Airport Extension	Cllr M Haque Clerk
P	Meriden Sports Park (Management)	Cllr R Weaver – Director/Chair Cllr P Lee – Director/Vice Chair Cllr J Barber - Director Cllr M Lee (Parish Council Representative) Mrs B Bland – Company Secretary
Q	Finance Committee	Cllr M Lee Cllr R Weaver Cllr M Haque Cllr M Nunn Clerk
R	Personnel Committee	Cllr M Lee Cllr R Weaver Cllr M Haque Cllr F Lynch-Smith
S	Clerk's Supervising Officer	Cllr R Weaver



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IT WAS RESOLVED Members approved sub-committee representation as detailed above.

5. Bank

To approve bank signatories, currently Clerk, Cllr M Lee, Cllr R Kipling, Cllr R Weaver.

IT WAS RESOLVED Members agreed that the current cheque signatories above should remain unchanged.

6. General Power of Competence

Cllr M Lee advised of the Clerk’s achievement of gaining CiLCA (Certificate in Local Council Administration) qualification and offered congratulations. A member of the public confirmed Mrs Bland to be the “best clerk ever”. Members requested this comment be formally recorded. The Clerk’s qualification means that Meriden Parish Council is eligible to operate under the General Power of Competence criteria i.e. number of elected members and qualified clerk. There will be a need to continue with PDR involving training events which will include Councillors in any 12 month period. Members are required to formally approve it meets the criteria for eligibility at this time; recording a resolution in the minutes of tonight’s meeting. The council must revisit this decision and make a new resolution at each annual meeting after the ordinary election that takes place every four years, confirming all criteria is met.

The Clerk is requested to circulate via email a copy of the General Power of Competence together with the Programme of Training received from Warwickshire, Birmingham & Solihull Training Partnership.

IT WAS RESOLVED Members unanimously approved that all criteria is met for eligibility to operate under the General Power of Competence.

Action: The Clerk to circulate GPC Guidance and Training Programme for 2015.

The Chair closed the Annual Meeting of Meriden Parish Council thanking Members for their support and continued commitment and opened the Parish Council meeting with an invitation to residents to raise issues and concerns.

Minutes of Annual Meeting 19th May 2014

Members approved minutes of the Annual Parish meeting held on 19th May 2014.

IT WAS RESOLVED Members approved the Minutes of the Annual Parish meeting held on 19th May 2014 as an accurate record and signed off by Cllr M Lee.

Signed Dated



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Minutes of the Parish Council Meeting held on 18 May 2015 at The Pavilion, Meriden Sports Park at 8.20 p.m.

Present:

Cllr M Lee	Chair
Cllr R Weaver	
Cllr P Lee	
Cllr M Haque	
Cllr J Barber	
Mrs B Bland	Clerk

There was one member of the public present.

Cllr M Lee opened the meeting and accepted apologies from Cllrs Nunn, Lynch-Smith and Bell. No apologies had been received from Cllr Kipling.

7. Democratic Half-Hour/Public Question Time/Invited Guest Speakers: From 7.30 pm residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chair, before the start of the Parish Council meeting. Members of the public may not take part in the Parish Council meeting itself. Issues raised as follows:-

- Police activity in Eastern Green with helicopters across farmland and Millisons Wood. Coventry Hill Hotel being used as interim accommodation. Action: Clerk to find out from Coventry City Council and Community Police Team. An invitation to be extended for representatives to attend next Parish Council meeting.
- Road works – modified some drains on Birmingham Road but there is no work being carried out to top of hill? Surface water is running over the top of existing drains. Action: Clerk to discuss with Ed Bradford and report back.
- From roundabout at Showell Lane/Birmingham Road to bottom of hill there are five potholes that require filling as they are becoming a hazardous. Action: Clerk to report to Bruce Brant to process with Highways officers.

8. Declarations of Interest

There were no declarations of interest recorded. The Clerk circulated Declarations of Interest to be completed by Members within the next 28 days from 18th May and to be forwarded to Deborah Merry, Head of Democratic Services.

Action: Members to complete Declarations and return to Clerk for process.

9. Parish Council meeting 27th April 2015

Members approved minutes of Parish Council meeting as above.

IT WAS RESOLVED Members accepted the minutes of Parish Council meeting held 27th April 2015 signed by Cllr R Weaver.



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10. Finance

10.1 May Payments

Due to mid month meeting and Whitsun holiday the Clerk requested delegated powers to Finance Committee for the approval and authorisation of payments.

IT WAS RESOLVED Members unanimously agreed to delegate powers to Finance Committee for payment approval and cheque authorisation.

10.2 Year End 2014-15

Work to conclude year end is finalised and awaits internal audit. An EGM is requested to receive and approve year end accounts prior to external audit by Grant Thornton.

IT WAS RESOLVED Members approved EGM to be set for Monday 15th June 2015 for this purpose.

10.3 Annual Return 2014-15

The Annual Return will be completed and signed off at EGM above.

10.4 HMRC

The Clerk explained that currently payroll costs for NI and Tax are in arrears due to time of meetings.

Therefore Payroll Administration suggests setting up a direct debit with HMRC so she may affect payment prior to payroll being received.

IT WAS RESOLVED Members approved Payroll Administrator to set up a direct debit to pay HMRC to meet payment dates. **Action:** Clerk to process.

11. Progress Reports

11.1 Village Hall Management Committee

Nothing to report.

11.2 War Memorials

Nothing to report.

11.3 Meriden Pool

Members are keen to receive an update from David Tipping, SMBC Parks officer regarding full prosecution and recovering costs of replanting. This item remains with SMBC Corporate Legal Team. The Clerk is requested to obtain update.

IT WAS RESOLVED The Clerk will report back a next meeting.

11.4 Allotment Representative

An update was provided regarding the recent meetings with Taylor Wimpey and SMBC regarding security to the boundaries of the allotment gardens and adequate water feed from mains connection via stand pipes. The Clerk has discussed the issues with



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Rachel Bristow of Taylor Wimpey who has given assurances that a close board timber fence will be erected where current boundaries are open. Also the temporary fencing will remain in situ with hedge/tree planting in accordance with site plans. Members requested the Clerk to obtain a quotation from Severn Trent Water regarding the cost of mains connection via stand pipes as the water butts supplied do not have a natural source of water collection.

Action: The Clerk to speak with Severn Trent Water and obtain costs.

11.5 Footpaths/Forum

Nothing to report.

11.6 Quarries Liaison Group

Complaints have been received regarding rubbish strewn across footpaths and farmland coming from A & A operations. This was referred to A & A's General Manager to investigate and his response follows:-

"Dear Clerk. Thanks for email. I have been on site today to investigate complaint and we have had period of strong winds which has caused some windblown litter to which the site staff are actively picking and will continue to pick until all cleared. The litter fence is now fully erected as of today which will prevent any further issues. We will also attach a mist spray along the fence to be operated in windy conditions to prevent any dust escaping the site. I have also instructed the site manager to suspend shredding operations in extreme high wind conditions where there is a chance of any windblown litter leaving the site like we have just had. Unfortunately the stockpiles of wood are what they are and this is our peak period but we are well within our permitted tonnages. We will continue to monitor the situation and review weekly to make any improvements required. I hope this above satisfies your concerns and apologise for any inconvenience we may have caused to our neighbours. Kind regards Malcom Green, General Manager."

Complainants were notified of this response and information shared accordingly.

Additionally A & A will be having a full fire drill simulating a real fire situation including the use of smoke cannisters, with emergency services in attendance on 6th June following the recent fire. Notification will be posted on the website, facebook, twitter, shops, noticeboards, Meriden Mag.

Action: Cllr M Lee for comms and media notification.

Cllr Weaver reported that the increased vehicle movements using Fillongley Road is due to Heart of England programme of works for reed beds to be made at their site. Additional traffic is from Lafarge Tarmac Mancetter Depot cutting through and not regulated by routing agreement. Nick Atkins, Regional Manager for Lafarge Tarmac



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is monitoring and formally requesting Mancetter Depot to observe routing and no HGV through Meriden Village.

Action: Cllr Weaver and the Clerk will ensure this is raised at June's Quarry Liaison meeting.

11.7 Solihull Area Committee

Cllr Weaver reported meeting in April with David James, Police & Crime Commissioner speaking about police coverage, cut backs, response and decrease in police beat presence. The minutes will reflect a recording taken of Mr James so an accurate record is minuted verbatim.

11.8 Tree Warden

Nothing to report.

11.9 Community Surgeries

Nothing to report due to cancellation of surgery.

11.10 Community Speed Watch

Cllr Barber reported that training can be delivered 5th June, 13th July and 22nd July and volunteers are invited to attend. All newly trained volunteers will be supervised and the gun will be calibrated. Any driver who exceeds speed limit by 7% after three times will receive a police visit and warning.

11.11 Meriden Sports Park (quarterly update only)

Next update to be provided on 22nd June.

12. Clerk's Report on Urgent Decisions since last meeting

Due to annual leave nothing to report. Any actions taken circulated to Chair and Vice Chair.

13. District Councillors' Reports

There were no District Councillors in attendance.

14. Correspondence and Communication

The Clerk reported that all correspondence had been circulated to Members; a letter had been received from 1st Meriden Scouts which the Chair read to Members acknowledging receipt of the recent donation made for flag raising and sharing the Treasurer's comment that at an automatic donation at one time was made without an annual request. Unfortunately the Treasurer had not included a letter of request for financial year 2015-16 as previously asked for so this year's donation remains outstanding.

IT WAS RESOLVED The Clerk will write to the Treasurer once more.



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15. Meriden Village Matters

15.1 Library Update

Cllr M Lee advised the library re-opened on 9th April. The Senior Librarian has contacted the Clerk regarding the official launch date of library re-opening and new IT suite being Thursday 11th June between 3 – 5pm. The Parish Council will provide the cake and the Clerk was asked to organise this. Both Chair and Vice Chair will be attending and suggestions for invitations for Mayor, Portfolio holder, District Councillors, Parish Councillors, Brownies, Scouts, Cubs, Beavers and Meriden School children in addition to local community groups.

IT WAS RESOLVED The Clerk will speak to Library regarding invitations and organise the celebratory cake.

15.2 Village Commemoration WW1

Chair advised that Centenary vigils commenced on 26th April. St Laurence conducted a lovely service and the bell tolled 100 times with a lit candle lantern being placed on the War Memorial. Other vigils include 13th May and 28th November. Nothing to report.

15.3 Meriden Gate

- Freehold – remains with SMBC Corporate Legal Team
- Overage – remains with SMBC Corporate Legal Team

Chair advised Members of an email received from Bruce Brant, Neighbourhood Co-ordinator responding to a complaint received from Maxstoke Lane residents regarding Meriden Gate as follows:-

“Dear Resident, Thank you for your comprehensive e-mail.

Firstly I am sorry that you are unhappy with the way in which work has been carried out in both Maxstoke Lane and Meriden Gate.

I know that the development at the site was not a popular choice and it has over a period of time caused some inconvenience for you and the Maxstoke Lane community. I have over this period of time attempted to take up any concerns that you and other residents have raised along with Barbara from the Parish Council. Thankfully we are at the stage where the snagging of any outstanding issues are being taken up by our new Clerk of Works – Peter Matthews and I am confident we will work towards getting these resolved very soon with DWH.

I would also like to take the opportunity to thank you and other residents for your patience and vigilance during this period. It is to your credit that such concerns are raised at times that have helped me and my colleagues in being able to respond to issues that have arisen and I thank you for your contact with me, it really is



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appreciated. I am more than happy to discuss with you directly any items you have raised in your email below in detail.

You will know that we speak directly by telephone and face to face and I look forward to continue to work with you in the future for the benefit of the Community.

Kind Regards, Bruce”

Action: The Clerk will liaise with SMBC for update on all three items raised above.

15.4 Taylor Wimpey & Associated Works

The Clerk advised bus shelter continues to be a work in progress.

Action: The Clerk to liaise with SMBC Highways for completion date.

15.5 Highways

Nothing to report.

15.6 Land Registry & Ownership

The Clerk has requested the return of Land Registry maps from Cllr Lynch-Smith.

15.7 Public Convenience Site Transfer

This remains with SMBC Corporate Legal Team.

Action: The Clerk will request an update from David Waterson.

15.8 Solihull Neighbourhoods & Heart of England in Bloom 2015

The Clerk advised the Bloomer's Group is going well with volunteers and contractors. Work will commence shortly to provide raised beds to Memorial Approach and Sports Park frontage. Bloomers will have a stall selling plants at Funday Sunday with all proceeds to Meriden in Bloom. The raised Poppy bed will be sponsored by A & Recycling together with a donation from Taylor Wimpey Homes.

Action: The Clerk will continue working with Volunteers in preparation for Bloom competitions.

15.9 St Laurence Church

St Laurence Church have decided to continue with their existing contractor arrangements and volunteers. This item will be removed from standing items with immediate effect.



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15.10 Litter

There is ongoing concerns from residents who have raised the fact that both Hampton Lane and Berkswell Road have not been cleared of accident debris. This item was to be actioned by Bruce Brant and Jo-Ann Williams, Neighbourhood Team.

Action: The Clerk to follow up with Neighbourhood Team.

15.11 Co-Op

This item remains with Neighbourhood Co-ordinator to arrange meeting with Regional Manager and Transport Manager.

Action: The Clerk to follow up with Neighbourhood Co-ordinator.

Cllr P Lee raised the issue of overflowing bins on the Green and also the placement of dustbins during Cyclist Memorial Service. After meeting SMBC last year regarding the schedule of bin emptying, there appears to be no significant improvement. A resident raised the sold board that has been laying behind the bus shelter at Albert Road for many weeks that needs collecting.

Action: The Clerk to contact Wendy Henry to establish schedule of collection and perhaps additional collections when there are events.

16. Solihull Partnership Forum

Cllr Weaver advised no notifications have been received regarding meetings. If this forum no longer exists then this should be removed from standing items.

Action: The Clerk will find out and report at next meeting.

17. Planning Matters

17.1 Neighbourhood Planning

Cllr Weaver advised that the next meeting is 19th May. The first meeting was very well attended with a presentation by Neil Pearce of Avon Planning. All attendees have been circulated with Neighbourhood Planning guidance. A skills audit has been sent out to all members of the group to assist with task and finish groups. Terms of reference will be approved on 19th May and a change of night is required as Tuesdays currently clash with cricket. More volunteers are required. Forthcoming events for stakeholder engagement are Meriden School Summer Fayre, Funday Sunday and Family Picnic in the Park.

17.2 Update of Planning

There is no update available due to set up of new laptop and return from annual leave today. All Parish Notifications have been circulated to Members and comments posted accordingly on SMBC planning portal. It should be noted that after 25 minutes of accessing live portal you are timed out with all typed content lost. David Wigfield, SMBC planning, advises that if there is a long response it should be submitted as an email attachment.



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17.3 Update on old garage/caravan storage site

The Clerk has met with both developer and planning officer. SMBC have stated the application meets minimum requirements in terms of evidence and statement of need relative to environment, utilities, spatial planning and existing housing. Therefore on current submission recommendation is for refusal. The named planning officer will set up a meeting with developer with a view to resubmission of proposal meeting criteria.

17.4 Unlawful caravan site

This item remains with Secretary of State planning appeal.

17.5 Land for burial

Nothing to report.

18. Councillor's reports and items for future agenda

(i) Parking around the Green. Current restrictions of one hour not long enough if visiting Fordes. Recommendation to extend to 2 hours. Parish plan identifies parking bays along Birmingham Road and request to invite Highways to future meeting.

(ii) Historical planning permissions allowing access; the new landlords do not allow access to continue?

(iii) Van parked outside Fordes which was reported with numerous attempts to get it removed as it is blocking valuable parking space.

(iv) Fly Tipping on Walsh Lane witnessed on 18th May. Vehicle registration logged with description of driver and name on side of van.

(v) Large old white transit seen regularly collecting scrap metal – please be vigilant due to occupants accessing private property to seek out scrap.

Action: The Clerk to invite PC Simon Harrison to next meeting to update Members on local crime and actions including Meriden Watch and Meriden Gate Residents Association.

19. Date and time of next meeting

There will be an Extraordinary General meeting held on 15th June 2015. The next Parish Council meeting will be held on Monday 22nd June 2015. Both meetings will commence at 19.30 hours. Venue: Pavilion, Meriden Sports Park.

Cllr Haque offers her apologies on 22nd June 2015 as she is out of country due to work commitments.

The meeting closed at 21.25

SignedCllr M Lee – Chair

Dated