

# Meriden Parish Council

*The Centre of England*

Minutes of the Parish Council Meeting held on 20<sup>th</sup> November 2017  
Venue: Pavilion, Meriden Sports Park at 7.30 p.m.

<b>Present:</b>			
Cllr R Weaver	Chair	Cllr M Nunn	
Cllr M Lee		Cllr P Lee	Left meeting at 20.38
Cllr R Kipling			
Mrs B Bland	Clerk		

**Chair welcomed Members and Cllr Allsopp. No members of the public attended.**

## 1. Apologies

Apologies received from Cllr J Barber due to ill health.

Members noted non-attendance of Cllr M Haque and Cllr F Lynch-Smith without notification.

**IT WAS RESOLVED** Members accepted apologies from Cllr Barber and noted the meeting was quorate.

## 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

**Cllr R Kipling declared his interest in the planning application for extension to licensing hours for Heart of England Social Club.**

3c Chair reminded the meeting that Members Declarations of Interest forms outstanding remain Cllrs Lynch-Smith.

**Action:** Cllr Lynch-Smith to complete form and forward to clerk so all updated forms may be sent to Deborah Merry, Head of Democratic Services, SMBC, for website update.

## 4. Minutes of Last Meeting

The minutes of the Parish Council meeting held on 18<sup>th</sup> October 2017, circulated prior to meeting, were considered for accuracy. Cllr M Lee requested the following amendments be made:-

### 4.1 Item 10.9 Mobile Mast Update

Amend sentence to read "Cllr M Lee reported that there had been 2,000 hits for the mobile mast survey on Facebook page; results received 70% confirming poor reception and 77% confirming their approval for a mobile mast to be sited at rear of Manor Hotel car park. The survey was also available via our website."

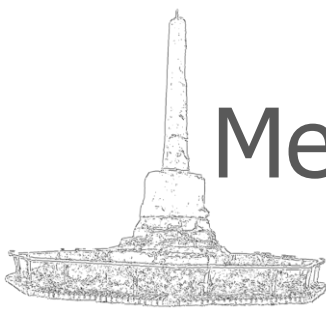
**Signed .....** Chair **Dated .....**

**Clerk:** Barbara Bland

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## 4.2 Item 12.1 Neighbourhood Planning Update

Remove October date to read "The next Neighbourhood Planning group meeting is arranged for 8<sup>th</sup> November 2017."

## 4.3 Item 17 Date of Next Meeting

Remove August to read "The next Meeting of Meriden Parish Council is to be held on 20<sup>th</sup> November 2017 at 7.30 pm venue Pavilion, Meriden Sports Park."

Subject to the above amendments being made Members approved the minutes as a true record.

**IT WAS RESOLVED** Cllr M Lee proposed approval of the minutes of Parish Council meeting held on 18<sup>th</sup> October 2017, seconded by Cllr R Kipling.

## 5. Finance

### 5.1 Approve November Payments

The clerk circulated November payments for consideration and approval.

(i) Meriden Parish Council November payments £6,696.07.

Cllr M Lee advised that (1) the sum of £384 for Stratford District Council referred to the business questionnaire which is provided for in the Locality Grant funding and (2) the sum of £2,561.49 for Heritage Lottery Fund is the grant pay-back of unused funding secured by WW1 Committee.

**IT WAS RESOLVED** Cllr R Kipling proposed approval of Meriden Parish Council November payments of £6,696.07 seconded by Cllr P Lee.

(ii) Meriden Sports Park November payments £3,219.47

The clerk confirmed that the sum of £217.31 for Fortress was for a 3 month period from December to February 2018.

**IT WAS RESOLVED** Cllr R Kipling proposed approval of Meriden Sports Park November payments of £3,219.47 seconded by Cllr M Lee.

### 5.2 Indicative Precept Tax Base & Proposed Precept Increase

Chair reported that finance committee had met on 13<sup>th</sup> November and considered precept v. top-up grant decrease and what percentage increase to apply for 2018-19 budget; chair further advised information received from SMBC Corporate Accountancy confirmed the provisional parish support grant allocations for 2018-19 and there is a decrease of 60% from the previous year. This brings Meriden's support grant down to £594 for 2018/19. It was also reported that although locally there is no cap, SMBC has in the past queried precept increases beyond 3%. The provisional council tax base and support grant figures will be communicated to parish councils week commencing 11<sup>th</sup> December 2017. Members considered the information shared and agreed any decision be deferred to December's meeting.

**Action:** Clerk to receive indicative council tax base and support grant from SMBC and add 3% increase for December's meeting.

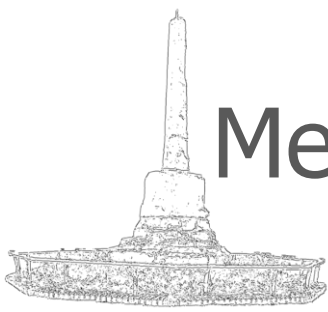
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## 5.3 Finance Committee Recommendation for Budget 2018-19

Chair advised that preliminary budget preparations are underway based on a 3% uplift. Budget assumptions accompany the first draft based on actuals to date. Finance committee recommendation is to approve the preliminary budget preparation subject to indicative council tax base and support grant. Clerk stated that Members should consider the decrease in support grant and may wish to consider a 3.5% increase to realise a full 3% uplift. Members acknowledged the work and efforts of preliminary budget preparation and thanked finance committee. Members deferred decision to December's meeting.

**Action:** Finance committee to review draft budget when indicative council tax base is received. The next finance meeting is arranged for 11<sup>th</sup> December 2017.

## 6. Progress Reports

### 6.1 Village Hall Management Committee

Nothing to report.

### 6.2 War Memorials

Cllr P Lee reported that another successful Remembrance Sunday Service had taken place. However there are missing cones that will be required for the Centenary Service 2018. Funding should be allocated to replenish cone stocks.

**Action:** Cllr P Lee and finance committee.

Cllr P Lee advised that he has been contacted by St Laurence PCC regarding the War Memorial site and request for the parish council to take over responsibility of maintenance and transfer of land. The PCC has requested some dates for a December meeting to discuss and consider options. Consideration was given to the dates available and agreement was reached for 4<sup>th</sup> December 2017 at 6.30pm at the Pavilion. Cllr Kipling stated he would also like to attend.

**Action:** Cllr Lee to confirm with St Laurence PCC date, time and venue of meeting. Clerk to book Pavilion.

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

Cllr M Lee reported this remains a work in progress. Cllr Kipling requested the War Memorial be cleaned for 2018 and advised that a strip of lead around the Memorial is in need of replacement to avoid water ingress. Cllr Lee replied that this will be added to the specification currently being compiled for funding application.

**Action:** Cllr M Lee and WW1 Committee.

### 6.3 Meriden Pool

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

Chair provided an update on meeting with SMBC providing the clerk's action notes which had previously been circulated to Members.

- Silt Analysis contact names – Adam Noon to give to Chris Edgell.

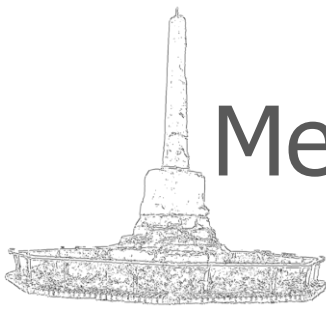
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- Quotations for dredging Pool – Chris Edgell.
- Red Kite, Nat Healey, to be contacted for specification and support re. Red Kite Management Plan – Chris Edgell.
- Pipework to be checked to see if still intact – Oliver Monk.
- Contact Amey – Chris Edgell.
- Contact Quarry Operators re. Silt disposal – Parish Council.
- Contact Suez/Tarmac to confirm outline brief, planning and what we need to do to commence funding process – Parish Council.
- Immediate tidy of site including Berkswell Road/Pool boundary where footpath is overgrown; removal of dead branches; check potential branch fall – Chris Edgell.
- Rats to be reported to environmental team/SCH teams – Chris Edgell.
- Check litter collection schedule and confirm if on reduced cycle – Chris Edgell.
- European Funding Grey to Green from SMBC – Adam Noon to advise.
- Suggested working group review date of above actions Monday 4<sup>th</sup> December 2017 at 12 noon. Venue: Pavilion, Meriden Sports Park.

Chair further advised that SMBC has applied to be the conduit for European Funding; it is anticipated that the parish council will be able to apply for this funding.

**Action:** Chair and clerk continue scoping exercise with SMBC officers to complete Suez application for funding.

6.4 Allotments  
Nothing to report.

6.5 Footpaths/Forum  
Nothing to report.

6.6 Quarries Liaison Group  
Chair advised the next meeting is 11<sup>th</sup> December. The issues around air quality have been taken to Harworth Estate for their support, for which Wardell Armstrong have been appointed to provide cumulative assessment of situation. The clerk will meet the environmental scientists, visit hotspots identified on triangular desk survey and information exchange.

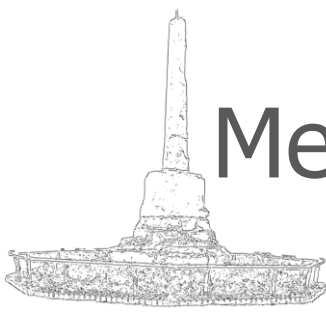
**Action:** Clerk/Wardell Armstrong/Harworth Estate.

6.7 Solihull Area Committee  
Chair reported October's meeting received guest speakers from Fire & Rescue Services, giving an overview of service diversification as first responders and new commissioning model; and West Midlands Pension Fund regarding the level of difficulty clerks experience with monthly data inputting and access to Wolverhampton's pension portal.

The next meeting is scheduled for 25<sup>th</sup> January 2017.

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

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## 6.8 Tree Wardens & TPO List

Chair reported that she and the clerk had met with volunteer tree warden who is currently completing tree survey identifying new and updating TPO register. Some good ideas were explored and a further meeting is arranged for 4<sup>th</sup> December.

**Action:** Chair, clerk and Tree Warden.

## 6.9 Community Surgeries

There were no attendees.

## 6.10 Community Speed Watch

Chair reported November's speed watch initiative was cancelled due to number of trained staff available.

## 6.11 HS2

Nothing to report.

## 6.12 Meriden Sports Park (quarterly summary only)

Chair advised that the next joint meeting of Directors and Trustees will be 27<sup>th</sup> November 2017. The Trust to date has provided small grants to Scouts and Firebird Singers. Cllr Kipling advised that he had suggested the PCC applies for renovations and repairs. Chair stated that there is specific funding for Church Repairs and Renovations and she forwards the funding leads to the PCC.

## 6.13 Meriden Sport & Recreation Trust Update

Nothing to report.

## 7. Clerk's Report

Clerk's report had been circulated prior to meeting. Cllr Kipling asked about Wright Hassall visit; chair replied that a review of parish council solicitors is required but beforehand a list of archived files, deeds and other legal documents held by Wright Hassall is needed. Specifically the work with Fields in Trust cannot be completed without confirmation of ownership of The Green and any covenants attached.

**Action:** Chair and clerk to attend Wright Hassall and update at December's meeting.

## 8. District and Ward Councillor Reports

Cllr Allsopp commented that he has recently attended an SMBC seminar on Borough housing need and he has reinforced there is no more land in Meriden, Balsall Common and Berkswell, and suggested SMBC housing numbers could be defended at enquiry. More work is being done on the use of brownfield site allocations. Cllr Allsopp will request the percentage of CIL. The latest Government report has changed how OAN (Objectively Assessed Need) calculations are made based on population.

**Action:** Cllr Allsopp to request CIL percentage from SMBC.

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

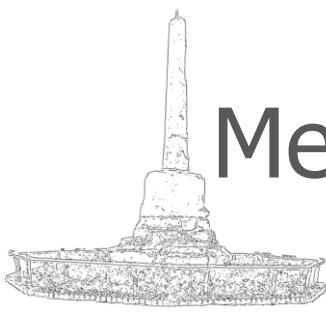
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## **9. Correspondence & Communication**

Nothing to report. All emails circulated to Members.

## **10. Meriden Village Matters**

### 10.1 Library Update

This item deferred to January 2018

### 10.2 Village Commemoration WW1

Nothing to report.

#### 10.2(i) WW1 Poppy Memorial Site

Nothing to report.

### 10.3 Meriden Gate

Nothing to report.

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

Nothing to report.

### 10.5 Highways

Chair reported that highways officers were currently looking at parking restrictions on Glovers Close, and the obstruction being caused by parked vehicles on Leys Lane, and lack of parking available for Digby Place residents. There has been communication between SMBC Highways, West Midlands Police and the clerk. There is a need to review TRO's throughout the Parish; Ashley Prior, Head of Highway Services has been invited to attend December's meeting to present his shared space concept and advise on a traffic management place for Meriden including existing parking restrictions. Further complaints have been received regarding a company van parked adjacent to Bull's Head on the corner of The Croft that is causing obstruction to pedestrian footpath. This has been reported to West Midlands Police.

**Action:** Chair, clerk, Neighbourhood Planning Group, Ashley Prior and West Midlands Police.

- Fillongley Road Bridge Repairs

One closed parish council and two open residents briefing sessions have been held by SMBC in the Library regarding the re-routing diversions proposed around Meriden. The open sessions were well attended by residents and local knowledge and suggestions were noted for a review of the proposed diversion routes. Balfour Beatty is appointed contractor; the work is expected to take 15 months to complete commencing early January 2018, with three weekend closures to A45 which will see all traffic re-routed through Meriden. Highway strengthening works will commence on 4<sup>th</sup> December to Walsh Lane and Eaves Green Lane. Cllr Allsopp commented that he had attended the Library and was impressed that David Hanger, Senior Highways Engineer leading on the Fillongley Bridge repairs, was prepared to go away and reconsider proposal based on resident feedback.

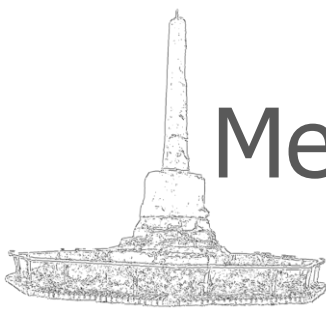
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**Action:** SMBC Highways to email all residents attending briefing, parish council and wider local community with updates on review of diversion routes.

10.6 Land Registry & Ownership  
Nothing to report.

10.7 Solihull Neighbourhoods in Bloom 2018  
Nothing to report.

10.8 Litter  
Clerk advised litter bins installed for Post Office and Coventry X1/82 service bus shelter at top of Meriden Hill.

10.9 Mobile Mast Update  
Cllr M Lee to contact Manor Hotel for December meeting.  
**Action:** Cllr M Lee and Chair to liaise with Richard Marsh, General Manager of Manor Hotel, regarding mobile mast service provision.

10.10 Local Council Award Scheme  
Chair advised that this item is on Council Development day agenda; we need to consider a date for pre-assessment visit. There is one Member not registered using dedicated parish council email address; this must be addressed given new data protection legislation and implemented by May 2018.  
**Action:** ALL. Clerk to formally write to Member offering practical and technical support to enable access, as this will prevent the parish council achieving Quality status.

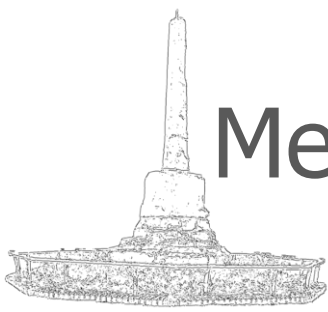
10.11 Meriden Public Transport  
Chair reported an outstanding result for residents. Members acknowledged the work of Cllr Nunn and his commitment to achieving a positive outcome.

**11. Solihull Partnership Forum**  
Chair requested clerk to check that this Forum has not ceased.  
**Action:** Clerk to contact SMBC.

**12. Planning Matters**  
12.1 Neighbourhood Planning Update  
Cllr M Lee advised acknowledgement of the good work and team effort from chair, clerk and herself in completing pre-submission document of Neighbourhood Plan, reaffirmed by Cllr P Lee. The timeline was met and the document is now being content tested, polished and revised by Neil Pearce, Avon Planning. The next meeting will be 6<sup>th</sup> December at 6pm.  
**Action:** Neighbourhood Planning Group.

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

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The Community Asset/Right to Bid work previously being undertaken needs reviewing. This work had been previously paid for and included in the first Locality grant funding. Chair of Neighbourhood Planning group to request update from Avon Planning.

**Action:** Chair of Neighbourhood Planning group and Neil Pearce, Avon Planning.

## 12.1(i) Locality Funding Bid

Cllr M Lee advised that there have now been two successful bids secured with the prospect of a further application being made in 2018 for technical support.

**Action:** Cllr M Lee and Neighbourhood planning group.

## 12.2 Neighbourhood Community/Ward Action Plan

Chair reported that a new Assistant Director, Alison McGrory, has been appointed. The role will focus on improving working with the third sector and parish and town councils. Members had previously been emailed the latest version of the Action Plan for reference and comment.

**Action:** ALL – please consider action plan updates and comments to clerk.

## 12.3 Solihull Local Plan Review

Cllr M Lee advised that Tyler Parkes, Promoter for Site 10, Birmingham Road, Meriden, had attended November’s Neighbourhood Planning meeting; information shared was that the site had three landowners and each site had an allocation of 50 houses which was a surprise. A letter to be written to SMBC expressing concerns over the housing numbers along with insisting on a comprehensive and collaborative approach and not piecemeal applications which would be contrary to SMBC’s Local Plan.

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

## 12.4 Planning Application Status Updates

Chair reported no planning updates had been received. In the absence of Cllr Haque a request was made for the clerk to receive current planning status. Any difficulties in processing current planning applications should be referred to Cllr M Nunn.

**Action:** Clerk, Cllr Haque and Cllr Nunn.

## 13. Parish Council Development Day

The next Development Day is arranged for Saturday 25<sup>th</sup> November 2017.

**Action:** All.

Apologies received from Cllrs Kipling and P Lee due to work commitments.

## 14. New Website

Cllr M Lee advised that all profiles had been received; the website is 99.9% complete and any further work will be discussed at Council Development Day. Dates for content management training to be arranged with Real Point.

**Action:** Cllr M Lee to contact Real Point for training dates.

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

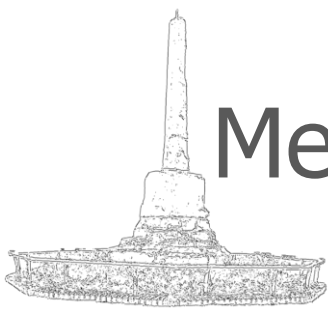
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**15. Annual Parish Assembly**

Nothing to report.

**16. Contested Election 2019**

Chair advised this item will be discussed at Council Development Day; however there will be preparation needed for May 2019 elections including the recruitment of new Members.

**Action:** All

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

Nothing to report.

**18. Date of Next Meeting**

The next meeting of Meriden Parish Council is to be held on 18<sup>th</sup> December 2017 at 7.30 pm venue Pavilion, Meriden Sports Park.

**Action:** BB to advise Cllr Barber of Pavilion bookings for 4/12/17 St Laurence PCC and 11/12/17 Finance Committee.

Chair closed the meeting at 20.50 hours.

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

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