

# Meriden Parish Council

*The Centre of England*

Minutes of the Parish Council Meeting held on 16<sup>th</sup> October 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 M Haque	(arrived late due to work)
Cllr R Kipling			
Mrs B Bland	Clerk		

**Chair welcomed Members of the public and Cllr Bell.**

## **1. Apologies**

Apologies received from Cllr J Barber due to evening hospital appointment; Cllr P Lee due to ill health; Cllr Lynch-Smith non-attendance (late email apology received due to ill health).

**Members accepted apologies from Cllr Barber and Lee**

## **2. Public Participation**

Chair opened the floor to the public and invited concerns to be raised as follows:-

- A resident reported the removal of the litter bin outside the Post Office and asked if there was to be replacement as this was a useful bin and much used. Chair replied that she was aware of situation and the bin had been damaged by a vehicle rolling into it. SMBC are dealing with this claim and the vehicle owner to reinstate the litter bin.

- A resident reported that Berkswell Road footpath is disgraceful with overgrown shrubs and trees now impacting on width of footpath. It is also full of bumps and holes and is considered a safety risk to trip hazards for anyone using it.

**Action: Clerk to report to SMBC Highways and Bruce Brant.**

- Cllr Kipling reported that 4 feet of footway on pedestrian footpath belongs to SMBC and it is their responsibility to maintain it and so should get it sorted.

**Action: Clerk to report to SMBC Highways and Bruce Brant.**

- There are branches that have fallen onto the green from the Cedar tree that require collecting and the tree inspected.

**Action: Clerk to report to Contractor.**

- Residents reported that the “glass box extension” to Pertemps reflects the sunshine and acts as a “mirror”; thus birds are flying into the side of the building fatally, thinking they are flying into trees. Can any netting be put on the side of building to prevent the death of birds flying into it.

**Action: Clerk to report to Adam Noon, SMBC Ecologist for advice and assistance.**

- Residents had collected samples of fibrous material found on cars and other property with photographic evidence.

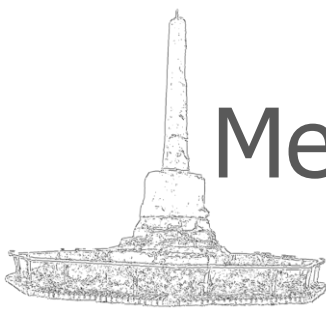
**Signed ..... Chair      Dated .....**

**Clerk:** Barbara Bland

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**Action:** Clerk to report to Hanah Moxon, Harworth Estate, to send to Laboratory for analysis.

Chair thanked residents for their participation.

### **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.

3c Chair reminded the meeting that Members Declarations of Interest forms outstanding remain Cllrs Lynch-Smith and Haque. She urged both to complete and return to the clerk.

**Action:** Cllrs Lynch-Smith and Haque to complete forms 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> September 2017, circulated prior to meeting, were considered for accuracy. Members approved the minutes as a true record.

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

### **5. Finance**

5.1 Approve October Payments

The clerk circulated October payments for consideration and approval.

(i) Meriden Parish Council October payments £2,647.87.

**IT WAS RESOLVED** Cllr R Kipling proposed approval of Meriden Parish Council October payments of £2,647.87 seconded by Cllr M Nunn.

(ii) Meriden Sports Park October payments £3,157.76.

**IT WAS RESOLVED** Cllr P Lee proposed approval of Meriden Sports Park October payments of £3,157.76 seconded by Cllr M Lee.

5.2 Annual Return & External Audit 2016-17

Chair advised that the Audit Certificate and Report had finally been received from Grant Thornton. There were five reported minor issues to resolve as follows:-

- Annual Governance Statement should be approved by Members prior to agreeing Annual Return;
- Annual Return should be approved by Members after the Annual Governance Statement;

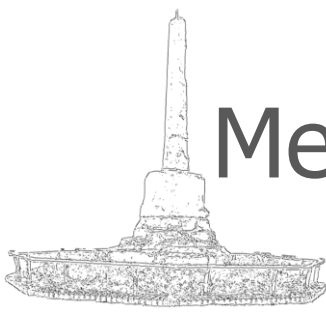
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- The assets identified in the Asset Register were removed in 2017 but should have been restated for 2016 Box 9;
- A clerical error in Box 6 for 2015/16 should read £1,608,502.
- The Internal Auditor answered ‘Yes’ to objective F in relation to petty cash. This should state “not covered”.

Chair reported that the finance committee had met immediately prior to full Council meeting, and with delegated powers agree the Audit Certificate and Report. The finance committee recommend Members approve audit outcome. She further stated that finance committee requested the clerk write a letter of complaint to Grant Thornton stating the breach of statutory conditions to have a public notice of audit conclusion posted by 30<sup>th</sup> September 2017 and requesting a 50% reduction of audit fee payable.

**IT WAS RESOLVED** Members considered finance committee recommendation and approved (1) Audit Certificate and Report; and (2) letter of complaint to Grant Thornton with request for 50% fee reduction. Proposed by Cllr Weaver and seconded by Cllr M Lee.

## 5.3 2017-18 Half Year Accounts

Chair reported that finance committee had carried out internal checks with quarter 2 reconciliation of business and reserve accounts for checks and sign off, together with Quarter 2 Bank Account Reconciliations Summary. Cllr M Lee and Cllr Nunn checked finance management system against Barclay’s statement and approved reconciliation. Finance Committee received Quarters 1 & 2 (Half Year) 01 Apr – 30 Sep 2017 Financial Summary and received:-

- (i) I & E Expenditure by Budget Heading
- (ii) Financial Budget Comparison
- (iii) Financial Summary Cashbook including Reserve Balance

Finance Committee signed off with delegated powers and recommend Members approve the half year accounts. Cllr Kipling requested a copy for his reference.

**IT WAS RESOLVED** Members approved finance committee recommendation and accepted half year accounts. Proposed by Cllr Weaver and seconded by Cllr M Lee.

**Action:** Clerk to forward copy of financial summary to Cllr Kipling.

## 6. Progress Reports

6.1 Village Hall Management Committee  
Nothing to report.

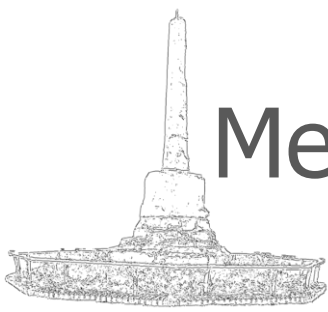
6.2 War Memorials  
Cllr M Lee will cover this in item 10.2(i).

6.2(i) Heritage Monuments & Memorial Funding  
Cllr M Lee will cover this in item 10.2.

6.3 Meriden Pool

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

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

Chair advised that she and the clerk had held dates in the diary for Chris Edgell to provide a confirmed date to meet with working party that he was to put together including teams from Ecology, Landscaping and Drainage, technical expertise required to complete Suez funding application and to deliver on quotations. Currently the Suez application cannot be progressed which will further delay pool works. This is a disappointing outcome for the Pool project. An email to be sent to Chris Edgell copied to Chris Barr.

**Action:** Cllr Weaver and the clerk to continue working with SMBC officers to progress pool improvement works.

## 6.4 Allotments

Nothing to report.

## 6.5 Footpaths/Forum

Nothing to report.

## 6.6 Quarries Liaison Group

Nothing to report.

## 6.7 Solihull Area Committee

The next meeting is 19<sup>th</sup> October 2017 at Jubilee Centre, Balsall Common. Guest speakers include West Midlands Pension Fund and Chief of Fire & Rescue Services.

## 6.8 Tree Wardens & TPO List

Chair reported the following email received from David Wigfield regarding concerns raised by residents at 18<sup>th</sup> September 2017 meeting:-

*“Dear Mr Lee & Mrs Bland,*

*I can confirm that I conducted a site visit yesterday, accompanied by the relevant Tree Officer for the area (Darren Parkin). The tree was inspected, but there was no evidence of any unauthorised works or damage. It would seem that the foliage die-back is due to nothing other than natural causes. In these circumstances, in the absence of any evidence of an offence, we are unable to pursue the matter any further so I will now be closing the case.*

*I hope this is of some assistance, but please feel free to contact me if you have any further queries.*

*Regards.*

*David Wigfield*

*Team Leader – Enforcement, Monitoring and Compliance”*

## 6.9 Community Surgeries

Chair reported that the issues raised by Leys Lane residents and photographic evidence was presented to Nick Page, CEO, SMBC. Enforcement officers were despatched the same day and this route is part of the wider parish enforcement area to be monitored and action taken accordingly.

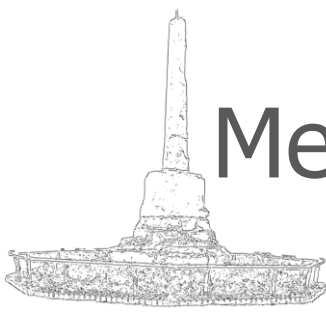
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Cllr Bell advised that he had recently met with the Community Police team for rural areas (including Meriden) and noted that there are so few officers available to attend parking issues with the area covered from the NEC to Cheswick Green.

Community surgeries were held on 9<sup>th</sup> October with apologies received from Bruce Brant. The following was raised and actioned with SMBC and West Midlands Police:-

**Residents of Leys Lane regarding:-**

- Parking Issues
- Lack of bollards
- Vehicles obstructing footpath and crossing
- Blocking of Digby Place access/crossing by disabled driver
- No parking for Digby Place residents
- SCH re-housing residents with vehicles with only parking available on Leys Lane including taxi business
- Vehicles parking opposite driveway access making it impossible to get on and off drives
- Delivery vehicles i.e. Morrisons, Sainsburys deliveries parked on walkways or at closest to delivery address without consideration of residents
- Covenants on Mulberry Gardens prohibits “white van” parking, therefore white vans regularly parked on Leys Lane blocking footpaths and crossing.

**Outside of surgery residents drop in with following issues:-**

- Lack of maintenance to gullies/gutters/street cleansing
- No collection of grass from verge mowing
- All debris blocking drains
- Weeds growing in gutters
- Meriden Pool a disgrace

**Action: Clerk, Bruce Brant, Highways and West Midlands Police.**

**6.10 Community Speed Watch**

Chair reported the next round of speed watch is set for November and December. Cllrs M Lee and Weaver confirm availability. Awaiting Cllr Lynch-Smith confirmation to meet minimum requirement of three officers.

**6.11 HS2**

Cllr Bell reported that he had attended an Implementation Meeting and confirmed Contractors had now been appointed but there was no news of date of commencement.

**6.12 Meriden Sports Park (quarterly summary only)**

Please refer to 25<sup>th</sup> September 2017 Directors meeting minutes reported, attached for ease of reference.

**6.13 Meriden Sport & Recreation Trust Update**

Chair reported that the 2<sup>nd</sup> instalment of the grant funding for core costs has been received from Trustees for period 01 October 2017 to 31 March 2018.

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

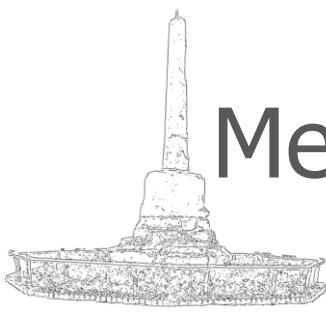
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The next meeting of Directors and Trustees is arranged for 27<sup>th</sup> November 2017 with a request for early sight of the 2018-19 budget projections.

**Action: Clerk and Cllr R Weaver.**

## **7. Clerk's Report**

Chair reported that Cllr Kipling had requested an account from clerk's actions regarding her meeting with NRS Area G Site Manager, Wayne Wardle.

An email was sent to Paul Tovey, Dav Chohan, David Wigfield, Nick Barlow and Cllr Bell as follows:- *Please see the link below to photographs taken this morning whilst Cllr Nunn and myself were driving to a meeting. This subject has been raised many times previously at Quarry Liaison Group; and reported to NRS. The carriageway into NRS is dry and relatively clean. The exit onto carriageway turning either left or right is red, muddy and wet! It would appear that lorries are leaving the site with "wet undercarriages and wheels" (assume wheel wash is now installed and operating); however what use is a "wheel-wash" that is supposed to remove "debris and muck" prior to exiting the site, only to drop the "muck" onto the highway!*

*We have repeatedly requested (i) licence conditions for Operator to maintain and cleanse highway (ii) if conditions are not being adhered to then where are Highways Officers in enforcing the conditions of licence (iii) this situation will get worse as we move into autumn/winter inclement weather and drivers face hazardous conditions negotiating NRS entrance and A45 slip road (vi) the footpath is disgraceful with compacted red muck that is slippery under foot (v) all highways signage is unreadable as it is caked with red muck (vi) there is no improvement once on the A45 travelling towards Stonebridge as the slip road and nearside lane is red and muddy.*

*I appreciate there are different agencies involved with Birmingham Road and the A45 but surely Highways England, North Warwickshire, Solihull and Packington can bring some pressure to NRS to improve their cleansing regime to maintain a clean, safe and non-hazardous highway.*

*As a matter of interest any debris on the highway from un-sheeted wagons or drops out from under-carriages or wheels after using wheel-wash, damaging windscreens, body work, tyres, can I instruct complainants to send damage/repair invoices to SMBC for reimbursement?*

This prompted a visit from NRS and a site visit and I can confirm discussion as follows:-

- Entrance

NRS to give some thought to vehicles exiting site without dropping debris onto highway. Nick Barlow has requested NRS hose down vegetation, verges and signage. NRS to cut back trees and cleanse footpaths removing compacted mud.

- Wheelwash

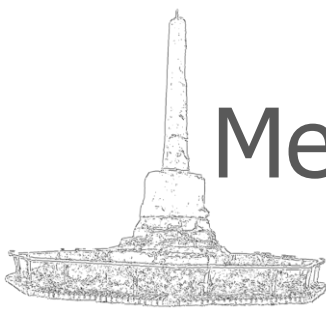
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New wheelwash operating well; it is larger than previous installed and effective; however all debris from undercarriage, wheels, is loosened and falls onto highway as soon as lorries start moving. A better cleansing regime to be actioned by NRS.

- Sweeper

There are two sweepers in operation. The problem is once the sweeper has passed Packington’s triangle the sweeper is unable to safely return onto Birmingham Road without going onto A45 to Stonebridge returning via Hampton Lane. NRS to discuss with Nick Barlow re use of Packington’s triangle for turning.

- Dust Monitoring

The recycling plant has been moved further away from Caravan Park easing dust and noise, however dust is still evident on properties. Water suspension is in operation but it is not known the source and whether this forms part of the “bigger problem” involving all operators.

**Action: Clerk to monitor. Follow up Harworth Estates laboratory programme of analysis.**

## **8. District and Ward Councillor Reports**

Nothing to report.

## **9. Correspondence & Communication**

All correspondence has been circulated to Members via email prior to meeting.

The following was brought to Members attention by Chair:-

- Wright Hassall reply to clerk’s letter regarding deeds for Village Green;
- St Laurence Church acknowledgement of donation for graveyard maintenance;
- WALC AGM 1<sup>st</sup> November 2017 at Shire Hall, Warwick.

## **10. Meriden Village Matters**

### 10.1 Library Update

Cllr M Lee reported that the Library first floor strengthening works had been identified in the reserves. The clerk had asked Neighbourhood’s Team to re-engage with Library Services on behalf of parish council which so far has proven unsuccessful. Space is at a premium for the parish council particularly archive storage; therefore a request for Members to approve re-opening discussion with Tracey Cox, Head of Library Services, direct, supported by Cllr Bell, Kath Hemmings and Bruce Brant. The current workload of clerk and council is significant and therefore the clerk will reassess in the New Year.

**Action: Clerk**

### 10.2 Village Commemoration WW1

Cllr M Lee advised a Quiz/Curry fundraising event has been cancelled due to lack of take up. Candlelit vigils continue for 2018; local historian Doreen Agutter will be delivering Part 2 of Meriden in the Great War accompanied by wine and cheese.

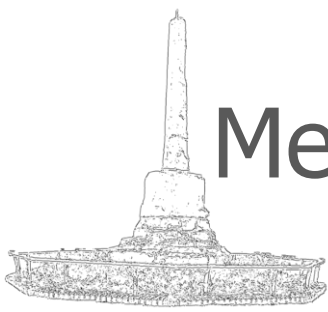
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WW1 group continue working on the specification for Heritage Memorial funding for maintenance, repairs of Parish Memorial sites and also a permanent sandstone Poppy Memorial for Memorial Approach. WW1 group were very happy with the planting of geraniums but as winter approaches there is a need for winter planting and asked if Bloom could fund plants with volunteers Lis Willis and Cllr Lee carrying out the planting. Woodland View may be able to assist and the clerk will follow up.

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

Briefly Chair gave a copy of the WALC Annual Report to Cllr M Lee with the Harbury PC feature of plaques being placed on fronts of houses where WW1 fallen servicemen lived. Is it possible WW1 Group could do something similar linked to the WW1 Publication?

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

Cllr M Lee advised that the Memorial Plaque removed from the Village Hall is to be re-sited in Meriden School.

## 10.2(i) WW1 Poppy Memorial Site

A funding bid for Memorial restoration will include Poppy Memorial site to enable a Mosaic permanent Poppy Memorial reported under item 6.2(i).

## 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 further to clerk's invitation for David Hanger to attend this evening's meeting, his apologies had been received. His message confirmed he was working on a diversion management plan and he will share this with the parish council and residents as soon as possible.

**Action: Clerk to chase David Hanger regarding consultation with Parish Council on all aspects of diversion routes with an invitation to attend November's meeting.**

Chair reported that an email had been received from Dav Chohan as follows:-

*"Dear Sirs*

*Meriden Church of England Primary School have requested amendments to the traffic regulation order within the lay by on Fillongley Road, Meriden.*

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

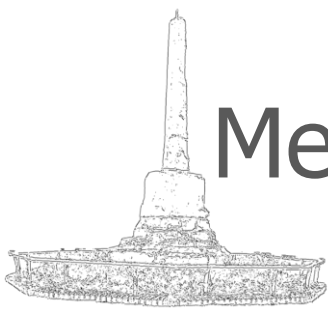
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*I attach a copy of drawing no. 8342 showing the proposal. It is proposed to revoke the existing "school keep clear" & "bus stop" traffic orders within the lay by. A bus service is no longer in operation to the school. A new traffic regulation order will be introduced within the lay by which prohibits parking from Monday to Friday between 8.30am-9.30am & 3pm-4pm. The new restriction will allow parents to park within the lay by for only the very short period whilst they drop of or collect their children. The present restrictions are preventing the lay by being utilised for any purpose.*

*Could you please reply to this email, by Friday, 27 October 2017 to give your support or otherwise for the proposed traffic regulation order. If you have any queries please telephone me on 0121 704 6432.*

*I look forward to hearing from you."*

**Action:** Members considered the above and gave in principle agreement; however a letter to be sent requesting a 6-month trial and review before making new arrangement permanent; enforcement to be in place; a 20mph zone to be implemented; road bumps to be considered on Fillongley Road.

## 10.6 Land Registry & Ownership

Nothing to report.

## 10.7 Solihull Neighbourhoods in Bloom 2018

Nothing to report.

## 10.8 Litter

A new litter bin is to be installed by the bus stop at the top of Meriden Hill.

## 10.9 Mobile Mast Update

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.

**Action:** Cllr M Lee to arrange a meeting with Richard Marsh, General Manager of Manor Hotel, to advise outcome of community survey.

## 10.10 Local Council Award Scheme

Chair advised that this remains a work in progress.

**Action:** ALL

## 10.11 Meriden Public Transport

Clerk advised that the new timetable of service 89 reported at last meeting of 18<sup>th</sup> September 2017, commences on 22<sup>nd</sup> October 2017. This also includes a Wednesday service to the Mobility Centre in Coventry commencing on 25<sup>th</sup> October 2017.

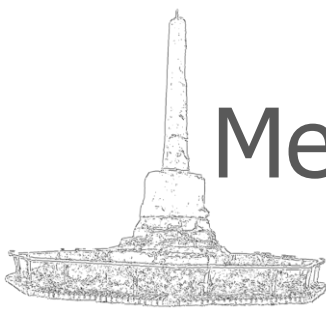
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We await the outcome of a bus stop outside Balsall Common Medical Centre on Hall Meadow Road and stop at Solihull Hospital.

**Action:** Clerk to continue liaising with Transport for West Midlands and Meriden Action Group.

## 11. Solihull Partnership Forum

Nothing to report.

## 12. Planning Matters

### 12.1 Neighbourhood Planning Update

Cllr M Lee advised the next Neighbourhood Planning meeting will be held on Wednesday 8<sup>th</sup> November 2017 commencing at 7.15pm at Pavilion. An invitation has been extended and accepted by Tyler Parkes the promoter of the Birmingham Road site identified in Solihull Local Plan for development. The purpose of their attendance is to bring the steering group and members of the public up to date with their proposal for development of the site with one of the landowners. She further explained that work is currently underway on the draft Neighbourhood Plan pre-submission document in liaison with SMBC to be published in spring 2018.

**Action:** Cllr M Lee and the clerk to arrange meeting. The next Neighbourhood Planning group meeting is arranged for 8<sup>th</sup> November 2017.

Chair advised Members that the clerk had today received an enquiry from a member of the public regarding one of the 13 Meriden sites identified for housing in Solihull Local Plan, being land on Main Road that was being rumoured to be developed with relevant planning permission granted. After extensive enquiries and discussion with SMBC the following is reported:-

Stansgate is the Promoter for this site and submitted the land to SMBC for inclusion in the “call for sites” in 2015. In September 2017 SMBC received a re-submitted application from Stansgate to put this site back into its “call for sites” allocation with a substantially reduced area. Described as Access from Old Road to land running behind properties on Main Road. The top third towards Fillongley Road has been “safeguarded” for future development post 2033, but current site submission is significantly reduced to half the original 2015 proposal. There are plans and a visioning document outlining revised area, accessibility to Village, and proposal. These documents are not yet in the public domain. SMBC assured the parish council that they “**will not be**” promoting this site. No decisions have been made and it would be a Borough decision; however if there is a call for more land to be considered in the next round of consultation, then this site will be re-evaluated.

Cllr M Lee reiterated that SMBC have accepted the parish council recommendation for the Birmingham Road site of a proposed 51 houses to be allocated in the Solihull Local Plan Review with no other sites included.

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

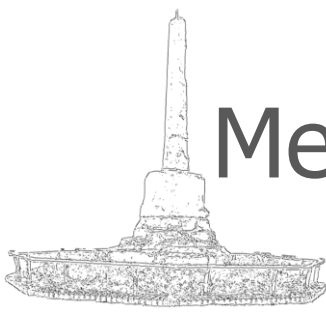
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## 12.1(i) Locality Funding Bid

Cllr M Lee reported that the bid had been successful with an award of £3,600. This will fund planning advice with no Neighbourhood Plan costs to residents. Meriden is considered to be a complex neighbourhood planning area and therefore eligible for further technical funding awards which will be explored.

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

## 12.2 Neighbourhoods Community Action Plan

Chair reported that the latest version had been recirculated in meeting documents for the purpose of reference and to provide any updates.

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

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

Cllr M Lee advised that as reported previously no response has been received from Ashley Prior regarding assistance with traffic calming and future management plan. She and the clerk have met with Hampton-in-Arden and Berkswell PCs, gained information from Berkswell regarding their appointment of Ove Arup to undertake a consultation and deliver a management strategy in line with SMBC's Highways planning. Fundamentally this will form part of Meriden's Neighbourhood Plan strategy and policy. With SMBC's lack of support Members are requested to consider their previous approval to seek a quotation for Ove Arup to work with the Neighbourhood Planning group to provide a traffic management plant that may be used for funding opportunities. Members unanimously agreed their previous approval for Ove Arup to be contacted for quotation and appointment.

**Action: Clerk to contact Ove Arup; Cllr M Lee and Neighbourhood Planning working group to monitor.**

## 12.3 Solihull Local Plan Review

Nothing to report.

## 12.4 Planning Application Status Updates

Cllr Haque the planning committee had processed all applications and comments had been copied and pasted. A new system has been developed providing easy access and tracking. She further advised that contact had been made with SMBC planning with a request for Sharon French to arrange training for the planning portal.

**IT WAS RESOLVED** Cllr Haque to chase Sharon French.

Cllr Nunn reported that he had requested "Right Areas in Right Places" consultation be raised on agenda for whole Council response. Members considered and requested planning committee to work through consultation document on behalf of full council. In principle Members agreed with what was being proposed.

**Action: Cllr Haque to co-ordinate response from planning committee on behalf of full Council and submit response.**

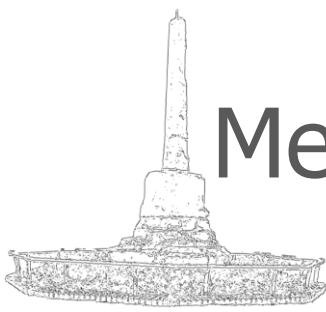
Signed ..... Chair Dated .....

Clerk: Barbara Bland

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# Meriden Parish Council

*The Centre of England*

## 12.5 Community Assets

Cllr M Lee advised that this now comes under Neighbourhood Planning Update.

## 13. Parish Council Development Day

The next Development Day is arranged for Saturday 25<sup>th</sup> November 2017 and content will comprise website final checks; Local Council Award Scheme; review of planning.

**Action:** All.

## 14. New Website

Cllr M Lee reported that the website was shown to Members at Council Development Day; comments and notes were duly recorded and actioned. Cllrs Haque and Kipling are required to finalise their pen portrait templates. All PC email addresses are working. Cllr Nunn advised that he has tweaked his pen portrait and will resend.

**Action:** Cllr M Lee to contact Real Point for training dates. Members to update pen portraits/profiles.

## 15. Annual Parish Assembly

Nothing to report.

## 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 **20<sup>th</sup> November 2017 at 7.30 pm venue Pavilion, Meriden Sports Park.**

The Chair closed the meeting at 21.03 hours.

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

Clerk: Barbara Bland

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