

Minutes of the Annual Meeting of Meriden Parish Council held on 13th May 2019  
Venue: Pavilion, Meriden Sports Park at 7.30 p.m.

<b>Present:</b>			
Cllr R Weaver RW	Chair	Cllr F Lynch-Smith FLS	
Cllr R Kipling RK		Cllr M Woollard MW	
Cllr J Barber JB		Cllr J Hughes JH	
Mrs B Bland BB	Clerk		

In attendance: Cllr Howell

**1. Welcome & Apologies**

Apologies received from Cllr K Allsopp.

**IT WAS RESOLVED** Members accepted apologies from Cllr Allsopp.

**2. Acceptance of Office**

All newly elected Members received, completed and signed the Pecuniary Interests Declaration together with their Acceptance of Office. Clerk to provide Induction Packs for new Cllrs Woollard and Hughes. Clerk to bind copies of Code of Conduct for circulation at next meeting.

**Action: clerk to bind Code of Conduct document for circulation at June's parish council meeting; clerk to put together Induction Packs for new Cllrs Woollard and Hughes.**

**IT WAS RESOLVED** Members received copies of Pecuniary Interests Declaration and Acceptance of Office documents which were completed and signed for forwarding to SMBC Monitoring Officer.

**3. Minutes of Last Meeting – 21<sup>st</sup> May 2018**

The minutes of the Parish Council meeting held on 21st May 2019, circulated prior to meeting, were considered for accuracy and agreed. All matters arising are included in agenda items.

**IT WAS RESOLVED** The minutes of the meeting held on 21<sup>st</sup> May 2019 were approved; proposed by Cllr Barber and seconded by Cllr Nunn.

**4. Chair's Report 2018-2019**

The Chair's Report was circulated prior to meeting and is included as follows:-

"Another full year for the Parish Council. We have moved forward a number of initiatives. Most things we undertake as a Parish Council involve people volunteering their time, so I thank all Parish Councillors who have given their time.

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



We have had several community volunteers especially Sarah Sharland as Tree Warden and Lynn Parker resident rep on the Quarry Liaison Group, and regular attendees Sue and John Edwards, David Bell, Gerry Russell, Lew Edwards and Sarah Sharland at the Neighbourhood Plan steering group. None of the things we could achieve as a Parish Council would be possible without our parish clerk. A special thank you goes to Barbara Bland for her exemplary hard work, constant support to me and other Councillors, as well as community members.

We have continued to hold Parish Council surgeries with SMBC officers and joint Police surgeries. Unfortunately, these are poorly attended by the community. We will continue to hold them to ensure communication and information sharing continues.

This year our new external auditors Littlejohns gave us another clean bill of health.

The PC has had several open exhibitions at local events on the draft Meriden Neighbourhood Plan. Solihull MBC have still been working on their draft plan and Meriden's Neighbourhood Plan is nearing completion. The PC are still working towards accreditation to achieve a quality standard in the Local Council Award Scheme. Parish Councillors have undertaken individual training on a range of topics and have met twice as a group on Saturday mornings to ensure we can demonstrate that we are a competent parish council. We have upgraded the PC website to meet the improved standard expected of websites and all parish councillors now have a PC email address to comply with GDPR legislation.

The management plan for Meriden Pool Phase 2 has been completed and the Pool looks wonderful now the landscaping works are complete. Friends of Meriden Pool have really worked hard planting and tidying. Thanks to Peter Moss, Carol Stafford and Barbara Bland.

The servicemen who lost their lives in WW1 have been commemorated throughout the year on their anniversary with candlelit vigils. The group is still working on the development of ideas for a lasting poppy memorial on the dedicated Memorial Approach site. Last Remembrance Sunday, which marked the centenary of the end of WW1, had a record attendance at both St Laurence Church and Meriden's War Memorial.

Meriden Sports Park continues to be popular with residents and visitors alike. The demands for usage of the facilities has increased and the school holiday sports activity camps have been popular for children.

Meriden Sports and Recreation Trust continues to have a strong partnership working with the sports park directors and the parish council.

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

**Clerk:** Barbara Bland  
55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ  
**T:** 01676 522474 **M:** 07767 162423 **E:** [barbarablandmpc@btconnect.com](mailto:barbarablandmpc@btconnect.com)  
[www.meridenparishcouncil.org.uk](http://www.meridenparishcouncil.org.uk)

The Quarry Liaison Group continues to meet quarterly and attendance by quarry operators has been high. SMBC and Environment Agency officers have also attended. Issues raised by both Hampton and Meriden PC are taken seriously and actioned. These meetings have improved communications and information sharing, reduced lorry movements through Meriden Parish and makes better the nuisance, noise, litter, dirt and dust within our local environment.

Cllr Rosie Weaver was elected to be Chair of SAC and elected as Chair of WALC. These groups enable all parish and town councils to share their experiences and good practice and raise issues as a collective. In Solihull, following the Charter guidelines, the Chair and Deputy Chair of SAC continue to meet quarterly with SMBC Chief Executive Nick Page.

Community events were once again successfully organised. Alan Lole continues to raise much needed funds for Macmillan Cancer Support and Marie Curie Hospice Solihull through the Tree of Thought and Funday Sunday. The 7<sup>th</sup> Santa Fun Run organised by The Rotary Club in December was well attended by many ages and sizes of Santas! The Family Picnic in the Park was a success in July.

Meriden Watch website has increased its followers and provides up to date Neighbourhood Watch information and is supported by the police. There is good information sharing between them and the PC.

Cllr Barber has coordinated several Speedwatch training sessions. Speedwatch is ready to go again in the late spring of 2019.

So, what have we done from the list we compiled from last year's annual assembly? Quite a lot! Some things of note are:

- the PC met several times with SMBC's Head of Highways to look at the issues of parking, speeding and our views are being incorporated into his review of what can be done in Meriden in the future.
- Exercise and yoga classes in the Sports Park
- Astro-wicket – has been replaced and should last another 7 to 10 years

Plans for 2019-20 are to include:

- To hold the third Annual Parish Assembly and share the Neighbourhood Plan key issues.
- Achieve accreditation with the Local Council Award Scheme
- Continue to secure funds and complete the Pool Project
- Continue to update the website and meet the new regulatory codes
- To develop the poppy site for a fitting sustainable memorial

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

- To continue working with Head of Highways to improve traffic management throughout the Parish.”

A request from Cllr Howell for a copy of the Chair’s Report to be emailed to her by the clerk on [diane.howell@solihull.gov.uk](mailto:diane.howell@solihull.gov.uk)

**IT WAS RESOLVED** Members approved the Chair’s Report; proposed by Cllr Nunn and seconded by Cllr Barber.

**5. Election of Chair**

Clerk advised she had received one nomination. The nomination was for Cllr Weaver to be elected Chair. There were no other nominations and Members approved unanimously the election of Cllr Weaver as Chair of Council.

**IT WAS RESOLVED** Cllr R Weaver be elected Chair of Meriden Parish Council proposed by Cllr J Barber and seconded unanimously.

**6. Election of Vice Chair**

Clerk advised she had received one nomination. The nomination was for Cllr Barber to be elected Vice Chair. There were no other nominations and Members approved unanimously the election of Cllr Barber as Vice Chair of Council.

**IT WAS RESOLVED** Cllr J Barber be elected Vice Chair of Meriden Parish Council proposed by Cllr Weaver and seconded by Cllr Nunn.

**7. Sub-Committees**

Chair advised that the sub-committee list had been circulated to Members with a request to advise any amendments or wishes to be moved to another committee; she further added that it is good practice to do training around the topic area i.e. key points, legislative updates, legal and governance. The following was agreed as follows:-

A	Village Hall Management Committee	Cllr F Lynch-Smith
B	Neighbourhood Planning Steering Group	Mrs M Lee – Chair (Co-Optee) Cllr R Weaver Cllr J Hughes Clerk
C	PCC Committee Member War Memorial & Cyclists Memorial	Mr P Lee (Co-Optee) Cllr R Weaver Clerk
D	Meriden Pool	Cllr M Nunn Cllr M Woollard Clerk
E	Allotment Representative	Cllr J Barber Clerk
F	Solihull MBC Footpaths Forum and Representative	Cllr F Lynch-Smith
G	Quarry Liaison Group Representatives	Cllr R Weaver Cllr J Hughes

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



		Mrs L Parker – Co-optee & Resident Representative Clerk
H	Solihull MBC Conservation Committee	Cllr R Weaver (when invited)
I	Local Council Award (Quality & Self-Assessment)	Full Council Clerk
J	Association of Parish and Town Councils Solihull Area Committee	Cllr R Weaver Cllr F Lynch-Smith Clerk
K	Solihull MBC Tree Wardens	Mrs S Sharland – Co-Optee Clerk
L	Planning Committee	Cllr J Hughes - Chair Cllr M Woollard Cllr J Hughes Cllr R Kipling Clerk Full Council (as & when required)
M	Community Surgeries	Cllr R Weaver Cllr J Barber Clerk Neighbourhood Co-ordinator
N	Community Speed Watch	Cllr J Barber
O	Airspace Change Consultation & Birmingham Airport Extension	Cllr R Weaver Clerk
P	Meriden Sports Park (Management)	Cllr R Weaver – Director/Chair Mr P Lee – (Co-optee) Cllr J Barber – Director/Vice Chair Cllr J Hughes Mrs B Bland – Company Secretary
Q	Meriden Sports & Recreation Trust	Cllr F Lynch-Smith
R	Finance Committee  Quarterly Internal Controls Bi-Annual Internal Audit/Quality Checks	Cllr R Weaver Chair Cllr J Barber Cllr M Woollard Cllr F Lynch-Smith Clerk  Mr M Spencer – MS Audit & Consultancy
S	Personnel Committee	Cllr R Weaver Cllr J Hughes Cllr F Lynch-Smith Cllr J Hughes
T	Clerk’s Supervising Officer	Cllr R Weaver
U	Operation London Bridge	Clerk Cllr R Weaver Cllr J Barber Cllr F Lynch-Smith Mr P Lee Cllr J Hughes

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



	Cllr M Woollard
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**Action: Neighbourhood Plan V.12 to be emailed to Cllr Hughes.**

**Action: Cllr Lynch-Smith requested additional footpath maps for volunteers; FLS to send to clerk map details to be purchased.**

**Action: Cllr Howell to look into SMBC Conservation Committee to confirm if this group still meets.**

**Action: Mrs Sharland, Tree Warden, to be representative on SMBC Tree Committee.**

**Action: Cllr Howell is meeting with new Rural Police Team and will raise the parish council request for contact details and for the local rural team to introduce themselves to the clerk.**

**Action: Clerk to write to Lee Stephenson SMBC to request a seat on the Airport Consultative Committee.**

**8. Vacancies & Co-Option**

Chair advised that one application had been received from recent advertising of vacancies. The nomination is for Mr R Kipling to be co-opted to the parish council. Chair read the application to Members detailing his experience and interests; after due consideration Mr Kipling was elected unanimously.

**IT WAS RESOLVED** Mr R Kipling be elected as Co-opted Member of Meriden Parish Council with immediate effect. Proposed Cllr Barber and seconded Cllr Weaver.

**Action: Acceptance of Office and Pecuniary Declaration of Interest forms to be printed off for Mr Kipling to complete and sign upon his return from leave.**

**9. Bank**

Clerk advised currently bank signatories are Mrs Bland, Cllr Weaver and Mr Kipling. It was agreed that for the foreseeable future the clerk will instruct the Barclays to remove M. Lee and we operate with the three signatories. Members agreed to this recommendation.

**IT WAS RESOLVED** Members approved the recommendation to remove M Lee and continue with the current bank mandate of Cllr Weaver, Mr Kipling and Mrs Bland.

**10. Internal Auditor**

MS Audit Consultancy supports the parish council with a robust and comprehensive internal audit check list in accordance with WALC. Therefore the recommendation is to retain MS Audit Consultancy.

**IT WAS RESOLVED** Members approved the retention of MS Audit Consultancy; proposed by Cllr Weaver and seconded by Cllr Nunn.

**11. External Auditor**

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



The Local Audit and Accountability Act 2014 required from 2017 smaller authorities will appoint auditors through a sector led body or opt out such arrangements. Therefore Meriden Parish Council elected to stay with the sector led body and collective procurement arrangements to appoint an external auditor. The appointment of P K F Littlejohn was confirmed in 2017 for a 5 year contract from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2023.

**12. Outsourced Payroll Administration**

The current outsourced payroll administration is provided by D M Malley; Members considered the continuation of this service and agreed unanimously.

**IT WAS RESOLVED** Members approved payroll administration being provided by D M Malley. Proposed by Cllr Lynch-Smith and seconded by Cllr Weaver.

**13. Date of Next Meeting**

The date of the next Annual Meeting will be 18<sup>th</sup> May 2020.

The meeting closed at 20.32.

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

Clerk: Barbara Bland  
55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ  
T: 01676 522474 M: 07767 162423 E: [barbarablandmpc@btconnect.com](mailto:barbarablandmpc@btconnect.com)  
[www.meridenparishcouncil.org.uk](http://www.meridenparishcouncil.org.uk)