

Minutes of the Parish Council Meeting held on 5th May 2021
Virtual Meeting via Member Zoom Conferencing commencing at 7.30 p.m.

Present:			
Cllr R Weaver RW	Chair	Cllr M Woollard MW	
Cllr J Barber JB		Cllr M Nunn MW	
Cllr J Hughes JH		Cllr A Eburne AE	
Mrs B Bland BB	Clerk	Cllr C Smith CS	

1. Welcome & Apologies

Chair welcomed Councillors. Apologies recorded from Cllrs Kipling, Diccico, Allsopp and Howell. It was explained that this meeting had been brought forward to clear urgent parish council business prior to the cessation (midnight 6th May 2021) of using zoom for parish council meetings given recent High Court Ruling. The parish council will operate under the scheme of delegation to the clerk approved at the Annual Meeting of the Parish Council 5th May 2021 until 16th May 2022. The meeting will be recorded for reference and public access.

IT WAS RESOLVED Members approved apologies from Cllrs Kipling, Diccico, Allsopp and Howell and acknowledged the scheme of delegation. This process to be put in place until the Annual Meeting on 16th May 2022 or until such time as a legal full council resolution to amend or discontinue this practice. Unanimous full council approval.

2. Public Participation

Chair introduced guest speakers as

- Mr M Howarth, Director, A & A Recycling Services Limited. Mr Howarth will give a presentation including updates on A & A operations and new planning application proposal. Mr Howarth’s presentation may be accessed via zoom recording on Facebook.
- Mr R Williams, Agent, Alder Mill. Mr Williams is representing NRS and the proposals for ex Coleman’s Yard now known as Meriden Park. Mr Williams’ presentation may be accessed via zoom recording on Facebook.

Chair thanked Mr Howarth and Mr Williams for their attendance.

3. Declarations of Interest

3a To declare any personal interests in items on the agenda and their nature.
None.

3b To declare any prejudicial interests in items on the agenda and their nature
None.

4. Minutes of Last Meeting – 26th April 2021

Signed Chair Dated

The minutes of the meeting held on 26th April 2021 were agreed as an accurate record. All matters arising are covered in the agenda.

IT WAS RESOLVED The minutes of the meeting held on 26th April 2021 were approved; proposed by Cllr Hughes and seconded by Cllr Woollard.

5. Finance

All finance business deferred to clerk under scheme of delegation; with scrutiny by finance working group as follows:-

5.1 May Payments

Payments for parish council expenditure for May not available.

Action: Clerk

Payment for sports Park expenditure for May not available.

Action: Clerk

5.2 Year End 2020-2021

The year-end process is completed. The internal auditor has completed the audit. The Annual Return is ready for Member approval and Chair/Clerk sign off. The variances, bank reconciliation and reserves that accompany the Annual Return will be completed in the next couple of weeks. The importance of finalising and agreeing the Annual Return tonight will be the last opportunity to formally approve the Annual Return until the next meeting being 19th July, outside of PKF's submission deadline being 2nd July 2021. The clerk has applied for an extension to 31st July 2021 and is awaiting a response from PKF Littlejohn.

Action: Clerk

5.2(i) Internal Audit

Clerk advised the internal audit is complete and we await the auditor report. She has worked with the internal auditor to achieve a completed governance and accounting statement for Member approval. The verbal audit report is good, with no adjustments required to the open/close position as accounts balance at year end. The audit report will be circulated as soon as received to Members for their reference. The internal auditor has completed page 3 of the Annual Internal Audit Report 2020/21 undertaking the audit on 12th April and 30th April respectively, signing off 5th May 2021 in readiness for Member approval tonight.

Action: Clerk to circulate internal audit report and implement any recommendations therein.

5.2(ii) Annual Governance Statement AGAR

Chair read items 1-9 of page 4 of 6 of the Annual Accounting Statement ensuring agreement of their responsibility that there is a sound system of internal controls including arrangements for the preparation of accounting statements. Members agreed with items 1 – 3 & 5 – 9. Item 4 clerk advised to agree a "No" given the external

Signed Chair Dated



auditor comment last year as follows “We note that the smaller authority did not comply with Regulation 15 of the accounts and Audit Regulations 20215 as amended by SI 2020/404 the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 as it failed to make proper provision during the year 2020/2021 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights and the notice regarding the period for the exercise of public rights was not published before the start of the period. As a result, the smaller authority must answer “No” to Assertion 4 of the Annual Governance Statement for 2020/2021 and ensure that it makes proper provision for the exercise of public rights during 2021/2022.”

Members approved the Annual Governance Statement. Clerk to take to Chair for sign off.

IT WAS RESOLVED Members approved the Annual Governance Statement. Proposed Cllr Weaver and seconded Cllr Barber.

5.2(iii) Annual Accounting Statement AGAR 2020-2021

The Accounting Statement (page 5 of 6) circulated to Members prior to the meeting, was agreed and approved. Clerk explained box 4 staff costs should only include for salary, NI, Tax and pension; all other costs should be included in box 6 all other payments. The Edge system presents a cumulative total of staff costs which include the aforementioned, plus home working allowance, volunteer expenses, CPD training, staff expenses and DBS. The accounting statement boxes 4 and 6 were adjusted by the internal auditor to comply with external audit processes.

IT WAS RESOLVED Members approved the Annual Accounting Statement. Proposed Cllr Nunn and seconded Cllr Barber.

6. Progress Reports

All progress reports are deferred.

- 6.1 Village Hall Management Committee
- 6.2 War Memorials
- 6.2(i) Heritage Monuments & Memorial Funding
- 6.3 Meriden Pool
- 6.3(i) Friends Group
- 6.3(ii) Management & Funding
- 6.4 Allotments
- 6.5 Footpaths/Forum
- 6.6 Quarries Liaison Group
- 6.7 Solihull Area Committee
- 6.8 Tree Warden & TPO List
- 6.9 Community Surgeries
- 6.10 Community Speed Watch
- 6.11 HS2

Signed **Chair** **Dated**

- 6.12 Meriden Sports Park
- 6.13 Meriden Sport & Recreation Trust

7. Clerk's Report

Nothing to report.

8. District and Ward Councillor Reports

Nothing to report.

9. Correspondence & Communication

Nothing to report.

10. Meriden Village Matters

All following items deferred.

- 10.2 VE75
- 10.2(i) WW1 Poppy Memorial Sit
- 10.3 Meriden Gate
- 10.4 Taylor Wimpey (Transfer of Allotments/freehold land)

10.5 Highways

Leys Lane through road closure: After the last parish council meeting the clerk was tasked with contacting highways officers to clarify if the option for an experimental order was approved, if there was negative impact from both road closure and resident consultation could the experimental order be withdrawn before the end of the 6-month consultation period? Highways officers confirmed the experimental order may be withdrawn inside the 6-month period.

Members debated and considered the option 1 proposed for an experimental traffic order taking into account resident comments received and the potential diversion routes due to the proposed Fillongley Road Bridge repairs, which remains unknown currently. Whilst there was considerable discussion regarding option 1 being proceeding with an experimental traffic order, it was realised that during this time and with the Fillongley Road Bridge works closing Fillongley Road, it would not give a true reflection of vehicle use. Members were split with agreeing this option and moving forward v. defer until completion of Fillongley Road Bridge Repairs in approximately 12 months' time. The clerk is requested to speak to highways colleagues and arrange a further meeting to provide an update on Fillongley Road Bridge and discuss the merits of proceeding with an experimental order.

Action: Clerk to arrange a meeting with Highways Officers to discuss Leys Lane and Fillongley Road Bridge programme of works.

All following items deferred.

- 10.6 Land Registry & Ownership
- 10.7 Local Council Award Scheme

Signed Chair **Dated**

- 10.7(i) Website
- 10.8 Meriden Public & Community Transport
- 10.9 Dementia Friends/First Aiders/Dementia & Autism Training, Business Network

11. Planning Matters

All following items deferred. All planning business deferred to clerk under scheme of delegation with scrutiny by planning working group.

- 11.1 Neighbourhood Planning Update
 - 11.1(i) Locality Funding Bid
- 11.2 Neighbourhood Community/Ward Action Plan
 - 11.2(i) Highways Evidence
- 11.3 Solihull Local Plan Review
- 11.4 Planning Application Status Updates

12. Climate Change

Deferred.

13. Youth Council

Deferred.

14. Digital Review

Deferred.

15. Parish Council Development Day

Deferred.

16. Annual Parish Assembly

Deferred

17. Councillor's reports and items for future agenda

Deferred.

18. Date of Next Meeting

The next **Parish Council meeting** will be held on Monday 19th July 2021 at 19.30. Chair thanked Councillors for attending tonight's meetings and guest presentations.

The meeting closed at 21.55 hours.

Signed Chair Dated