

# Meriden Parish Council

*The Centre of England*

Minutes of the Parish Council Meeting held on 21<sup>st</sup> May 2018  
Venue: Pavilion, Meriden Sports Park at 7.30 p.m.

**Present:**

Cllr R Weaver RW	Chair	Cllr J Barber JB	
Cllr M Nunn MN			
Cllr R Kipling RK			
Mrs B Bland BB	Clerk		

**There were no Ward Councillors or Members of the Public in attendance.**

**1. Welcome & Apologies**

Apologies received from Cllrs P & M Lee due to holiday. Cllr Bell also offered apologies. Cllrs Lynch-Smith and Haque absence was noted.

**IT WAS RESOLVED** Members accepted apologies from Cllrs P & M Lee and Bell.

**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  
Nothing to declare.

**4. Minutes of Last Meeting**

The minutes of the Parish Council meeting held on 30<sup>th</sup> April 2018, circulated prior to meeting, were considered for accuracy and agreed.

**IT WAS RESOLVED** The minutes of the meeting held on 30<sup>th</sup> April 2018 were approved; proposed by Cllr Barber and seconded by Cllr M Nunn.

**5. Finance**

5.1 Members received Parish Council payment approvals for May. The Clerk/RFO advised the payments were high due to inclusion of:-

- Taylor Made Planters (restricted income from Bloom Sponsorship and replacement for Green planters) £934.95.
- M S Audit & Consultancy to finalise year end internal audit £268.00
- Diane Malley Payroll Services – GDPR audit and 12 month service contract £600.00
- Broxap – new dog bin for Coronation/Maxstoke footpath £192.00
- Boyd Sport & Play for new cricket wicket from reserved restricted capital receipt funds £5,958.00

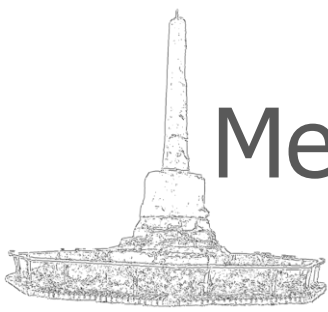
**Signed .....** Chair **Dated .....**

Clerk: Barbara Bland

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Meriden Parish Council May payments £11,206.73.

**IT WAS RESOLVED** Cllr Kipling proposed approval for Meriden Parish Council May payments of £11,206.73 seconded by Cllr Barber.

Members received sports park payments approval for May. The Clerk/RFO highlighted Water Plus arrears of £765.31. The reason is direct debits cancelled when Water Plus had system failure with all direct debits automatically cancelled and unable to be reinstated until 1<sup>st</sup> April 2018.

Meriden Sports Park May payments £5,336.92.

**IT WAS RESOLVED** Cllr R Kipling proposed approval of Meriden Sports Park May payments of £5,336.92 seconded by Cllr Nunn.

**(Finance Committee Recommendations):-**

5.2 Year End 2017-2018

Members received Year End Accounts and Consolidated Balance Sheet for approval. Chair advised that Chris Edge provided a year end service supporting the RFO to closure year end and start of year processes all of which balance to opening and closing positions.

**IT WAS RESOLVED** Members unanimously approved finance committee recommendation Year End 2017-18.

5.3 Internal Audit 2018-19

Chair reported a successful internal audit and read the following report from Auditor:-

“I have concluded the annual internal audit of the Parish Council and completed the Internal Audit section of the Annual Governance and Accountability Return.

A detailed report on internal control was issued in February 2018 and my conclusion on the overall assurance rating of the systems of internal control is that they are sound. There are no matters to report to members of the Parish Council.”

Chair and Members thanked the Clerk/RFO for her diligence and successful concluding year end.

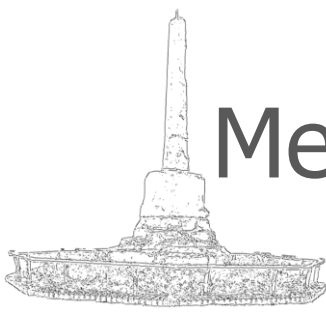
**IT WAS RESOLVED** Members unanimously approved the Internal Audit Report.

5.4 Annual Governance & Accountability Return 2017-18

Clerk/RFO presented to Chair the Annual Governance and Accountability Return 2017/18 Part 3; reminding Members that a new external auditor has been appointed who is PK Littlejohn.

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

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5.4(i) Annual Internal Auditor Report 2017-18 (page 3)

Members approved the Internal Auditor internal control objectives.

**IT WAS RESOLVED** Members unanimously approved the Internal Auditor internal control objectives.

5.4(ii) Section 1 – Annual Governance Statement 2017-18 (page 4)

Chair read out the Annual Governance Statement objectives 1-9 for Members approval. Members agreed with statement objectives 1-9 and approved the Annual Governance Statement ensuring their responsibility for a “sound” system of internal control.

**IT WAS RESOLVED** Members unanimously approved the Annual Governance Statement objectives 1-9 ensuring their responsibility for a “sound” system of internal control. Proposed Cllr Kipling and seconded Cllr Nunn.

5.4(iii)Section 2 – Accounting Statements 2017-18 (page 5)

Members received a copy of the Accounting Statement and approved the content.

**IT WAS RESOLVED** Members unanimously approved the Accounting Statements for 2017-18. Proposed Cllr Kipling and seconded Cllr Nunn.

5.4(iv)Accounting Statements Document request and completion

Members received copies of the additional document request and approved the contents of the completed pack as follows:-

- Bank reconciliation – pro forma
- Reconciliation between Box 7 and Box 8 in Section 2 – pro forma
- Explanation of variances – pro forma
- Contact details

**IT WAS RESOLVED** Members unanimously approved the document request listed above to support the Annual Governance Statements to PK Littlejohn.

5.5 GDPR (General Data Protection Regulation) Briefing/Emails

Chair advised she and the clerk attended a WALC briefing; what MPC has undertaken with audit and a work in progress for compliance is all well and good. The Government however are implementing part 2 which has resulted in the DPO requirement to be withdrawn. There is significant priority for **all** Members to be using their parish council registered addresses with immediate effect; it should be noted that any FOI request could invoke all private emails from personal email accounts that have been use for parish business will be included in the FOI request.

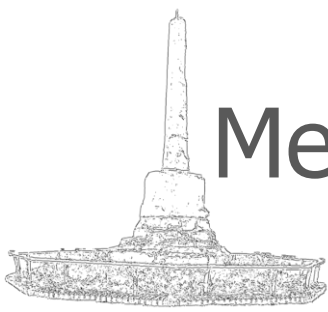
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**Action:** Clerk to liaise with Members and monitor. Working group comprising RW/JB/BB to arrange date for first meeting and programme of works.

## 5.6 Review of Financial Regulations/Standing Orders (finance committee delegated Powers)

Chair advised a review of financial regulations and standing orders will be undertaken by the finance committee for GDPO compliance purposes notably to include emails and internal control for electronic bank payment authorisation.

**Action:** Finance Committee

## 5.7 Review of Risk Register (finance committee delegate powers)

Clerk/RFO advised that a review of risk register to enable better insurance coverage; both parish council and sports park are coming out of a 5 year insurance agreement and part of the risk management has been to go out to tender to get an improved deal. The asset register to be updated.

**Action:** Finance Committee and clerk/RFO liaison with insurance providers.

**IT WAS RESOLVED** It was resolved that Members unanimously approved finance committee recommendations and acknowledged the work of the group.

## 6. **Progress Reports**

### 6.1 Village Hall Management Committee

Nothing to report.

### 6.2 War Memorials

The clerk advised that quotations for the cleaning and repairs of the Memorial have been received. It is significant cost with the expectation of the PCC for MPC to not only pick up both parties legal costs but PCC surveyor costs too. With the transfer to MPC there is considerable financial liability to bring the War Memorial up to a satisfactory standard instigating repairs, site tidy, tree works, drainage clear out and building works to enable inclusive accessibility. The Parish Council Solicitor continues discussions with the PCC. The suggestion has been made for both parties to pay their own legal and professional costs; with the remaining War Memorial Fund being transferred to the Parish Council as a contribution to the maintenance required that has not been carried out for many years.

**Action:** Clerk to liaise with Ms Stockham regarding both parties meeting their own legal and professional costs; sourcing external funding and completing grant application; obtaining quotations for Memorial Cleaning and work required.

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

Referred to under cover of item 6.2 above.

### 6.3 Meriden Pool

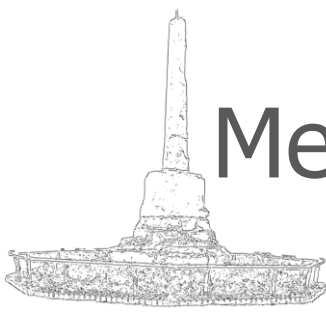
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Clerk reported there have been significant complaints regarding the handling of the Pool works and treatment of the wildfowl.

The project has fallen behind schedule and a meeting with Head of Service is scheduled for 23<sup>rd</sup> May for update and Murlac actions. The parish council has expressed its concerns regarding contractor and non-action regarding tree works and wall repairs.

**Action: Chair/Clerk to provide update for June meeting.**

6.3(i) Red Kite Management Plan & Suez Funding  
Nothing to report.

6.4 Allotments  
Noting to report.

6.5 Footpaths/Forum  
Nothing to report.

6.6 Quarries Liaison Group  
The next meeting is scheduled for 4<sup>th</sup> June 2018.

6.7 Solihull Area Committee  
Nothing to report.

6.8 Tree Wardens & TPO List  
Nothing to report.

6.9 Community Surgeries

**Community Surgery 16<sup>th</sup> April 2018 - Pavilion**

Facilitated by Barbara Bland with **2 residents in attendance.**

- Speeding traffic Hampton Lane. Disappointment that mobile speed sign trials are no longer programmed for 2018.

**Action: BB to write to Davinder Chohan advising of new residents group and endorsing traffic management.**

**Action: BB to write to Ashley Prior requesting assistance with traffic calming initiatives for hotspots outlined in parish council report.**

- Concerns that HGVs are using Hampton Lane and wider parish highway networks; unbeknown to parish council and residents, Shepherds Lane was closed for resurfacing works which meant all HGVs were diverted through Meriden via Hampton Lane for a 2 week period.

**Action: BB to contact SMBC & NWBC & WCC to request joined up working and communication to residents of potential traffic diversions affecting residents.**

- Concerns regarding windblown dust from Quarry Operators settling on Meriden Hall Park homes. Samples and photographs collected as evidence.

**Action: Residents to call all incidents into EA.**

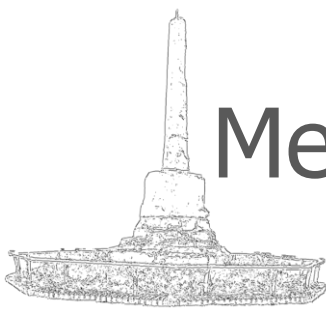
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- Concerns raised regarding potential planning application for additional park homes to be sited on walled garden and car park.

**Action: Clerk to monitor.**

## **Community Surgery 14<sup>th</sup> May 2018 - Library**

There were no members of the public in attendance. However emails and telephone calls received regarding:-

- Meriden Pool – concerns for wildfowl.
- Meriden Pool – contractors over-running timeline suggested to finish project
- Meriden Pool – silt storage on field with odour and flies affecting public

**Action: All above discussed with Chris Barr, Head of Service SMBC. Murlac Contractors to be contacted and update provided.**

- Strawberry Fields Rat infestation assistance required.

**Action: Emailed concerns and request for assistance to Connect for attention of public health. Awaiting response.**

### 6.10 Community Speed Watch

Nothing to report.

### 6.11 HS2

Nothing to report.

### 6.12 Meriden Sports Park Quarterly Update

On 14<sup>th</sup> May the Pavilion suffered a total power failure due to an outage by Western Power on Hampton Lane traced to fractured cabling between the park and BT Exchange with diggers and works being carried out on park front verges over that week. A temporary supply was put into the Pavilion for 15<sup>th</sup> May but repairs were not completed until 2am on 16<sup>th</sup> May. The loss of power to the building made it impossible to access and open roller shutter doors; the alarm system and CCTV had to be powered down which made the building vulnerable. Additionally SMBC had put all Parish and Town Councils on red alert due to traveller incursions and evictions from Smiths Wood and Castle Bromwich; who were being tracked heading towards Meriden. The travellers set up camp illegally in Balsall Common and whilst eviction notices were being applied for our own intelligence suggested “the park was being checked out for access via the service gate”. Meanwhile the security system was powered back up and activated however the CCTV system gave up and was not recording. Directors took the difficult decision to close the park forthwith and it remained locked for 4 days for which SMBC and Police applauded our swift action in what was proving a difficult week for the Local Authority and Parish Council. The park reopened on 22<sup>nd</sup> May fully operational.

The Chair and Clerk will be attending a CEO briefing event at SMBC on 23<sup>rd</sup> May regarding the handling of any traveller incursion on private land.

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

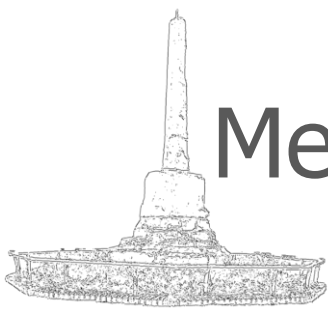
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Chair acknowledges the work of Cllr Barber who has been instrumental in keeping the public informed and popping in and out to ensure all was secure. Members unanimously thanked Cllr Barber for his effective management of a difficult situation.

**Action: Clerk to engage Patrol Alarms to look at cost of improving CCTV.**

Chair reminded Members that with the freehold transfer from SMBC of the park imminent to the parish council, consideration should be given to the responsibility of landlord and having an appropriate security system in place. Chair and Cllr Barber had met with Patrol Alarms and received recommendations for system improvements. A quotation had been received but not evaluated however the cost was in the region of £7,000. Discussion continued and consideration was given to the parish council position of landlord; chair proposed 50% of the cost for a new system be met by the parish council. Members agreed in principle subject to further discussion with Patrol Alarms, detail specification and quotation to be received for next meeting and a letter be sent to the Trustees for their consideration of financial assistance.

**IT WAS RESOLVED** Members approved an in principle decision to part fund a new security system as Landlord of Meriden Sports Park subject to further discussion with Patrol Alarms, detail specification and quotation to be received for next meeting and a letter be sent to the Trustees for their consideration of financial assistance.

6.13 Meriden Sport & Recreation Trust Update  
Nothing to report.

**7. Clerk's Report**

Members received report prior to meeting and no questions were raised.

**8. District and Ward Councillor Reports**

No District Councillors in attendance.

**9. Correspondence & Communication**

Nothing to report.

**10. Meriden Village Matters**

10.1 Library Update

Nothing to report.

10.2 Village Commemoration WW1

Nothing to report.

10.2(i) WW1 Poppy Memorial Site

Nothing to report.

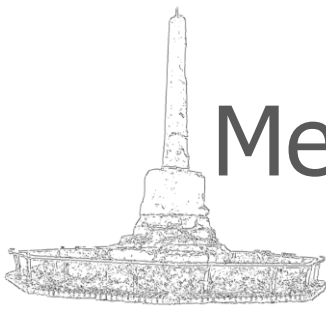
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10.3 Meriden Gate  
Nothing to report.

10.4 Taylor Wimpey (Transfer of Allotments/freehold land)  
Nothing to report.

10.5 Highways  
Nothing to report.

10.5(i) Grit Bins  
Nothing to report.

10.6 Land Registry & Ownership  
Nothing to report.

10.7 Litter  
Nothing to report.

10.8 Mobile Mast Update  
Nothing to report.

10.9 Local Council Award Scheme  
Nothing to report.

10.10 Meriden Public Transport  
Nothing to report.

10.11 Funday Sunday  
Nothing to report.

## **11. Planning Matters**

11.1 Neighbourhood Planning Update  
Chair and Cllr M Lee have successfully secured Locality Funding and await grant acceptance documentation.

11.1(i) Locality Funding Bid  
Please refer to 11.1 above.

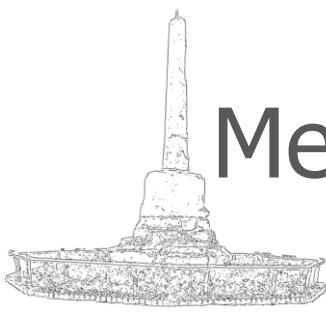
11.2 Neighbourhood Community/Ward Action Plan  
Nothing to report.

11.2(i) Highways Evidence  
Nothing to report.

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

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11.3 Solihull Local Plan Review  
Nothing to report.

11.4 Planning Application Status Updates  
Cllr Nunn provided an update of parish notification status on the following:-

PL/2018/01409/PNCURE  
De Mulder Enterprises Ltd Fillongley Road  
Questionable application considering Fairview recent problems.

PL/2018/01426/PPFL  
De Mulder Enterprises Ltd Fillongley Road  
No objection

PL/2018/01140/PPFL  
The Firs  
No objection

PL/2018/01304/PPFL  
Grand View Birmingham Road Millisons Wood  
Members comments as follows:-  
On the application form, question No 18, the answer is NO but should be YES. Why it is just not knocked down and build a bungalow? This is another case of planning via the back door.

PL/2018/01293/PPFL  
Quarry Area Birmingham Road  
Matt - should we suggest that a condition be added to return land to previous state?

PL/2018/01241/PPFL  
45 Strawberry Fields  
Members comments as follows:-  
A letter of opposition. It states in the application that there is a wall to the North; when was this built and did they have planning permission? This is the last piece of Whittell's Way/Fordrough an historic right of way that was taken out of greenbelt policy by SMBC in 2013; subsequently this decision has given rise to planning applications for unused land to become private gardens with no acknowledgement of Meriden's eroding heritage.

**Action: Cllr Nunn to place comments on SMBC planning portal. Clerk and Cllr Nunn to carry out reccy and draft suitable response to 45 Strawberry Fields.**

### 13. Parish Council Development Day

The next Council Development Day is scheduled for Monday 18<sup>th</sup> June at 6.30p.m at Pavilion.

**Action: All**

### 14. Annual Parish Assembly

Nothing to report.

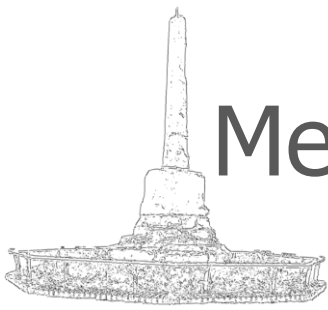
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**15. Contested Election 2019**

Nothing to report.

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

Nothing to report.

**17. Date of Next Meeting**

The next **Parish Council meeting** will be held on Monday 25<sup>th</sup> June 2018 at 7.30 pm Venue: The Pavilion, Meriden Sports Park.

The meeting closed at 20.55 hours.

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

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