

Meriden Parish Council

The Centre of England

Minutes of the Parish Council Meeting held on 19th February 2018
Venue: Pavilion, Meriden Sports Park at 7.30 p.m.

Present:

Cllr R Weaver RW	Chair	Cllr P Lee	
Cllr M Lee ML		Cllr J Barber	
Mrs B Bland	Clerk		

Chair welcomed Members, Cllr Bell and (3) Members of the public to the meeting.

1. Apologies

Apologies received from Cllrs Nunn due to ill health, Cllrs Haque and Kipling due to work commitments. There were no apologies from Cllr Lynch-Smith for non-attendance.

IT WAS RESOLVED Members accepted apologies from Cllrs M Nunn, Haque and Kipling and noted Cllr Lynch-Smith's non-attendance.

2. Public Participation

There were 3 Members of the Public in attendance.

Chair asked the public if there was anything they wished to raise, the answer being no.

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

3c Cllr Lynch-Smith's Declaration of Interest form remains outstanding. However advice taken from Deborah Merry, Head of Democratic Services and Monitoring Officer suggests that whilst not essential subject to their being no change in circumstances, the last declaration for Cllr Lynch-Smith is dated 2012 and it is good practice to review every 3 years.

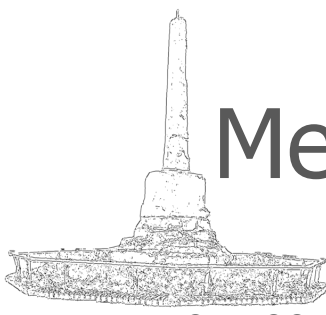
Action: Cllr Lynch-Smith to have this information shared with her.

4. Minutes of Last Meeting

The minutes of the Parish Council meeting held on 22nd January 2018, circulated prior to meeting, were considered for accuracy and agreed. A new page 4 was printed off prior to the meeting removing seconded by Cllr J Barber and replacing with seconded by Cllr M Lee under item 5.1 Meriden Sports Park payments.

Signed **Chair** **Dated**

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IT WAS RESOLVED The minutes of the meeting held on 22nd January 2018 were approved; proposed by Cllr M Lee and seconded by Cllr P Lee.

5. Finance

5.1 Approve February Payments

The clerk circulated February payments for consideration and approval.

- (i) Meriden Parish Council February payments £2,203.40 plus £36.00 BT, £1700 Avon Planning, Dovetail £535 and Real Point £40. Invoices to be received after payments approval list was completed due to early meeting date.

IT WAS RESOLVED Cllr M Lee proposed approval of Meriden Parish Council February payments of £2,203.40 seconded by Cllr P Lee.

- (ii) Meriden Sports Park February payments £2,122.83 plus £939 Dovetail, FixFire £45 and BT £253. Invoices to be received after payments approval list was completed.

IT WAS RESOLVED Cllr P Lee proposed approval of Meriden Sports Park February payments of £2,122.83 seconded by Cllr M Lee.

The clerk reported that there has been no communication from Heritage Lottery regarding WW1 funding underspend to be paid back. Cllr M Lee indicated that the process has been slow and the named officer has not provided the relevant support. The parish council recognise accrual of an amount in the order of £2,600 which is to be confirmed by Heritage Lottery to be paid back. There is an email evidence trail between Cllr M Lee and Richard Jones, Lottery Officer.

5.2 Appointment of Internal Auditor

Chair requested Members approval for the internal auditor appointment for 2017-18 year end internal checks and internal audit. The sum of £462.80 inclusive of mileage was agreed for interim and final internal audit arrangements for Meriden Parish Council. A tentative date of 27th February has been diarised for the internal checks prior to year end.

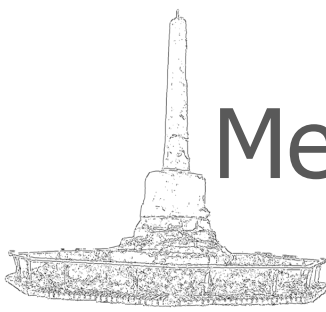
The interim audit fee for Meriden Sports Park is £218.90.

IT WAS RESOLVED Cllr R Weaver proposed approval of Internal Auditor seconded by Cllr M Lee. Clerk to confirm with letter of appointment.

5.3 Risk & Asset Register Review

Chair requested Members approval for Finance Committee to undertake review of Risk and Asset Management Registers under delegation powers.

Signed **Chair** **Dated**



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The Centre of England

IT WAS RESOLVED Delegated powers to Finance Committee to undertake review proposed by Cllr P Lee and seconded by Cllr M Lee.

5.4 Meriden School PTA

Chair advised this funding request and read the email received to Members previously circulated prior to meeting; after discussion and consideration Members agreed a donation be made of £150 to the PTA.

IT WAS RESOLVED Members approved a donation to Meriden School PTA of £150 proposed by Cllr M Lee and seconded by Cllr P Lee.

Action: clerk to raise cheque and notify Chair of Meriden PTA

5.5 1st Meriden Scouts Group

Chair advised a request from 1st Meriden Scout Group for the annual donation towards flag raising duties. The usual amount is £400; Members considered this request and the clerk suggested increasing this to £450 given the additional flag raising duties which included Merchant Navy Day and recent additional Royal Birthdays. Cllr P Lee requested a letter be sent to Mr Edwards, Treasurer and Flag Raiser, advising Merchant Navy Day (Red Ensign Day) is added to the list of flag raising dates.

IT WAS RESOLVED Members approved a donation to 1st Meriden Scout Group of £450 proposed by Cllr R Weaver and seconded by Cllr P Lee.

Action: clerk to raise cheque and notify Mr Edwards, Treasurer and Flag Raiser.

5.6 Data Protection Officer

Chair gave an overview of the need for Parish and Town Councils to appoint a Data Protection Officer in accordance with the new General Data Protection Regulations to be implemented May 2018. Currently it is considered a conflict of interest for a Parish/Town Council employing only a Clerk/RFO to be the designated DPO as well. WALC was talking to Principal Authorities about taking on this role but currently SMBC's Governance Manager has ruled this out. Members discussed and considered what other P & TCs are doing, and many are contracting with Diane Malley, who has offered to provide this service. The fee will be based on precept and expenditure. Members approved the clerk to start dialogue and obtaining cost for providing this service. Chair and Clerk to provide update for March meeting.

Cllr Bell advised he had written to David Pinwell regarding GDPR for charities and training is to be put on. Chair replied that training is also available from WALC and SLCC.

Action: Clerk to write to Diane Malley to obtain quotation to provide this service.

6. Progress Reports

6.1 Village Hall Management Committee

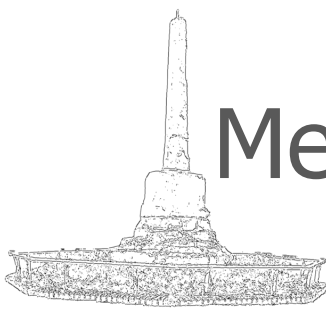
Signed **Chair** **Dated**

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Nothing to report.

6.2 War Memorials

Cllr M Lee asked if there had been any update from Andrew Kinsey regarding legal advice on the transfer of War Memorial. Clerk replied that she had met with Andrew Kinsey and spoken to the named officer who will be dealing with the matter Caroline Stockton. Information has been given and questions regarding tripartite agreement with land owners being Solihull MBC, Meriden PC and Pertemps regarding Pool/Culvert flows into lakes, easement for services and covenants currently attached to title deed raised. Ms Stockton is currently looking into the matter and one she has all the information, a meeting will be arranged.

Action: Clerk to receive update from Caroline Stockton.

Clerk also advised that she had spoken to Julie Hyde regarding Poppy permanent memorial using ceramics and design. Heart of England Arts are keen to get involved and suggested a meeting and exchange of design ideas.

Action: Clerk to forward contact details to Cllr M Lee to follow up on behalf of WW1 committee.

6.2(i) Heritage Monuments & Memorial Funding

Nothing to report.

6.3 Meriden Pool

A meeting with Chris Edgehill and Emma Sibbing is arranged for 5th March at 3.30pm. An email has been received advising that low levels of hydrocarbons have been found in the Pool after sampling and analysis; more work to be done.

Action: Chair/Clerk to provide update for March full council meeting.

6.3(i) Red Kite Management Plan & Suez Funding

Nothing to report.

6.4 Allotments

Clerk reported that the interested resident has now visited the site and is keen to take over the vacated plot on 1st April. Clerk advised that rents this year should be held at current rates with no increase and be reviewed for 2019. A site inspection has been undertaken and letters will be sent regarding the removal of rubbish.

Action: Clerk to review tenancy agreements and invoice for 2018-19 season; write letters regarding rubbish removal and general tidy up; suggest all allotments contribute to skip for tidy up and removal of rubbish in the boundary hedges.

6.5 Footpaths/Forum

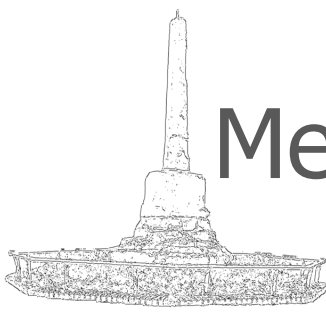
Signed Chair Dated

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Chair advised that a complaint had been received by walkers using the footpath between Meriden and Corley who were attacked by three horses. This incident has been referred to David Keaney, SMBC Footpaths Officer for investigation.

Action: Clerk to follow up with SMBC and complainant.

6.6 Quarries Liaison Group

The next meeting is scheduled for 5th March 2018. A resident of Cornets End Lane has written to clerk regarding fly tipping in layby immediately outside quarry entrance with a request that operators fill this in. The land is highways and the matter will be referred to Neighbourhood Co-ordinator to forward with SMBC Highways.

Action: An update to be provided at March meeting.

6.7 Solihull Area Committee

Chair reported on January's meeting held at Marston Green. The guest speaker was Alison McGrory who is the new Assistant Director for Communities which includes Arts, Libraries, Regulatory Services, Community Safety, Community Housing and Neighbourhood Teams. Ms McGrory wants to work with Parish and Town Councils around safety and is keen to come to parish council meetings to talk about how SMBC and Parishes can work together on community projects i.e. Pool/Library. The Parish and Town Council Charter is to be reviewed and updated with a working party including Chair, Cllrs Cuthbert and McDonald, and a clerk (to be advised), with servicing of meetings undertaken by Ms McGrory's team. Chair advised that she is now Acting Chair of WALC as the current Chair Cllr Bill Lowe is no longer eligible as Stratford Town Council no longer want to pay membership fees to WALC/NALC.

Action: Clerk to extend an invitation to Ms McGrory to attend Parish meeting.

6.8 Tree Wardens & TPO List

The tree warden has attended Neighbourhood Planning meeting and met Avon Planning and will be integral to pre-submission document content. She continues to update TPO list, mapping and contributing to NP group including walking footpaths.

Action: Chair, clerk and Tree Warden.

6.9 Community Surgeries

Community Surgery 5th February 2018 - Pavilion

Facilitated by Barbara Bland and Bruce Brant with **8 residents in attendance.**

- Recent vehicle crime and burglaries affecting Meriden residents.

Action: Police meeting to be arranged – 13/2/18

- Woodland View complaints regarding staff/patients smoking outside of grounds, litter, smoking in bus shelters, intimidation/fear and blocking pavement/footpaths and public order offences.

Action: Meeting to be arranged with Woodland View Director and senior management team for MPC/SMBC/Residents – 12/3/18

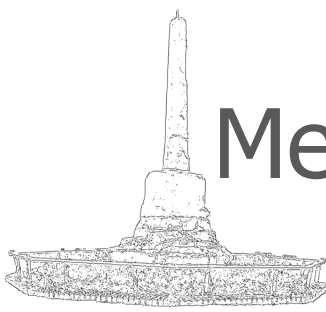
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- Arden Close-Shops Walkway litter and street cleansing.
- Alspath Road-Highfield litter bin overflowing with dog waste
- Arden/Alspath bin emptied, left on pavement without liner, then inner bin put rammed on top of rubbish including dog waste.

Action: Will be addressed in this morning’s meeting with Tammy Rowley including site visits and walkabout to hotspots identified – 5/2/18✓

- Hampton Lane speeding traffic; need for enforcement and better signage signalling speed restrictions entering residential area and village gateway.

Action: Resident invited to Police meeting with Rurals Police Team to address concerns. To work with Speed Watch – 13/2/18✓

Action: The next surgery is scheduled for 5th March 2018. A meeting to be arranged with Woodland View and residents.

Community Police Surgery

Chair reported that the police surgery arranged for the Library today, was attended by residents but no-one from the rural team showed up.

Action: Clerk to advise Police Team.

6.10 Community Speed Watch

Cllr Barber advised that speed watch is currently suspended across the Borough due to the Police not having insurance in place for volunteers due to funding. WPC Grant has been given names of potential volunteers to be trained up. A letter to be written to Police and Crime Commissioner David Jamieson and Chief Superintendent Bas Javid.

Action: Letter to be written to Police and Crime Commissioner and Chief Superintendent.

Action: Clerk to check parish council public liability insurance to see if this will cover speed watch volunteers.

Chair advised that she and the clerk had attended community police meeting to identify priorities and bring together the various “watch” groups; Neighbourhood Watch, Police Watch and Street Watch all explored. The next meeting to be arranged for March.

6.11 HS2

Chair reported that there are some open sessions arranged for Balsall, Hampton and Berkswell and the question “why has Meriden not been included”? Cllr Bell to investigate.

Action: Cllr Bell to provide update.

Chair reported that the parish council will be exploring an application from HS2 Community Fund for road improvements. The first priorities have been sent to

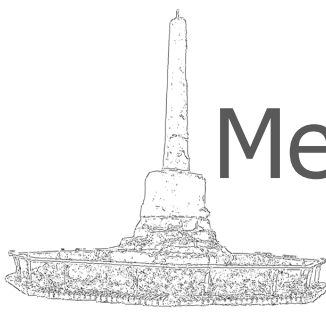
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Ashley Prior and an invitation to be extended to Mr Prior for assistance in scoping a traffic management plan in line with priorities and Local Plan Review.

Action: Clerk to liaise with Mr Prior and Highways colleagues including Neighbourhood Co-ordinator.

6.12 Meriden Sports Park Quarterly Update
Nothing to report.

6.13 Meriden Sport & Recreation Trust Update
The long awaited Agreement has been agreed and signed by the Parish Council, Sports Park and Trustees.

7. Clerk's Report

Clerk's report circulated to Members with no questions received or updates requested.

8. District and Ward Councillor Reports

Cllr Bell advised that Tracey Cox, Head of Libraries, will be leaving SMBC in the near future.

9. Correspondence & Communication

RW advised the following:-

- Notification from Grant Thornton that the complaint has been concluded and a credit note for £150 will be raised to clear the account. An apology and confirmation that the parish council was not at fault in meeting the public notification deadline of 30th September to publicly display the 2016-17 Audit Certificate, Annual Return and Report.
- Letter to residents from Cllr K Allsopp.
- Solihull MBC acknowledgement of receipt of Highways Priorities report and ongoing investigation and review by Highways Team c/o Ashley Prior.
- WALC survey regarding Fly Tipping issues.
- ALCC (Association of Local Council Clerks) review of National Pay Agreement.
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10. Meriden Village Matters

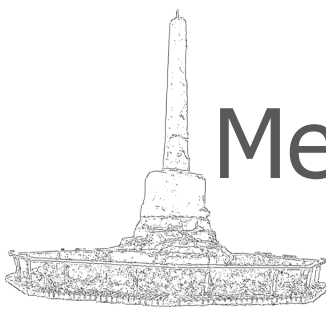
10.1 Library Update
Nothing to report.

10.2 Village Commemoration WW1
Nothing to report.

10.2(i) WW1 Poppy Memorial Site

Signed Chair **Dated**

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Please refer to item 6.2.

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.

10.6 Land Registry & Ownership

The clerk advised that recent communication with Land Registry confirmed that the title deeds registered for the Green requires updating; a previous clerk had used the then registered office (her home address) which is 12 years out of date. An exercise to look into all parish council assets to be reviewed and amendments made.

Action: The clerk to undertake review and made all necessary amendments.

10.7 Litter

The clerk advised that she is awaiting notification from the Scouts that they would like to be part of the **Great British Spring Clean**. This year the national campaign is focused on the weekend of **2nd-4th March**. <http://www.keepbritaintidy.org/home>

Action: Clerk to follow up with Scout Leader.

10.8 Mobile Mast Update

Chair reported that the General Manager of The Manor had left; it was also noted that churches were renting out their spires to providers. Cllr M Lee to speak to Rev Lilley and report back.

Action: Cllr M Lee.

10.9 Local Council Award Scheme

Chair advised this remains a work in progress.

Action: ALL.

10.10 Meriden Public Transport

Nothing to report.

10.11 Funday Sunday

Clerk advised current situation with Event Organiser, Western Power and Zurich Insurance. A sample of the proposed wooden stakes to be tie banded to existing parish council posts on the Green is suggested. A risk assessment by Western Power and site visit has been undertaken with a site plan updated and provided to the parish council and insurance company. Advice from insurer regarding parish

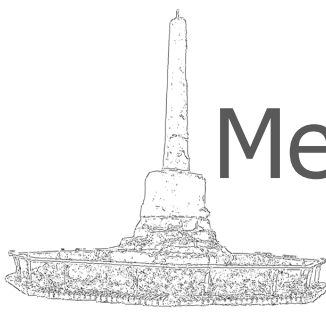
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council public liability insurance cover confirms event organiser and Western Power have mitigated the risk regarding high voltage power cable penetration using metal stakes with wooden alternative and have given their approval for the event to be held on the Green. However it was noted that the area has been reduced with perimeter fencing being brought in to eliminate risk to power cable. Members discussed and considered the request for use of the Green for Funday Sunday. It was stated that there was no desire to be unhelpful or unsympathetic to this community event, but there remained concerns regarding health and safety and a risk assessment must be undertaken and recorded with the parish council prior the event commencing. The event had already been advertised with date and venue, without consultation with the parish council or awaiting their approval...a fait accompli. Members wished the following conditions to be adhered to by the Event Organiser:-

1. A risk assessment to be forwarded to the Parish Council which includes:-
 - Western Power’s site assessment and recommendations.
 - Health and safety impact assessment to include road management and pedestrian entrance and exit routes.
 - Car parking availability.
 - Evacuation procedure and muster station in event of emergency.
2. Any damage to the wooden posts after the tie banded wooden structures have been removed to be made good.
3. Any damage/burns to surface from barbecue to be repaired.
4. Any damage/holes to surface by gazebos to be filled and repaired.
5. No vehicles will be admitted onto the Green for purposes of unloading/loading.

Chair wished the minutes to record her unhappiness that the parish council have been placed in this position; also the additional hours of clerk’s time liaising with Zurich to ensure the parish council public liability insurance will not be void given the circumstances, and where risk assessment has mitigated against any incident of damage or injury.

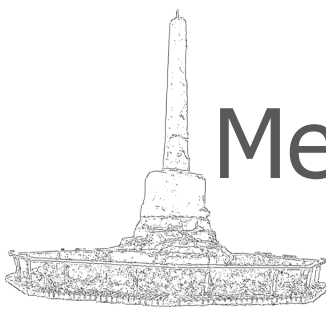
Members requested a letter be sent to Event Organiser outlining the above and giving notice that any such event organised for 2019 will not be held on the Green but in a safe location such as the sports park or if this proves unsuitable then another site must be found. It is recorded that this is the majority view of Council.

The parish council have also contacted Head of Street Cleansing to ensure and confirm the Green bins will be emptied the day before the event to reduce rubbish/litter to the village centre.

IT WAS RESOLVED: Approval was given for Funday Sunday Event to be held on the Green with the aforementioned conditions attached.

Signed Chair **Dated**

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Action: Clerk to write to Event Organiser outlining the above. Clerk to notify Zurich that approval is given for the event to be held on the Green.

12. Planning Matters

12.1 Neighbourhood Planning Update

Cllr M Lee advised that the group met on 15th February chaired by Cllr Weaver. The group went through Pre-Submission V8 draft with Planning Consultant and Locality Bid.

Actions as follows:-

- Housing Needs Survey to be undertaken;
- Open Green Spaces to be mapped;
- Registration of interest with Locality for another bid to be submitted by 5th March 2018 for technical support funding and acknowledgement received for register of interest with link for technical support monies of 6K.
- Quote for Green Space Survey to be undertaken;
- How much sponsorship is there from H2L for Housing Needs Survey;
- Cllr Lee to include historian's notes.

12.1(i) Locality Funding Bid

Please refer to item 12.1 notes above.

12.2 Neighbourhood Community/Ward Action Plan

Nothing to report.

12.3 Solihull Local Plan Review

Cllr Bell confirmed that this has been delayed until October 2018.

Action: All

12.4 Planning Application Status Updates

Cllr Nunn sent the following message in his absence for Members to agree that he and the clerk go through all planning applications the week before parish council meeting so that the planning applications are considered and comments recorded on SMBC planning portal. Chair agreed this was the way forward and said she would be asking Cllr Nunn to take over as Chair of planning committee and she would assist clerk and new Chair. Cllr M Lee also agreed to be part of planning committee if lunch time meetings can be arranged.

Action: Clerk to liaise with Cllr Nunn. Chair to speak to Cllr Nunn. Next planning meeting to also include Chair and Cllr M Lee.

13. Parish Council Development Day

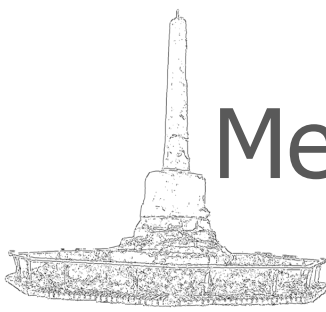
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The next Development Day is arranged for Saturday 3rd March 2018. This clashes with WALC Annual Briefing Day and will need to be rearranged as indeed will the scheduled 30th June date. Cllr P Lee requested meetings be held on a Sunday to allow for attendance due to Saturday work commitments. This item deferred to next meeting.

Action: All.

14. Annual Parish Assembly

RW reminded Members the date for the Annual Assembly is 23rd April 2018. Cllr P Lee gave apologies on behalf of himself and Cllr M Lee. Clerk confirmed the Village Hall is booked and invitations to be sent to community groups to attend. Chair confirmed the same format as previous year to be used as it worked well.

Action: Clerk to get invitations out to all community groups.

15. Contested Election 2019

Chair advised this item to be placed on website with suitable link to “how to apply to become a parish councillor” and “what does being a parish councillor entail?” Cllr M Lee confirmed this information is on the website already but the subject will be revisited with any updates made. This subject is also the focus of a workshop at WALC Briefing Day on 3rd March and Clerk’s training briefings.

Action: Chair, Cllr M Lee and Clerk.

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 19th March 2018 at 7.30 pm venue Pavilion, Meriden Sports Park.

The meeting closed at 20.58 hours.

Signed Chair Dated

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