

Minutes of the ordinary Parish Council Meeting held at 7.30pm on Monday 15 April 2024 at The Pavilion, Meriden Sports Park.

Present: Cllr Hughes (Chair), Cllr Campbell, Cllr Eburne, Cllr Eggar, Cllr Johal and Cllr Wild.

Clerk: J. McDougall.

Apologies: Cllr Woollard, Cllr Finch and SMBC Ward Cllr Delaney.

Public Attendees: Ward Cllr Burrow, Ward Cllr Diccico and 4 members of the public.

Min No.	Item	Action
04/24/01 04/24/01.1	Apologies Apologies had been received and accepted from Cllr Woollard, Cllr Finch and Ward Cllr Delaney.	
04/24/02 04/24/02.1	Declarations of Personal and Prejudicial Interest Cllr Eggar declared an interest in the Sports Park Company.	
04/24/03 04/24/03.1	Public Participation SMBC had contacted Coventry City Council to request a no HGV sign in Millisons Wood.	
04/24/03.2	Cllr Burrow confirmed the village speed cameras should be installed by the end of July 2024. Residents raised the difficulty of adhering to a 30mph speed limit travelling down Meriden Hill. A pedestrian crossing to naturally slow vehicles was suggested; Cllr Burrow confirmed this had been reviewed but it had been determined that there was not a sufficient number of pedestrians to warrant a crossing. Cllr Wild reiterated the need to protect life through safety road measures and the reduction of speed.	
04/24/03.3	Speeding on the Fillongley Road and the current design of the road layout by the primary school was raised. Once installed, the impact speed cameras will have upon Fillongley Road would be assessed and the Parish Council would lobby SMBC for improvements if needed. Cllr Burrow referenced potential funding from the West Midland Combined Authority for road improvements.	
04/24/04 04/24/04.1	Minutes of the Ordinary Parish Council Meeting held on 18 March 2024 and Matters Arising The minutes of the ordinary meeting held on 18 March 2024 were agreed as a true and accurate record and signed by Cllr Hughes.	
	Proposed: Cllr Eggar, Seconded: Cllr Campbell	
03/24/04.2	Matters Arising 01/24/13.1 – Clerk to progress with contractors on electricity upgrade options.	Clerk to action
	Clerk to contact SMBC regarding the woodyard on the slip road to the A45, near the Archery Club, to ascertain if any planning permission was required.	Clerk to action
04/24/05 04/24/05.1	Minutes of the Extraordinary Parish Council Meeting held on 26 March 2024 and Matters Arising The minutes of the extraordinary meeting held on 26 March 2024 were agreed as a true and accurate record and signed by Cllr Hughes.	
	Proposed: Cllr Eggar, Seconded: Cllr Eburne	

Signed: Cllr Eburne (Chair)

Dated: 20 May 2024

04/24/06 04/24/06.1	Minutes of the Annual Meeting of Meriden Parish Council held on 15 May 2023 and matters arising The minutes of the Annual Meeting of Meriden Parish Council held on 15 May 2023 were agreed as a true and accurate record and signed by Cllr Hughes. Proposed: Cllr Hughes, Seconded: Cllr Campbell																			
04/24/07 04/24/07.1 04/24/07.2 04/24/07.3 04/24/07.4	Correspondence and Communication Correspondence had been received from two allotment holders expressing dissatisfaction at a fee increase from April 2025. The Parish Council discussed the improvements works being undertaken at the allotments. Four residents expressed dissatisfaction regarding the Parish Council’s decision to change maintenance contractors. The Parish Council confirmed a significant piece of work was undertaken in creating a schedule of works and obtaining three quotations, with a great deal of consideration in selecting a supplier. A resident requested an update on the Leys Lane Closure; the Clerk contacted SMBC for an update and was advised that a temporary closure would take place in July or August 2024 for a period of 12-18 months. A resident expressed concern at the placement of a telegraph pole in Millisons Wood. The Clerk would ask the resident to contact Cllr Burrow as SMBC Highways may be able to negotiate an alternative location if the current location was deemed unsuitable by SMBC.			Clerk to action																
04/24/08 04/24/08.1 04/24/08.2 04/24/08.3 04/24/08.4	Planning Applications <table border="1" data-bbox="239 1120 1356 1646"> <tr> <td data-bbox="247 1131 606 1220">PL/2024/00458/MINFHO</td> <td data-bbox="614 1131 869 1220">Victoria Cottage, Albert Road, Millisons Wood.</td> <td data-bbox="877 1131 1173 1220">Single storey rear extension.</td> <td data-bbox="1181 1131 1348 1220">No comment (expired)</td> </tr> <tr> <td data-bbox="247 1220 606 1310">PL/2024/00496/MINFHO</td> <td data-bbox="614 1220 869 1310">Ivy Nook, Showell Lane, Meriden, Solihull.</td> <td data-bbox="877 1220 1173 1310">Single storey side and rear extensions.</td> <td data-bbox="1181 1220 1348 1310">No comment (expired)</td> </tr> <tr> <td data-bbox="247 1310 606 1545">PL/2024/00308/PPFL</td> <td data-bbox="614 1310 869 1545">Croxalls House, Eaves Green Lane, Meriden, Solihull.</td> <td data-bbox="877 1310 1173 1545">Installation of a small scale 15 panel above ground solar photovoltaic array (non-ground penetrating weighted tubs).</td> <td data-bbox="1181 1310 1348 1545">No objection</td> </tr> <tr> <td data-bbox="247 1545 606 1635">PL/2024/00190/MINFHO</td> <td data-bbox="614 1545 869 1635">29 Strawberry Fields, Meriden, Solihull.</td> <td data-bbox="877 1545 1173 1635">Single storey rear extension.</td> <td data-bbox="1181 1545 1348 1635">No objection</td> </tr> </table>			PL/2024/00458/MINFHO	Victoria Cottage, Albert Road, Millisons Wood.	Single storey rear extension.	No comment (expired)	PL/2024/00496/MINFHO	Ivy Nook, Showell Lane, Meriden, Solihull.	Single storey side and rear extensions.	No comment (expired)	PL/2024/00308/PPFL	Croxalls House, Eaves Green Lane, Meriden, Solihull.	Installation of a small scale 15 panel above ground solar photovoltaic array (non-ground penetrating weighted tubs).	No objection	PL/2024/00190/MINFHO	29 Strawberry Fields, Meriden, Solihull.	Single storey rear extension.	No objection	MPC to action
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	PL/2023/02303/MINFOT 7 The Green, Meriden - awaiting a decision. PL/2024/00347/PPFL 155A Main Road, Meriden - awaiting a decision.	
04/24/09 04/24/09.1	Meriden Parish Council Chair Report Cllr Hughes confirmed that the Deputy Clerk, Mrs. Jennings, had resigned and would be shortly leaving, thanking Mrs Jennings for her contribution to the Parish Council.	
04/24/10 04/24/10.1	Meriden Parish Council Councillor Reports Cllr Eburne queried the action that could be taken regarding the recent inappropriate and anti-social use of bus shelters near Showell Lane as toilets. The Clerk advised cleansing had been requested and the matter had been reported to the police and SMBC environmental health. A request was made to ask staff and visitors to nearby businesses/organisations to report any incidences of inappropriate use to the Parish Council and the police.	Clerk to action
04/24/11 04/24/11.1 04/24/11.2 04/24/11.3	Ward Councillors Reports Cllr Delaney had reported a sinking drain in the service road in front of the shops, requesting an assessment Cllr Delaney had undertaken speed monitoring on Fillongley Road in the 20mph section. The speed of 76 vehicles was recorded, with the highest speed of 42mph and the average speed of 27.5mph. Cllr Diccio reported that he had been approached to ascertain if there was any funding from SMBC for the Village Hall.	
04/24/12 04/24/12.1 04/24/12.2	Local Government Boundary Commission Consultation The consultation expiry date had been extended to 12 July 2024. Cllr Finch had prepared a response addressing the geography of the area and Cllr Wild had provided information on the history of the area. Cllr Hughes and Cllr Eggar would provide a response on education and socio-economic factors, respectively. The Parish Council delegated the power to the Clerk to collate and submit the response on behalf of the Council. Proposed: Cllr Hughes, Seconded: Cllr Campbell	Cllrs Hughes and Cllr Eggar to action Clerk to action
04/24/13 04/24/13.1	Allotments The clearance work required to remove abandoned structures, metal fencing and discarded items in the allotment site was discussed. Councillors discussed the vegetation that had been cut back, the length of time the improvement works were taking, the time required to meet with tenants, past selection of suppliers and the improvement works for the future. The Clerk had met with one contractor for a quotation for clearance works and had scheduled two further appointments with contractors. It was resolved that the Clerk would be allocated a budget of £5,000.00 to engage professional services to remove the abandoned structures and discarded items from the site, with the power to select the most suitable contractor from the three quotations to be received. Proposed: Cllr Eburne, Seconded: Cllr Eggar	Clerk to action
04/24/14 04/24/14.1	Contribution to Utilities in the Sports Pavilion The Parish Council received a request from the Meriden Sports Park Directors to pay 20% of utility costs and 50% of landline and broadband costs for the	

	<p>financial years 2023-2024 and 2024-2025. Following a discussion, it was agreed that the Parish Council would pay 50% of the landline and broadband monthly fee for 2023-2024 and 2024-2025.</p> <p>Proposed: Cllr Hughes, Seconded: Cllr Campbell</p>	Clerk to inform MSP
04/24/14.2	<p>Cllr Hughes temporarily left the meeting. It was resolved that Cllr Eggar would Chair the meeting; Cllr Eggar would not take part in any discussion or vote on this item due to declaring an interest.</p> <p>Proposed: Cllr Johal, Seconded: Cllr Campbell</p>	
04/24/14.3	<p>Discussion took place on the request for a 20% contribution towards the utilities bills. The Clerk recommended considering paying the usage only as the same daily standing charge would be applied if there was zero use by the Parish Council.</p>	
04/24/14.4	<p>Cllr Hughes rejoined the meeting and it was resolved that Cllr Eggar would relinquish the Chair and Cllr Hughes would resume the role of Chair.</p> <p>Proposed: Cllr Johal, Seconded: Cllr Campbell</p>	
04/24/14.5	<p>The Parish Council would request further information as to how the percentage of usage by the Parish Council had been calculated.</p>	Clerk to action
04/24/15	Payroll Outsourcing	
04/24/15.1	<p>The Parish Council approved a continuation of payroll outsourcing to DM Payroll Services until further notice; fees would be reviewed annually.</p> <p>Proposed: Cllr Eggar, Seconded: Cllr Wild</p>	Clerk to action
04/24/16	Unity Trust Bank Access	
04/24/16.1	<p>The Parish Council completed the paperwork to remove access to the bank accounts for the Deputy Clerk.</p> <p>Proposed: Cllr Campbell , Seconded: Cllr Eburne</p>	Clerk to forward to Unity Trust
04/24/17	Hearing Loop	
04/24/17.1	<p>The Parish Council received information from the Meriden Sports Park Management Company on the types of audio technology available for the Pavilion. Two hearing loop systems had been proposed; the Parish Council requested whether a different number of speakers was possible. Clerk to discuss with the Sports Park Company.</p>	Clerk to action
04/24/18	Policy Review	
04/24/18.1	<p>The Parish Council approved the following policies: Staff Appraisal Policy, the Safeguarding Policy, the Reserves Policy and Operation Menai Bridge.</p> <p>Proposed: Cllr Eburne , Seconded: Cllr Campbell</p>	Clerk to place on MPC website
04/24/19	Parish Council Assembly	
04/24/19.1	<p>It was resolved the Annual Parish Meeting would be held on 7 May 2024 at 7pm in the Village Hall. Refreshments would be provided by the Parish Council.</p>	Clerk to advertise the Assembly

<p>04/24/20 04/24/20.1</p>	<p>Speed Monitoring The Parish Council agreed that all future speed watch initiatives would only be undertaken by members of the Parish Council if the police were in attendance. Gratitude was expressed to Councillor Wild and SMBC Cllr Delaney for undertaking speed monitoring on Fillongley Road. The Parish Council would request dates from the Rural Policing Team for community speed monitoring during the May ordinary Parish council meeting as the police would be in attendance.</p>	<p>MPC to action</p>																																																																								
<p>04/24/21 04/24/21.1</p>	<p>Monthly Finance Report The bank reconciliation to 31 March 2024 was received and approved by full Council. A report of all income and expenditure during the financial year 1 April 2023 – 31 March 2024 was received. The bank accounts contained a total of £169,043.25 as at 31 March 2024.</p>																																																																									
<p>04/24/22 04/24/22.1</p>	<p>Finance The following payments were agreed and approved.</p> <table border="1" data-bbox="247 840 1348 1803"> <thead> <tr> <th>Main Account</th> <th>Net</th> <th>VAT</th> <th>Total</th> <th>Payment Method</th> </tr> </thead> <tbody> <tr> <td>Edge IT laptop and IT support</td> <td>£555.20</td> <td>£111.04</td> <td>£666.24</td> <td>Bank transfer</td> </tr> <tr> <td>Hollywood Home Improvements</td> <td>£180.00</td> <td>£0.00</td> <td>£180.00</td> <td>Bank transfer</td> </tr> <tr> <td>NALC training</td> <td>£43.37</td> <td>£8.67</td> <td>£52.04</td> <td>Bank transfer</td> </tr> <tr> <td>Information Commissioner's Officer</td> <td>£40.00</td> <td>£0.00</td> <td>£40.00</td> <td>Clerk's expenses</td> </tr> <tr> <td>Railway Inn warm hub meals</td> <td>£492.00</td> <td>£0.00</td> <td>£492.00</td> <td>Bank Transfer</td> </tr> <tr> <td>WALC subscription 1/4/24 – 31/3/25</td> <td>£778.00</td> <td>£115.60</td> <td>£893.60</td> <td>Bank transfer</td> </tr> <tr> <td>Event Branding marquee</td> <td>£929.00</td> <td>£185.80</td> <td>£1114.80</td> <td>Bank transfer</td> </tr> <tr> <td>Deputy Clerk home working allowance 1/4/2024- 23/04/2024</td> <td>£18.00</td> <td>£0.00</td> <td>£18.00</td> <td>Bank transfer</td> </tr> <tr> <td>BT Mobile Deputy Clerk</td> <td>£10.70</td> <td>£2.14</td> <td>£12.84</td> <td>Direct debit</td> </tr> <tr> <td>Precious Events Party in the Park deposit</td> <td>£8522.99</td> <td>£0.00</td> <td>£8522.99</td> <td>Bank transfer</td> </tr> <tr> <td>Stan Bowley Trust grant</td> <td>£250.00</td> <td>£0.00</td> <td>£250.00</td> <td>Bank Transfer</td> </tr> <tr> <td>D Malley Payroll 1/4/24 – 31/3/25</td> <td>£240.00</td> <td>£0.00</td> <td>£240.00</td> <td>Bank transfer</td> </tr> <tr> <td>BT Mobile Clerk</td> <td>£10.70</td> <td>£2.14</td> <td>£12.84</td> <td>Direct debit</td> </tr> </tbody> </table> <p><i>* Please note that additional payments may be authorised on the evening following councillors' decisions</i></p> <p>The following bank charges apply monthly:</p> <table border="1" data-bbox="247 1915 1348 1960"> <tr> <td>Unity Trust current account monthly bank fee (paid quarterly)</td> <td>£6.00</td> </tr> </table> <p>The following April 2024 payments were confidential to the Parish Council and not published in the agenda or minutes:</p>	Main Account	Net	VAT	Total	Payment Method	Edge IT laptop and IT support	£555.20	£111.04	£666.24	Bank transfer	Hollywood Home Improvements	£180.00	£0.00	£180.00	Bank transfer	NALC training	£43.37	£8.67	£52.04	Bank transfer	Information Commissioner's Officer	£40.00	£0.00	£40.00	Clerk's expenses	Railway Inn warm hub meals	£492.00	£0.00	£492.00	Bank Transfer	WALC subscription 1/4/24 – 31/3/25	£778.00	£115.60	£893.60	Bank transfer	Event Branding marquee	£929.00	£185.80	£1114.80	Bank transfer	Deputy Clerk home working allowance 1/4/2024- 23/04/2024	£18.00	£0.00	£18.00	Bank transfer	BT Mobile Deputy Clerk	£10.70	£2.14	£12.84	Direct debit	Precious Events Party in the Park deposit	£8522.99	£0.00	£8522.99	Bank transfer	Stan Bowley Trust grant	£250.00	£0.00	£250.00	Bank Transfer	D Malley Payroll 1/4/24 – 31/3/25	£240.00	£0.00	£240.00	Bank transfer	BT Mobile Clerk	£10.70	£2.14	£12.84	Direct debit	Unity Trust current account monthly bank fee (paid quarterly)	£6.00	
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<p>04/24/24 04/24/24.1</p>	<p>Next Meeting</p> <p>The next meeting was scheduled for Monday 20 May 2024, 7.30pm.</p>						
<p>04/24/25 04/24/25.1 04/24/25.2</p>	<p>Confidential Session for Employment Matters</p> <p>A motion was passed to exclude members of the public from the meeting due to the confidential nature of the discussion.</p> <p>Proposed: Cllr Hughes, Seconded: Cllr Campbell</p> <p>The resolution passed in the confidential minutes was proposed by Cllr Johal and seconded by Cllr Eburne. Cllr Eburne (Chair of Meriden Parish Council) signed the minutes as a true and accurate record on 20 May 2024.</p>	<p>Clerk to action</p>					