

## NOTICE OF MERIDEN PARISH COUNCIL MEETING

**To: All Members of Meriden Parish Council**

You are duly summoned to attend the ordinary meeting of Meriden Parish Council to transact the business shown on the Agenda below.

**Date, Time and Venue: Monday 15 July 2024 at 7.30pm in The Pavilion, Meriden Sports park.**

Remote Access for Members of the Public: Microsoft Teams Meeting ID - 368 627 528 695  
Passcode – MfzvKj

### AGENDA

- 45/24 **Apologies and Acceptance of Apologies**
- 46/24 **Declarations of Personal and Prejudicial Interest:** To receive declarations of interest from Councillors on items on the agenda, to receive written requests for dispensations for disclosable pecuniary interests (if any) and to consider any requests for dispensations as appropriate. Councillors are reminded that to ensure transparency and retain public confidence in the Council's decisions, they are required to keep their Register of Interests form up to date.
- 47/24 **Co-option of a Parish Councillor:** To consider the application received from a Meriden resident for the vacancy of a Parish Councillor to Meriden Parish Council and determine whether to appoint the candidate.
- 48/24 **Public Participation:** Members of the public are welcome to address the Parish Council. Public participation will finish no later than 15 minutes from commencement. Priority will be given to members of the public wishing to speak to those who have registered in advance.
- 49/24 **Minutes of the Ordinary Monthly Parish Council Meeting Held on 10 June 2024 and Matters Arising:** To approve and sign the minutes as a true and accurate record, and to receive an update on any issues not otherwise addressed.
- 50/24 **Correspondence and Communication:** To hear about correspondence which has come to the Parish Council.

51/24 **Planning Applications:**

PL/2024/00936/MINFHO (expired 28 June 2024)	3 Leymere Close, Meriden, Solihull, CV7 7SB.	New ancillary building attached to existing detached garage.
PL/2024/01043/MINFHO (expired 01/07/2024)	Bradmoor, Eaves Green Lane, Meriden, Solihull.	Single storey side and front extension, plus porch and render finish to all external brickwork.

PL/2024/01145/MINFHO (expires 11/07/2024)	Cherry Trees, Hampton Lane, Meriden, Solihull.	Retrospective application for front boundary treatment including gates.
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Appendix A details previous planning applications that have been determined or awaiting a decision since the last meeting.

- 52/24 **Ward Councillors Reports:** To receive any reports from Councillor Burrow, Councillor Delaney and Councillor Diccico.
- 53/24 **Meriden Parish Council Chair Report:** To receive an update from the Chair of Meriden Parish Council.
- 54/24 **Meriden Parish Council Councillor Reports:** To hear any items of importance which Councillors may wish to raise.
- 55/24 **Christmas Lights:** The Parish Council to agree the locations of the eight light features and determine a switch on date.
- 56/24 **Maintenance Schedule:** The Parish Council to review the fortnightly grass cutting schedule on The Green and to also review the number of dog bins emptied.
- 57/24 **Allotment Property Damage:** To discuss a request from an allotment holder to replace damaged equipment.
- 58/24 **Allotment Tree Planting:** The Parish Council to determine a course of action for planting whips from the Woodland Trust to reinstate hedging.
- 59/24 **PTEC Committee:** To agree the date of the September 2024 Planning, Transport, Environment and Climate Change committee meeting.
- 60/24 **FGP Committee:** To agree the date of the next Finance, Governance and Personnel committee meeting.
- 61/24 **Legal Advice for the Transfer of the Sports Park to the Parish Council:** To discuss appointing a solicitor for advice on the funding arrangement with the Meriden Sports and Recreation Trust.
- 62/24 **Representative to the Village Hall Committee:** To agree a representative from the Parish Council to attend the committee meetings.
- 63/24 **WALC AGM:** To discuss and agree attendance at the annual meeting.
- 64/24 **Picnic in the Park:** To receive an update on the contract changes and the rescheduled date of the meeting.
- 65/24 **Maternity Policy:** To agree the policy terms and conditions.

- 66/24 **Procedure for Payments in August 2024:** The Parish Council to approve the process for August 2024 payments outside of a Parish Council meeting.
- 67/24 **Unity Trust Bank Access:** The Parish Council to authorise bank access for the Deputy Clerk to view the accounts, create payments and transfer funds internally.
- 68/24 **Overtime Payment:** To approve the payment of overtime hours for the Clerk.
- 69/24 **Monthly Finance Report:** In line with the Statement of Internal Control for Finance for the Parish Council, a bank reconciliation will be provided on the accounts from 1 April 2024 to 30 June 2024 (Appendix B). Quarter one income and expenditure reporting will be provided to the Parish Council.
- 70/24 **Finance:** To approve the following payments:

Main Account	Net	VAT	Total	Invoice No.
Dovetail – contract 4 village maintenance March 2024	£172.08	£34.42	£206.50	52346
WALC - three training courses	£105.00	£21.00	£126.00	1007
Parkway village maintenance June	£1,248.75	£249.75	£1,498.50	19856
S. Bonnar warm hub meals June	£474.00	£0.00	£474.00	30062024-001
Edge IT – Microsoft 365 annual fee	£624.61	£124.92	£749.53	37960
Clerk mileage expenses Q1	£13.50	£0.00	£13.50	
Cllr Eburne MPC Chair’s allowance Q1	£375.00	£0.00	£375.00	
Cllr Hughes FGP Chair’s allowance Q1	£125.00	£0.00	£125.00	
Warm hub volunteer expenses	£1.95	£0.00	£1.95	
Hollywood Home Improvements – allotment clearance	£4420.00	£0.00	£4420.00	2024011
BT Mobile – Clerk and Deputy Clerk – <i>invoice awaited</i>				

*\*Please note that additional payments may be authorised on the evening following councillors’ decisions*

The following monthly payment is paid to Unity Trust Bank on a quarterly basis:

Unity Trust Bank current account monthly fee	£6.00
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The following payments are confidential to the Parish Council and not published in the agenda or minutes:

Clerk’s July 2024 salary payment
WMPF July 2024 pension contributions employer and employee
HMRC July 2024 payments

- 71/24 **Clerk’s Report:** To hear of any developments since the last meeting.
- 72/24 **Date and Time of the Next Full Council Meeting:** To confirm the scheduled date and time of the September 2024 ordinary Parish Council meeting.

(signature redacted for website and noticeboards)

Jenny McDougall, Clerk to Meriden Parish Council.

Dated: 9 July 2024.

## APPENDIX A

The following previous planning applications had been determined or were awaiting a decision.

PL/2024/00396/MINFHO	The Oaks 1 Hollyberry End Farm Harvest Hill Lane	Install French doors in master bedroom with a Juliet balcony.	Awaiting a decision (as at 9/7/24)
PL/2024/00496/MINFHO	Ivy Nook, Showell Lane, Meriden	Single storey side and rear extensions.	Refused
PL/2024/00793/VAR	Land At Walsh Lane Meriden Solihull	Remove condition No. 1 following planning approval PL/2023/00054/PPFL.	Approved
PL/2023/02303/MINFOT	7 The Green, Meriden	Retrospective consent for the installation of a kitchen extraction duct.	Awaiting a decision (as at 9/7/24)
PL/2024/00347/PPFL and PL/2024/00348/LBC	155A Main Road, Meriden	Listed building consent to replace the existing commercial office building, with a two 2 bedroom duplex residential building.	Awaiting a decision (as at 9/7/24)
PL/2024/00876/PPFL	Hollyberry Cottage, 3 Hollyberry End Farm, Meriden	Erection of agricultural storage shed.	Approved

**APPENDIX B**

## Financial Summary – Cashbook

Summary of receipts and payments between 01/04/24 and 30/06/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

**Ordinary Accounts**

Unity Trust Current Account		£10,937.92
Unity Trust Savings Account		£158,105.33
Total		£169,043.25

RECEIPTS	Net	Vat	Gross
Meriden Parish Council	£33,444.85	£0.00	£33,444.85
Total Receipts	£33,444.85	£0.00	£33,444.85

PAYMENTS	Net	Vat	Gross
Meriden Parish Council	£26,045.60	£3,824.11	£29,869.71
Total Payments	£26,045.60	£3,824.11	£29,869.71

Closing Balances

**Ordinary Accounts**

Unity Trust Current Account	£6,676.29
Unity Trust Savings Account	£165,942.10
Total	£172,618.39

Uncleared and Unpresented effects

Statement Closing Balances

**Ordinary Accounts**

Unity Trust Current Account	£6,676.29
Unity Trust Savings Account	£165,942.10
Total	£172,618.39