Meriden Parish Council

The Pavilion
Meriden Sports Park
10 Main Road
Meriden
CV7 7SP

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 September 2025 at 7.30pm in the Pavilion, Meriden sports park.

Remote Access for Members of the Public: Microsoft Teams Meeting ID – 365 610 516 192
Passcode – PHq2JJ

AGENDA

66/2526 **Apologies and Acceptance of Apologies**

67/2526 **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.

68/2526 **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.

69/2526 **Minutes of the Ordinary Monthly Parish Council Meeting Held on 21 July 2025:** To approve and sign the minutes as a true and accurate record, and to receive an update on any issues not otherwise addressed.

70/2526 **Correspondence and Communication:** To hear about correspondence which has come to the Parish Council.

71/2526 **Ward Councillor Reports:** To receive any reports from Councillor Burrow, Councillor Delaney and Councillor Dicicco.

72/2526 **Meriden Parish Council Chair Report:** To receive an update from the Chair of Meriden Parish Council.

73/2526 **Meriden Parish Council Councillor Reports:** To hear any items of importance which Councillors may wish to raise.

74/2526 **Planning, Transport, Environment and Climate Change Committee (PTEC):** To receive the draft minutes from the PTEC committee meeting held on 4 September 2025 and accept all recommendations, including:
(i) Purchase of two noticeboards and installation

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(ii) Purchase of two galvanised planters for the memorial garden and installation
(iii) Purchase of a replacement bench in Millisons Wood and installation
(iv) Repair of a bus shelter.

75/2526 **Correspondence from the Meriden Sports and Recreation Trust (MS&RT) on Legal Fees:** The Council to:
(i) Determine whether to accept MS&RT's proposal on the payment of legal fees
(ii) Discuss and determine payment for changes to MS&RT's funding agreement.

76/2526 **Finance, Governance and Personnel Committee (FGP):** To receive and approve the minutes from the FGP committee meeting held on 8 September 2025 and accept all recommendations, including:
(i) Increase to the Clerk's hours on a temporary basis
(ii) Changes to the frequency of committee meetings and the cessation of the FGP committee
(iii) Inclusion of an allotment hedge cut in the maintenance contract.

77/2526 **Staffing Committee:** To create a Staffing Committee and determine which Councillors should be on this committee.

78/2526 **Neighbourhood Development Plan Review Steering Committee (NDP):** To receive the draft minutes from the NDP committee meeting held on 4 August 2025 and accept any recommendations.

79/2526 **Meriden Primary School:** To discuss sending a letter to SMBC regarding appropriate funding for maintenance at the primary school.

80/2526 **2026-2027 Draft Budget:** To review the draft budget and make any recommendations to changes for projected income and expenditure.

81/2526 **Allotment Heras Fencing:** To determine a response to an appeal for an allotment tenant to keep Heras fencing on their plot and to discuss the wider use of metal fencing on the allotments.

82/2526 **Flower Planters:** To discuss a request from the PTEC committee to review the use of green vegetation in the flower planters and incorporate more seasonal flowers, and to discuss the removal of planters with replacement trough style planters.

83/2526 **Memorial Bench:** To accept a donation to fund a memorial bench in the sports park.

84/2526 **Management of the Sports Park Premises:** The Clerk to provide a monthly update on the management of the Premises.

85/2526 **WALC AGM:** To elect a voting representative on behalf of Meriden Parish Council for the online AGM on 12 November 2025.

86/2526 **Meriden Council Policies:** To review and adopt the following policies:
(i) Retention of Documents

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(ii) Data Protection Policy
(iii) Investment Policy
(iv) Community Emergency Plan

87/2526 **BT Telephone Box:** To discuss whether to adopt the Grade II listed telephone box on The Green, assume all costs with future maintenance and determine a use for the telephone box.

88/2526 **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 for the month of August 2025 (Appendix A details the Cashbook summary from 1 April 2025).

89/2526 **Finance**: To approve the following payments:

Main Account	**Net**	**VAT**	**Total**	**Invoice No.**
Parkway maintenance – August 2025 ground maintenance and additional watering of planters	£1,518.75	£303.75	£1,822.50	21547
Lloyds credit card September 2025 – includes bench, mobile phone payments and Warm Hub supplies	£296.57	£0.00	£296.57	02/09/25
Meriden Mag	£200.00	£0.00	£200.00	7042
Clerk's expenses – mileage and parking costs	£21.65	£0.00	£21.65	
Cllr Whitehead – Members' allowance Q2	£375.00	£0.00	£375.00	
Cllr Eggar – Members' allowance Q2	£125.00	£0.00	£125.00	
Cllr Eburne - Members' allowance Q2	£125.00	£0.00	£125.00	
WRCC – warm hub meals August 2025	£351.00	£70.20	£421.20	CFF4192

**Please note that additional payments may be authorised on the evening following Councillors' decisions*

The following September 2025 payments are confidential to the Parish Council and not published in the agenda or minutes:

Clerk's September 2025 salary
Deputy Clerk's September 2025 salary
WMPF September 2025 pension contributions employer and employees
HMRC September 2025 payments

The following monthly payment is paid to Unity Trust Bank:

Unity Trust Bank current account monthly fee	£6.00

90/2526 **Finance**: To formally record the following payments approved in August 2025 that were authorised outside of a meeting in line with resolution 61/2526 (July 2025):

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Main Account	Net	VAT	Total	Invoice No.
Parkway maintenance – July 2025 ground maintenance and additional watering of planters.	£1,618.75	£323.75	£1,942.50	21426
Lloyds credit card August 2025 – includes mobile phone payments and Warm Hub supplies	£24.77	£0.00	£24.77	04/08/25
Hollywood Home Improvements – bench installation and repair to the electricity unit door	£320.00	£0.00	£320.00	202517
R. Weaver Warm Hub supplies	£6.54	£0.00	£6.54	
Clerk's August 2025 salary				
Deputy Clerk's August 2025 salary				
HMRC August 2025				
WMPF August 2025				
WRCC – Warm Hub meals July 2025	£468.00	£93.60	£561.60	CFF4041
Unity Trust Bank current account monthly fee	£6.00	£0.00	£6.00	

91/2526 **Clerk's Report:** To hear of any developments since the last meeting.

92/2526 **Date and Time of the Next Full Ordinary Council Meeting:** To confirm the scheduled date and time of the October 2025 ordinary Parish Council meeting.

93/2526 **Green Belt Village Study Report:** To provide any comments on a confidential report issued by Solihull Council ahead of publication. Due to the confidential nature of this item a resolution will be passed to exclude members of the public and press (Public Bodies [Admission to Meetings] Act 1960).

(signature redacted for website and noticeboard)

Jenny McDougall
Clerk to Meriden Parish Council

Dated: 9 September 2025

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APPENDIX A

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 31/08/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Unity Trust Current Account	£490.27
Unity Trust Savings Account	£120,816.29
Total	£121,306.56

RECEIPTS	Net	Vat	Gross
Meriden Parish Council	£52,432.06	£0.00	£52,432.06
Total Receipts	£52,432.06	£0.00	£52,432.06

PAYMENTS	Net	Vat	Gross
Meriden Parish Council	£46,667.89	£3,473.68	£50,141.57
Total Payments	£46,667.89	£3,473.68	£50,141.57

Closing Balances

Ordinary Accounts

Unity Trust Current Account	£1,008.64
Unity Trust Savings Account	£122,588.41
Total	£123,597.05
Uncleared and Unpresented effects	£0.00
Total	£123,597.05