

Merriott Parish Council

Minutes of the Parish Council meeting held on 8th February 2016 At 7pm, Tithe Barn, Church Street, Merriott

Present:

Cllr Iain Hall (Chair)

Cllr Jim Shorting (Vice Chair)

Cllr Ian Kendall

Cllr Yvonne Kendall

Cllr Caro Paine

Mrs K Sheehan (Clerk)

5 Members of the public (Mr G Wright, Mr J Stuttford, Mr T Williams, Mr P Fisher, Mr M Fox)

Cllr Mervyn Down

Cllr Gil Merrick

Cllr Paul Maxwell (SSDC)

16/016. Public Open Session

Mr Paul Fisher presented a request for funding towards printing book he had written on the history of All Saints Church, confirming that the proceeds from the book sales would go towards the Church's fabric fund. Mr John Stuttford, representing both Merriott Heritage Trust and the PCC, stated his support for the project. Mr Fisher left the meeting.

Mr Mike Fox presented a request from Merriott Table Tennis club for funding towards purchasing a new table and netting to enable more players to participate. Mr Fox then left the meeting as both requests would be dealt with under the Finance agenda item.

Mr Grant Wright of Merriott Speedwatch updated the Council on a recent meeting with Dave Grabham of Somerset County Council Highways. An agreement had been reached to install three permanent columns for use with the Speed Indicator Device within the village boundary. This might take six months to achieve. Cllr Hall thanked Mr Wright, who then left the meeting.

The meeting opened at 7.15pm.

16/017. Apologies for Absence

Apologies for absence were received from Cllrs Kathryn Burdis, Sharron Ricketts, David Collins and Christopher Le Hardy (SCC).

16/018. Declarations of interest and grants of dispensations

Cllrs I and Y Kendall declared a prejudicial interest in item 9b, by virtue of owning the property in question, and stated that they would leave the room for this item and not vote or participate in discussions. Cllr Down declared a personal interest in Item 10e) as his mother was a member of the PCC.

16/019. To approve the minutes of the Parish Council meeting held on 11th January 2016 and sign the same

The minutes of the meeting on 11th January 2016 were proposed by Cllr Shorting, seconded by Cllr Down and duly signed as a true record of the meeting.

16/020. Matters Arising

None.

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16/021. Report from County Councillor
None.

16/022. Report from District Councillor

Cllr Paul Maxwell reported that Merriott Village Hall committee's application for grants and general improvements to the Hall would be considered at the Area West committee meeting on 17th February. Cllr Maxwell informed the Council that Hinton St George shop and Post Office had just agreed a transfer of their mortgage to SSDC at a favourable rate. SSDC would be setting the budget for 2016/17 on 25th February. He noted that various funds were available from SSDC for projects such as the Merriott Church book and the Table Tennis Club.

Action: Clerk to pass details of SSDC funding to Mr Fox and Mr Fisher.

16/023. Amenities

a. New burial ground

The Clerk reported that there was no legal obligation for Parish Councils to provide burial ground and after a short discussion about the possibility of acquiring additional land for future burials, it was decided to consult the village through the Merriott Messenger and Facebook page (if agreed). The Clerk had also obtained a copy of the Church burial grounds rules and fees and reported that Reverend Hicks had indicated an interest in developing a set of rules for both burial grounds if it was possible to do so.

Action: Clerk to arrange for Merriott Messenger team about a piece about the possibility of a new burial ground, asking people to email the Clerk with their comments and suggestions.

Amenities Working Party to draft new set of burial ground rules/fees in conjunction with Reverend Bob Hicks.

Mr T Williams (member of public) arrived.

b. Egwood Parish Wood

Members considered a proposal from the Egwood Working Party to withdraw from the Egwood lease, paying agreed costs incurred to date on the understanding that Merriott Parish Council would be removed from the lease. It was suggested that despite significant efforts, matters had not progressed and that removing Merriott from the lease would enable the other councils to proceed. Particular concerns were raised about the lack of management structure and maintenance agreements moving forward. This proposal was not seconded and therefore not put to the vote.

Following further discussion, Cllr Ian Kendall stated that while there were some issues requiring further work, i.e. health and safety file, indemnity issues, it had been shown to be insurable and it was now important to move to take control of the site. He therefore proposed that the lease be signed in its current form, subject to the insurance quote obtained by Merriott Parish Council being used, or a more favourable quote of equal cover being found.

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Proposed: Cllr I Kendall Seconded: Cllr J Shorting RESOLVED
(4 in FAVOUR, 2 AGAINST and 1 ABSTENTION were recorded).

Action: Clerk to write to Lopen and Hinton St George Parish Councils to advise them of the up to date position.

16/024. Planning

a. Proposed development – Dogdole, Church Street (Mr T Williams)

Mr Williams outlined the development proposed at Dogdole, stating that he had been advised by District Council planners to seek an agreement in principle. Mr Williams stated that he was acting as agent for the applicant who had owned the land since 1940 and that he was unsure of the current classification of the land. Cllr Shorting stated that a natural stone would be preferable to the proposed reconstructed stone and Cllr I Kendall raised concerns about the site being outside the village development core. Members heard that the land would be sold on in two parts once developed. Cllr I Kendall proposed that Merriott Parish Council would reserve judgment until a full application was received.

Proposed: Cllr I Kendall Seconded: Cllr Y Kendall RESOLVED

b. Application 16/00109/FUL – Shute Springs, Church Street, Merriott

Cllrs I and Y Kendall left the meeting at this point.

Cllr introduced the application, stating that it was proposed to build a modest extension to the kitchen in a style sympathetic to the rest of the house.

Proposed: Cllr G Merrick Seconded: Cllr C Paine APPROVED

Cllrs I and Y Kendall rejoined the meeting.

c. Application 16/00162/FUL – Use of annexe and coach house as holiday lets, Furrington House, Lower Severalls Farm Road, Merriott

Proposed: Cllr I Kendall Seconded: Cllr J Shorting NO OBJECTION

Action: Clerk to contact SSDC planners about the change of MPC meetings dates and how this affects deadlines for comments on planning applications.

16/025. Finance

a. Invoices for payment

	<u>PAYEE</u>	<u>DETAILS</u>	<u>AMOUNT</u>	<u>BUDGET LINE</u>	<u>CHEQUE NUMBER</u>
1	Jaycee Plumbing & Heating	Hot water cylinders and system inspection	£90.00	Pavilion maintenance	3309
2	Iain Hall	Keys, signage, gutter end stop and stepladder	£67.78	Pavilion maintenance	3310
3	Sam Ricketts Electrical	Work to pavilion, installing replacement	£182.09	Pavilion maintenance	3311

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		lamps			
4	M Rowswell	Groundsman's salary and Pavilion Caretaking Allowance	£161.60	Groundsman's salary Pavilion	Total cheque £166.60 3312
		Expenses for machinery fuel	£5	Machinery fuel	
5	K Sheehan	Clerk's salary	£172.25	Clerk's salary	Total cheque £251.82
		Expenses	£79.57	Clerk's expenses (including SLCC membership)	3313
6	PMP	Parish Magazine printing	£277	MM	3314
7	Jane Jackson	Editing Merriott Messenger Feb 2016 edition	£90	MM	3315
8	Richard Keylock	Payroll processing	£13.20	Clerk's salary	3316
		TOTAL	1138.49		

PROPOSED: To delegate the payment of the revised EDF bill based on meter readings to the Clerk, with the approval of the Chair/Vice Chair for payment when received.

Proposed: Cllr J Shorting

Seconded: Cllr C Paine

RESOLVED

b. Payments Received

	<u>NAME</u>	<u>DETAILS</u>	<u>AMOUNT</u>	<u>BUDGET LINE</u>	<u>DATE/PAYING IN SLIP REF</u>
1	Richard Green Monument Mason	Headstone for Mr Samways	£105.00	Burial Ground	100809 19/01/2016
2	Sally Marie Shearing	Messenger Sponsorship	£100	MM	BACS 19/12/15 (Late statement, not available for Jan meeting)
3	MRFC	Broken keys payment	£31.52	MRFC	BACS 25/01/16
4	Definiti Fostering	Advertising	£100	MM	BACS 02/02/16
5	Nick Durant N Durant Fitness	Pavilion hire	£40	Pavilion hire	BACS 02/02/16
6	Beehive Self Storage	Advertising	£100	MM	BACS 03/02/16
		TOTAL	£476.52		

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Members noted the receipts to the Council.

- c. **To consider the payment of the Clerk's overtime for January AND**
- d. **To consider a proposal from the FWP on**
 - i. **Confirmation of the Clerk's contract**
 - ii. **Review of the Clerk's hours**
 - iii. **Review of the Clerk's salary**

The Clerk left the meeting while items c) and d) were discussed. Cllr Hall introduced a proposal from the Finance Working Party stating that with the successful conclusion of the three-month probationary period for the position of Merriott Parish Council Clerk, the following recommendations were made:

- That the contract be confirmed
- That the Clerk's salary rises to SCP 21 (with effect from 1st April 2016)
- That the Clerk's hours be increased from 25 hours per month to 30 hours per month with effect from 1st April 2016. Additional hours worked until 31st March would be paid as overtime.

Members noted that the Clerk was doing a good job.

Proposed: Cllr C Pain

Seconded: Cllr J Shorting

RESOLVED

- e. **To consider funding requests from Mr P Fisher and Mr M Fox**

Members discussed the funding requests received from Mr Fisher and Mr Fox which had been detailed in the public session at the beginning of the meeting. It was proposed to donate £120 to make up the balance of Mr Fisher's printing costs.

Proposed: Cllr J Shorting

Seconded: Cllr C Paine

RESOLVED

Furthermore, it was proposed to donate £100 to Merriott Table Tennis Club to enable them to purchase more equipment. Both grants would be paid when the applicants were in a position to proceed.

Proposed: Cllr M Down

Seconded: Cllr Y Kendall

RESOLVED

- f. **To consider the recruitment process for a new Groundsman/Pavilion Caretaker and approve the new job descriptions.**

Members discussed the draft job descriptions circulated, noting that the provision of an electric strike to the pavilion door would alter the pavilion caretaker's role. The Caretaker job description should also include 'opening and closing for and after functions as required'. Cllr Hall suggested that lock changes could be made to enable regular users and clubs to access the pavilion through a secondary lock and come and go as required. Cllr Y Kendall suggested that the secondary key be made available through a key safe, with the combination available to regular hirers. The Groundsman Job Description was approved with the hours remaining the same and the starting rate for both positions at £7.20 p/hour.

Action: Cllr Y Kendall to revise Job Descriptions to include amendments agreed above Cllrs Y Kendall, Down and Shorting to meeting and finalise hours and salary for Pavilion Caretaker role for March meeting.

Clerk to amend Pavilion User Agreements to include responsibility for locking and unlocking as required once new locks agreed.

- g. **Amendments to Standing Orders – Revised Procurement Guidelines**

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Members noted that NALC would be providing revised model Financial Regulations in due course. The Clerk reminded Members that both Standing Orders and Financial Regulations were due for revision this year.

Proposed Cllr J Shorting

Seconded Cllr C Paine

RESOLVED

h. Pitch and Pavilion income year to date

Members noted the Pitch and Pavilion income figures for the year to date.

16/026. Highways

Members received the report of the Highways Working Party, circulated by Cllr Paine. Members noted that Dave Grabham from SCC Highways had attended the last meeting of the HWP to discuss the SID columns. Cllr Paine also reported that the Footpaths Group had suffered funding cuts. It was also reported that sewage was overflowing the footpath at Greenways Cottage, Scotts Nurseries. Cllr Hall thanked Cllr Paine for her input and proactive leadership on highways issues.

Action: Clerk to contact Environmental Health regarding the sewage overflow.

16/027. Recreation Ground

a. To receive the January inspection report

Members noted the January Recreation Ground inspection report which showed that the Hedgehog rider nut covers had now been replaced.

b. Annual Playground Inspection and Annual Risk Assessment

Action: Clerk to book SSDC's Annual Playground Inspection and Annual Risk Assessment for Summer 2016.

c. To consider alternative uses for the Pavilion

Members discussed the possibility of publicising the Pavilion's availability for alternative functions, noting that there were likely to be difficulties reconciling occasional bookings with long term users' needs.

d. To consider lock changes to improve access

Members agreed to proceed with the following changes to the Pavilion locks:

- A timed electric strike for the end door
- A keysafe with secondary key for internal door

Action: Clerk to follow up quote for electric strike from Sam Ricketts

e. To consider future sport, leisure and recreation provision

Following a short discussion about the s106 funding which would shortly be available to assist with leisure provision in the village, Members agreed to think of ideas for full discussion at the next meeting.

Action: All Members to consider ideas for utilising s106 funds for leisure provision in the village.

f. To consider Pavilion roof repair quote

Cllr Hall stated that the broken tile on the pavilion roof would be more difficult than originally thought, due to the interlocking lightweight tiles used on the roof. To replace it would require all tiles to be removed, potentially taking two days. He had requested a quote for this work. He reported that it would however be possible to effect a minor repair to ensure that the roof would be protected. After consideration Members decided that a minor repair would be preferable at this point in time.

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Action: Cllr Hall to proceed with arrangements for effecting a minor repair to the Pavilion's roof.

16/028. Report from visit to Merriott First School

Cllr Hall reported that along with Cllr Ricketts he had visited Merriott First School to meet with the School Council. The meeting had been very productive and he reported that the children would be helping to survey the Recreation Ground and submitting their ideas for improvements and changes they would like to see in the future. Members of the School Council would also be attending a future Parish Council meeting when leisure provision would be discussed.

16/029. HM Queen's 90th Birthday Celebrations

Members considered a document from NALC relating to beacon celebrations for HM Queen's 90th birthday. Due to time constraints it was decided not to pursue this at this time.

16/030. Merriott Parish Council Facebook page

A short discussion took place on the use of social media to promote the events and details of Merriott Parish Council. It was suggested that the Clerk should set up and run a Facebook page on behalf of the Parish Council which could then be used to connect with residents and other groups in the village.

Proposed: Cllr Paine Seconded: Cllr I Kendall RESOLVED

16/031. Emergency Plan

Deferred to a future meeting.

16/032. Items for the next meeting

Planning applications which had arrived too late for consideration at this meeting relating to Merriott Village Hall and Moorlands Farm, providing an extension could be obtained.

16/033. Date of the next meeting

Monday 14th March 2016, 7pm, Tithe Barn.

The meeting closed at 9.50pm.