

Merriott Parish Council

Minutes of the Annual Parish Meeting, Annual Parish Council Meeting and monthly Parish Council meeting held on 8th May 2017 Starting at 7pm, Tithe Barn, Merriott

Present:

Cllr Iain Hall (Chair)

Cllr David Aslett

Cllr Jim Shorting

Cllr Caro Paine

Cllr Grant Wright

Cllr David Collins

In attendance

Mrs K Sheehan (Clerk), Cllr A Dance (SCC) and members of the public.

Annual Parish Meeting 2017

17/055. Chairman's Annual Report

Cllr Hall welcomed all present to the meeting, introducing the members of the Parish Council. He urged those members of the public present to consider joining the Council. Cllr Hall reported on matters from the past year including:

- Hard work had continued from 15/16 to put the council finances back on track, accruing reasonable reserves and putting the Pavilion back on a better financial footing
- The Council continued to move into the 21st Century, as a move to internet banking was underway and the PC Facebook page had over 130 followers and a reach of over 1000 per week
- The 16/17 financial year came in on budget, with 87% of council spending on tangible benefits for the community
- A large number of planning applications had been considered, including one controversial one
- Churchyard tree maintenance would now be financed by the PC
- Significant work to footpaths and stiles had been carried out by the Footpaths Group
- New burial space would be required in 5-6 years but no responses had been received to articles in the MM asking to views on whether one was needed/where it should be
- The Parish Council and Merriott Messenger now had separate banking facilities to enable the Messenger to have better oversight of their own finances
- Efficiency savings had been made at the Rec through use of contractors, who could also be used elsewhere in the village
- The new outdoor gym had been launched and was proving very popular, as was the all-weather MUPA route. The tennis courts had been completely refurbished and remained free to use
- The Highways team under Cllr Wright had produced a comprehensive defect report for County highways which had yielded some results already.

Cllr Hall concluded by thanking the PC team for all their efforts and also the Clerk for her efficient management and modernisation of the Council over the past two years.

17/056. Annual Report from County Council

Members noted that Christopher Le Hardy had lost his seat in last week's County Council elections. New County Councillor Adam Dance was welcomed to the meeting, stating that

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he looked forward to working with the Parish Council and to ask anytime he could assist with any issues in the parish.

17/057. Annual Report from District Council

Apologies were noted from District Councillor Paul Maxwell, a written report would follow in due course.

17/058. Public Open Forum

Cllr Hall introduced a 15 minute session for items not relating to the evening's agenda. Ms H Bath of Furringdons Cross stated that she would be contacting Cllr Wright regarding speeding traffic along the A356. In response to a question from Mr Waddilove of Pye Corner, some discussion took place relating to the proposed extension of the footway at Pye Corner. Mr Waddilove confirmed he was happy to look at options including moving the wall to improve visibility, however as this was a two-party wall the other owner would also need to be approached. Cllr Hall noted that Highways had apparently dropped the scheme in 2015 due a perceived lack of pedestrian usage, when cameras were set up but no report had been received. A member of the public reported that when horse riding along Egwood Lane, a bird scarer had been activated, causing the horse to throw her and bolt. A number of contact names of landowners in the local area were supplied although it was noted that the Police when contacted had not assigned this an incident number.

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17/059. Election of Chairman 2017/18

Councillor Iain Hall for the position of Chairman 17/18. No other nominations were received.

Proposed: Cllr C Paine

Seconded: Cllr J Shorting

RESOLVED

17/060. Election of Vice Chairman 2017/18

Councillor Jim Shorting for the position of Vice Chairman 17/18. No other nominations were received.

Proposed: Cllr C Paine

Seconded: Cllr D Collins

RESOLVED

Declarations of Acceptance of Office were signed.

17/061. To consider membership of Working Groups 2017/18

Membership of the 2017/18 Working Groups was considered. No changes were made, other than to note that the Shiremoor Hill lock up was now under the remit of the Amenities Working Group.

Action: Clerk to circulate copy of membership of Working Groups to all members.

17/062. To reaffirm Standing Orders for 2017/18

Standing Orders were duly reaffirmed for the coming year.

May meeting of Merriott Parish Council

17/063. Public Open Session

All issues addressed in Annual Parish Meeting (above)

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17/064. Apologies

Apologies were received from Cllr Natalie Stahl.

17/065. Code of Conduct and Declarations of Interest

No declarations were received.

17/066. Minutes of the meeting held on 10th April 2017

The minutes of the meeting held on 10th April were approved as a true and accurate record of the meeting.

Proposed: Cllr J Shorting

Seconded: Cllr C Paine

RESOLVED

17/067. Matters Arising

No matters were arising, only Cllr Wright noting that all Highways issues had been discussed as part of the Public Open Session and that he would be working with Cllr Dance to progress the issues list.

17/068. Planning Applications currently in circulation/determination

a. 17/01458/TEA – Telefonica UK. Furringdons Cross, grass verge. Erection of shrouded monopole, microwave dishes and equipment cabinets.

Cllr Paine introduced this application, having secured an extension from the previous Parish Council meeting to further consider the details. The Planning WP made the following observations:

- * More effort to share sites, such as the nearby one at Furringdons Farm, should be encouraged;
- * Safety concerns about the positioning of the pole close the highway were highlighted, and queried whether it complied with relevant Beacon standards; and
- * Contributors have raised concerns about health implications. With all this taken into consideration the Planning Working Party proposed that the PC did not support this application.

b. 17/00784/FUL – Richard Stone, Lopen Business Park. Erection of a shed to house water purifier and pump.

The Planning Working Party proposed that the Parish Council supported the position of Lopen Parish Council on this application.

c. 17/01703/FUL – All Saints Church. Replacement of roof covering.

The Planning WP proposed that the Council supported this application and hoped that the change of materials would deter future thefts from the Church.

The responses to the three applications above were proposed by Councillor Paine, seconded by Cllr Collins and duly **RESOLVED**.

d. 17/01822/FUL – Higher Easthams Farm. Change of Use and conversion of outbuilding to holiday let. NO OBJECTIONS.

e. Determination: 17/01205/FUL – Half Moon House, Boozer Pit – APPROVED

f. To approve wording on Housing Needs Survey and Process.

Cllr Collins reported that he had drafted survey and would send out to Members for consideration at the June meeting of Council. Members were asked to contact Cllr Collins with any additional questions they would like included.

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17/069. Finance and Procedure

a. To consider the report of the Internal Auditor for 16/17

Members noted the report of the internal auditor which had stated that the Council's financial record keeping was much improved and minor suggestions to improve bank reconciliations month-to-month.

b. To approve the Annual Governance Statements 16/17

c. To approved the Accounts and End of Year Bank Reconciliation 16/17

d. To approve the Accounting Statements 16/17

Items b-d above were **proposed en bloc** by Cllr Shorting, **seconded** by Cllr Aslett and duly **RESOLVED** with Cllr Collins abstaining from the vote on the basis of not understanding the Annual Return.

<u>Voucher</u>	<u>Payee</u>	<u>Details</u>	<u>VAT</u>	<u>Total Payment incl VAT</u>	<u>Budget Line</u>	<u>Cheque Number</u>
154	St Margaret's Hospice	S137 grant agreed 10/4	£-	£50.00	S137	3473
155	EON	Pavilion electricity	£-	£20.66	Pavilion utilities	3474
156	M Paull	Churchyard grass cutting	£-	£240.00	Churchyard	3475
157	Merriott Messenger	Flyer	£-	£90.00	Communications	3476
158	N Witcombe	Allotment rent	£-	£600.00	Allotments	3477
159	K Sheehan	Salary and overtime	£-	£410.83	Clerk	3478
		Mileage	£-	£12.54	Mileage	3478
		Postage/stationery etc	£-	£10.70	Office costs	3478
160	I Hall	Stationery	£-	£2.50	Office costs	3479
		Fuel for rec plant	£2.09	£25.92	Machinery fuel	3479
		Grass seed/weed killer	£-	£118.23	Rec	3479
161	Zurich	Insurance	£-	£1,289.77	Insurance	3480
162	M Harding	Internal Audit fee	£-	£75.00	Audit	3481
		Total VAT to reclaim	£2.09			
TOTAL				£2,946.15		

e. Invoices for Payment

Proposed: Cllr Collins

Seconded: Cllr Paine

RESOLVED FOR PAYMENT

f. To note payments received

The Clerk stated that the bank statements hadn't been received and so payments would be updated and brought to a future meeting.

g. To note any updates to the Risk Register (standing item)

None.

h. To consider insurance quotations

Three quotations had been sought and a fourth had been received an hour prior to the meeting but looked competitive. Members agreed to delegate the decision regarding insurance renewal to the Finance Working Party in order to allow the fourth quote to be considered properly and report back to the next meeting.

17/070. Recreation Field and Pavilion

a. To receive the April inspection report

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Members noted an inspection report received from Cllr Paine. Cllr Collins agreed to undertake the next inspection.

Action: Clerk to scan inspection report to ARB for action

b. To receive an update on CCTV provision at the Rec and Pavilion and confirm order for new equipment

Cllr Shorting briefed members on further negotiations with SES, where a suitable camera for the pavilion lobby had been added to the original order for an additional reduced cost of £90. The revised quote was put to the meeting and duly resolved.

Proposed: Cllr Shorting

Seconded: Cllr Paine

RESOLVED

Action: Clerk to draw up works order and write to unsuccessful companies to inform them.

c. To consider proposals to hold play days at the Rec from:

i. My Kitchen

ii. Active Skills and Learning (on behalf of SSDC)

Members noted the details of both proposals previously circulated and felt that it would be an opportunity to showcase the Rec and facilities. The following provisions were proposed:

- The fees for both Rec and Pavilion for all three events would be waived
- A grant should be given to My Kitchen for £100 towards providing a free bouncy castle at both their events.

Proposed: Cllr Paine

Seconded: Cllr Wright

RESOLVED

17/071. Amenities

a. To consider a request for new dog waste bins in Merriott

Members considered the possibility of providing additional dog waste bins in the village. Some members commented that it was possible that the District Council might not empty new bins.

Action: Clerk to contact Chris Cooper at StreetScene to ask about emptying new dog waste bins. Cllr Collins to look at possible sites for bins, including the verge at Beadon Lane.

17/072. Items for the next meeting – Monday 12th June, 7pm, Tithe Barn

- Defibrillator
- Housing Needs Survey
- Childcare provision at the Pavilion

The meeting finished at 9.30pm.