

# Merriott Parish Council

## Minutes of the Annual Parish Assembly, Annual PC meeting and May monthly PC meeting held on 9<sup>th</sup> May 2016 At 7pm, Tithe Barn, Church Street, Merriott

### Present:

Cllr Iain Hall (Chair)  
Cllr David Collins  
Cllr Sharron Ricketts  
Cllr Caro Paine

Cllr Mervyn Down  
Cllr David Aslett  
Cllr Grant Wright

### In attendance

Mrs K Sheehan (Clerk)  
1 Member of the public

### ANNUAL PARISH ASSEMBLY

#### 16/064. Welcome and Introduction

Cllr Hall welcomed everyone to the 2016 Annual Parish Assembly, and outlined the three meetings which would be held consecutively.

#### 16/065. Chairman's Annual Report

Cllr Hall summarised the Council's activity for the 2015/16 year, stating that the new Council had formed in May 2015 with 10 members, of whom 8 were new Councillors. In financial terms, a year of prudence had seen the bring forward figure to the new financial year increase to £34k, up from £13k the previous year. The efficiency drive had included leaving the Parish Ranger scheme, changing electricity suppliers, reducing audit and clerk's costs. Moving forward Cllr Hall explained that the Council would look to move towards internet banking and that he was keen to draw a line under the Pavilion build project and the money lost. He noted that a report from SALC had not been properly informed but that in the interests of moving forward, a note to highlight the importance of due diligence on Council projects would now have to suffice for the corporate memory of future Councils.

Cllr Hall reported from the various working parties which help inform the Council's decision making process:

Planning: The Planning Working Party had seen a busy year for development in the village. It was noted that the old Scott's Nursery site remains outstanding but that there is no news on the owners' plans for it.

Highways: The Highways Working Party members had worked hard on footway extensions plans for the Crewkerne Road, in conjunction with the County Councillor. Traffic Calming had been explored but not yielded results. There would be more serious liaison with the Footpaths Group going forward into 2016/17 and improving safety at Merriottsford Bridge was a key concern for the Council. Cllr Hall welcomed the addition of Grant Wright, Speedwatch Co-ordinator to the Parish Council.

Amenities: As a line had now been drawn under the Egwood project, Cllr Hall felt the Council would look to focus on the planned improvements to the Recreation Field and car park. He noted that the Pavilion usage situation was improving now that costs had been cut

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down on and availability better publicised. Looking forward, the acquisition of land for a new burial ground would be a key issue.

Communications: The Council's communications were managed through the Clerk and Cllr Ricketts who was now acting as Merriott Messenger and School liaison. The PC Facebook page was now up and running with nearly 90 users in three months.

### **16/065. Annual Report from County Council**

Apologies were noted from Councillor Le Hardy (SCC).

### **16/066. Annual Report from District Council**

Apologies were noted from Councillor Maxwell (SSDC).

### **16/067. Public Open Forum**

Mr D Lewsey of Higher Street asked where the Council envisaged a new burial ground located. In response Cllr Hall stated that it would be important to properly survey the village sites and look at the availability of each.

**CLOSE**

## **ANNUAL MEETING OF MERRIOTT PARISH COUNCIL**

### **16/068. Nominations for and election of Chairman 2016/17**

(Clerk in the Chair)

The Clerk asked for nominations for the position of Chairman for 2016/17. Cllr Paine **proposed** Cllr Hall for the position of Chairman, which was **seconded** by Cllr Collins and **resolved** unanimously.

### **16/069. Signing of the declaration of acceptance of office**

(Cllr Hall in the Chair)

Cllr Hall thanked everyone for their confidence and duly signed the declaration of acceptance of office.

### **16/070. Nominations for and election of Vice Chairman 2016/17**

Cllr Collins **proposed** that Cllr Shorting be re-elected to the position of Vice Chairman, this proposal was **seconded** by Cllr Paine and duly **resolved**.

As Cllr Shorting was unable to attend the meeting it was **resolved** that he would be able to sign the declaration of acceptance of office at a future point.

### **16/071. To consider memberships of working groups 2016/17**

Planning WP: Cllrs Aslett, Paine and Wright

Amenities WP: Cllrs Collins, Shorting

Recreation Field & Pavilion WP: Cllrs Aslett, Hall, Paine, Shorting

Highways & Footpaths WP: Cllrs Collins, Paine and Wright

Finance & Procedures WP: Cllrs Burdis, Hall and Shorting

Communications (School & MM Liaison): Cllr Ricketts

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CLOSE

## MAY MEETING OF COUNCIL

### 16/072. Public Open Forum

Mr D Lewsey expressed disappointment in the decision recently taken in respect of the proposed development at Shiremoor Hill. Cllr Hall noted that the decision was now with SSDC and thanked Mr Lewsey for his comments.

### 16/073. Apologies for Absence

Apologies were received from Cllr K Burdis, Cllr J Shorting and Cllr Le Hardy (SCC) and Cllr P Maxwell (SSDC).

### 16/074. Code of Conduct and Declarations of Interest

- Cllr Ricketts declared a personal interest in Item 6c, by virtue of a family member's former employment at the Feed Mills.
- Cllr Paine declared a personal interest in Item 10b, by virtue of knowing one of the parties quoting for the contract.
- Cllr Down declared a personal interest in Item 10b, by virtue of being formerly employed by or working with interested parties in the contract.
- Cllr Hall declared a prejudicial interest in item 10b, due to one of the contractors being a close family friend.

### 16/075. Minutes of the meeting held on 11<sup>th</sup> April 2016

The minutes of the meeting were signed as a true record of the meeting.

### 16/076. Matters Arising

None raised.

### 16/077. Planning applications for consideration

- 16/01550/LBC 30 Lower St** – demolition of existing conservatory and erection of a replacement conservatory. **RECOMMEND APPROVAL.**
- 16/01587/FUL – Newton Cottage, Church Street** – Erection of a single storey rear extension. **RECOMMEND APPROVAL**, Clerk to query the potential for mismatch of tiles between the old and new parts of the building.
- 16/01786/DPO – Lopen Feed Mills** – application to discharge covenant relating to further development of the land. Cllr Paine noted that she had received comments during the day from local businesses and would like to request more time to examine the proposal properly. **TO REQUEST EXTENSION.**
- Members noted the following:
  - A heritage statement in respect of Shiremoor Hill had been received which was largely positive in its conclusions.
  - A permitted development extension (PDE) had been approved by the District Council in respect of 36 Sherlands.
  - 15/03960/FUL – Erection of a Stable Block at Tail Mill – Withdrawn.

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- 16/00574/FUL – 73 & 77 Lower Street – members noted that revised plans had been received which took into consideration the Parish Council's previous comments.

## 16/078. Finance & Procedures

### a. Invoices for payment

<u>Payee</u>	<u>Details</u>	<u>Amount (excl VAT)</u>	<u>VAT</u>	<u>Total Payment</u>	<u>Budget Line</u>
M Paull	Grass cutting	£ 480.00	£ -	£ 480.00	Churchyard/BG
Huck Nets	Goalpost repair parts	£ 16.67	£ 3.33	£ 20.00	Play equipment
STAFF COSTS	Clerk's Salary	£ 307.83	£ -	£ 307.83	Clerk's salary
	Office expenses	£ 49.34	£ -	£ 49.34	Office costs
	Mileage	£ 36.29	£ -	£ 36.29	Mileage etc
EDF	Pavilion electricity	£ 344.07	£ 17.17	£ 361.24	Pavilion utilities
ICO	Data Protection registration	£ 35.00	£ -	£ 35.00	Memberships/subs
J Jackson	Editing May edition MM	£ 90.00	£ -	£ 90.00	MM
PMP	Printing costs	£ 347.00	£ -	£ 347.00	MM
Came and Company	Annual Insurance Renewal	£ 1,314.85	£ -	£ 1,314.85	Insurance
R Keylock	Accountancy services (end of tax year)	£ 50.00	£ 10.00	£ 60.00	Clerk's salary
Wessex Water	Pavilion water supplies	£ 235.02	£ -	£ 235.02	Pavilion utilities
T Wallis Tithe Barn Committee	Stones and repairs to car park potholes	£ 90.00	£ 18.00	£ 108.00	Rec maintenance
	Room Hire April 16 - September 16	£ 112.00	£ -	£ 112.00	Room hire
Table Tennis Club	Donation for table purchase	£ 100.00	£ -	£ 100.00	s137 grant
N Witcombe	Allotment rent	£ 600.00	£ -	£ 600.00	Allotments
Jaycee Plumbing	Replace element hot water cylinder	£ 156.00	£ 31.20	£ 187.20	Pavilion maintenance
Mrs M Harding	Internal Audit 15/16 Part 2	£ 75.00	£ -	£ 75.00	Audit fees
M Rowswell	Pavilion cleaning invoice - April 16	£ 50.00	£ -	£ 50.00	Pavilion caretaker
M Rowswell	Rec maintenance/mowing - April 16	£ 180.00	£ -	£ 180.00	Groundsman budget
M Rowswell	Machinery fuel	£ 9.84	£ 1.96	£ 11.80	Machinery Fuel
<b>TOTAL PAYMENTS</b>				£ 4,760.57	

**Actions: Clerk to ask Churchyard contractor to notify after next cut and MD, DC and KS to inspect.**

**Clerk to ask Merriott Table Tennis Club for a receipt showing payment for table before cheque is released.**

All invoices were **RESOLVED** for payment and the Clerk was delegated authority to pay an invoice from Mark Boucher of ARB for the work done to the chin up bar when received.

### b. Payments received

Payments were noted, with the caveat that the April bank statement had not yet been received.

<u>Receipt#</u>	<u>Name</u>	<u>Details</u>	<u>Amount</u>	<u>Budget line</u>	<u>Paying in slip reference</u>
5	MYFC	Pitch use 27/2-13/4	£ 270.00	Pitch hire	100815
	MYFC	Pavilion hire (as above)	£ 160.00	Pavilion hire	100815
6	Crewkerne Rotary	Pavilion hire	£ 20.00	Pavilion hire	100816

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7	SSDC	Precept 16/17	£ 39,450.00	Precept	BACS
	SSDC	LGCT	£ 2,710.00	Grant	BACS
TOTAL RECEIPTS			£ 42,610.00		

**ACTION: Clerk to chase MRFC for payment.**

## c. Completion of internal audit

The full report received from the internal auditor for 2015/16 was circulated and members noted that the internal audit was now concluded. The Clerk responded to questions from Cllr Collins regarding the purpose of the s137 budget line and from Cllr Aslett regarding the explanation for variances from the budget and bring forward figures from 14/15 and 15/16.

## d. Annual Governance Statement 15/16 – Section 1 of the Annual Return

Members reviewed the Annual Governance Statements for 2015/16 and the **proposal** to sign the statements as a 'Yes' response, with the exception of statement 9 as 'Not Applicable' was made by Cllr Ricketts and **seconded** by Cllr Paine. The statements were duly **resolved** and **signed** by the Chair and RFO.

## e. Accounting Statements 15/16 – Section 2 of the Annual Return

Members reviewed the Accounting Statements for 2015/16 and the **proposal** to adopt and sign them was made by Cllr Aslett and **seconded** by Cllr Paine and the statements were duly **resolved** and **signed** by the Chair and RFO.

## f. Year End Budget Review

Cllr Hall introduced his amendments to the proposed budget for 16/17 now that the end of year figures for 15/16 were confirmed. Several revisions had been made due to:

- Withdrawal from the Egwood Project
- Proposals to upgrade the Recreation Field
- Change from Groundsman to contractor

Cllr Ricketts queried whether there would be sufficient funds allocated to the Clerk's salary line. It was agreed that the Clerk's hours and money for this would be kept under regular review.

The amended budget proposals were consequently **agreed**, with a proposal to review again in three months' time.

**ACTION: Clerk to review PWLB loan documents for penalty charges**

## 16/079. Highways

Cllr Paine gave a brief verbal update from the Highways WP:

- A new SID pole was due to be sited at Pye Corner
- Potholes over Merriottsford bridge towards Broadway were being repaired
- HWP now waiting on Cllr Le Hardy to confirm what data he requires from Speedwatch in order to progress the bid for the proposed footpath extension.

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**ACTION: Cllr Wright to contact Cllr Le Hardy about data requirements ref footpath extension.**

### **16/080. Amenities**

Cllr Collins gave a brief verbal update from the Amenities WP:

- The Burial Ground Regulations and Fees are in the process of being merged with the Church's.
- The AWP would be liaising with Rev Bob Hicks to progress this further
- Emergency Planning was discussed and would return on next month's agenda

### **16/081. Recreation Ground/Pavilion**

#### **a. April Inspection Report**

Members agreed that a rota for Rec Inspections should be resumed. Cllr Ricketts asked for a revised template where it is possible to see the previous month's actions.

**ACTION: Clerk to issue a rota for Rec Inspections and revise template.**

***Pursuant to s1(2) of the Public Bodies (admission to meetings) Act 1960 it was resolved to exclude members of the press and public due to the confidential nature of the business to be transacted.***

#### **b. To consider quotations received for the maintenance contract of the Recreation ground.**

Cllr I Hall withdrew from the meeting due to having declared a prejudicial interest in the item. **Proposed** and **seconded** by Cllrs Paine and Ricketts, Cllr Down took the Chair for this item.

(Cllr Down in the Chair)

Members discussed all the quotations which had been received. After careful consideration it was decided to award the contract to ARB Tree and Garden, subject to the reducing the number of litter picks to 52 p/a and football pitch cuts to 18 p/a.

**Proposed: Cllr Wright**

**Seconded: Cllr Ricketts**

**RESOLVED**

**ACTION: Clerk to contact all contractors with outcome and agree start date with ARB.**

(Cllr Hall rejoined the meeting and took the Chair)

### **16/082. Items for the next meeting**

- Merriott First School Councillors
- Village signage – 'Merriott' signs
- Repayment of PWLB loan proposal
- Emergency Plan
- Results of competition to redesign the Rec for school pupils/Consultation with older user groups through Facebook/MM.
- Defibrillator – Clerk to contact Merriott First Responders
- Adopt a 'phone box – status of Lower St kiosk

### **16/083. Date & Location of next meeting**

Monday 13<sup>th</sup> June, **6pm**, Tithe Barn.

**The meeting closed at 9.20pm.**