

# Merriott Parish Council

## Minutes of the Parish Council meeting held on 10<sup>th</sup> October 2016 At 7pm, Community Pavilion, Merriott

### Present:

Cllr Iain Hall (Chair)

Cllr Jim Shorting

Cllr Caro Paine

Cllr David Collins

Cllr David Aslett

Cllr Grant Wright

### In attendance

Mrs K Sheehan (Clerk), Cllr P Maxwell (SSDC) Msrs Self and Kendall from Merriott Bowls Club

### 16/141. Public Open Session

Mr Paul Maxwell asked for information regarding the agricultural grading of the land at Shiremoor Hill as referenced by Cllr Hall at a previous meeting.

#### Action: Cllr Hall to contact Mr Maxwell with further details.

Mr Ian Kendall asked whether the Parish Council had prepared a full business case in respect of the land at Shiremoor Hill. Councillor Hall responded by stating that as the planning application and land transfer had not yet been decided, and as the maintenance costs were anticipated to be relatively low, there was no current plan to do so.

### 16/142. Apologies for absence

Apologies for absence were received from Cllr Stahl and also from Cllr Le Hardy of SCC.

### 16/143. Code of Conduct and Declarations of Interests

None.

### 16/144. Minutes of the meeting held on 12<sup>th</sup> September 2016

The Minutes of the meeting held on 12<sup>th</sup> September 2016 were duly agreed as a true and accurate record of the meeting and signed as such by Cllr Hall.

### 16/145. Matters Arising

The Clerk noted that Grant Thornton had confirmed an error in the external audit fee, and that the Parish Council would receive a refund in due course.

### 16/146. Report from County Councillor

Written report previously circulated on behalf of Cllr Le Hardy.

### 16/147. Report from District Councillor

Cllr Maxwell reported that the new Chief Executive of SSDC, Alex Parmley, had now taken up his position and a new Senior Management structure was being presented to full council. In light of the news of potential redundancies affecting GKN workers, the District Council was preparing to offer HR support to those affected.

### 16/148. Recreation Ground and Pavilion

#### a. To receive the September inspection report

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Cllr Aslett presented the September inspection report to members, noting that there were issues with a broken bench and loose monkey bars. Cllr Shorting would undertake the next month's inspection.

**Action: Clerk to report issues to ARB Tree and Garden.**

**b. To review the Bowls Club lease**

Cllr Hall stated that the Bowls Club lease was due for annual review with effect from 2008 but that this had not been done. Cllr Shorting had now reviewed the lease and reported that the document did make provision for access for repairing and replacing the water main. Rent reviews would have been due under the lease every five years in 2001, 2006, 2011 and 2016. Members of the Parish Council and Bowls Club discussed water usage, the bowls club confirmed they had a sub-meter and estimated their use to be approx. 20 cubes p/a but agreed to provide readings from the sub-meter as the Parish Council had noted very high usage in recent months.

**Action: Clerk to ask ARB to cut back the hedge and tighten bolts in bowls club fence.**

**Bowls Club to supply sub-meter readings. Cllr Shorting to work up a formal rent increase proposal to present to Council. Mr Kendall to provide Clerk with copy of map to accompany lease for Parish Council records**

**c. To consider a proposal from Merriott Bowls Club to erect a new equipment shed**

Members considered a proposal from MBC to erect a new equipment shed. The proposal was duly **AGREED**, provided it was in keeping with all necessary planning and fire safety requirements.

**d. To consider renewing the CCTV and intruder alarm contracts**

Members discussed the requirements for CCTV and alarms at the Rec and Pavilion. The alarm contract was **AGREED** for renewal and that new CCTV should be looked into in more detail and quotes obtained.

**Action: Clerk to issue works order to Mr Self for renewal of alarm contract and service, Cllr Shorting to arrange quotations for CCTV improvements.**

**e. Outdoor gym launch**

Members noted that the gym was due to be installed shortly and that the planned launch dates were 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup> November. Cllr Hall would supply photos of the finished gym and work with Cllr Paine and the Clerk on the production of the launch leaflet.

Cllr Hall stated that he would look at contacting the gym providers for a contribution towards publicity.

**f. To consider proposals for improving Pavilion acoustics**

Cllr Collins reported that the portable loop system loaned to the Parish Council for trial was not sufficient. Quotations obtained for carpeting, curtains and sound boards were considered.

**Action: Cllrs Paine and Collins agreed to return to a future Council meeting with a formal proposal of phased acoustic improvements to the Pavilion.**

Members noted an increase in vandalism incidents at the Rec and in particular directed at the Pavilion recently. Members resolved that in the future incidents would be reported directly to the Police. Recent damage included hooks in toilets ripped off, door furniture broken, graffiti, scratched windows and burned decking.

**Action: Clerk to report incidences of vandalism to the Police, and to write a piece for Facebook and a future MM. RWP to meet with football clubs about ongoing damage to the pavilion and also discarded net pegs damaging the mower.**

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## 16/149. Planning

- a. **16/03779/FUL – 38 Lower Street.** Demolition of existing rear extension and erection of a replacement single storey flat roof. **No Objections.**
- b. **16/03714/FUL – Old Twine Walk, Tail Mill.** Erection of single storey extension to building. **No objections.**
- c. **Land transfer – Shiremoor Hill**

Members discussed the proposed land transfer for the parcel of land at Shiremoor Hill to be held as community land. It was understood that the transfer documents would need to be agreed and signed prior to the Area West planning committee on 19<sup>th</sup> October, to come into effect upon the sale of the application site to developers. All members were asked to read the contract information and submit any queries to the Clerk by Thursday. **AGREED** to delegate signing of contract to Clerk, Chair and Vice Chair unless any major issues arise during the week. **Proposed:** Cllr Paine, **seconded:** Cllr Aslett and duly **AGREED.**

## 16/150. Finance and Procedure

### a. Invoices for payment

The following invoices were presented to Council and duly agreed for payment:

<u>Voucher</u>	<u>Payee</u>	<u>Details</u>	<u>VAT</u>	<u>Total Payment incl VAT</u>	<u>Budget Line</u>
74	Avoncrop Amenity	White liner	£ 41.34	£ 248.04	Rec field maintenance
75	M Paull	Churchyard grass cutting		£ 480.00	Churchyard
76	M Rowswell	August caretaker contract		£ 50.00	Pavilion caretaker contract
77	M Rowswell	Sept caretaker contract		£ 50.00	Pavilion caretaker contract
78	PMP	MM printing		£ 277.00	MM
79	Hamdon Pest Control	Mole control churchyard		£ 85.00	Churchyard/burial ground
80	ARB Tree and Garden	August grounds maintenance		£ 227.00	Groundsman contract
81	Crewkerne Horticultural	Tractor repairs/blades	£ 81.42	£ 488.51	Machinery repairs
82	Wainwright	Materials for Rec upgrade	£ 31.20	£ 187.20	Rec upgrade
83	Wainwright	Materials for Rec upgrade	£ 303.89	£ 1,823.33	Rec upgrade
84	Wainwright	Materials for Rec upgrade	£ 62.40	£ 374.40	Rec upgrade
85	Wainwright	Materials for Rec upgrade	£ 258.88	£ 1,553.28	Rec upgrade
86	Wainwright	Materials for Rec upgrade	£ 306.45	£ 1,838.69	Rec upgrade
87	Wainwright	Materials for Rec upgrade	£ 291.57	£ 1,749.41	Rec upgrade
88	Wainwright	Materials for Rec upgrade	£ 31.20	£ 187.20	Rec upgrade
89	K Sheehan	Salary		£ 310.89	Clerk salary
		Office costs/printer ink/telephone		£ 33.65	Office costs
90	Bradford's	Pipes and soakaway materials	£ 22.88	£ 114.41	Pavilion maintenance
91	I Hall	Drain maintenance materials	£ 14.83	£ 89.01	Pavilion maintenance
		Concrete for gym installation	£ 61.80	£ 370.80	Rec upgrade
		Stationery		£ 6.25	Cllrs expenses
92	EON	Pavilion electricity		£ 47.61	Pavilion utilities
93	SSDC	Playground inspection and risk assess	£ 15.70	£ 94.20	Play equipment maintenance
94	ARB Tree and Garden	September groundsman contract		£ 104.00	Groundsman contract
95	J Jackson	Messenger editing		£ 90.00	MM
				£ 10,879.88	

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It was noted that further invoices from D Hyett and T Wallis for works on the Rec upgrade were due and these payments were delegated to the Clerk, Chair and Vice Chair when the invoices were submitted.

### **b. Payments received**

Payments received totalling £2135 were noted.

### **c. Risk Register – standing item**

The Clerk reported that the Risk Register would need some amendments and would bring an updated risk and asset register to the next meeting to take account of new gym equipment etc. This would then be complete in time for the initial internal audit.

### **d. Grant requests**

- From the Royal British Legion for £50 towards Remembrance wreaths – **AGREED**
- From the Somerset Justice Partnership for contribution to restorative justice programmes – Clerk to reply to explain that regretfully the grant budget for this year is now exhausted.

### **e. Workplace Pensions – update**

The Clerk updated Members on their responsibilities regarding the Workplace Pension scheme. The Council's staging date had now passed and a NEST scheme was opened although the threshold for contributions was not reached. Cllr Hall stated that the FWP would look at match funding for a pension for the Clerk in the future. The Clerk stated that the Council now had five months to declare its compliance to the Pensions Regulator.

### **f. Q2 budget review**

Members noted the Quarterly budget report. The Clerk stated that a further £11k was committed just for October invoices and that expenditure would need to decrease now that the Rec upgrade Phase 1 was nearly complete.

### **g. Rec upgrade – revised financial overview**

The revised financial overview for the Rec, previously circulated, was noted, showing an overspend using the General Reserve. The actual spend figures were noted.

### **h. Initial 2017/18 budget discussions**

**Action: All Working Parties to meet prior to the next Council meeting on 14<sup>th</sup> November to decide on budget requirements.**

### **i. Working Party membership**

Two changes to the membership of the Working Parties were made:

- Cllr Collins was removed from Highways and joined Planning instead
- Cllr Paine joined the Amenities Working Party

## **16/151. Highways**

### **a. To receive an update from the Highways Working Party**

Cllr Wright updated members on HWP activities. He reported that a new member had joined the Community Speedwatch team and that report had been sent to the Messenger. He had chased up Helen Vittery for a response regarding the new traffic calming at Moorlands Farm and there was no further news on the new SID posts.

### **b. To consider SCC proposals to devolve Highways responsibilities**

Cllr Hall stated that in light of reports from Cllr Le Hardy about Parishes taking on more responsibilities, particularly in Highways areas, it would be good to get some dialogue with other parishes and Cllr Le Hardy to better explore options.

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## **16/152. Amenities**

### **a. To receive the annual Burial Ground inspection report**

Members received the annual report from Cllr Collins. Members noted that the proposed new regulations were awaiting comment from Rev Hicks and that one plot still required levelling. Cllr Shorting reported that Mark of ARB was carrying out a quote for lopping and pruning of the churchyard trees.

**Action: Clerk to contact Rev Hicks about proposed regulations and undertaker about plot levelling.**

### **b. To consider increasing churchyard maintenance by the Parish Council**

After discussion, Members agreed in principle to look at budgeting to enable an increase in MPC expenditure on the Churchyard. It was noted that a 'free of charge' repair was being arranged for the War Memorial which should entail that the Parish Council grant of £100 made for this purpose was returned by the PCC.

## **16/153. Items for the next meeting**

- Budget 2017/18
- Revised Risk and Asset registers
- Provision of First Aid courses for the community
- Adoption of new Standing Orders
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## **16/154. Date and location of next meeting**

**Monday 14<sup>th</sup> November, Tithe Barn, 7pm.**

**The meeting finished at 10pm.**