

# Merriott Parish Council

## Minutes of the Parish Council meeting held on 11<sup>th</sup> January 2016 At 7pm, Tithe Barn, Church Street, Merriott

### Present:

Cllr Iain Hall (Chair)  
Cllr Jim Shorting (Vice Chair)  
Cllr Gil Merrick  
Cllr Yvonne Kendall  
Cllr Ian Kendall

Cllr Sharron Ricketts  
Cllr Mervyn Down  
Cllr David Collins  
Cllr C Le Hardy (SCC)

Mrs K Sheehan (Clerk)  
1 Member of the public

### **16/001. Public Open Session**

None.

### **16/002. Apologies for Absence**

Apologies for absence were received from Cllrs Kathryn Burdis, Caro Paine and Paul Maxwell (SSDC).

### **16/003. Declarations of interest and grants of dispensations**

Cllr Iain Hall declared that he had a prejudicial interest in Item 8a, by virtue of proximity of his house to the property in question.

### **16/004. To approve the minutes of the Parish Council meeting held on 14<sup>th</sup> December and sign the same**

The minutes of the meeting on 14<sup>th</sup> December 2015 were signed as a true record of the meeting subject to one amendment at Item 15/313 which should read 'Clerk to instruct work on car park', rather than 'Cllr Shorting to instruct'.

### **16/005. Matters Arising from minutes**

None.

### **16/006. Report from County Councillor**

Cllr Hall welcomed Cllr Le Hardy to the meeting. Cllr Le Hardy reported that he had spoken to Dan Mawer, Desk Officer for the Moorlands Farm development and it was confirmed that the scheme would proceed in its current form. Cllr Le Hardy advised Parish Council members to consider any other issues that might need addressing as a second development is planned in the future. Cllr Le Hardy noted that this meant that the platform scheme would not happen now but that the second development might provide an opportunity for it.

Cllr Le Hardy outlined details of the new County Plan 2015-2020, copies of which would be made available shortly.

Cllr I Kendall thanked Cllr Le Hardy for his efforts in getting the broken culvert cover in Church Street fixed and raised the issue of the blocked drains. Cllr Le Hardy confirmed that

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resources remained short and that increasingly the County Council would look to Parish Councils to undertake non-routine tasks and maintenance.

### 16/007. Report from District Councillor

None.

### 16/008. Planning Applications currently in circulation

#### a. Application 15/05320/LBC

Additional information relating to the proposed materials had been obtained. Merriott Parish Council had **NO OBJECTIONS** to this application.

#### b. To consider future development policy for the village

Cllr Kendall introduced his draft outline planning policy statement for consideration. Members noted that a number of recent planning consents had contravened the current Village Plan and that this would be a good opportunity to set out the Parish Council's views as part of the process of community consultation/housing needs survey. The Clerk reported that she had contacted two SSDC Officers about updating the plan and conducting a Housing Needs survey. Cllr Down suggested that a site specific statement might help improve some areas and some discussion took place about providing designated employment land, using brownfield sites and consulting widely in the village. Cllr Ricketts felt that an online survey might work well.

**Action: Cllr I Kendall to rework draft planning policy statement for further consideration  
Clerk to invite Zoe Harris, Neighbourhood Development Officer from SSDC, to a future meeting to talk about consultation and Housing Needs Survey.**

(Member of the public left the meeting)

### 16/009. Finance

#### a. December invoices for payment

b.	<u>PAYEE</u>	<u>DETAILS</u>	<u>AMOUNT</u>	<u>BUDGET LINE</u>	<u>CHEQUE NUMBER</u>
1	M Rowswell	Groundsman's salary and Pavilion Caretaking Allowance	£161.60	Groundsman's salary  Pavilion	£193.61 total  Cheque no 003305
		Expenses for machinery fuel	£32.01	Machinery Fuel	
2	K Sheehan	Clerk's Salary	£327.38	Clerk's Salary	£335.49 total
		Expenses	£8.11	Clerk's Expenses	Cheque no 003306
3	HMRC	Quarterly PAYE payment	£291.20	PAYE	003307
4	R Keylock Accountancy Services	Payroll administration	£13.20	Clerk's Salary	003308

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5	Public Works Loan Board	Pavilion Loan repayment	£4524.76	Pavilion Loan	BACS
			£5358.26		

Council noted that the Groundsman had taken annual leave during December and was planning to take additional annual leave during January.

**Proposed: Cllr J Shorting**

**Seconded: Cllr S Ricketts**

**RESOLVED**

### **b. December payments received**

	<u>NAME</u>	<u>DETAILS</u>	<u>AMOUNT</u>	<u>BUDGET LINE</u>	<u>PAYING IN SLIP REF</u>
1	Merriott Bowls Club	Quarterly Rent	£120.00	?	05/01/16 Ref 100806
2	Hinton Youth Club	Pavilion Hire	£20.00	Pavilion Hire	08/01/16 Ref: 100807
3	A J Wakely	Burial Fees – Samways	£125.00	Burial fees	11/01/16 Ref: 100808
4			<b>£265</b>		

The above payments were noted by Council.

### **c. To approve the Budget and Precept 2016/17**

Cllr Hall introduced the proposed budget and precept for 2016/17 which was discussed by members of the Council. The budget included projected figures for the year end based on current best estimates.

Cllr Down proposed increasing the budget allocated to Groundsman training and salary from £3300 to £4000 and members agreed that at a future meeting employee salary scales would be fully discussed.

The proposal to raise the precept at £39450 and adopt the budget with the above amendment to the Groundsman salary and training line was proposed by Cllr Shorting, seconded by Cllr I Kendall and unanimously resolved.

**Proposed: Cllr J Shorting**

**Seconded: Cllr I Kendall**

**RESOLVED**

### **d. To appoint an internal auditor**

Three quotes for the internal audit 2015/16 were considered and it was agreed to appoint Mrs M Harding as the internal auditor.

**Proposed: Cllr J Shorting**

**Seconded: Cllr Y Kendall**

**RESOLVED**

### **e. To note the new arrangements for the Smaller Authorities Appointments Ltd**

Members noted the proposed arrangements.

**Action: Clerk to establish whether this will entail a change of external auditor**

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### 16/010. Highways

#### a. To receive the report of the Highways Working Party

Deferred to the next meeting.

#### b. Footpath diversion consultation

Member considered a proposal to divert the footpath south of Haselbury Mill, affecting public footpaths Y11/60 and Y11/1. In the interests of allowing the public to make use of the tunnel, Merriott Parish Council had no objections to the proposal.

### 16/011. Amenities

#### a. To receive the report of the Amenities Working Party

Cllr Collins presented a report of the burial ground. Members discussed the issue of permitting artificial flowers in the burial ground.

**Action: Clerk to obtain copy of Church's fees and regulations to enable a future Amenities Working Party review.**

#### b. New burial ground

Members were asked to consider options for extending the civil burial ground in the future. It was estimated that the remaining space in the burial ground would be full in 5-6 years. Members agreed that it would be important to ascertain the community's wish for such a project and also what legal obligations exist for Parish Councils to provide burial grounds.

**Action: Clerk to research legal obligations of Parish Councils relating to burial grounds and put on a future agenda.**

#### c. Egwood Parish Wood

The Clerk reported back from a recent meeting with the Clerk to Lopen Parish Council and an updated version of the risk assessment with further information included was discussed. A number of issues were highlighted as not yet addressed:

- The importance of the environmental report and its findings, particularly with regards to the 'significant' contamination at the site and the implications of this with regards to insurance and possible usage of the site.
- The need to undertake further work/analysis/investigation on the contaminants, as suggested by the environmental report.
- Clarity of management structure, future maintenance and budgeting and billing arrangements moving forward. Merriott Parish Council were keen to see these matters progressed and felt that one Council should take responsibility for paying bills and invoicing the partner councils to avoid unnecessary complications.

**Action: Clerk to draft letter to Lopen and Hinton St George Parish Councils outlining remaining concerns and asking for a joint meeting to be Chaired by Cllr Le Hardy and attended by the relevant SCC officer(s) to answer queries about the lease and site.**

### 16/012. Recreation Ground

Members received the December Recreation Ground inspection report from Cllr Y Kendall which outlined a number of outstanding issues. A small working party consisting of Councillors Y Kendall, Down, Shorting and Merrick was formed to look at the option of utilising contractors and obtaining quotes for consideration. This information would be fed

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back to the Clerk and Chair and if necessary an additional meeting of Council would be arranged to look at the recruitment process.

**Action: Cllrs Y Kendall, Down, Shorting and Merrick to obtain contractor quotes for consideration.**

**16/013. Emergency Planning**

Deferred to the next meeting of Council.

**16/014. Items for the next meeting of Council**

- **Housing Needs survey**
- **Recruitment for Groundsman position/Contractor**
- **Egwood**

**16/015. Date and location of the next meeting.**

Monday 8<sup>th</sup> February 2016, 7pm, Tithe Barn.

**The meeting closed at 9.55pm.**