

Merriott Parish Council

Minutes of the Parish Council meeting held on 11th July 2016 At 6pm, Tithe Barn, Church Street, Merriott

Present:

Cllr Iain Hall (Chair)

Cllr David Aslett (from 7pm)

Cllr Grant Wright

Cllr Lucy Barnes

Cllr Jim Shorting

Cllr Caro Paine

In attendance

Mrs K Sheehan (Clerk)

Cllr Le Hardy (SCC)

Mr P Smith (Headteacher, Merriott First School), School Councillors from MFS and 3 members of the public.

16/099. Public Open Session

Councillor Hall welcomed the members of Merriott First School Council who were attending the meeting as part of their work on democracy and government as well as feeding back the on the School's visits to the Recreation Field. Councillor Hall stated that the Council welcomed their input as many improvements would be made to the Rec in the next few years.

16/100. Apologies for absence

Apologies for absence were received from Cllr Stahl, Cllr Collins, and Cllr Paul Maxwell (SSDC).

16/101. Code of Conduct and Declarations of Interests

None.

16/102. Minutes of the meeting held on 13th June 2016

The Minutes of the meeting held on 13th June were **proposed** by Cllr Wright, **seconded** by Cllr Shorting and duly agreed as a true and accurate record of the meeting.

16/103. Matters Arising

Cllr Wright reported that he was still waiting for some additional Speedwatch data to be able to write the report referenced in the minutes.

16/104. Co-option of new Parish Councillors

The co-option of Miss Lucy Barnes was **proposed** by Cllr Paine, **seconded** by Cllr Wright and duly **RESOLVED**. The declaration of acceptance of office was signed.

16/105. Report from County Councillor

Councillor Le Hardy introduced himself and his role to the Merriott First School Councillors and Mr Smith stated that the school would welcome a visit from Marcus Fysh MP.

Members heard that Community Volunteer Transport network was seeking more volunteers as well as information on where needs existed and were greatest.

16/106. Report from District Councillor

None.

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16/107. Recreation Ground and Pavilion

a. To receive the June Inspection report

The June inspection report was noted. Cllr Collins would undertake the July inspection and Cllr Hall reminded members that litter pickers were available from him.

b. To consider Phase 1 bids for the Rec Field upgrade

Cllr Hall introduced the report from the RWP outlining the two proposed Phases of the upgrade. The second phase would include new play equipment and safety surfacing. The representative from the school reported that each class had visited the Rec Field this term and compiled a list of things they really liked about the Rec at present, and improvements they would like to see in the future. Positive comments were made regarding:

- basket swing
- zip wire
- witches hat
- hamster wheel and climbing frame
- the fact that there is a lot of open space

Things the children would like to see more of/improved in the upgrade included:

- a better, cleaner and more inviting youth shelter
- climbing walls or features/assault course
- not dividing up the play equipment according to ages
- trampoline
- tree house
- roundabout
- bike jumps/course/safe place for continuous riding away from traffic

Councillors thanked the school children for their hard work and presentations and it was agreed that an update would take place closer to the beginning of Phase 2.

The school children left the meeting.

Cllr Hall reported that the RWP had met to discuss the bids received for Phase 1. He continued to negotiate discounts with the leading suppliers and would report back again at the August meeting of Council. Cllr Barnes requested that consideration be given to a bike circuit, possibly utilising the existing berms at the end of the field. Some concern was raised about proximity to play equipment and RWP members agreed to meet to consider other possible locations. Cllr Barnes had consulted a local Mums group on Facebook and received a great deal of positive support for such a track. Members noted that the gym would be sited on tarmac and the report was duly **APPROVED**. Cllr Le Hardy left the meeting.

Action: RWP members to email availability to Cllr Hall for meeting in the next fortnight

Angie Rowswell, Secretary to MRFC requested that the pitch and pavilion on Sunday 21st August be booked out for MRFC for the whole day. This was agreed, but noted that the goal mouths had been reseeded and resulting damage might mean that the grass does not withstand the full season. The suggestion outlined in the RWP report to purchase bistro sets for the Pavilion veranda was **AGREED**.

Action: Cllr Hall to place bistro sets on order.

c. To consider the provision of an additional fire extinguisher for the equipment shed

Councillor Shorting reported that following the annual fire extinguisher inspection it had been recommended that the Council install a fire extinguisher in the equipment shed due to the storage of fuel. This was duly **AGREED**.

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Action: Clerk to place order for fire extinguisher through the Council's contractor

d. To consider the introduction of a new 'short session' fee level for the pavilion

Members considered a proposal to introduce a new fee level for the pavilion. It was suggested that a short session lasting maximum 2 hours and using 1 room only should cost £10. Cllr Barnes suggested that a 'clean up checklist' be added to the pavilion booking forms to encourage users to leave it as they find it.

Action: Clerk to draw up list of revised fees and circulate to users.

16/108. Planning

- a. 16/02191/FUL Old Twine Walk, Tail Mill Lane – 2 no single storey extensions to dwelling.
- b. 16/02579/FUL Moorings, Shiremoor Hill – erection of an extension, replacement roof structure, replacement detached garage/car port and alterations to access.
- c. 16/02777/FUL 27 Greys Road – erection of a single storey extension.
- d. 16/02671/FUL Old George Place, Broadway – erection of a single storey side and rear extension.

Members reviewed the report of the Planning Working Party and noted the comments of Cllr Wright that the quality of plans on the SSDC website were of a higher quality than the hard copies received by post. Applications b, c, and d above were all agreed for **APPROVAL**, whilst application a was recommended for **REFUSAL** on the basis of the very large size of the front extension.

16/109. Highways

a. To receive an update from the Highways Working Party

Councillor Paine updated members on the work of the HWP over the past month. It was noted that SCC Highways were now asking for photographic evidence of potential water threats to properties before they would act to clear blocked drains. Various other issues had been reported but no reply received yet. Cllr Barnes noted that the footpath on the Crewkerne Road was in a very poor condition.

b. To consider a proposal for village signs

Members discussed a suggestion to have hamstone 'blocks' engraved with 'Merriott' in the village. A report circulated by the Clerk giving details of costs and permissions required from the experiences of other Parish Councils was considered. It was felt, given the work and potential costs involved that some consultation ought to be undertaken.

Action: Clerk to consult Merriott Facebook users about the suggestion and report back to next meeting.

Cllrs Wright and Barnes left the meeting.

16/110. Finance and Procedure

a. To agree invoices for payment

Invoices for payment 11th July 2016

<u>Voucher</u>	<u>Payee</u>	<u>Details</u>	<u>Amount (excl VAT)</u>	<u>VAT</u>	<u>Total Payment</u>	<u>Budget Line</u>
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38	ARB Tree & Garden	Works to play eqpt, June rec contract	£	596.00	£	-	£	596.00	Play equipment/Rec Field
39	Sedgemoor Fire	Inspection to fire extinguishers	£	38.05	£	7.61	£	45.66	Pavilion maintenance
40	EON	Pavilion electricity					£	31.18	Pavilion utilities
41	M Paull	Churchyard grass cutting	£	480.00	£	-	£	480.00	Churchyard/Burial Ground
42	PMP	Printing MM	£	277.00	£	-	£	277.00	MM
43	PWLB	Pavilion Loan repayment	£	4,524.76	£	-	£	4,524.76	Pavilion
44	K Sheehan	Salary - July	£	310.89	£	-	£	310.89	Clerk's salary
		Office Expenses					£	12.25	Office expenses
		Security hex keys	£	20.55	£	4.11	£	24.66	Play equipment/Rec Field
		Litter pickers	£	17.81	£	-	£	17.81	Rec field maintenance

TOTAL PAYMENTS

£ 6,320.21

Invoices for payment were discussed. It was noted that the monthly payment for the Groundskeeping contract was high in comparison to the quote for the year. Late payments for Ms J Jackson (editing Merriott Messenger - £90) and Mr M Rowsell (Caretaking contract - £50) were noted. A problem with moles in the burial ground and church yard was noted.

Action: Clerk to obtain quotes for mole removal from burial ground and churchyard.

b. Payments received

The following receipts were noted.

<u>Receipt#</u>	<u>Name</u>	<u>Details</u>	<u>Amount</u>	<u>Budget line</u>	<u>Paying in slip reference</u>
19	Allen Computer Services	MM Sponsorship	£ 105.00	MM	Bacs
20	Allen Computer Services	MM Sponsorship	£ 50.00	MM	Bacs
21	Crystal Pearce	Pavilion private hire	£ 30.00	Pavilion hire	Bacs
22	TBC	?	£ 30.00	?	100964
23	Bowling Club	Quarterly rent	£ 120.00	Bowling club	100821
24	Elizabeth Baker	Pavilion private hire	£ 20.00	Pavilion hire	100822

TOTAL RECEIPTS

£ 355.00

TBC MM payments to be identified

c. To consider a proposal from the FWP regarding a move to internet banking

Cllr Hall proposed that a separate current account be set up with one of the high street banks which did offer internet banking payment accounts and keep approximately £15k in

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this for regular payments, to be topped up when necessary from the existing current account. This proposal was designed to limit the Council's exposure to fraud that some members had previously raised concerns about. The proposal was **AGREED**, subject to identifying the two necessary signatories.

d. To consider a proposal from the FWP regarding independent banking arrangements for the Merriott Messenger

Members of the FWP introduced a proposal to separate banking arrangements for the Merriott Messenger now that the new arrangements had had time to embed. Cllr Hall reported that a number of banks he had approached were offering suitable accounts for this purpose, usually called 'clubs' or 'societies' accounts and would take approximately 2-3 weeks to set up.

Action: Clerk to write to Merriott Messenger team on behalf of MPC to communicate this decision and ask how much they think the Parish Council currently holds on their behalf.

e. To consider a proposal from the FWP to sponsor the Merriott Messenger

It was **AGREED** to sponsor the Merriott Messenger in order to continue to support the publication and the Council's monthly report.

f. To adopt a rota for Merriott Messenger contributions

Action: Clerk to draw up rota for MMM contributions from the Parish Council

g. Risk register – noted, no changes

16/111. Amenities

a. To consider the possible adoption of the Lower St telephone kiosk and potential future use

Cllr Shorting reported that the AWP had considered this and felt that the current usage levels of the kiosk demonstrate that it was still required by the community and therefore would not be following up on the adoption information. Some discussion was had about where a community defibrillator might be located, should it be funded, and a suggestion to look into sponsoring an emergency first aid course for representatives from community groups took place.

Action: Cllr Aslett to ask Aquacentre Staff ref First Aid training, Clerk to consult Merriott First Responders and SWAT.

b. To consider adopting a report from the AWP on the proposed Churchyard and Parish Civil Burial Groun Rules and Regulations.

The Clerk was asked to forward the report on to Reverend Bob Hicks for his consideration and comments and once agreed, to circulate to all local stonemasons and undertakers.

Action: Clerk to forward proposed rules to Rev Hicks

16/112. Items for the next meeting

None received.

16/113. Date and location of next meeting

Monday 8th August, Tithe Barn, 7pm.

The meeting closed at 9.05pm.