

Merriott Parish Council

Minutes of the Parish Council meeting held on 12th December 2016 At 7pm, Tithe Barn, Merriott

Present:

Cllr Iain Hall (Chair)

Cllr David Aslett

Cllr Jim Shorting

Cllr Caro Paine

Cllr David Collins

In attendance

Mrs K Sheehan (Clerk), Cllr P Maxwell (SSDC), Mr Hobbs of Merriott Heritage Trust (until item 5 only).

16/170. Public Open Session

No members of the public present.

16/171. Apologies for absence

Apologies for absence were received from Cllrs Stahl and Wright and also from Cllr Le Hardy (SCC).

16/172. Code of Conduct and Declarations of Interests

None.

16/173. Mr Tony Hobbs, Merriott Heritage Trust

Mr Hobbs of Merriott Heritage Trust gave a short presentation on the remit and past works of the Trust for the benefit of Parish Councillors. Members noted that the Trust had undertaken a variety of projects and that usually 50% match funding was sought from the recipient. A brief discussion took place about possible funding for an orchard at the new village common as well as a discussion about churchyard headstone repairs.

16/174. Minutes of the meeting held on 14th November 2016

The Minutes of the meeting held on 14th November were duly agreed and signed as an accurate record of the meeting.

16/175. Matters Arising

The Clerk noted that the bank had sent a new set of forms to add Cllr Aslett as a signatory, it was duly acknowledged that these should be signed by the current and new signatories and returned to the bank for processing.

Cllr Hall noted that he had lodged the collection of past minutes of the Council with the Somerset Records Centre.

16/176. Report from County Councillor

None.

16/177. Report from District Councillor

Cllr Maxwell updated members on a number of issues including:

- Anticipated budget settlement
- Senior Management Team reductions as part of the Transformation project

Merriott Parish Council

- Possibility of Council Tax rises from County Council to tackle Adult Social Care funding

16/178. Highways

a. To receive an update from the Highways working party

Cllr Paine noted that Cllr Wright had emailed an update shortly prior to the meeting. Members noted that the request to reinstate the white lines in Lower Street had been refused and it was agreed that Cllr Wright should ask Cllr Le Hardy to approach Highways on behalf of the Parish Council.

Action: Cllr Wright to ask Cllr Le Hardy to speak to Highways regarding the white line.

16/179. Recreation Ground/Pavilion

a. To receive the November inspection report

The November inspection report from Cllr Aslett was noted and Cllr Stahl was due to undertake the next inspection period. Members noted that the base to the hedgehog rider was loose and Cllr Hall agreed to take a closer look.

Action: Cllr Hall to inspect base of hedgehog rider.

b. To receive an update on CCTV provision at the Rec and Pavilion

Cllr Shorting reported that he had requested two further quotes which had not yet been received.

Action: Cllr Shorting to chase companies approached for quotations.

c. To note the 2016 Risk Assessment and Playground Inspection from SSDC

Cllr Shorting reported that the 2016 reports from the District Council inspector had been received and no major faults or areas of high risk were reported. Members noted that the report was clear and good value for money and the Clerk was asked to feed this back to the Leisure Team at SSDC. Members agreed to rebook the service for 2017.

Action: Clerk to provide feedback to SSDC Leisure Team

d. To consider report from RWP about meeting regarding telephone mast

Members of the RWP reported from a meeting with Shared Access, a network broker which had approached the Council with a proposal to site a mast in the Rec. Members agreed to seek public opinion before pursuing this further and to ask Shared Access to properly assess access in order to not waste time later.

Action: Clerk to post on FB to gauge opinion of residents and Rec users. Clerk to asked Shared Access to properly assess access and place this on January's agenda.

e. To consider Rec Field's site assessment for inclusion in SSDC playing pitch strategy

Members noted this report provided by SSDC.

f. To consider Rec upgrade 16/17 Phase 1 Part 2 car park improvements

Cllr Hall noted that this would be progressed when SSDC released s106 monies due to the village. Members agreed that the car park improvements would be the next phase, subject to the funding being received.

g. To consider Rec upgrade 17/18 Phase 2 Play and Pavilion improvements

The Clerk reported that a Facebook post to gauge opinion had resulted in several requests for a skate park and dirt jumps. After some discussion members agreed there was some potential for the existing berms to be used as dirt jumps but probably insufficient space for a skate park.

Action: RWP meeting to be arranged to discuss plans.

Merriott Parish Council

16/180. Planning

a. 16/05023/FUL – 13 Speke Close. No objections.

Action: Clerk to submit comments to SSDC.

16/181. Finance and Procedure

a. Invoices for payment

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

Invoices for payment 12th December 2016

<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>
113	Spot on Supplies	Toilet roll for pavilion	£	62.32	Pavilion consumables	3435
114	DAPTC	Textbook	£	56.49	Clerk's training	3436
115	PMP	MM printing and leaflet	£	372.00	MM	3437
116	Merriott Messenger	Leaflet insertion and delivery x2	£	30.00	Rec upgrade	3438
117	EON	Pavilion electricity	£	107.08	Pavilion utilities	3439
118	M Rowswell	Pavilion caretaking contract	£	50.00	Pavilion caretaking	3440
119	K Sheehan	Clerk's salary	£	310.89	Clerk's salary	3441
		Expenses - postage, ink, heating	£	32.89	Office expenses	3441
		Mileage	£	2.43	Mileage	3441 TOTAL CHQ £3
120	PWLB	Pavilion loan	£	4,524.76	Pavilion loan	DD
121	My Kitchen events	Wake up event breakfasts	£	405.27	Rec upgrade	3434 (already paid)

£ 5,954.13

The increasing electricity bills were noted and Cllr Hall stated that he was investigating in conjunction with Sam Ricketts.

Action: Cllr Shorting to explore cheaper toilet roll providers.

b. Payments received

Payments received totalling £2,460.00 were noted.

c. Risk Register – standing item

Members considered the updated risk register. The following items were noted for inclusion:

- Clerk and Chair of FWP had now completed Q1 and Q2 checks on reconciliations
- Hot water and electrical inspections to be undertaken at the pavilion
- 2016 Playground and Risk Assessments completed, to be rebooked for 2017
- Bowling Club rent review completed, scheduled for 2021.

d. To note Q1 and Q2 financial checks and reconciliations complete

Cllr Shorting reported that he had now spot checked transactions throughout the first two quarters and signed this off for the internal auditor.

e. To consider the 2017/18 Precept and Budget

Some discussion took place about the proposed Precept and Budget for 2017/18 and a number of amendments were made to the document which was rolled over for final agreement in January.

f. To approve the Clerk's annual leave

Merriott Parish Council

The Clerk stated she would not be taking annual leave since she would need to work all her hours in December.

g. To consider a grant request from Citizens Advice South Somerset

Members recognised the valuable service provided by CAB and agreed to donate £100.00.

Proposed: Cllr Paine

Seconded: Cllr Collins

RESOLVED

h. To consider a grant request from Merriott Footpaths Group for timber and hedgecutter

The £20.35 for timber was agreed and the hedgecutter was agreed for purchase by the Parish Council, with the Footpaths Group storing and using it. It would be added to the asset register.

Action: Cllr Shorting to liaise with John Goldie over purchase of hedge cutter.

i. To approve the updated Model Publication Scheme

The updated version was duly approved for publication.

Action: Clerk to publish on board and website

16/182. Amenities

a. To receive an update from the Amenities Working Party

Cllr Shorting reported that:

- Works to the war memorial should be progressed shortly
- SSDC arborist had looked at the churchyard trees, no consent required
- He would contact Rev B Hicks about proceeding with the tree work

Action: Cllr Shorting to submit detail to Arborist for agreement

16/183. Items for the next meeting

- Budget and Precept

16/184. Date and location of next meeting

Monday 9th January, Tithe Barn, 7pm.

The meeting finished at 10pm.