

Merriott Parish Council

Minutes of the Parish Council meeting held on 13th June 2016 At 7pm, Tithe Barn, Church Street, Merriott

Present:

Cllr Iain Hall (Chair)
Cllr David Aslett
Cllr Grant Wright

Cllr Natalie Stahl
Cllr Jim Shorting

In attendance

Mrs K Sheehan (Clerk)
Cllr Le Hardy (SCC)

16/084. Public Open Session

No matters were raised.

16/085. Apologies for absence

Apologies for absence were received from Cllr Ricketts, Cllr Paine, Cllr Paul Maxwell (SSDC), and Lucy Barnes.

16/086. Code of Conduct and Declarations of Interests

None.

16/087. Minutes of the meeting held on 9th May 2016

The Minutes of the meeting held on 9th May were **proposed** by Cllr Wright, **seconded** by Cllr Aslett and duly agreed as a true and accurate record of the meeting.

16/088. Matters Arising

The Clerk reported back on several matters arising:

- First responders were active in Merriott although 24/7 coverage was not provided. They welcomed the idea of a defibrillator for the village but queried the Pavilion location as not sufficiently central (To be discussed in full at next meeting)
- A draft Emergency Plan framework had been drafted and now required contacting named contacts to check if they still have the equipment/willing to be listed (Clerk to approach Cllr Collins for this)
- Members were asked to note that the July meeting would start at 6pm to accommodate the school councillors.

16/089. Co-option of new Parish Councillors

The co-option of Mrs Natalie Stahl was **proposed** by Cllr Shorting, **seconded** by Cllr Aslett and duly **RESOLVED**.

As Miss Barnes was not in attendance, her proposed co-option was deferred to the July meeting of Council.

16/090. Report from County Councillor

Councillor Le Hardy reported to members that a recent Farm to Fork day at Frogmary Farm for local school children has been a success. He thanked Cllr Wright for the speed data supplied in support of the Merriottsford path extension scheme bid. Cllr Aslett stated that

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the verges are extremely overgrown on Dyson's Hill which was forcing pedestrians onto the road.

Actions: Cllr Wright to obtain latest SID data from Old Farm entrance and provide to Cllr Le Hardy, Cllr Le Hardy to email annual update for Merriott Messenger. Clerk to upload Cllr Le Hardy's newsletters to the website.

16/091. Report from District Councillor

None.

16/092. Recreation Ground and Pavilion

a. To receive the May Inspection report and note the new rota for inspections

The May inspection report was noted. The Clerk clarified that the insurers did require weekly checks on the equipment. The proposed replacement of the seats on the Wicksteed horse would be deferred until the upgrade funds were available. It was agreed that the Clerk would email the scanned copy of the inspection report to the new Groundsman. Councillor Aslett would now take on the June inspections.

b. To consider adopting a report from the RWP on Rec upgrade proposals, draft financial proposals and phasing report

Cllr Hall introduced the report from the RWP and invited questions from members. It was noted that the suggestion to change one of the tennis courts to a Multi-Use court might present some difficulties as the nets would need to be removed. Cllr Hall proposed that Phase 1 commenced as soon as possible after SSDC approves the release of s106 funds. The reports were **proposed** by Cllr Aslett, **seconded** by Cllr Shorting and duly **AGREED**.

Action: Council to agree preferred bidders for Phase 1 at July meeting. Clerk to clarify spacing between lights along path with Building Control. Cllr Aslett to provide link to lighting website to Clerk.

c. To consider a request from MYFC to reduce Pavilion Fees

A proposal to reduce Pavilion fees from £20 per session to £30 for a 'back to back' booking was considered and agreed by Council.

Action: Clerk to update fees list and contact regular Pavilion users to let them know.

d. To consider a proposal to purchase 20 additional chairs for the Pavilion

Following a recent cancellation of bookings due to insufficient seating, a proposal to purchase 16 chairs identical to the current chairs, and 4 with arms was considered. The cost of the previous supplier would be in excess of £600 +VAT.

Proposed: Cllr Aslett

Seconded: Cllr Wright

RESOLVED

(subject to Clerk investigating other suppliers for cost comparison).

e. To consider a request from Mrs Paula Hall to run summer yoga classes on the Rec Field

Councillors agreed that Mrs Hall should be permitted to run yoga classes free of charge for this summer only to gauge demand, next summer would be chargeable at £10 per session.

f. Litter Tongs

Councillors agreed that weekly litter picks should be undertaken as part of the rec inspections and the Clerk was asked to purchase 5 sets of litter tongs to support this.

Action: Clerk to purchase 5 pairs of litter tongs

16/093. Planning

a. 16/01786/DPO Mr R Stone, Lopen Feed Mills, Lopen

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b. APP/R3325/C/161 Beehive Storage – Enforcement Appeal

Cllr Wright reported that the PWP had looked at the application to discharge a covenant relating to the further development of land and the enforcement appeal. After some discussion about the size and impact of the building and associated traffic, Cllr Wright stated that the PWP was keen to support the position of Lopen PC, as they would be most affected by the development.

MPC recommends refusal on lifting the covenant and supports the position of Lopen PC.

16/094. Finance and Procedure

a. Signing of the Vice Chairman's declaration of acceptance of office

Cllr Shorting signed the declaration of acceptance of office as agreed at the Annual Meeting of Council in May.

b. To consider adopting the national salary award for 2016-18

Councillors agreed to adopt the NSA for 2016-18 in respect of the Clerk's salary and backdate the pay to 1st April 2016.

c. To note the quarterly financial position – June report

Noted.

d. To agree invoices for payment

<u>Payee</u>	<u>Details</u>	<u>Amount (excl VAT)</u>	<u>VAT</u>	<u>Total Payment</u>
Lopen PC	Battens invoices ref Egwood	£ 289.76	£ -	£ 289.76
M Paull	Churchyard grasscutting x 2	£ 480.00	£ -	£ 480.00
M Paull	Mower and strimmer repairs	£ 160.00	£ -	£ 160.00
EON	Pavilion Electricity			£ 75.22
KS Electrical	CCTV memory & storage	£ 45.00	£ -	£ 45.00
SALC	Membership fees 16/17	£ 497.19	£ -	£ 497.19
PMP	Messenger and leaflet printing costs	£ 472.00	£ -	£ 472.00
Merriott Open Gp	Refund - pavilion hire fees	£ 20.00	£ -	£ 20.00
J Jackson	MM editing costs	£ 135.00	£ -	£ 135.00
K Sheehan	Salary	£ 317.01	£ -	£ 317.01
	Office expenses	£ 65.39	£ -	£ 65.39
	Mileage	£ 2.28	£ -	£ 2.28
Ricketts Electrical	Door entry system, various repairs	£ 267.68	£ 53.54	£ 321.22
M Rowswell	Pavilion cleaning contract	£ 50.00	£ -	£ 50.00
	Rec field interim maintenance	£ 360.00	£ -	£ 360.00
	Fuel		£ -	£ 24.11
TOTAL PAYMENTS				£ 3,314.18

The invoices presented for payment were duly agreed. Cllr Hall queried the significant increase in SALC affiliation fees and asked the Clerk and members to review the use of the subscription over the course of the year.

e. Payments received

<u>Receipt#</u>	<u>Name</u>	<u>Details</u>	<u>Amount</u>	<u>Budget line</u>	<u>Paying in slip reference</u>
8	TBC (MM)	MM	£ 75.00	MM	BACS
9	Merriott VH	MM	£ 25.00	MM	BACS
10	M Stenner	MM	£ 105.00	MM	BACS
11	MRFC	Pitch and Pavilion fees	£ 150.00	MRFC/Pav	BACS
12	TBC (MM)	MM	£ 100.00	MM	BACS

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13	Pavilion Hire (Simcock)	Private hire	£	20.00	Pavilion		100817
14	HMRC	VAT refund	£	996.68	VAT	BACS	
15	EDF	Refund	£	7.23	PAvilion		100818
16	MRFC	Pitch and Pavilion fees	£	100.00	MRFC/Pav	BACS	
17	MYFC	Pitch and Pavilion fees	£	480.00	MYFC/Pav		100820
18	Friendship & Sons	Burial fees	£	125.00	Burial Ground		100819
TOTAL RECEIPTS			£	2,183.91			

TBC MM payments to be identified by Ann Lawrence

Includes some payments made in April as April statement hadn't arrived by May meeting

Includes some deposits from early June

f. To consider changes and updates to bank mandate (to remove signatories and add others as necessary)

AGREED to remove five signatories (M Down, I Kendall, Y Kendall, K Burdis and G Merrick) Cllr Aslett agreed to join the mandate and was provided with forms to fill out.

g. To consider adopting the proposed Social Media Policy

Proposed: Cllr Shorting

Seconded: Cllrs Aslett

RESOLVED

h. To consider following amendment to Standing Orders

The insertion of the following amendment to MPC Standing Orders:

"To authorise the Clerk to make payments to suppliers up to £500 for previously agreed expenditure in consultation with the Chair and Vice Chair"

was **proposed** by Cllr Wright, **seconded** by Cllr Shorting and duly **RESOLVED**

i. Risk Register (standing item)

No additions were proposed to the Risk Register. The Clerk reported that tree inspections were to be three yearly for insurance purposes.

16/095. Highways and Footpaths

Members noted the previously circulated HWP report. Cllr Wright agreed to provide the Merriott Messenger team with an updated Speedwatch report.

16/096. Amenities

The item regarding the possible adoption of the telephone kiosk was deferred until the next meeting.

16/097. Items for the next meeting

- Village signage
- Preferred bidders for Phase 1 Rec upgrade
- Adoption of telephone kiosk and defibrillator
- Merriott First School Councillors

16/098. Date and location of next meeting

Monday 11th July, Tithe Barn, 6PM – PLEASE NOTE EARLIER TIME

The meeting closed at 10.05pm.