

# Merriott Parish Council

## Minutes of the Parish Council meeting held on 14<sup>th</sup> March 2016 At 7pm, Tithe Barn, Church Street, Merriott

### Present:

Cllr Iain Hall (Chair)

Cllr Jim Shorting (Vice Chair)

Cllr Ian Kendall

Cllr Yvonne Kendall

Cllr Caro Paine

Cllr Mervyn Down

Cllr Gil Merrick

Cllr David Collins

Cllr Sharron Ricketts

### In attendance

Mrs K Sheehan (Clerk)

Cllr C Le Hardy (SCC)

8 Members of the public

Cllr Paul Maxwell (SSDC)

### 16/034. Public Open Session

Cllr Hall welcomed members of the public to the meeting. In response to a question from Grant Wright of the Community Speedwatch team. Cllr Paine confirmed that there was no update on the progress with the SIDs but that this was very much on the radar of the Highways Working Party.

### 16/035. Apologies for Absence

Apologies for absence were received from Cllrs Kathryn Burdis.

### 16/036. Declarations of interest and grants of dispensations

None.

### 16/037. To approve the minutes of the Parish Council meeting held on 8<sup>th</sup> February 2016 and sign the same

No comments were made regarding the accuracy of the minutes of the meeting of 8<sup>th</sup> February 2016, which were subsequently signed as a true and accurate record of the meeting.

### 16/038. Matters Arising

None.

### 16/039. Report from County Councillor

Councillor Le Hardy referred Members to his previously circulated monthly report, which detailed the County Plan and devolution issues. He reported that 2% of the council tax increase had been ringfenced for Adult Social Care. He noted that Councillor Paine had requested an application form for the extension of the pavement at Pye Corner and confirmed that he would work with Councillor Paine to ensure that Merriott PC was able to apply for this under the Small Improvements Scheme when it re-opened for bids. In response to a request for an update on Egwood from Councillor Le Hardy, Councillor Hall stated that matters were progressing slowly and that a question mark remained over the issue of the indemnity. Councillor Le Hardy undertook to raise this matter with Lopen Parish Council when he attended their meeting.

### 16/040. Report from District Councillor

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Cllr Paul Maxwell reported that the council tax had now been set and that a possible merger with Sedgemoor had been turned down although investigations into areas of joint working continued. He noted that the District Council was now looking at 'transformation' with a view to £2m savings earmarked for 2017/18.

### **16/041. Planning Applications currently in circulation**

- a. **16/00865/OUT Land at Shiremoor Hill – approx. 30 dwellings and access from Shiremoor Hill**

Councillor Hall stated that a significant number of as yet unresolved issues had come to light over recent days and that he had been informed that the agents for the applicants were due to meet with the planning department in the coming weeks with a view to amending the application. Furthermore, reports from officers at both County and District Councils had not yet been published. He stated that, with this in mind, he would propose to defer the application until such time as all the appropriate evidence was available. Councillor Hall apologised to Members of the Parish Council and public for the late notice. Members noted that the timeframe was still under discussion with planning officers and the agent and It was **AGREED** that consideration of the application be deferred.

**Action: Cllr Hall to provide information to Mr D Aslett of 17 Church Street regarding the definition of 'affordable housing'.**

The following observations/recommendations were made for submission to SSDC:

- b. **15/005441/FUL Moorlands Farm – Erection of a boundary wall**

Merriott Parish Council **SUPPORTS** this application.

- c. **16/00453/FUL Merriott Vilage Hall – alterations to create disabled access and patio area**

Merriott Parish Council has **NO OBJECTIONS** to this application.

- d. **16/00582/FUL 1 Glebelands – single storey extension to dwelling house**

Merriott Parish Council has **NO OBJECTIONS** to this application.

- e. **16/00574/FUL 73 and 77 Lower Street – demolition of existing buildings, erection of three terraced dwelling with parking garages.**

Merriott Parish Council supported the principle of this brownfield development. However, the Council questioned whether the increase in the ridge height of approximately 6 feet would have a detrimental impact on the streetscene. The Council noted that they would also like to see some S106 contributions submitted. The area is prone to flooding and the Council would therefore like to see some sort of flood mitigation included in the design as well as a programme for the suppression of dust during demolition of the existing buildings.

- f. **15/05334/573A Moorlands Farm – amended plans relating to ground floor windows in barn facing wall.**

Merriott Parish Council **SUPPORTS** this application.

- g. **15/03960/FUL Land NE of OS7712, Tail Mill Lane – erection of a stable block**

Merriott Parish Council has **NO OBJECTIONS** to this application.

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h. **16/00779/FUL Greenacres, Higher Street – Demolish existing garage and utility, erection of 2 no. single storey extension to include garage**  
Merriott Parish Council **SUPPORTS** this application.

### 16/042. Finance

#### a. Invoices for payment

	<u>PAYEE</u>	<u>DETAILS</u>	<u>AMOUNT</u>	<u>BUDGET LINE</u>	<u>CHEQUE NUMBER</u>
1	Mrs M Harding	Interim internal audit report	£75.00	Audit	3319
2	SALC	Training courses for Clerk	£55.00	Training	3320
3	Staff salaries	Combined payroll expenses	£737.52	Groundsman's salary/Clerk's salary and expenses	3321 and 3322
4	Richard Keylock	Accountancy services	£14.40	Clerk's salary	3323
5	Jane Jackson	Editing MM March edition	£90	MM	3324
6	Merriott Village Hall	Insurance premium for CCTV	£19.86	Security & Maintenance	3325
7	PMP	March Edition MM	£277.00	MM	3326
8	I Hall	Pavilion locks – payment to Spiller Al Locksmiths	£207.41	Pavilion	3327
		<b>TOTAL</b>	<b>£1476.19</b>		

**All payments were duly AGREED.**

#### b. Receipts

	<u>NAME</u>	<u>DETAILS</u>	<u>AMOUNT</u>	<u>BUDGET LINE</u>	<u>DATE/PAYING IN SLIP REF</u>
1	Merriott Social Club	MM sponsorship	£100	MM	Bacs – 9/2/16
2	J Jackson	Hinton shared courier costs	£5	MM	Bacs 25/02/16
3	Merriott Open Group	Pavilion Hire	£60	Pavilion Hire	02/03/16 100810

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4	MYFC	Pitch/Pavilion hire 6.12.15-21.2.16	£220	MYFC/Pavilion Hire	02/03/16 100811
5	N Durant Fitness	Pavilion hire (Feb 2016)	£80	Pavilion hire	Bacs - 06/03/16
		<b>TOTAL</b>	<b>£465</b>		

**February 2016 receipts to the Council were NOTED.**

### **c. Finance report**

Projected end of year figures were **NOTED**.

### **d. To consider the payment of staff in the current payroll month**

It was **AGREED** that the payment of staff should be for the current payroll month, rather than monthly in arrears. It was noted that this arrangement would affect only the Clerk at present as the Groundsman had handed in his notice.

### **e. To consider the interim internal audit recommendations**

Members considered the recommendations made by the internal auditor in her preliminary inspection of the files. As many of the proposals related to the Finance Working Party it was agreed that a meeting of the FWP should be convened to consider the following:

- Investment of Council funds in a bond
- Move to internet banking, and by default, changing the Council's banking provider
- Remainder of internal audit recommendations.

**Action: FWP to meet to consider the above proposals and report back to April meeting of MPC.**

### **f. To consider a move to internet banking**

See (f) above.

### **g. To consider a draft grants application policy**

Members considered the above policy, designed to improve consistency, transparency and accountability in the Grants Application process. The policy was duly **ADOPTED**.

### **h. To consider disposal of the Parish Council printer-copier**

It was noted that if the Clerk's (personal) printer should cease to work, the Council would seek to provide an alternative, rather than keep hold of this bulky equipment which did not work well.

**Action: Clerk to amend MPC Asset Register to reflect disposal of printer, Chair to dispose of equipment appropriately.**

### **16/043. To receive the report of the Highways Working Party**

Councillors considered the previously circulated report of the HWP, which included:

- An update on the blocked gullies in Church Street
- That the HWP would continue to press for safety improvements on the Crewkerne Road.

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- To consider usage of s106 monies to provide hard standing for wheelchairs at certain points in the village.
- That the Council would not take part in a joint response with West and Middle Chinnocks PC on the proposed improvements to the A356.

**Action: Cllr Paine to talk to John Goldie of Merriott Footpaths Group ref footpath improvements (including Lower Street – Clapper Hay).**

### **16/044. Amenities**

#### **a. Update on Egwood**

Members noted that little progress on Egwood had been made and that MPC was still awaiting a bill from Lopen Parish Council in respect of solicitor's fees.

#### **b. Burial Ground/Churchyard – to consider seeking quotations for grass cutting for 2016/17/18**

Members noted that the Burial Ground and Churchyard grass cutting contract was open for the coming year. As the value of the contract would be over £500, it was agreed to seek three quotations for the contract in conjunction with the contract for the Recreation Ground maintenance.

After discussion, Councillors agreed that as the two contracts were now open at the same time it would be worthwhile pursuing the option of also contracting out the Recreation Ground work. Councillor Shorting agreed to contact the successful applicant for the Pavilion Caretaker position, offering him the job at a rate of £50 pcm (approximately 6.5 hours work, to include opening and closing as well as a deep clean once a month and weekly toilet cleaning). Councillor Shorting reported that the problem with the hot water cylinder would be rectified during the week.

#### **Actions:**

- **Clerk to find mowing specification for the Churchyard and Burial Ground.**
- **Clerk to seek tenders for Churchyard/BG/Recreation Ground contracts.**
- **Clerk to contact unsuccessful applicants for the Groundsman position.**
- **Councillor Shorting to contact successful applicant for the Pavilion Caretaker position.**

### **16/045. Recreation Ground/Pavilion**

#### **a. February Recreation Ground Inspection**

Members noted the February Recreation Ground Inspection Report from Councillor Y Kendall, who reported that more graffiti had been added to the Youth Shelter.

#### **b. Cricket Club fridge request**

Councillors considered a request from the Cricket Club to keep a fridge for cold refreshments in the Pavilion. Due to the associated costs of installing and running the fridge, the decision was made to turn down the request at this point in time.

#### **c. To consider the recruitment process for Groundsman/Pavilion Caretaker**

See 16/044 above.

#### **d. To consider the use of development contributions due to the village**

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Councillor Paine raised the issue of the development contributions due under s106 agreements for recent developments in Merriott. Councillors agreed to look into the possibility of using contributions to pay off part of the PWLB loan for the Pavilion.

**Action:**

- Clerk to contact SSDC for advice on how s106 contributions can be spent, including whether they can be used for the Pavilion loan, and if so –
- Clerk to look at early redemption penalties attached to the PWLB loan.

**16/046. Dog Waste**

Councillor Hall reported that a member of the public had contacted him regarding the growing problem of dog waste in the village, as well as dog walkers placing dog waste in private wheelie bins. It was agreed to promote the issue in the Merriott Messenger and ask residents to be vigilant and report details where possible to enable the dog warden to take action against those responsible.

**Action: Councillor Ricketts to include dog waste in next MPC report for the Merriott Messenger.**

**16/047. Items for the next meeting**

- Social Media Policy
- Guidance on Prejudicial Interests
- Possible rearrangement of Zoe Harris regarding Housing Needs survey

**16/048. Date and Location of the next meeting**

The next meeting was scheduled for Monday 11<sup>th</sup> April at 7pm in the Tithe Barn.

**The meeting closed at 9.25pm.**