

Merriott Parish Council

Minutes of the Annual Parish Assembly, Annual Parish Council meeting and May meeting of the Parish Council held on 14th May 2018 At 7pm, Merriott Village Hall

Present:

Cllr Iain Hall (Chair)

Cllr Grant Wright

Cllr Stephen Ashton

Cllr Jim Shorting

Cllr Dave Aslett

In attendance

Mrs K Sheehan (Clerk)

Nine members of the public including representatives of Boon Brown Architects and Stonewater Housing Association.

ANNUAL PARISH ASSEMBLY

18/060. Welcome and Introduction

Cllr Hall welcomed everyone to the meeting and outlined the order of the meetings taking place.

18/061. Chairman's Annual Report

Due to Rec project commitments and time constraints this was deferred.

18/062. Annual County Council Report

Apologies were received from Cllr Adam Dance.

18/063. Annual District Council Report

Apologies were received from Cllr Paul Maxwell

18/064. Public Open Forum

Councillors heard from residents who were in the process of establishing a Community Interest Company operating out of Egwood House. They provided some background information in support of a planning application which would soon be submitted. They were hoping to help people currently using day services out into the workplace, growing produce and cooking for community lunches. Alongside this there would be volunteering opportunities. The Company hoped to cater for between 10 and 20 people. Comments and input would be welcomed, and they hoped to engage with Merriott, Lopen and Hinton Parish Councils going forward.

A member of the public commented on the Church Street application heard at the April meeting and Cllr Hall clarified the planning process from this point, reiterating that Merriott Parish Council was opposing this application. Members of the public were encouraged to continue to write to SSDC as the application would at some point be heard by the Area West planning committee.

ANNUAL PARISH COUNCIL MEETING

18/065. Nominations for and election of Chairman 2018/19

A nomination of Cllr Hall for Chairman was received.

Proposed: Cllr G Wright Seconded: Cllr S Ashton RESOLVED

18/066. Nominations for and election of Vice Chairman 2018/19

A nomination of Cllr Shorting for Vice Chairman was received.

Proposed: Cllr D Aslett Seconded: Cllr G Wright RESOLVED

Declarations of acceptance of office were duly signed and witnessed by the Clerk.

18/067. To consider the membership of working groups for 2018/19

Merriott Parish Council

All memberships to remain the same except for Cllr Wright standing down from the Planning Working Party.

18/068. To reaffirm Standing Orders and Financial Regulations

Both Standing Orders and Financial Regulations were duly reaffirmed for 2018/19.

MAY MEETING OF THE PARISH COUNCIL

18/069. Apologies for absence

Apologies for absence were received from Cllr Caro Paine and Cllrs Dance (SCC) and Maxwell (SSDC).

18/070. Code of Conduct and Declarations of Interest

None.

18/071. Minutes of the meeting held on 9th April 2018

A correction of the wording which suggested matters had been discussed under 'Matters Arising' was requested.

18/072. Matters Arising from Minutes

The following item was discussed as Matters Arising:

- Defibrillator training – the Clerk reported a list of dates the defibrillator trainer was available. A later date was chosen to give maximum chance for publicity. Clerk was asked to identify and book a suitable venue.

18/073. Planning

- a. To receive a presentation from Clive Brown of Boon Brown and Charlotte Brace of Stonewater Housing Association in relation to the proposed development off Shiremoor Hill, Merriott**

Members heard information from Mr Brown in relation to the proposed development at Shiremoor Hill, which already had outline planning permission. The presentation related to more detailed matters to be included in the application for full planning permission, including:

- Details of types of housing available, including 35% affordable housing
- A similar road entrance to the outline proposal
- Some properties would be suitable for disabled persons and the application would include 6x2 bed, 18x3 bed, 3x4 bed, 10x 3 bed bungalows and 2 x detached properties
- Details of interior layouts and streetscene were shared

Members felt that the Housing Needs Survey recently undertaken by the Parish Council would be important in informing the details of the application and both Mr Brown and Ms Brace asked to see the results when available. Cllr Ashton stated that the Planning Working Party wanted to reiterate the importance of a quality bridge for access in the application, as well as stressing that they did not want to see a concrete culvert. Some concerns were raised about the position of the proposed detached dwelling on the NW side of the development. Ms Brace confirmed that the sizes of the properties would exceed minimum house size standards of volume house builders on the open market. It was felt that details of the proposals should be made available in large poster size to display on PC noticeboard.

- b. 18/01055/FUL – Tinkers Lodge Farm, Haselbury Plucknett Road**

Cllr Ashton reported that the Planning Working Party had looked at this and while they supported the application, they could not support the separate access unless it was used to support both properties and the existing substandard access was closed off. It was agreed that the Clerk would send these comments to the Planning Officer.

- c. PC/18/01204/R3C/SM – Merriott First School, Installation of a free-standing ramp**

Merriott Parish Council

No objections.

Members agreed to leave this application to Haselbury Plucknett Parish Council for comment.

d. 18/00900/S73A – Unit 17 Lopen Business Park

Members supported the excellent and very thorough submission made by Lopen Parish Council on this application and the Clerk was asked to relay this to the Planning Officer and Lopen PC.

e. Determinations

Members noted that the application relating to 74 Lower Street had been approved, and the application relating to 32 Church Street had been withdrawn.

f. Housing Needs Survey – not yet available due to officer annual leave at the District Council

18/074. Finance and Procedure

a. To consider the report of the Internal Auditor 17/18

The report, which raised no issues and found the accounts to be in excellent order, was noted.

b. To approve the Annual Governance statements 17/18

These were considered by Council.

Proposed: Cllr J Shorting Seconded: Cllr D Aslett RESOLVED

c. To approve the Accounts and EOY Bank Reconciliation 17/18

Proposed: Cllr J Shorting Seconded: Cllr D Aslett RESOLVED

d. To approve the Accounting Statements 17/18

These were considered by Council.

Proposed: Cllr J Shorting Seconded: Cllr D Aslett RESOLVED

e. To agree invoices for payment

<u>Voucher</u>	<u>Payee</u>	<u>Details</u>	<u>VAT</u>		<u>Total Payment incl VAT</u>	<u>Budget Line</u>
262	Swaffields	Fuel	£	1.23	£ 25.78	Plant/Fuel
263	M Harding	Internal Audit fee 17/18	£	-	£ 60.00	Audit
264	ARB Tree & Garden	Rec contract	£	-	£ 280.00	Rec contract
265	J Shorting	Roof tiles - reclaimed	£	7.00	£ 42.00	Pavilion maint
266	Merriott Village Hall	Room hire	£	-	£ 12.00	Room hire
267	M Paull	Burial Ground grass cut	£	-	£ 80.00	Burial Ground
268	Jaycee	Plumbing at Pavilion	£	10.80	£ 64.80	Pavilion maint
269	J S Hannam	Pavilion roof repairs	£	36.00	£ 216.00	Pavilion maint
270	EON	Pavilion electricity	£	-	£ 50.73	Pavilion utilities
271	Ricketts Electrical	Tractor shed light	£	14.13	£ 84.79	Pavilion maint
		Water damaged lighting repair	£	109.20	£ 655.20	Pavilion maint
		Lighting works	£	97.15	£ 582.90	Pavilion maint
271	PCC All Saints Church	Grant for churchyard grass cutting 2018	£	-	£ 2,600.00	Grants
272	Water2Business	Pavilion water bill	£	-	£ 146.88	Pavilion utilities
273	Staffing	Salary	£	-	£ 373.92	Clerk
		Mileage	£	-	£ 9.90	Mileage
		Office supplies	£	-	£ 20.13	Office costs
		PAYE paid direct	£	-	£ 5.80	PAYE
274	J Searle	Pavilion cleaning	£	-	£ 82.95	Pavilion cleaning
275	I Hall	TBA				
276	Zurich	Insurance renewal	£	-	£ 1,401.77	Insurance
277	Aitkens	Pitchline	£	79.50	£ 477.00	Rec
		Total VAT to reclaim	£	355.01		
TOTAL					£ 7,272.55	

Proposed: Cllr D Aslett

Seconded: Cllr S Ashton

RESOLVED for payment

Merriott Parish Council

b. To note payments received

Receipt no	Date	Name	Payment for	Amount	Budget line
146	09/04/2018	G Preston	Pavilion hire	£ 30.00	Pavilion
147	10/04/2018	S Ashton	PC Harrow	£ 20.00	Misc
148	10/04/2018	K Greenham	Pavilion hire	£ 20.00	Pavilion
149	13/4/18 (NATWEST)	SSDC	Precept & CTSG	£ 44,310.00	Precept/CTSG
150	16/04/2018	S Freemantle	Pavilion Hire	£ 80.00	Pavilion
151	16/04/2018	L Fossey	Pavilion hire	£ 30.00	Pavilion
TOTAL				£ 44,490.00	

Noted.

c. To note any updates to the Risk Register (standing item)

Implications of GDPR legislation had been added to Risk Register.

d. To review the Parish Council's current fees and charges

The Rec Field working party was asked to look at the current levels of fees and charges

e. To agree and adopt new procedures and policies in accordance with GDPR legislation

Some discussion took place about the implications of GDPR for Members and the Clerk. The Clerk had now received an updated personal details form which she would circulate to all members for completion before 25th May deadline.

Proposed: Cllr J Shorting **Seconded:** Cllr G Wright **RESOLVED**

f. To adopt the NALC pay settlement for 18-19

A one year pay settlement had been agreed between NALC and ALCC. The back dating of the increase to 1st April 2018 was agreed.

Proposed: Cllr S Ashton **Seconded:** Cllr G Wright **RESOLVED**

18/075. Recreation Ground & Pavilion

a. To receive the April inspection report

This was received from Cllr Aslett. He noted that he would still like some assistance to identify the battery dates etc and agreed to do the May inspection. It was noted that the hedgehog fixings were starting to come loose. The Clerk was asked to cost up replacement swing seats for the senior swings.

Action: Clerk to copy Cllr Shorting's 'to do' list to Cllr Aslett, amend inspection template and cost up swing seats.

b. To consider a proposal to hold a play day at the Rec and Pavilion from Active Skills and Learning

This was agreed for 8th August.

c. To consider a request for electric vehicle charging points in the Rec Field car park

Members heard that the Village Hall committee was keen to provide 4 spaces with electric charging points, however it was likely that the proposal would be for 2 spaces with stronger battery provision. Cllr Hall reported that this would be funded by grants and at no cost to the Parish Council, except for the loss of parking provision in the PC owned car park. Members agreed to support the proposal in principle at this stage for 2 bays.

d. To receive a report from Crewkerne TC/Merriott PC meeting re area tennis scheme

Cllr Hall reported from a recent meeting between various providers of tennis courts in the area. The proposal was to improve tennis facilities and make providers eligible for LTA funding. However, this would also entail locking the courts and making bookings available through an app. An initial layout of £4,000 was required. Members felt that the current arrangement of free access was popular and were not keen to see it removed. However, they agreed to attend one further meeting and the clerk was asked to run a Facebook poll to assess whether Saturday tennis coaching session in the summer holidays for 7-10 years would be used.

Action: Clerk to run a Facebook poll to assess user uptake of coaching

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18/076. Amenities

a. To receive an update on the proposed upgrade to the water supply to the Pavilion

Cllr Shorting updated members on the latest quotes received for the new proposed pipework layout. The Bowls Club had requested a meeting which would be taking place in the next few weeks.

18/077. Highways and Footpaths

a. To receive a report from Crewkerne TC/Merriott PC re North Street congestion

Members heard that the meeting had taken place although minutes had not yet been received.

Action: Cllr Wright to chase minutes from this meeting.

18/078. Items for the next meeting

To be advised to the Clerk in advance of agenda publication.

- Housing Needs Survey results (if available)
- Fingerposts

18/079. Date and location of next meeting

The next meeting was confirmed for Monday 11th June 2018, 7pm, Blake Room, Merriott Village Hall.