

Merriott Parish Council

Minutes of the Parish Council meeting held on 14th November 2016 At 7pm, Tithe Barn, Merriott

Present:

Cllr Iain Hall (Chair)

Cllr David Aslett

Cllr Jim Shorting

Cllr Grant Wright

Cllr Caro Paine

Cllr Natalie Stahl

In attendance

Mrs K Sheehan (Clerk), Cllr C Le Hardy (SCC), 1 member of the public (part of the meeting only)

16/155. Public Open Session

No members of the public present.

16/156. Apologies for absence

Apologies for absence were received from Cllr Collins and also from Cllr Maxwell (SSDC).

16/157. Code of Conduct and Declarations of Interests

Cllr I Hall declared that he had an interest in the planning application relating to Townsend Orchard by virtue of the applicant being a family friend.

16/158. Minutes of the meeting held on 10th October 2016

The Minutes of the meeting held on 10th October were duly agreed and signed as an accurate record of the meeting subject to the following changes:

- At 16/152 change to 'Cllr Shorting to request a quote'
- Change of 'one new member of Speedwatch' to 'three new members'

16/159. Matters Arising

Action: Clerk to request sub-meter readings from the Bowls Club

16/160. PCSO Michelle Haines and PC Chris Purcell

PCSO Haines and PC Purcell introduced themselves to members of the Council. They asked members to keep them updated with incidents in the area to assist with setting policing priorities for the village. Discussion took place covering:

- Vandalism at the Rec and Pavilion
- Speeding and traffic calming
- Weight restriction between Lopenhead and A356

Members were urged to ask people to report incidents directly to the police to ensure 'under-reporting' does not happen. Cllr Hall thanked PC Purcell and PCSO Haines for attending.

Actions: PC Purcell agreed to attend a Speedwatch session outside Osbornes and to investigate if any PCC funding for SID could be made available. PC Purcell also agreed to seek clarification on weight limits through the village. PC Purcell to meet with Chair to identify areas of vandalism.

16/161. Report from County Councillor

Cllr Le Hardy updated members on a number of issues including:

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- Proposed integration of health and social care
- Development of an aerospace innovation centre
- County Council finances – strategy to tackle overspend

16/162. Report from District Councillor

None.

16/163. Highways

a. To receive an update from the Highways working party

Cllr Wright reported that:

- A new SID post had been erected at Pye Corner
- Complaints about the new traffic calming at Broadway were still being received
- The safety audit for the scheme had been commissioned
- He was currently dealing with queries about amendments to access at the Moorlands development
- He would be contacting highways about the street lamp obscured by trees at Pye Corner
- In response to a query from a member of the public, Cllr Wright agreed to contact SCC highways regarding the reinstatement of the white line in Lower Street

b. To consider SCC request for PC involvement in highways maintenance

Cllr Wright raised concerns about committing the Parish Council financially to requests which had little or no detail behind them. Cllr Le Hardy agreed to seek more detail from SCC Highways.

16/164. Recreation Ground/Pavilion

a. To receive the October inspection report

The October inspection report from Cllr Shorting was noted and Cllr Aslett agreed to undertake the next inspection period.

b. To receive an update on the review of the Bowls Club lease

Cllr Shorting reported that he had reviewed the Bowls Club lease and believed a rent rise was due in line with the provisions of the lease and RPI. The calculation would entail that rent rises to £530 p/a.

Proposed: Cllr Shorting, **seconded:** Cllr Wright and duly **RESOLVED.**

Action: Clerk to write to Bowls Club with details of above change to payments

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

Cllr Shorting reported that he had met with a CCTV provider at the Pavilion and obtained quotes for two different systems. Members decided that they would like to see quotes from other providers and also see a demonstration of the quality of the feed before committing to spend on this upgrade. The Clerk noted that the use of CCTV would require the Council to have a formal CCTV policy and notify the Information Commissioner accordingly.

Action: Cllr Shorting to obtain additional quotes and to organise demonstrations of the equipment's range and clarity.

d. To review outdoor gym launch and final Phase 1 rec upgrade spend

Members noted the previously circulated document showing the final spend on Phase 1. A great deal of positive feedback had been received.

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e. To receive report of meeting with Merriott Rovers

Cllr Hall reported that the RWP had met with senior members of MRFC to discuss a number of issues. The meeting had been productive and a number of improvements to the Pavilion had been suggested. A similar meeting with MYFC was currently being organised. (Cllr Stahl left the meeting).

f. To consider vandalism to the Pavilion and Gym

See discussion with Police Officers above.

g. To receive report of meeting with SCC Early Years Officer from RWP

Cllr Hall reported that a meeting had been held to discuss the possibility of using the Pavilion as a childcare facility. A number of works had been outlined, which would need to be properly costed. The principal changes would be around the arrangement of current storage areas.

16/165. Planning

- a. **16/04321/FUL – Land adjoining 5 Tail Mill.** No objections but would like it noted that the Council shares the conservation officer's concerns about size and especially sympathetic materials.
- b. **16/04474/FUL – 80 Lower Street.** No objection
- c. **16/04600/FUL – 1 Townsend Orchard.** No formal objection but would seek to ensure minimal disruption to neighbours in terms of noise and access.
- d. **16/03835/LBC – Milcote, Moorlands Road.** No objection.

Action: Clerk to submit comments to SSDC.

e. 16/00865/OUT – Land at Shiremoor Hill

Action: Clerk to email Andrew Gunn (SSDC) to seek clarification on reserved matters.

At present it was felt that the Clapperhay site was best managed under the remit of the PWP, but at a later stage would move to the Amenities WP remit. Cllr Hall reported that a publicity leaflet for the site was in production and that he had written a piece for the Messenger. It was noted that no response had been received to the complaint about the ward member.

16/166. Finance and Procedure

a. Invoices for payment

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

<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>
96	British Legion	Remembrance Wreath		£ 50.00	Grants	3416*
97	D W Hyett	Tarmac works at Rec		£ 585.00	Rec upgrade	3417*
98	SLCC	CILCA fees		£ 250.00	Clerk's training	3418*
99	T Wallis	Repair to drains	£ 258.60	£ 1,551.60	Pavilion maintenance	3419
		Footway and materials	£ 165.40	£ 992.40	Rec upgrade	3419 Total Chq £2544
100	M Rowswell	Pavilion caretaking		£ 50.00	Pavilion caretaker contract	3420
101	Water2business (WW)	Water bill		£ 477.40	Pavilion utilities	3421
102	M Paull	Grasscutting		£ 480.00	Burial ground/Churchyard	3422

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103	Bradfords	Cement and Gravel	£ 6.22	£ 37.33	Rec upgrade	3423
104	PMP	Merriott Messenger print run		£ 312.00	MM	3424
		Rec upgrade promotion		£ 95.00	Rec upgrade	3424 Total chq £407
105	Wainwrights	Materials for rec upgrade	£ 268.59	£ 1,611.53	Rec upgrade	3425
	Wainwrights	Delivery charges	£ 44.20	£ 265.20	Rec upgrade	3425 Total chq £1876.73
106	SSDC	Pitch verti draining	£ 30.00	£ 180.00	Rec maintenance	3426
107	K Sheehan	Salary		£ 310.89	Clerk's salary	3427
		Mileage		£ 5.40	Clerk's mileage	3427
		Office costs		£ 29.54	Clerk's office costs	3427
		Pavilion consumables		£ 1.28	Pavilion maintenance and cons	3427 Total chq £347.11
108	I Hall	Mower fuel		£ 12.74	Machinery fuel	3428
		Cutting discs	£ 0.68	£ 4.08	Rec maintenance	3428
		Gang mower - tyre	£ 7.80	£ 46.80	Machinery maintenance	3428
		SDS drill	£ 8.33	£ 49.99	Rec upgrade	3428
		Gym installation equipment	£ 7.41	£ 44.44	Rec upgrade	3428
		Skip fee - old goal posts disposal		£ 2.00	Rec maintenance	3428
		Signage	£ 9.00	£ 54.00	Rec maintenance	3428
		Adhesive for signs		£ 4.95	Rec maintenance	3428
		Chemical resin	£ 1.26	£ 7.56	Rec upgrade	3428 Total chq £226.56
109	EON	Pavilion electricity		£ 68.55	Pavilion utilities	3429
110	KS Electrical	Intruder Alarm service		£ 52.00	Pavilion security	3430
111	ARB Tree and Garden	October Rec maintenance		£ 141.50	Rec contract	3431
112	J Jackson	November MM		£ 90.00	MM	3432
				£ 7,863.18		
	**To delegate payment to Clerk for toilet roll order from Spot On Supplies when invoice arrives					

Furthermore it was agreed to delegate authority to the Clerk, Chair and Vice Chair to raise a cheque for the invoice to My Kitchen Events when it was received.

b. Payments received

Payments received totalling £705 were noted.

c. Risk Register – standing item

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

- Clerk and Chair of FWP to complete checks on reconciliations
- Hot water and electrical inspections to be undertake at the pavilion

d. To note updates to the Asset Register

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Members noted the main additions to the Asset Register – gym equipment, surfacing, acquisition of a drill. Cllrs Hall and Shorting agreed to review it in detail and include new tennis nets and posts.

e. To appoint an internal auditor for the 2016/17 financial year

Mrs M Harding was reappointed as the internal auditor for 16/17.

f. To consider the provision of a Clerk's pension from April 2017

(Clerk left the room)

AGREED: MPC to provide a 10% contribution to a pension scheme for the Clerk with effect from April 2017.

Action: Clerk's contract to be amended accordingly.

g. To note Clerk's hours

Members noted that the hours accrued by the Clerk were consistently above contracted hours. Ways to improve efficiency would be to resume efforts to activate internet banking and to recruit new councillors to alleviate workload to existing members and Clerk.

h. To consider the 2017/18 Budget and Precept

The draft Budget and Precept proposal, previously circulated, was discussed. Some additions were agreed to be made for the December meeting of council:

- Addition of a line for Clapperhay (Cllr Paine to assess requirements)
- Inclusion of sponsorship for MM, totalling £105 p/a
- Ensuring sufficient provision for Clerk's pension at 10%

It was noted that the Council would require evidence of MM surplus funds accrued in the Parish Council account, then the refund could be processed as soon as the new MM bank account was opened.

i. To consider the adoption of new Standing Orders

Members noted that the council's current standing orders were outdated and not consistent with the newer NALC model standing orders. It was therefore **proposed** by Cllr Shorting, **seconded** by Cllr Paine to adopt the new standing orders with immediate effect, to be reaffirmed at the May annual meeting of council.

16/167. Amenities

a. To receive an update from the Amenities Working Party

Cllr Shorting reported that the quotations for tree work at the churchyard were being undertaken and that he was participating in ongoing discussions regarding the restoration of the war memorial.

Action: Cllr Shorting to send the pavilion clock back for repair

16/168. Items for the next meeting

- **Budget and Precept**

16/169. Date and location of next meeting

Monday 12th December, Tithe Barn, 7pm.

Members discussed the possibility of holding occasional daytime meetings but due to commitments of existing members it was decided to keep council meetings to the existing time, but welcome new members to working party meetings which are all held during the day.

The meeting finished at 10pm.