

# **MERRIOTT PARISH COUNCIL**

## **DRAFT Minutes of monthly PARISH COUNCIL meeting held JUNE 8<sup>th</sup> 2015.**

**OPEN SESSION:** 2 members of the public were present. The Chairman invited comments other than agenda items.

- Comment was made as to the height of the new properties at the Moorland development which was granted via an amendment proposal although the height was reduced and a stipulation of the original Planning Permission. It is really out of place for the rural street scene. **ACTION:** Clerk to remind Mr Gunn that he was going to check this following his meeting with the PC a couple of weeks ago.

**MEETING OPENED: 19.10hrs.**

**PRESENT:** Mrs K Burdis, Mr D Collins, Mr M Down, Mr I Hall, Mr I Kendall, Mrs Y Kendall, Mr G Merrick, Mrs S Ricketts.

**APOLOGIES FOR ABSENCE:** Mr J Shorting on holiday.

**IN ATTENDANCE:** Marion Andrews (Clerk), Mr C Le Hardy (County Councillor) Mr P Maxwell (District Councillor)

### **CODE OF CONDUCT AND DECLARATIONS OF INTEREST:**

**2015/154** Cllr Down declared a personal and prejudicial interest in agenda item 9 Invoice payments being the contractor.

**2015/155** Cllr Ricketts declared a personal and prejudicial interest in agenda item 12 Community Pavilion – contractor quotes as related to one of the contractors.

### **MINUTES OF THE MEETINGS HELD IN MAY:**

**2015/156** Draft minutes of the monthly meeting held MAY 6<sup>th</sup> had been circulated to members present at that meeting. Cllr Merrick proposed that they were a corrected record and it was **RESOLVED** that the Chairman sign them which he did.

**2015/157** Draft minutes of the ANNUAL Parish Council meeting held MAY 11<sup>th</sup> had been circulated to members. They were reviewed and it was proposed that they were a correct record and unanimously **RESOLVED** that the Chairman sign them which he did.

**2015/158** Draft minutes of the monthly meeting held MAY 11<sup>th</sup> had been circulated to members at that meeting. They were reviewed and it was proposed that they were a corrected record and unanimously **RESOLVED** that the Chairman sign them which he did.

**2015/159** Draft minutes of the ANNUAL PARISH meeting held MAY 28<sup>th</sup> had been circulated to members at that meeting. They were reviewed and it was proposed that they were a corrected record and unanimously **RESOLVED** that the Chairman sign them which he did.

**2015/160** Draft minutes of the extra ordinary monthly meeting held MAY 28<sup>th</sup> had been circulated to members at that meeting. Cllr Down noted that Cllr Ricketts needed to be deleted from members present. The amendment was made and it was proposed that they were a corrected record and unanimously **RESOLVED** that the Chairman sign them which he did.

### **MATTERS ARISING FROM MINUTES - None**

**2015/161 Outstanding items were reviewed.**

2011/283 Clerk awaits a copy of a form from Cllr Maxwell (re English Heritage). **ACTION:** Cllr Maxwell meeting English Heritage August 2013. Awaiting paperwork: Ongoing bollard at Shyners terrace.

2014/186 Letter to resident regarding overhanging tree into Recreation Ground. Delivered 16/7. No response. Reminder sent December. Householder has spoken with Chairman. Work can be undertaken by Parish Ranger and house owner invoiced for the work. **ACTION** Clerk to send on this information. Letter sent January 2015. Waiting for price from SSDC Ranger. **JUNE AGENDA.**

2014/287 Broadway traffic calming – Joint meeting with CC & Highways. Arranged for Dec5th.

### **Further action to be taken by County Councillor- ONGOING**

2014/332 Mr Hall offer to varnish store doors on Pavilion – waiting for weather window. **ONGOING**

2015/036 & 104. Burial Ground extension pathway. Spec to contractors in February. Chosen contractor. Letter to PCC for permission to proceed. **AWAITING response from County Archiologist - ONGOING.**

2015/085 Work order to Mr Witcombe for installation of additional goal sockets. 11/5/15 Cllr Shorting reported that positioning and capping of spare is an issue. **Delay order until further notice.**

2015/130 CH19/34 awaiting quote for cost of repair from SCC. PPLO liaising. **The Clerk confirmed that a price has been accepted and the work will be carried out. Completed.**

### **APPLICATION FOR CO-OPTION**

**2015/162** A letter from Ms C Paine was circulated to members with the agenda. The Chairman asked for any comments and Cllr Y Kendall Proposed that Ms Paine become a member & Cllr Merrick seconded and it was unanimously **RESOLVED**. Ms Payne was invited to join the meeting. The Clerk provided a Declaration of Acceptance of Office which was signed.

### **REPORT FROM COUNTY COUNCILLOR**

**2015/163** Cllr C Le Hardy stated that

- He is now a member of the Corporate Improvement Portfolio – which is to improve Somerset as a whole.
- It was Child Safety week.
- Sherborne Fair topped a million pounds for the first time. Monies will be given to various local Somerset & Dorset charities.
- There is a new Dining Room proposed for the Merriott First School.
- Broadway Traffic calming – ACTION: Cllr Maxwell to contact Cllr Le Hardy to arrange a meet in order to look to forward the proposed raised platform.

Question from members

Cllr Hall asked about Hinkley point development. Cllr Burdis stressed that adequate low cost housing is provided for lower income apprentices.

Cllr Hall raised the issue of the cost of school transport being increased. There seemed to be updated information on the issues. Letters to County Council.

Cllr Hall asked if it would be of benefit to Merriott PC if the meeting day changed to the second Monday of the month. The Councillor agreed but said he would still need to attend another meeting at times.

### **REPORT FROM DISTRICT COUNCILLOR**

**2015/164** Cllr P Maxwell stated that

- Since the election there was a meeting of Area West on May 21<sup>st</sup>.
- The contractual arrangement with East Devon for Chief Executive services is to be looked at.
- A Somerset Rivers Authority has been formed and will be directly funded.

Questions from members

Cllr I Kendall stated that with the recent planning permission granted at Gappers Pool and with there being no development limits the Village Plan has been revoked leaving the site vulnerable to more building. Response that the Village Plan is aspirational only and not a legal document.

Cllr Burdis asked for the Cllr's view on a Village Plan verses a Neighbourhood Plan. Response: The planning process will consider both a village plan or neighbourhood plan. Either document can be influential in helping members make a decision. A Neighbourhood plan costs in the region of 20k to develop.

### **PLANNING APPLICATIONS & PLANNING MATTERS**

- (1) APPLICATION: 15/01776/FUL APPLICANT: Mr T Larkins PROPOSAL: Raise the roof height to form first floor. LOCATION:10 Speke Close, MERRIOTT.

#### **2015/ 165 Recommend APPROVAL**

- (2) Request for Parish Council support on proposed Planning Application 15/01085/PREAPP for retirement bungalow with disabled access.

**2015/ 166** *Members discussed the recent introduction of SS2 and its implications. It was unanimously AGREED that the following wording is used in response: Merriott Parish wish to support the applicants need in principle but reserve judgment until the Planning Application is made.*

**DETERMINATION** -Location: Land at Gappers Pool – GRANTED WITH CONDITIONS

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MERRIOTT PARISH COUNCIL monthly meeting JUNE 2015. Chairman Cllr I Hall

For further information contact Clerk: Tel 01935 863420 or email [Merriott-clerk@hotmail.co.uk](mailto:Merriott-clerk@hotmail.co.uk) Page 2

## FINANCE

The following Invoices received in MAY were presented for payment.

PAYEE	DETAILS	AMOUNT	BUDGET LINE
Merriott Church	Car Park Improvements	£100.00	Grant Chq 3218 paid 15/5.
M Andrews	52.00hours  Travel 40@45ppm Telephone -May Office Allowance -May Postage Stationary	£595.60less PAYE £119.20= 476.40  18.00 3.00 20.00 12.96 8.78 TOTAL: £539.14	AGREED  Clerk  Chq 3219
Pavilion Room Hire	PC May 6 <sup>th</sup> mtg PC May 11 <sup>th</sup> mtg PPLO May 12 <sup>th</sup> mtg	£16.00 £16.00 £16.00 Total: £48.00	AGREED Pavilion Rent  (No cheque)
Tithe Barn Room Hire	PC Mtg May 28th	£16. 00	AGREED Room Hire Chq 3220
M Rowsell	May - Summer 50 Hrs rate  Fuel in MAY £17.16 + VAT £3.44 Pavilion Caretaker - MAY	£353.80 less PAYE £70.80 = £283.00 = £20.60 £25.00 less PAYE £5.00 = £20.00 Total= £323.60	AGREED Groundsman  Chq 3221  Pav Caretaker
J Jackson	MM- June edit	Total: £90.00	AGREED MM Chq 3222
Parish Magazine Printing	May Edition Invoice 761	£205.00	AGREED MM Chq 3223
SSDC –Parish Ranger	April 14 <sup>th</sup> & 28 <sup>th</sup>	£204.00 + vat £40.80  Total = £244.80	AGREED Ranger Chq 3224
N Witcombe	Annual Allotment Rent	£600.00 Total: £600	AGREED Allotments Chq 3225
M Down	Churchyard mowing & strimming – 18/5.	£240.00	AGREED Churchyard Chq 3226
Somerset Association Local Councils	Affiliation fees	£485.57	AGREED Memberships Chq 3227

K Self	CCTV battery back up	£20.00	AGREED Security Chq 3228
Darkin-Miller Ltd	Internal Audit 5/5/15 8hrs45mins @ £2.00 ph + mileage 48 @64p	£310.72 + vat £62.14 Total= £372.86	AGREED Audit Chq 3229
Wessex Water	Telephoned – Bill does not cover Pavilion usage. Checking meter Informed new meter to be installed.	-	
Mr J Goldie	PPLO maps copying, paper +ink Printing Receipts	£4.99 £13.00 £9.10+VAT £1.82 =£10.92 Total: £28.91	AGREED Stationary line Chq 3230

**2015/ 167** The Chairman proposed that the Invoices are paid subject to the Groundsman being reminded that his pay sheet needs to be submitted to the Clerk before the meeting or payment will be delayed and that membership to SALC is for one year and then review of use to be made.

PAYMENT of Invoices unanimously RESOLVED.

**2015/168** The following Deposits were made in MAY;

Merriott Rovers – Pitch Jan x1 Feb x1 March x 2 April x2 = £180 Pavilion £60 **Total £240**

SSDC Council Tax Refund -**£44.95** Merriott Rovers – Pavilion charity Match **£20.00**

**2015/169** Revised rateable value: The Clerk informed members that due to the review of rateable value to include the new pavilion it was recognised that the old RV was incorrect and has subsequently brought about the refund.

**2015/170 Internal Audit report and action plan response:** The Clerk had circulated to members the report by e mail. Members AGREED that it had been read and that they support the actions required.

**2015/171 Accounting statements:** The end of Year 2014/15 statement return for external audit had been circulated to members. It was Proposed by the Chairman, seconded by Cllr Ricketts and unanimously RESOLVED to APPROVE the accounting statement. ACTION: RFO to make return to Grant Thornton.

**2015/172 Annual Governance statement:** This had been circulated to members. It was Proposed by the Chairman, seconded by Cllr Ricketts and unanimously RESOLVED that the Chairman sign the Governance statement. ACTION: RFO to make return to Grant Thornton.

**2015/173 Nat West Mandate for councillor signatories:** It was unanimously RESOLVED that all members become signatories. ACTION: RFO/Chairman to complete Mandate & return to Nat West. Crewkerne. Members take required ID with them to NAT WEST to proceed.

**Cllr Collins asked to be excused and left the meeting as feeling unwell and needing to go home.**

## WORKING PARTIES

The Chairman asked members to self nominate to the various working parties which should help towards efficient working of the Parish Council and meetings. It was AGREED that some would be combined to be more manageable.

WORKING PARTY	COUNCILLORS
Recreation Ground & Community Pavilion	Down, Merrick, Shorting
Highways & Footpaths (liaison with PPLO)	Hall, Paine, Collins
Egwood, Burial Ground, Parish Ranger ( to be known as AMENITIES Group)	Merrick, Shorting, Collins,
Finance & Procedures	RFO, Hall, Burdis, Shorting
Planning & Planning Matters	Merrick, IKendall, YKendall,
Parish Ranger	Merrick
Merriott Messenger	M Andrews
Lock Up	Merrick, Shorting, Down
Weekly checks at the Recreation Ground and Play Equipment.	Monthly rota for all members

**2015/174** ACTION: Clerk to insert in Messenger & display on web site by end of July.

## **HIGHWAYS & FOOTPATHS**

**2015/175** The update report from the Parish Path Liaison Officer dated 18/5 was noted.

**2015/176 Trees at Sherlands:** The Chairman reported that these have been removed from SSDC land by SSDC contractors as they were at the end of their life.

**2015/177 Broadway Traffic Calming:** District & County Councillor to meet (as above)

**Cllr Ricketts asked to be excused having indicated at the start of the meeting a need to leave by 21.00hrs.**

## **RECREATION GROUND**

**2015/178 Allocation for monthly inspection by councillors:** Members were asked to allocate their preferred months.

**2015/179 Approve cost of outside tap installation:** The quote received from Jaycee plumbing was APPROVED. ACTION: Clerk to send work order.

**2015/180 Additional goal sockets:** Cllr Down confirmed that Hucks could advise on the appropriate sockets. Chairman asked that confirmation from the FA that installation on the play surface is acceptable from web site or elsewhere is required before progressing. ACTION: WP

**2015/181 Tree overhang in Car Park:** ACTION: Recreation Ground WP to assess issue for safety.

**2015/182 MAY Inspection report:** Cllr Merrick reported that the Zip Wire base has another hole following the temporary repair. Groundsman requested to remove screw that is sitting high. Needs urgent attention. ACTION: Cllr/Working Party inspection to see whether the item needs to be put out of use. Clerk to contact contractor again about price and start date.

**2015/183 Groundsman work for June:** To ensure play area is kept well cut. Brush tennis court. Liaison Cllr Merrick.

## **COMMUNITY PAVILION & PUBLIC CONVENIENCES**

**2015/184 Cost of Annual maintenance checks to be reviewed:** Both electrical and Plumbing APPROVED.

**2015/185 Hire request from MYFC for July 4<sup>th</sup> –APPROVED.** ACTION: Clerk to confirm.

**2015/186 Cleaning & maintenance:** ACTION: Clerk to make order of toilet rolls & arrange thorough clean.

## **PARISH RANGER SCHEME**

**2015/187 Parish Ranger Scheme:** Shyners terrace needs cut back. Merriotsford to Broadshard needs strimming. Ivy overhang in lane between Hitchin & old post office. ACTION: Clerk to e mail SSDC.

## **MERRIOTT SURGERY UPDATE**

**2015/188** Update meeting with Village Plan Group: The VP group requested a meeting with the new chairman, accompanied by Cllr Shorting & Clerk. The outcome being for the Parish Council to inform the new MP of the continued interest by village and to respond to NHS England asking for the time frame on the consultation. Copies of the letters sent circulated to members for information.

**2015/189 Somerset Together:** Held a informative meeting which AL & JB attended. Full information on the presentations available from Somerset Together web site under tab for minutes.

**2015/190 PROPOSAL FOR MEMORIAL for Mr B Norton.** It was agreed that the Clerk write to the family and ask if they have any preferences. ACTION: Clerk to write within the month.

**2015/191** The Chairman asked members if they had any problem with changing the meeting date to the second Monday of the month. None. The Clerk has asked that this is delayed until January 2016 as she has planned arrangements around having a meeting on the 1<sup>st</sup> Monday.

## **CORRESPONDENCE**

**2015/191** A list of the e mail for the month was circulated to members. A highlighted item is the Flood mitigation Fund that has grant funding available. Application deadline 27/7. ACTION: Clerk to circulate to Highways WP.

## **ITEMS OF NOTE- None**

**ITEMS FOR THE NEXT MEETING- None.** Members reminded to inform Clerk with items for the agenda in good time.

**Meeting closed 21.40hrs.**

**NEXT MEETING: JULY 6<sup>th</sup> 2015 – 19.00hrs- +MERRIOTT TITHE BARN.**