

Merriott Parish Council

**Minutes of the Annual Parish Assembly, the Annual Parish Council meeting and the May meeting
of the Parish Council held on 13th May 2019
At 7.00 pm, at the Community Pavilion, Merriott Recreation Ground.**

Annual Parish Meeting:

Present:

Cllr Iain Hall (Chair)
Cllr Jim Shorting (Vice Chair)
Cllr Steve Ashton
Cllr Michael Burnham
Cllr Dave Aslett
Cllr G Wright

In attendance

Julie Chant (Clerk), Cllr Paul Maxwell (SSDC), newly elected Cllr Jeremy Graham and 25 members of the public.

19/001 Public Open Session

Cllr Hall welcomed everyone present to the meeting, and Councillors introduced themselves to members of the public.

19/002 Chairman's Annual Report:

Cllr Hall explained that the Parish Council had been very busy over the last year and he had not prepared a report due to time constraint.

19/003 Annual Report from County Council – Cllr Adam Dance:

Cllr Dance had several meetings to attend and was unable to give a report.

19/004 Annual Report from District Council – Cllr Paul Maxwell:

Cllr Paul Maxwell confirmed that he had recently been re elected the Councillor for Eggwood Ward. Having lived in the area for 20 years he was pleased to be re elected and looked forward to helping the local community again. He confirmed that SSDC, like other local authorities, continued to face financial challenges, but unlike the County Council had managed to maintain services and there would be no cuts to services this year. The main two factors influencing this were the Transformation Programme, which had unfortunately led to some job losses, but which would deliver savings over time, and the Commercial investment programme which SSDC had undertaken, purchasing commercial property which would offer a higher return on their investment. The savings over the next 2 years will be around £ 2 million, so the District Council will be able to provide the same level of services.

Three local towns will receive funding under the Regeneration Programme, they are: Yeovil, Wincanton and Chard.

SSDC will hold their annual meeting on May 22nd and Councillors will be offered positions at that meeting. Cllr Maxwell expects that Cllr Val Keitch will continue as leader of SSDC.

He reassured members of the public that he would continue to work hard for the ward and oppose any large-scale planning applications for the village.

19/005: Public Open Forum

Merriott Parish Council

A Parishioner enquired about the clearance of bridleways in the area, although Rights of Way were cleared at ground level, which was good for walkers, higher overhanging branches and overgrowth made horse riding difficult. There was discussion around the need to find a volunteer to replace the current Parish Path Liaison Officer and the Clerk agreed to investigate the matter.

A representative from Merriott Heritage Trust raised an issue with proposed temporary footpath closures on land off Shiremoor Hill, and the possibility that temporary closures would inevitably become permanent closures. There was a discussion around the proposed changes, and the Chair confirmed he was in discussion with the Rights of Way officers at SCC.

The proposed development at Shiremoor was discussed and the District Councillor explained that the current proposal could not meet the 106 obligation, and so would need to be altered and reconsidered at a later date.

A Parishioner asked for an update on the window screening required at the newly opened Feed Station, expressing concern that planning obligations had not been met prior to opening. The District Councillor informed those present that the applicant had requested a variation to 106 requirements regarding the “frosted” windows and opening times. This was yet to be decided.

The Council was thanked for the much-improved car parking facilities at the Recreation Ground, but was asked when the overflow car park refurbishment would be completed. The Chair explained that a local contractor was very busy, but he was due back on site within the next week or so.

Several people had raised concerns about an overflowing waste bin at the corner of Broadway and Hitchin. Cllr M Burnham and the Clerk had both contacted SSDC and were hopeful the bin would soon be emptied. In response to a request for additional dog waste bins, the Chair confirmed that the Parish Council had purchased two additional bins, which were awaiting installation.

The Chair thanked everyone for attending the meeting.

Annual Meeting of the Parish Council

Present:

Cllr Iain Hall (Chair)
Cllr Jim Shorting (Vice Chair)
Cllr Steve Ashton
Cllr Michael Burnham
Cllr Dave Aslett
Cllr G Wright
Cllr Jeremy Graham

In attendance:

Julie Chant (Clerk), Cllr Paul Maxwell, Cllr Adam Dance (part of meeting), and 25 members of the public

19/006 Signing of acceptance of office for all Councillors:

All Councillors signed their Declaration of Acceptance of Office

19/007 Signing of Code of Conduct and completion of Business Interest Forms:

Merriott Parish Council

Councillors received the forms and once completed the forms will be sent to SSDC as required.

19/008 Nominations for and election of Chairman 2019/20

Councillor Iain Hall was nominated to be Chairman of Merriott Parish Council for 2019/20.

Proposed Cllr J Shorting, Seconded Cllr D Aslett All agreed.

Cllr I Hall was unanimously elected to be the Chairman of Merriott Parish Council

19/009 Signing of declaration of acceptance of office by Chairman.

Cllr I Hall signed the acceptance of office.

19/010 Nominations for and election of Vice Chairman 2019/20

Cllr Jim Shorting was nominated to be the Vice Chairman of Merriott Parish Council for 2019/20

Proposed Cllr D Aslett, Seconded Cllr S Ashton All agreed.

Cllr J Shorting was unanimously elected to be the Vice Chairman of Merriott Parish Council

19/011 Signing of declaration of acceptance of office by Vice Chairman.

Cllr J Shorting signed the acceptance of office.

19/012 To consider membership of working parties for 2019/20

Planning Working Party: Cllr S Ashton, Cllr D Aslett, Cllr M Burnham, Cllr J Graham.

Highways& Footpaths Working Party: Cllr G Wright and Cllr M Burnham

Amenities Working Party: Cllr J Shorting and Cllr D Aslett

Finance and Procedure Working Party: Cllr I Hall and Cllr J Shorting and The Clerk

Open Spaces Working Party: Cllr D Aslett, Cllr I Hall, Cllr J Shorting and Cllr J Graham.

The County Councillor, Cllr Adam Dance had other meetings to attend, so wished to update the Highways working party that the Small Improvements Scheme has now closed. He was confident that the application from Merriott Parish Council would still be considered.

Risk Assessment responsibilities:

Civil Burial Ground – monthly - Clerk (Julie Chant)

Headstones and memorials – quarterly – (Clerk) Julie Chant and Cllr J Shorting

Community Land – monthly- Cllr M Burnham

Recreation Ground – weekly- Cllr D Aslett

19/013 to reaffirm Standing Orders and Financial Regulations:

Councillors noted the alterations and approved the adoption of Standing Orders and Financial Regulations

19/014 to consider General Power of Competency:

There was a brief discussion around the additional powers and Councillors deferred making a decision to a later meeting

19/015 To note the Asset Register as at April 2019

Councillors noted the additions to the register and the listing of individual items of play equipment.

Noted and Approved.

19/016 to affirm Complaints Procedure

The Clerk asked Councillors to consider deferring to next meeting in order to allow time to check procedure and make adjustments

Agreed to defer

19/017 Dates and times of meetings to Annual meeting 2020.

Councillors were given details of dates and times.

Cllr Adam Dance left the meeting

Merriott Parish Council

May Meeting of the Parish Council held on 13th May 2019

Present:

Cllr Iain Hall (Chair)
Cllr Jim Shorting (Vice Chair)
Cllr Steve Ashton
Cllr Michael Burnham
Cllr Dave Aslett
Cllr G Wright
Cllr Jeremy Graham

In attendance:

Julie Chant (Clerk), Cllr Paul Maxwell, and 25 members of the public

19/018 Code of Conduct and Declaration of Interest None

19/018 a) Minutes of the last meeting

The minutes of the meeting held on 8th April 2019 were agreed as a correct, all approved, The Chair signed the minutes

19/018b) Matters arising:

18/203 The Clerk apologised for not sending a letter to Angela Watson, and confirmed that she had contacted two Parish Councils as discussed, but they had not shown any interest in the decision of the Regulation Committee

18/203 The Chair questioned Cllr Paul Maxwell about the approved planning application

18/00751/OUT Mr P Venn - Popular motors, Broadway Merriott outline application for the demolition of existing workshops, erection of 4 no. dwellings and associated garaging and erection of a workshop. – permitted with conditions, and enquired if the decision had gone to a committee, or if it had been a delegated decision. He expressed concerns that any change from commercial use, needed to demonstrate that there was no demand for commercial premises, by advertising them as available for a period of 18 months, prior to agreeing the change of use. Cllr Paul Maxwell agreed to investigate the application and decision.

19/018c) Planning including applications currently in circulation

a) 19/00915/TCA Mr. George Walker Court Mill Lower Street, Merriott- leylandiis works in conservation area.

b) 19/00911/FUL Mr. and Mrs. Clemas Land at Boozer Pit, Merriott – erection of two dwellings: The Planning Working party had visited the site and noted this plot had previously been the subject of an application for six houses ,13/01572/OUT , which had been refused. A subsequent appeal was dismissed.

Although there is a reduction in numbers of dwellings, Councillors felt the reasons for the previous refusal stood:

The plot is not well connected with the village. There is no footpath round a dangerous bend back up to Higher Street. Pedestrians have no option but to walk on the road, which makes walking into the village dangerous.

The housing density naturally reduces as you exit the village up Boozer Pit. The gaps between existing dwellings add to the character and landscape of this area. To allow developments in the gaps will be detrimental to the area.

This development effectively extends the village into green fields outside the village.

There is no demonstrated demand for this size of house in the recent Merriott housing needs survey.

Merriott Parish Council

There was a discussion around the various points raised and a representative for the applicant explained that the reduction in dwellings now made the plot viable, the fronting would be similar to other houses in the area, and land to the rear would not be developed. There had been 10 letters in favour of the dwellings, and the self-build applicant was present at the meeting and met the criteria for self-build. There had been 19 letters of objection.

However, members of the public felt the lack of pavements and a development on the very edge of the village was not acceptable, and would spoil the character of this part of the village

The planning working party recommended refusal.

Councillors voted unanimously in favour of refusal.

Council recommend refusal of the application

c) 19/00698/OUT Mr. Martyn Tharrat Land OS 0420 Part Tail Mill Lane, Merriott – erection of 9 no. residential dwellings.

Planning working party felt that the primary objections to the development were:

that it extends the built-up area into a greenfield plot.

The whole site is disconnected from the village as Tail Mill lane is blocked to vehicle access onto Lower Street, which increases the isolation of the site.

The development sits outside the core of the village and should not be permitted onto green open space.

They discussed the suggestion that it had been implied self-builds would count in the applications' favour and acknowledged that there is a register of people looking for plots suitable for self-build houses, but they could not find a suggestion that they should receive preferential planning treatment so that detail should be ignored.

They had also discussed the scheme with occupants to the west of the development, but could not find anyone who did not strongly oppose the scheme

They felt the road seemed reasonable, but this should not come at a cost of 9 dwellings.

The Planning working party recommended refusal of the application

Councillors voted unanimously in favour of refusal

Council recommend refusal of the application.

d) 19/00925/FUL Mr. J Stokes Springfield House and Hamstones, Church Street, Merriott – proposed alterations to access, remodelling of existing dwelling Hamstones, erection of 2 private dwellings with garages and domestic curtilage.

Following a site visit the working party did not have any strong objections to this application.

The proposed houses do not appear to significantly overlook the neighbours.

The eastern aspect of the proposed new house in the southeast of the plot is only single storey close to the boundary and only has two small windows facing that direction. They acknowledge that this overlooks a listed building, but it is a distance from the building itself.

The infill is within the village, and whilst there are some concerns about the "tight" access onto Church Street, improvements to the dwelling "Hamstones" should improve the appearance of the site.

To the rear the property is well screened by existing hedgerows and the new dwellings will not be highly visible from the road.

The applicant gave a brief outline of the proposal and members of the public were invited to express any concerns.

One member objected on the grounds of density, the positioning of the dwellings and the adverse effect in a conservation area. The issue of a listed building overlooking the site was also discussed, but Councillors were happy that the dwelling sat some way from the boundary and was single storey at that boundary. They felt any concerns would be raised by the conservation officer.

The Planning working party asked Councillors to vote on the application;

Merriott Parish Council

5 Councillors voted in favour of approval, 1 abstained and 1 voted to recommend refusal.

Council recommend approval of the application

e) 19/01061/TCA Mrs. E Walker Court Mill Lower Street Merriott – tree works in conservation area

f) 19/01017/TCA Mr. M Pritchard, Tail Mill Lane, Merriott – works to 2 trees in conservation area.

g) 19/00810/FUL Mr. P Quinn, Land at Tail Mill, Tail Mill Lane Merriott – The erection of 2 no. commercial buildings with the provision for car parking, access and turning areas.

The Planning WP were generally in favour of this application and recommended approval

Councillors voted unanimously to recommend approval of the application.

Council recommend approval of the application.

Planning determinations

a)19/00762/TCA Mr. M Lee Merriottsford Farm, Merriott Road, Merriott – application to carry out tree work in conservation area- permitted

b)19/00439/HOU Mr M Chard 5 Higher Street Merriott TA16 5PJ – demolition of outbuildings and single storey elements. Erection of extensions with attached garage and conservatory – permitted with conditions

c) 19/00433/TCA Ms. S Berry, The Rectory, Church Street, Merriott – tree work in conversation area-permitted

d) 18/03376/HOU George Walker, Court Mill, Lower Street, Merriott - erection of an observatory-permitted with conditions

e) 19/003494/FUL Mr A Byford, Flaxlands Boozer Pit, Merriott, TA16 5PW – erection of single storey rear kitchen extension – permitted with conditions.

Action: The Clerk to inform planning at SSDC of the Council’s decisions.

19/019 Finance and Procedure

a. To consider the report of the Internal Auditor for 18/19 – noted and agreed

b. To approve the Annual Governance Statements for 18/19

After a brief discussion Cllr J Shorting proposed approval, Cllr D Aslett seconded. Unanimously approved.

c. To approve the Accounts and End of Year Bank reconciliation 18/19

The Clerk clarified any issues which required explanation and Councillors approved the accounts and bank reconciliation.

d. To approve the Accounting Statements 18/19

Councillors viewed the statements and discussed the balances and variances.

Cllr J Shorting proposed approval, Cllr D Aslett seconded.

Unanimously approved.

e. To agree invoices for approval (to include insurance renewal).

<u>Voucher</u>	<u>Payee</u>	<u>Details</u>	<u>VAT</u>		<u>Total Payment incl VAT</u>	<u>Budget Line</u>
400	3D Sports	Cricket nets	£	228.00	£ 1,368.00	Rec Improvement
401	Cemex ltd	Neogem path gravel	£	160.00	£ 960.00	Car park refurb
402	ICO	Info Commission Office	£	-	£ 35.00	membership
403	SCC - Rights of Way	Strimmer scheme	£	13.00	£ 78.00	footpaths
404	water2business	Water	£	-	£ 240.39	pavilion utility
405	Michelle Harding	Internal audits	£	-	£ 120.00	Audit/accountant

Merriott Parish Council

406	Zurich Municipal	Insurance		£ 1,419.83	Insurance
407	Martin Paull	Grass cuts		£ 100.00	Burial Ground
408	AMS Home services	Cleaning	£ -	£ 75.00	Pavilion
409	J Chant - clerk	Salary		£ 460.70	Salary& mileage
		office supplies		£ 6.54	
410	R Keylock	Payroll calculation	£ 2.50	£ 15.00	Audit/accounts
411	Cllr I Hall	Printing,mileage,supplies	£ -	£ 135.91	Exps/rec/pav/etc
412	Merriott village hall	April room hire	£ -	£ 12.00	room hire
413	ARB	strimming and maintenance		£ 175.00	Equip/shelter/rec main
		Total VAT to reclaim	£ 403.50		
		TOTAL		£ 5,201.37	

Noted and agreed: All approved

f. To note payments received;

INTERNAL TRANSFERS for approval

From	To	Amount
Nat West	Barclays Bank	£ 10,000.00

RECEIPTS 1st to 30th April 2019

Receipt no	Date	Name	Payment for	Amount	Budget line
213	10.04.19	SSDC	Precept	£ 44,000.00	Precept
214	08.04.19	GD Preston	Pavilion Hire	£ 20.00	Pavilion hire
215	06.04.19	Merriott Allotment Assoc	Annual rent	£ 600.00	Allotment
216	06.04.19	Merriott Bowls Club	Quarterly rent	£ 132.50	Bowls Club rent
217	15.04.19	HMRC	VAT reclaim	£ 896.31	VAT reclaim
			TOTAL	£ 45,648.81	

Noted and approved

g. To note Cllr J Shorting completed end of year accounting checks.

Noted

h. To note any updates to the Risk Register and the Assets Register:

Cllr Shorting and the Clerk had made adjustments to the Risk Register, which were noted and additions to the Asset register had been discussed during the Annual meeting of the Parish Council.

Noted and agreed.

i. to review the Parish Council's current fees and charges.

Councillors had reviewed the charges earlier in the year and were happy to leave all charges at the current rate

j. to consider membership of SALC.

The Councillors discussed the charge for annual membership and the charges for individual training sessions for non-members. It was agreed to find out more about the Planning training session, but not to renew membership at this time.

Action: Clerk to write to SALC

19/020 Recreation Ground/Pavilion

Merriott Parish Council

- a. **To receive the April report:**
Cllr Aslett had completed the form and asked the Clerk to look into buying CPR kits for the village and a training session for Defibrillator use.
- b. **To received updates on:**
- i) **slide and rope bridge.** The Chairman was aware of an issue with a connector on the rope bridge and had been in touch with the suppliers to organise a replacement fitting.
 - ii) **Extend pavilion veranda to ramp as per less able report recommendation:**
The delivery date for the timber has not been received. The Chairman agreed to contact supplier
 - iii) **Water main.**
Cllr Shorting confirmed that the works were complete and the Parish Council had received the final bill for the old mains. The invoices would now go to Merriott Bowls Club.
 - iv) **Improvements to showers:**
Cllr Shorting had spoken to the plumbers and they were expected later in the week.
 - v) **Cricket signs**
The Chairman agreed to undertake this as soon as possible
- c. **to receive update on the car park refurbishment.**
Cllr Hall confirmed that the overspill carpark will be a hard gravel finish, and some work has started. The contractor is due back within the next week or so.
- d. **Update on electricity contract for pavilion.**
The Clerk had sent the final meter reading to EDF as requested and the transfer was complete, with one final invoice payable to Eon.
- e. **To note report on meeting with football clubs.**
As this had been a productive meeting and required some discussion it was deferred to June meeting
Action: Meeting with football clubs to be on June Agenda
- f. **to determine supplier for the inclusive roundabout surface.**
Cllr Hall confirmed he had received quotes from several companies, and he was surprised to note they ranged from £ 1,600 to £ 2, 500 plus VAT. One company had been recommended and Councillors agreed that in this instance the lowest price may not be the best option. Cllr Hall agreed to attempt to get some reduction in cost and Councillors approved the purchase.
Action: Cllr Hall to negotiate the supply and laying of safety surface for inclusive roundabout.
All agreed Approved.
- g. **To determine proposal for additional litter bin on recreation ground.**
The football clubs had requested an additional waste bin for the recreation ground, by the half way line.
All agreed Approved

19/021 Amenities:

- a. **Update on replacement notice board.**
The new notice board had been installed and was well used. A resident had thanked the Council for the replacement.
- b. **Update on accessibility compliant website:**
Cllr Ashton confirmed he would start on this now that the local elections had been completed.
- c. **Update on tree works for burial ground.**

Merriott Parish Council

A local contractor quoted for the work and Councillors agreed to commence the work as soon as possible.

Action: Clerk to contact contractor to arrange cutting back trees as discussed

19/022 Highways and Footpaths.

a. To receive update on heritage road signs refurbishment.

Cllr Wright had amended the details of the quote to reflect a change to one fingerpost. The preferred company, required less detailed drawings and were very competitive. Cllr Wright agreed to contact Merriott Heritage Trust to discuss the fingerpost outside the bowling club and give details of the quotes.

The Clerk will assist with grant forms.

Action: Cllr Wright to contact Merriott Heritage Trust

b. To seek new Parish Path Liaison Officer.

The Clerk had advertised the position on social media, on the notice board and by placing an article in the next edition of the Merriott Messenger.

Action: Parish Path Liaison Officer to be added to June Agenda

c. Footpaths Guide

The Clerk had registered the Parish Council with PMSA to allow them to reproduce OS Maps, and had contacted SSDC for their assistance. Cllr Hall had found an alternative thin card for the guides.

d. Damage to bridge on footpath.

A local resident had reported the damage and the Clerk and Parish Path Liaison Officer had both contacted ROW team at SCC. The footpath was now subject to a closure order from SCC whilst the repairs are carried out. The closure has been displayed in the notice board and on social media.

e. Determine councils' position on road sign installation at Hinton Lane junction.

Councillors agreed that it was unfortunate that the sign had been erected in a gateway, and understood that Cllr Hall had been in contact with both Highways Agency and Hinton St George Parish Council. There was a discussion around the abundance of road signs and the desire of Council to reduce the amount of signage in and around the village.

Councillors agreed they did not wish to see addition signage, and confirmed they did not want the sign post to be repositioned and erected.

19/023 Clapperhay Community Land.

Update on Western Power re: Wayleave

Cllr Hall had spoken to Stonewater and Western Power and further site meetings are required.

Action Wayleave to be on June Agenda

Update on footpath closures

Cllr Hall had spoken to Merriott Heritage Trust and SCC with regard to the proposed footpath closures on land off Shiremoor Hill, and whilst Councillors acknowledged the developers would require temporary closures, these could not be over Parish Council owned land without their permission. They expressed concern that any temporary diversions could become permanent. Discussions are ongoing.

19/024 Correspondence received.

None

Merriott Parish Council

19/025. The next meeting will take place on Monday 10th June 2019 at 7.00 p.m.in the Blake Room, Merriott Village Hall, Merriott

The meeting closed at 10.07 p.m.