

# **MERRIOTT PARISH COUNCIL**

## **Minutes of monthly PARISH COUNCIL meeting held MAY 19<sup>th</sup> 2014.**

**OPEN SESSION:** There were 13 members of the public present.

- Chairman of MYFC asked if the Pavilion will be having the required shower facilities for the referee. *The Chairman commented that this will be decided at the meeting this evening.* He also informed members that it was necessary to call an ambulance at the weekend which then had difficulty accessing the ground as the gate was locked. *The Chairman stated that the processes will be reviewed with the Groundsman to help avoid a similar situation again.*
- Residents wished to inform the Parish Council that the Kings Head Public House is said to be closing on June 6<sup>th</sup> with the possibility of it becoming a non commercial dwelling. Residents said it is important for a village the size of Merriott for this facility to be kept open as it provides an important social facility. *A member commented that there has been rumours. There has been no application for change of use.*
- Mr Wright lead of the Speedwatch Group commented that a report has been made for the Messenger giving details of the outcomes of the numerous sessions held around the village. The speedwatch is continuing to have a positive effect.
- Mr Wright asked if there has been any confirmation from SSDC Planning/ Highways with regard to the request for the proposed entrance to Moorlands development to have a platform as this will help with the traffic calming in Broadway. *The Clerk has spoken with Planning who have not received any details from Highways.*
- Is there any news on the Surgery promised as part of the Moorlands Development? There are reports in the Messenger on commencement of building BUT the vital aspect of the Surgery on which this development was positively voted for by the village is NOT mentioned. This is precisely the very grave concern raised at the open meeting, that this will go ahead without the asset of the surgery. *The Clerk commented that there has been no update since the last meeting. Crewkerne Surgery has written to NHS England regarding the Finances required for the new surgery but to date has not had a response.*

**MEETING OPENED : 7:40hrs.**

**PRESENT:** Mr I Noble ( Chairman) Mr G Merrick, Mr J Shorting, Mr M Steer, Mr B Norton.

**APOLOGIES FOR ABSENCE:** Mr P Maxwell (attending another meeting).

**IN ATTENDANCE:** Marion Andrews (Clerk).

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

The Chairman asked members for declarations of interest.

**All members declared an interest in the Pavilion Project, Budget and Precept and have signed a Dispensation Form to cover Discussion on Financial issues. In addition;**

**2014/112** Cllr Merrick declared a personal interest in agenda item 14 being an allotment holder.

**2014/113** Cllr Shorting declared a personal interest in agenda item 14 being an allotment holder.

### **MINUTES OF THE LAST MEETING**

The minutes of the monthly meeting held on April 7<sup>th</sup> were reviewed.

**2014/114** It was proposed by Cllr Shorting and unanimously **RESOLVED** that the chairman sign them as a correct record.

### **MATTERS ARISING**

There were no immediate matters arising.

**2014/115** The following **ACTION** points from previous meetings were reviewed.

2009/314 point 10 Lowering of kerbs a Manor Drive, Bakehouse Corner, Townsend Corner, Sherlands corner. **ACTION:** Now submitted by CC as small highways improvement scheme 2014/15.

2011/173, 2011/283 Cllr Maxwell to pursue the conservation of the bollards at Evergreen path. The Clerk awaits a copy of a form from Cllr Maxwell (re English Heritage). **ACTION:** Cllr Maxwell meeting English Heritage August 2013. Ongoing.

2013/500 Groundsman Contract Update Winter/Summer months. **Action:** Completed and returned.

Open forum – Selling of property at the Piece, Hitchen dedicated Social Housing. Contact with Knightstone. 2014/090 Make further enquires with a view to securing Social Housing tenure on remaining properties. **ACTION:** Clerk ongoing.

2014/060 Cllr Bending to meet CC to view flood areas etc in Village.  
 2014/091 Tree Report review and Actions –Cllr Merrick – May/June meetings.  
 2014/087 Appointment of Internal Auditor- Form completed and returned to Darkin Miller – Completed.  
 2014/089 Annual Insurance. Review content and contract. Action: Clerk. Agenda May.  
 2014/093 Site for Memorial Bench at Recreation Ground.  
 2014/099 Letter to PCC regarding footpath and headstones. ACTION Clerk to be done when new Warden named.  
 2014/103 Obtain 2 quotes for disabled ramp at Pavilion. ACTION Clerk – Completed Agenda May.  
 2014/105 Inform Clubs of Pavilion Hire Charges – Action Clerk – Completed  
 2014/106 Update Groundsman Contract winter/summer hours. ACTION: Clerk – Completed.

**DISTRICT COUNCILLOR - No report**  
**COUNTY COUNCILLOR - No report**

### MEMBERS RESIGNATION

**2014/116** The Clerk informed members of the three letters of resignation from Cllr S Sumpter, Cllr S Bending and Cllr N Sumpter. Their comments were noted for future reference. The Chairman asked members to think of how to attract membership. ACTION: Clerk to respond with thanks for their support.

### FINANCE

The following Invoices received in April were presented for payment.

PAYEE	DETAILS	AMOUNT	BUDGET LINE	FOR PAYMENT	CHQ NO.
PAYE	BACS PAYMENT	£1,689.40	PAYE	Bank authority letter signed AW/MA	BACS
M Andrews	33hrs @11.296 Travel <a href="#">20@52.7</a> Telephone 5.00 Office Allowance 20.00 Expenditure: Pav 424.00 Clock by card TOTAL: £757.70	£372.76 less PAYE £74.60=£298.16 10.54 5.00 20.00 424.00 TOTAL: £757.70	Clerk	Yes	3065
Tithe Barn	April x 1	£16.00	Hall Rental	Yes	3066
M Rowswell	April Winter/Summer Hours 50 @ £6.50 March Fuel 19.30 April 7.50	£325.00 less PAYE £65=£ 260 £19.30 £22.00=vat £4.80 =£26.80 Total: £286.80	Groundsman	Yes	3067
J Jackson	Merriott Messenger May edit	£80.00	Messenger	Yes	3068
Parish Magazine Printing	May Edition	£195.00	Messenger	Yes	3069
Wessex Water	17/10-20/3 Bowling Club	£14.53	Wessex Water	Yes	3070

M Down	Churchyard Mowing	April x 3 cuts @£240 each Total: £720.00	Churchyard	Yes	3071
N Witcombe	Annual Allotment Rent	£600.00	Allotments	Yes	3072
Crewkerne Horticultural	Mower Service	£198.71 +vat £39.74 Total: £238.45	Rcc Maintenance	Yes	3073
SK Sales	Supply of weather Louvres & mesh	£211.66 + vat £42.33 Total: £253.99	Pavilion Build	Yes	3074
Ricketts Electrical	As per quotation for Pavilion materials & labour	£6730.23 + vat £1346.05 Total: £8076.28	Pavilion Build	<b>Defer until completion</b>	-
P Cox	Invoice 1118D + 8% interest	£2,500 + £649.28 Total: £3149.28	Pavilion	<b>No</b>	-

**2014/117 Cllr Merrick** proposed the Clerk make payments as indicated. Unanimously Resolved.  
ACTION: Clerk

**2014/118** The Clerk reported the following Deposits in April

Bowling Club rent £120.00 first quarter rent

Merriott Allotment £650.00 annual rent

Merriott Messenger Sponsors x4 £400.00

MYFC £290 Games & Training.

**2014/119** The Clerk had circulated to members with the agenda the 4<sup>th</sup> Quarter finance report showing Income and Expenditure against budget to the end of March. These figures are to be verified at the Internal Audit and for the Annual Financial Return after which a detailed narrative will be provided. Bonus Saver Account £6,370.16 Current Account £32,338.13. Total: £38,708.29. This end of year figure includes ear marked reserves and Pavilion grants.

**2014/120 Annual Insurance:** Came & Co 3 year agreement includes year14/15. Quoted premium of £1,349 for 14/15. The schedule has been reviewed and members were asked to agree a figure for the value of the Pavilion. Estimated £150,000 rebuild cost. Also include the CCTV equipment on the Recreation Ground value of £3,000. It was Proposed by Cllr Shorting and unanimously RESOLVED that with these changes the Annual Insurance is paid. ACTION: Clerk to ask for these amendments to the quote and to make payment. Came & Co also offer a 5% discount if Council wish to take advantage of another 3 year agreement: Unanimously RESOLVED. ACTION: Clerk to indicate this by return.

## PLANNING APPLICATIONS AND PLANNING MATTERS

Cllr Merrick reviewed for members the following applications.

- (1) APPLICATION: 14/01604/FUL APPLICANT: Mr & Mrs Simcock PROPOSAL: Erection of Two Storey extension to dwelling house. LOCATION: 12 Newchester Cross, Merriott. ***This property is neighboured with others that have already been extended to the same degree.*** 2014/121 **APPROVAL RECOMMENDED**

- (2) APPLICATION: 14/01584/FUL APPLICANT: Dr R Gale PROPOSAL: The Carrying out of internal & external alterations to include demolition of existing sunroom & outbuildings, the erection of a single storey rear extension, replacement of garage door with window & removal of shutters. LOCATION: Zephyrine Cottage, 37-39 Shiremoor Hill, Merriott. ***This PROPERTY is listed but is being changed with integrity.*** 2014/122 **APPROVAL RECOMMENDED.** ACTION: Clerk to advise SSDC Planning dept.

## DETERMINATION

96 HITCHEN MERRIOTT –PERMISSION GRANTED

**2014/123 Moorlands development:** The Clerk reported that at the beginning of May she had spoken with SSDC officer Mr A Gunn regarding the progression of the development starting in June and asked if a Highways report was available. He did not have any information on either but would investigate further. Nothing further reported. In view of the continuing concern raised by residents members asked that the Clerk write to Mr Gunn. ACTION : Clerk.

**2014/124 Properties The Piece:** The Clerk reported no further progress in the month. The PC minutes of 1998 are at the Archive in Taunton and the Clerk will need to make arrangements to access them when she has time available.

## **HIGHWAYS AND FOOTPATHS**

**2014/125 Speed Indicator Device** – County Council programme report for Merriott has been received and forwarded to Mr Wright (Speedwatch). This supports the results of the local Speedwatch group. Since a change in policy the County Council are now asking if Parishes wish to manage the SID programme for their area. Further information on this is requested but in principle the Speed watch group would support it. ACTION: Clerk to respond to Mr Grabham at County Council and indicate interest from Merriott and further information.

## **RECREATION GROUND**

Pavilion Update: Cllr Shorting reported since the last meeting

- The electric meter has been fitted- edf are the shipper. The tariff is still to be agreed.
- The Clock has been ordered.

Progress

- Plumbing is completed, Electrical is 90% completed with the expectation that it will finish this week subject to the floor finishes, Flooring has commenced and should take 3 days
- General Building . Pavilion Cladding 100%, Shed 50%, interior window cills 100% and ironmongery commenced.

Next Steps

- Complete cladding, complete ironmongery, install benches & coat hooks, KS securities to complete + commission, fit external window & door timber trims.
- **2014/126** Additional Shower – quotes have been requested from the various contractors involved. Members AGREED for it progress if within a £3,000 budget cost.
- **2014/127** Painting & Decorating – internal finishes required. Cllr Shorting to contact Mr M Stenner as recommended.
- The entrance steps need to be altered to comply with building regulations. Cllr Shorting to confirm and progress with Carpenter.
- Ground Works and Ramp. Following a conversation with Ms E Lovell (Building Control) it seems that the present ramp might be acceptable. However, she is unable to do a site visit for 2 weeks to undertake a pre inspection. **2014/128** The quotation from Pipecraft & Mr T Wallis were reviewed. Members recommended that Mr T Wallis is informed and asked to progress with the path finish from the car park and around the building. ACTION: Clerk.
- **2014/129** SBEM Calculations and EPC if required. ACTION: Clerk to contact Energist.
- M& E demonstrations & O&M instruction for Care taker.
- **2014/130** Caretaker job description: ACTION: Clerk

**Bookings:** The Clerk confirmed that the Crewkerne and Merriott Cricket Clubs have signed and returned the Hire Agreements and sent their fixture dates.

**Tree Report:** Cllr Merrick commented that the urgent issues indicated are the Inspection of the two horse chestnut trees and ties for the Willow trees and recommends instruction to Wesstend Tree Services to do this. ACTION: Clerk to give work order.

**Goal mouths:** The posts are down and the goal mouths need to be re-seeded. ACTION: Clerk to instruct the Groundsman. ACTION: Clerk.

**EGWOOD – No information since last meeting.**

## **ALLOTMENTS**

**2014/131** The Clerk reported that she had done the Allotment Inspection on Monday April 28<sup>th</sup>. The only comment was that the bottom right hand corner was not cultivated. This has been reported to the Allotment Secretary and is due to the inclement weather affecting that area.

**2014/132** The landlord Mr Witcombe has indicated a rent review as the five year period approaches at end of May 2015. Members would like Mr Witcombe to consider having the lease agreement directly with the Allotment Association. The Parish Council feel that their input is minimal now that the Allotment Association is established and the allotments are well tended and managed by the committee members. A precedence has been set with the separate agreement between the Association and Mr Witcombe for the extension area. **ACTION:** Clerk to write to Mr Witcombe with proposal.

#### **LENGTHSMAN**

**2014/133** A e mail from South Petherton Clerk informing members of the consortium that the Lengthsman has tendered his resignation from August 1<sup>st</sup> 2014. A meeting to discuss the future of this scheme is suggested for June 2<sup>nd</sup> at South Petherton. Following discussion it was AGREED that this is a valuable service within the community although it could be delivered in a different way by the Parish Council employing a peripatetic worker covering various jobs within the village. This will take time to initiate and is something for the future. It is important to attend the meeting to establish a interim arrangement. **ACTION:** Clerk offered to attend and represent members.

**2014/134** Cllr Merrick offered to be the Lengthsman co-ordinator and meet with him on a weekly basis. He will contact Mr Bending for a handover. Work for May/June. Pruning and Strimming.

#### **CORRESPONDANCE**

All relevant e mail correspondence has been circulated to members.

#### **ITEM OF NOTE**

- Mr K Lacey wishes to inform the Parish Council that he will be looking to re establish the Merriott Rovers FC. The Clerk has sent him the Terms & Conditions of Hire and Charge arrangement. **Members were please d to hear this.**

#### **ITEMS FOR NEXT MEETING**

- Kings Head Closure – **ACTION:** Clerk to write and ask for the position so as to report at next meeting.
- Emergency Access to the Recreation Ground. **ACTION:** Clerk to Risk Assess and report to next meeting.

Meeting Closed at 10.05pm.

**NEXT MEETING: Monday June 9<sup>th</sup> 2014. Merriott Tithe Barn 7pm.**

**ANNUAL PARISH MEETING: Wednesday 18<sup>th</sup> June 7.30pm Parish Church.**