

Mere Town Council



TOWN CLERK - MRS. L. C. WOOD

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9th May 2019

Dear Councillors,

Your attendance is requested for the **ANNUAL TOWN COUNCIL MEETING** to be held on Monday, 13th May 2019 at 7.30 p.m. in The Andy Young Pavilion, Springfield Road, Mere.

Yours sincerely,

Lindsey Wood,
Town Clerk.

AGENDA

1. To elect Chairman of Mere Town Council for 2019/20 and to receive the Chairman's Declaration of Acceptance of Office

2. To elect Vice-Chairman of Mere Town Council for 2019/20 and to receive the Vice-Chairman's Declaration of Acceptance of Office.

3. To receive declarations of interest from members and to consider requests for new DPI dispensations. Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Mere Town Council Code of Conduct for Members and by the Localism Act 2011.

4. Public Session

The Chairman will re-convene the Town Council meeting after the public session (please note that members of the public are no longer permitted to speak unless invited to do so by the Chairman).

Please Note: By entering the meeting room you are consenting to the use of your name being recorded in the Minutes. The meeting may also be recorded by the press or members of the public. Any person or organisation choosing to film, record or broadcast any meeting of the Council or its committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

5. To receive apologies for absence

6. Minutes – to approve Minutes of Parish Council meeting held on Monday, 1st April 2019

***7. To fill councillor vacancy by co-option.** Candidates to date:

- Sandra Catley (Personal Statement attached)
- Laura Rich (Personal Statement attached)
- Richard Pester (Personal Statement attached)

***8. To approve and adopt the Standing Orders for Mere Town Council**

***9. To approve and adopt the Financial Regulations for Mere Town Council**

10. Internal Audit

- To appoint/re-appoint an Internal Auditor

11. To review Committee Structure and to appoint members, decide terms of reference etc.

12. To appoint/re-appoint representatives to outside bodies/organisations:

Organisation	2018/19 Representative	2019/20 Representative
Youth Club, Seeds4Success, CAYPIG (Community Area Young People)	Cllrs. C. Hazzard, B. Norris & R. Coward.	
Cricket Club	Cllr. G. Ings	
Health & Community Care	Cllr. R. Hill	
Tennis Club	Cllr. G. jeans	
Football Club	Cllr. G. Ings	
Public Transport	Cllr. R. Sims	
Mere & District Linkscheme	Mrs. Adrienne Howell	
Museum Committee	Cllrs. R. Hill, Mrs. Hurd & Mrs. K. Symonds	
Footpaths & Rights of Way	Cllr. Jordan & Cllr. Mead	
Chamber of Trade	Chairman & Cllr. A. Colman	
Friends of Mere Museum	Cllr. J. Jordan	
School Governor	Cllr. C. Hazzard	
Mere Bowling Club	Cllr. B. Norris	
Carnival Committee	Cllr. J. Jordan	
Area Board	Chairman & Vice-Chairman	
Mere Film Shows	Mrs. Rosie Jordan-Barr	
Rivers Group	Cllrs. B. Norris & Mrs. K. Symonds	

13. To appoint/re-appoint Trustees for Forest Charities

14. To appoint members, including the Chairman, to serve on the Staffing Panel & Appeals Committee

15. To consider bank accounts & signatory arrangements

16. To review the Council's insurance policy and discuss/decide on alterations

17. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year.

18. Matters Arising from recent meetings:

*a) Service Devolution & Asset Transfer – Revised Schedule for Town & Parish Councils (Wiltshire Council's policy attached)

19. Reports & Consultations

*a) Neighbourhood Policing Report (attached)

b) Wiltshire Councillor's Report

20. Planning

a) Applications: (All applications can be viewed on Wiltshire Council's website

<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx> – and type in the relevant application number)

Application Ref: 19/01331/FUL
Application for: Full Planning
Proposal: Upgrade existing garden room by replacing glazing and adding external cladding.
At: Milton Cottage, Church Street, Mere. BA12 6DS
We have already submitted a 'No Comment' response to this application due to time constraints.

Application Ref: 19/03026/FUL
Application for: Full Planning
Proposal: Extension and alterations
At: Suncroft, Springfield Road, Mere. BA12 6EW
We have already submitted a 'No Comment' response to this application due to time constraints.

Application Ref: 19/03307/FUL
Application for: Full Planning
Proposal: Extension to form garden room.
At: Swainsford Fish Farm, Woodlands Road, Mere. BA12 6BY

Application Ref: 19/03057/VAR
Application for: Variation of Condition
Proposal: Variation of condition 2 (approved plans) on 18/06081/FUL to allow for changes to the design and site layout
At: Land off Downside Close, adjacent to 1 Old Hollow, Mere. BA12 6AS

Application Ref: 19/03401/FUL
Application for: Full Planning
Proposal: First floor extension, replacement roof covering, render and stone to walls.
At: Elveston, Ivy Mead, Mere. BA12 6EN

Application Ref: 19/03956/FUL
Application for: Full Planning
Proposal: Proposed single storey rear extension
At: 22 Bramley Hill, Mere. BA12 6JX

Application Ref: 19/04436/TCA
Application for: Work to Trees in a Cons. Area
Proposal: Removal of silver birch tree within property boundary walls due to wall and path damage. Tree branches to be removed and tree to be felled. Roots dug out/cut and removed for safety of owners and public.
At: The Stables, Bramley Hill, Mere. BA12 6JX

The following planning application has been submitted to us for consultation by Dorset Council.

Application Ref: 2/2019/0462/FUL
Proposal: Erect 1 No. dwelling
Location: Barn and Workshop at Two Counties Farm, Shaftesbury Road, Gillingham, Dorset. BA12 6BJ

b) Mere Neighbourhood Plan

21. Highways, Rivers, Footpaths, Traffic & Transport

- a) Wiltshire Council Mere Path No. 78 Definitive Map and Statement Modification Order 2019 (The above order was made on 28th March 2019. The order, if confirmed, will add a public footpath to the definitive map and statement for the area, from The Square, Mere leading in a northerly direction for approximately 57 metres to North Street, Mere. Any representation or objection relating to the order must be sent in writing not later than 7th June 2019).
- b) Request for extended 30mph limit on Shaftesbury Road, Mere.
- c) Notice of Temporary Closure of The Lynch for 1 day (13th June) to enable Wessex Water to carry out interim to permanent reinstatement
- d) To submit request to Wiltshire Council to assess the following roads for highway surfacing programme: Angel Lane, The Fields, Manor Road, Ivymead (from junction with Water Street up to Cress Cottage), Denes Avenue
- e) Report on Community Area Transport Group (CATG) meeting held on 1st May.

22. Buildings, Open Spaces, Play Areas, Sports Grounds, Allotments & Cemeteries

- a) To consider quotation to repair lead light window in Mere Clock Tower
- b) To report on fault & repair of Public Access Defibrillator in Castle Street & discuss possible relocation to The Square.
- c) Replacement boiler for Andy Young Pavilion

23. Finance, Policy & Resources

- *a) Payments – to approve payments set out in payment schedule attached
- b) To approve S.137 payments for 2019/20 financial year (as listed in payment schedule).
- c) To adopt recommendations made by working group at annual meeting to assess effectiveness of internal control measures (see Minutes of meeting 9.4.19) + also to consider report on meeting held with Came & Co. Insurance Brokers on 18.4.19 and to consider quotations for insurance renewal
- d) Transfer of Section 106 contributions from Woodlands Road (old Hill Brush) development – suggestion from Wiltshire Council that transfer takes place by way of a legal side agreement.
- e) To agree Direct Debit instruction for Information Commissioner Data Protection Fee Renewal £35 p.a.
- f) Receipt of draft leases for Salisbury Street Car Park, Castle Street Car Park & Public Toilets.

24. General Items & Consultations/Briefing Notes

- *Councillors Briefing Note No. 19-010 – Freight Strategy and Freight Management Update
- *Councillors Briefing Note No. 19-011 - Extended Consultation on Vision for Special Schools

25. Forthcoming meetings/events

- South West Wiltshire Area Board Meeting – Thursday, 4th June 2019 at 6.30 p.m. at Nadder Centre, Weaveland Road, Tisbury. (To include debate on the topic of local drug and alcohol misuse).
- CPRE Wiltshire AGM – 20th June 2019 at Bowood House

26. Future agenda items

Note: Members are reminded that the Town Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.