

Mere Parish Council

Parish Clerk - Mrs. L. C. Wood

Minutes of a meeting of the Parish Council held on Monday, 3rd December 2007 at 7.30 p.m. in the Andy Young Pavilion, Springfield Road, Mere.

Present: Parish Councillors: R. Coward (Chairman), C. Hazzard, R. Hill, G. Jeans, E. Mitchell, R. Peirce, R. Sims, Mrs. L. Traves, & Mrs. M. White
Also: Mr. L. Stanton, R. Potter, M. Welch, M. Whatley & Mrs D. Pringle

Meeting convened at 7.40 p.m. with Public Session

Mr. Michael Welch said that he has noticed a marked increase in the number of cars on our roads since living in Mere for the past 25 years and he was particularly concerned about the speed of cars coming through Mere and the safety of pedestrians trying to cross the road in The Square. Mr. Welch asked the Parish Council to give some consideration as to how this problem may be addressed. The Chairman of the Parish Council explained that the police had carried out some speed surveys but we were still awaiting the results.

Mrs. Pringle felt that the Parish Council had not considered all the issues relating to the planning application to link the old ironmongers to the Co-Op. She said that The Square would lose a shop and a nice young couple would lose their home. The flat will be uninhabitable because of the 2 large walk-in freezers which are extremely noisy and the extra storage would cause an increase in heavy goods vehicles making deliveries to the Co-Op. Mrs. Pringle also raised the issue of the Mere Community Area Plan and wondered what action had been taken on the issues identified.

Apologies for absence received from Councillors P. Coward, M. Hall, R. Hughes, Mrs. R. Porter, S. Sealy & S. Squires

86. Declarations of Interest

Cllr. Hazzard declared a personal interest in planning application S/2007/2380 and a personal and prejudicial interest in Minute No. 93a) Payments (recipient).

88. Minutes – Cllr. Mrs. White proposed that the Minutes of the Parish Council meeting held on Monday, 5th November be approved subject to the following amendments:

Minute 84 a) all references to Film Club be changed to Committee (there is no Film Club).

Minute 78 g) insert – Cllr. Hill pointed out that the junction between Water Street & Ivymead was also a school travelplan issue.

Proposal seconded by Cllr. Hill and carried with a unanimous vote of those councillors present at the meeting of 5th November.

89. Planning

a) Applications: (All applications can be viewed on SDC's website www.salisbury.gov.uk/planning – application search – and type in the relevant number)

S/2007/2200 - TREES WITH TPO –

CROWN RAISE ROW OF BEECH TREES TO HEIGHT OF 5.1M & REDUCE BY UP TO 20%

REMOVE SECONDARY STEM FROM T7 & T27

REDUCE SPSREAD OF T22

FELL T6 & T11 AS DANGEROUS

PROSPECT FARMHOUSE, CASTLE STREET, MERE.

Cllr. Hill proposed that the above application be recommended for approval. Proposal seconded by Cllr. Traves and carried with a majority vote in favour. (Cllr. Jeans abstained).

S/2007/2227 – FULL APPLICATION – ERECTION OF GARAGE/OFFICE
BROADWATER FARM, SWAINSFORD, MERE.

Cllr. Mitchell proposed that the above application be recommended for approval. Proposal seconded by Cllr. Sims and carried with a unanimous vote.

S/2007/2332 – FULL APPLICATION – ERECTION OF SIGLE STOREY EXTENSION & RETENTION OF
SHEDS AND WALK IN FREEZERS

WALNUT TREE INN, SHAFTESBURY ROAD, MERE

Cllr. Hazzard proposed that the above application be recommended for approval with the condition that there is a disabled parking space designated and marked in close proximity to the public house. Proposal seconded by Cllr. Peirce and carried with a majority vote in favour. (Cllrs. Jeans & Mrs. White abstained).

S/2007/2343 – TREES IN CONS. AREA – FELL APPROX. 150 TREES TO CLEAR LONG HILL OF
SECONDARY WOODLAND,

LONG HILL, MERE

It was agreed that as the Parish Council were the applicants, it would be inappropriate for them to comment.

S/2007/2380 – FULL APPLICATION – CONVERT DENTAL SURGERY TO DWELLING INCLUDING
ALTERATIONS, EXTENSIONS AND NEW DORMERS

THE OLD DENTAL SURGERY, NORTH ROAD, MERE.

Cllr. Hill felt that the application should be a change of use application. Cllr. Mrs. White was concerned at the scale of the extensions.

Cllr. Mitchell proposed that the application should be recommended for approval but that there should be a query relating to the requirement for a change of use application. Proposal seconded by Cllr. Sims and carried with a vote of 5 for. (Cllrs. R. Hill & G. Jeans abstained).

Although prior notification had not been given, members agreed that the following two applications should be discussed at tonight's meeting in order to meet consultation deadlines.

S/2007/2393 – TREES IN CONS. AREA – 10 X LIME TREES TO BE POLLARDED

LINDEN HOUSE, CASTLE STREET, MERE.

Cllr. Mrs. White proposed that the above application be recommended for approval. Proposal seconded by Cllr. R. Sims and carried with a unanimous vote.

S/2007/2400- FULL APPLICATION – LOFT CONVERSION INCLUDING THE ADDITION OF TWO
WINDOWS AND TWO ROOF LIGHTS.

2 WHITE ROAD, MERE.

Cllr. Hill proposed that the above application be recommended for approval. Proposal seconded by Cllr. Mrs. White and carried with a vote of 6 in favour and 2 abstentions.

***b) Parish Council input into Local Development Framework** – with reference to the information provided by Cllr. Jeans in the Clerks Report, he added that in the past 3 years he could count 7 shops having been closed and he felt that one of Mere's biggest assets will be the commercial land being developed at Zeals which will provide one of the best chances of economic prosperity. Cllr. Jeans wondered whether members wanted to consider, for example, changing the development boundary or taking a more forceful approach to change

of use applications or influencing the provision of affordable housing. A Planning Officer had discussed his concerns with Cllr. Jeans over the fact that Mere Parish Council is not taking any proactive steps to the consultation on the Local Development Framework this time round. It was agreed that the Clerk should talk to the planning officers and that the matter should be raised on the next agenda, the Clerk sending out copies of the Local Plan map showing the development boundary.

90. Matters Arising

a) Report from County Councillor – none

b) Report from District Councillor to include report on Western Area Committee Meetings – members discussed the fact that the directional sign on the south side of the A303 at Charnage Down was again being raised at the next Western Area Committee and that previously, Mere had supported the sign for the purpose of publicity and advertising businesses in Mere. Cllr. Mrs. White agreed to attend the Western Area Committee meeting in order to reiterate this support.

c) Report from Transport representative – Cllr. Sims reported that he had attended the Wiltshire & Swindon Community Transport Conference held at Lackham Countryside Centre on 17th November which was well attended. Presentations were given on community transport schemes and demand response transport schemes and he attended workshops on the Charity Bank and how to set up working committees. The next meeting of the Shaftesbury & Gillingham Transport Forum would be held on 7th January 2008.

d) Report from Community Safety Representative – Cllr. Sims reported that the next meeting of the Community Safety Partnership would be held on 14th January 2008.

e) Freehold interest in ex-Gardening Club Cabin (White Road Gardens) – the Clerk informed members that Cornhill Estates had offered the Parish Council a transfer on the freehold of the ex-Gardening Club Cabin, although the Parish Council would be responsible for the legal costs to both parties. The Chairman explained that he felt this would be a useful asset for the groundsman to keep equipment and proposed that the Parish Council should graciously accept the offer from Cornhill Estates and proceed with the legal transfer. The proposal was supported with a unanimous vote.

f) Reduction in speed limit through Mere – Cllr. Mitchell felt that the government will eventually adopt a policy of having 20 mph speed limits through villages and towns. It was agreed that the Clerk should ask the Road Safety Unit for results on the speed survey and also to ask Gillingham Town Council how they acquired their Vehicle Activated Sign (VAS).

g) Residents parking permits in Church Street – Members felt that Church Street provided valuable on-street parking for people who wanted to use the shops and facilities within the town and that residents in the area should have been aware of the situation when they purchased their houses. Cllr. Hill added that every driver who paid their road tax had the right to park on public roads. Cllr. Hazzard proposed that the Parish Council should be opposed to any proposals for parking permits in Mere. Proposal seconded by Cllr. Mitchell and carried with a unanimous vote.

h) Boundary issues adjacent to Jubilee Gardens - deferred

91. Highways, Rivers, Footpaths & Transport

a) Jobs for Parish Steward – the clerk pointed out that during his last visit the Parish Steward had checked & cleared grips, gullies and letts, checked signs, checked for potholes and cleared weeds from the kerb along Manor Road (north of the A303). The next visit would be on 11th – 12th December. The Clerk was asked to draw the Parish Steward's attention to potholes on Shaftesbury Road outside Homestead Farm and at Walnut Road.

**b) Track adjacent to No. 1 Old Hollow, Mere – response from WCC – with reference to the information in the Clerks Report, the Clerk was asked to write to Duchy of Cornwall to check that the land is no longer within their ownership.*

c) Application for Licence to carry out works along Waterside on behalf of WCC – it was agreed that the Clerk should complete the application form.

92. Open Spaces/ Sports Grounds, Play Areas and outdoor recreation facilities

a) Hire charges for Andy Young Pavilion – It was agreed that known sports groups, clubs and organizations should be allowed to use the Andy Young Pavilion, free of charge on a limited basis subject to application to the parish council. Individuals wanting to book the Andy Young Pavilion should be asked for a hire fee of £60 + a £200 deposit which is returnable if no damage is caused and the pavilion is left clean and tidy. Also subject to the clause that the event would not require a Temporary Event Notice (as agreed at Nov. '07 meeting). The Parish Council agreed that they would be responsible for the opening and closing of the pavilion, as conditioned by the insurance company.

93. Finance

a) Payments: The following payments were approved:

North Street Nurseries	Autumn planting of tubs	446.50
Swimco	Spring Commissioning & Winterising of swimming pool	811.19
Cash	Reimbursement for mobile phone top-up	10.00
Shaftesbury Garden Machinery	Service & repairs – Husqvarna ride-on	227.95
Wessex Water	Mere ex-Cricket Pavilion (Recreation Ground)	8.78
Wessex Water	Jack Paul Close Allotments standpipe	279.37**
Cash	Spray paint (Sydenhams)	9.14
Greenbarnes Ltd	Noticeboards for MUGA	1310.47
Salisbury District Council	Bin bags for street cleaning	18.00
Royal British Legion	Poppy wreath for Remembrance Day	25.00
A. Bailey & Sons	Final payment for MUGA (previously withheld)	3161.99*
Forge Garages	Fuel & Oil	74.17
Imprest a/c (cheque Nos. 2459 – 2460 & 2353 – 2361	Payroll	2608.14
T. Thornley	Website + Macromedia Contribute software + registration of domain names etc	1585.66
Cash	Reimbursement for wood to repair fence in Rec	30.08
V. & A. Charlton	Sundries for July	81.79
V. & A. Charlton	Sundries for November	52.58
Society of Local Council Clerks	Annual Subscription	129.00

* The Clerk pointed out that it was still not possible to issue a certificate of completion for the MUGA because the Floodlights were not working as per the specification and none of the football users were able to use the MUGA because the surface was too slippery. It was therefore agreed to withhold the final payment to A. Bailey & Sons.

** The Clerk expressed concern as to the cost of this water supply which was for a relatively wet summer. The Clerk confirmed that the meter had been read and it was not an estimate. It was agreed that the Council should look into providing some kind of lock or mechanism to the standpipe to stop it from being left on.

b) Parish Council vehicle – costs of repairing Landrover versus new capital purchase –

The Chairman reported that the Landrover had gone in for an MOT and the estimated cost of repair was £800 or more. He felt that it was not worth spending any more money on this vehicle considering the amount of money it had already cost in repairs and he had therefore made enquiries about purchasing a new second-hand vehicle and Mr. Andrew Reeves had given a quotation of £3,500 + VAT to purchase a Diahatsu 4-track, 2.5 litre Turbo Diesel, 4 wd with van-type body, P reg at 76,000 miles – this price would include part-exchanging the old landrover. Mr. Reeves was prepared to stand by the new vehicle if something came adrift but he could not offer a warranty unless the Parish Council wanted to pay extra. The Chairman also felt that the Parish Council should purchase a trailer to put the ride-on mower on because the groundsman should not be using this on the roads. Cllr. Hazzard proposed that the Parish Council should purchase the new second-hand vehicle, as quoted by Mr. Reeves, part exchange the landrover, purchase a trailer to pull the ride-on mower and inform the groundsman that he could no longer haul logs off Castle Hill in the vehicle and that it should be sign painted 'MERE PARISH COUNCIL'. Proposal seconded by Cllr. Mitchell and carried with a unanimous vote of approval.

c) Assessment of Internal Auditor - deferred

94. Health & Safety

a) Health & Safety & Fire Risk Assessments - deferred

95. General Items

a) Polling District Review 2007 – Public Advertisement and Consultation Process – the Clerk informed members that regulations required local authorities to carry out a review of their polling districts and polling places every four years and as such, SDC were undertaking a review which included Polling Stations used within existing wards for use in connection with Parliamentary elections. The Clerk could find no significant comments or suggestions within the review that would affect Mere.

****b) Area Committees – Review of Community Involvement –*** with reference to the information in the Clerks Report the Clerk was asked to write back to the Western Area Coordinator to ask why there were no forthcoming Area Committee Meetings to be held in Mere and suggesting that this was not offering any encouragement for residents of the Mere area to become more widely involved in the work of Area Committees.

95. Mere Peace Memorial Sports & Recreation Ground

a) To approve figures and details for Annual Return 2007 - deferred

b) Dog/litter bins & signs – the Clerk explained that, as far as she was aware, there were still no litter bins in the Recreation ground.

96. Clerks Report – Cllr. Mrs. White proposed that the Clerks Report be confirmed and adopted. Proposal seconded by Cllr. Mrs. Traves.

Cllr. Jeans tested the Fire Alarm in the Andy Young Pavilion and found it to be in working order.

*Further information on these items in Clerks Report

Minutes of the Annual Budget Meeting held on Tuesday, 4th December 2007 at 7.30 p.m. in The Parish Council Office, Duchy Manor, Springfield Road, Mere. This meeting is open to the public.

Present: Councillors Mrs. Mary White (Chairman), P. Coward, R. Coward, C. Hazzard, R. Hill, R. Hughes, G. Jeans, Mrs. L. Traves

Apologies for absence received from Cllr. Michael Hall.

Declarations of Interest

Cllr. Hazzard declared a personal and prejudicial interest in Floral Enhancements

Cllr. Hughes declared a personal and prejudicial interest in Weed Management

Cllr. Jeans declared a personal and prejudicial interest in Section 137 expenditure (flag raising & xmas lights)

Income - To consider rents and charges for the following:-

Admin Income - The Clerk informed members that she was awaiting a cheque for £250 from Inland Revenue incentive payment for carrying out on-line filing of end of year PAYE returns.

- **Allotments Income** – rentals – The Clerk expressed concern about the fact that the Council had not received a rental invoice from the Duchy for the last year and assumed this was because the lease payment was due for a review during the year and she therefore assumed that the Duchy were going to apply this increase retrospectively. However, the Clerk was concerned that the Parish Council may not be able to recoup this increase from the individual allotment rents as notice needed to be given to the allotment holders. Members therefore recommended that the Clerk should write to the allotment holders as soon as possible, warning them that there will be an increase but informing them that we don't know yet by how much. With reference to the high cost of the water used at Jack Paul Close allotments, it was proposed that the rents should rise to £35 each.

- **Cemetery Income** – A set increase to cemetery/burial charges was made. The Clerk informed members that three years ago the PCC had agreed to apply an annual increase, in line with inflation for their contribution to churchyard upkeep.

- **Floral Enhancement** – The Clerk explained that the Parish Council had secured some sponsorship this year.

Grants & Donations Income

River Cleaning – This is an informal arrangement that we have with the Duchy to contribute towards river cleaning costs and was increased in 1998 from £150 to £175.

Donations from Sports Groups – it was recommended that all the agreed donations should be increased by 5% and that the Football Club should be asked to contribute towards the electricity used in the Andy Young Pavilion (since the floodlights were wired into the pavilion's electricity supply).

Youth Football	£400	increase to £420
Adult Football	£200	increase to £210
Bowling Club	£200 for use of pavilion	increase to £210
Archery	£150	increase to £157.50
Tennis	£ 75	increase to £78.75

Interest Income – The Clerk informed members that we had received £92.93 so far this year. However, the interest on our National Savings Account is not added until January.

Kingsmere Open Space – the Clerk had estimated the interest at about 3.6%.

Parks & Recs Income – Forest Deer Leazes – rent has been £32 since 1996.

Recreation Ground Charity – the lease relating to the Youth Club is currently under review after receipt of a professional survey under the terms of the Charity Commission scheme.

Street Cleaning – the Clerk felt that she was doubtful that the District Council would be continuing their grant scheme this year.

Expenses - To consider budgeted expenses for the year 2008/09:

Admin

Advertising – retain working reserves of £80 - no budget.

Audit Costs – retain working reserves of £750 to allow for audit fee for 2006/07 accounts. Budget further £850 for next year's audit.

Election Costs – Elections were held in 2007 and would not normally be due again until 2011. However, due to the fact that unitary authority elections will be held in 2009, there is a call to hold parish council elections again in order to keep to the same combined election timetable and help reduce costs to parishes. Last year, SDC supplied us with a guideline figure of elections costs – uncontested parish election would cost us £25.00, a combined parish and district election would cost about £870 and a parish only election (district election uncontested) would cost in the region of £2010. I would therefore recommend that, to be cautious, we build up some reserves.

Hire of Rooms – costs will reduce if we continue to use the Andy Young Pavilion for meetings. It was therefore agreed to reduce the reserves to £50 and reduce budget to £50

Insurance – We need to retain £344.0 to allow for Landrover insurance

Suggested budget –	Cornhill (local council policy)	£2084	
	Tractor		£
360			
	Ride-on		£ 135
	Landrover		£ 344

X 10%

Legal Services – retain £600 to allow for any unforeseen legal work. We have legal issues relating to Youth Club (new lease), leases for Bowling Club & Swimming Club, transfer of land at Clements Lane (but we should get these paid) + possibility of transfer of Gardening Club shed. Recommended we budget a further £400

Office Equipment – retain £150 to allow for answer machine and new lock for door.

Petty cash – retain working reserve of £200 and budget £360 for next year (petty cash expenditure has reduced owing to number of emails etc.)

Publications – Recommend retain working reserves of £322.

Publicity leaflet – retain working reserve of £300 in case Council decides to produce a publicity leaflet. If we go for Quality Status we will have to publish annual accounts & reports etc.

Rentals – budget £500 for office rent.

Subscriptions – still to pay – SLCC - £125

Anticipated subscription costs for 2008/09

WALC		£596
Wiltshire Wildlife Trust	£36	
Community First		£34
South West Provincial Employers		£96
CPRE		£27

SLCC £125

Telephone expenses - AOL Internet service provision @ £17.99 per month. Reserve £72 for remainder of year. Budget £215 for next year.

860701 – Reserve £170 for remainder of year. Budget £340 for next year

Groundsman's mobile – Reserve £40 for remainder of year. Budget £80 for next year.

Training – retain working reserves of £150 and make no budget. The application fee for the quality status qualifications is £100 + VAT but the Clerk stated that, although the Parish Council now met the criteria to apply for quality status, she was not aware of any major benefits to the Council to offset the cost and the amount of work necessary.

Travel expenses – retain working reserves of £100

Allotments

Rentals – Allotment lease was due for review last year and still hasn't been reviewed. We are in correspondence with Duchy regarding Southbrook allotment situation and standpipe & taking grazing land off lease. We have not yet paid any allotment lease money to Duchy since October '06 and we therefore owe at least £1700. Recommended to retain £1850 in reserve and budget a further £2050. The Parish Council will, of course, increase allotment rents in line with any lease increase.

Water Rates – The Clerk explained that the invoice for the summer water supply at Manor Road allotments was £280 which was a shock since we had such a wet summer and we have never had such a high bill before. It was agreed to investigate the possibilities of providing a tap that only works when depressed. It was agreed to increase reserves to £280 and budget a further £150 for water rates next year + £100 for new tap.

Andy Young Pavilion

Equipment & furniture – retain working reserves of £60.00. Cllr. Jeans identified the need for a pull-down projector screen and members discussed the possibility of providing curtains. It was therefore agreed to budget £1000.

Gas – reduce reserves to £160 and budget a further £300.

Maintenance repairs – retain reserves of £83 and budget a further £500

Cleaning – recommended to retain working reserve of £200. Members were concerned that the pavilion is not being cleaned properly and cleaning materials are not provided. It was agreed that the Parish Council should purchase cleaning materials and that contract cleaners should be appointed to give the pavilion a thorough clean on a quarterly basis. Budget £400

Water & sewerage – recommended to retain working reserves of £60 and budget a further £150

Bowling Green – the cost of the drainage treatment will be reclaimed from Policy R2 funds. Remaining costs should be reclaimable from Bowling Club

Buildings

Chapels – The Clerk explained that she had tried (twice) to get quotations for replacement guttering on the chapels. Eventually, the Chairman and the Clerk had asked P. F. Parsons to give a quote for replacing guttering and repairing chapels. The guttering was currently being replaced but Parsons felt that the movement in the buildings should be assessed by a surveyor. The Chairman and Clerk had discussed the possibility of applying for a Heritage Lottery Grant to refurbish the chapels and to incorporate the new lychgate and entrance for the new cemetery into the grant scheme. However, it would be necessary to appoint a surveyor for the chapels and to ask someone to present a report and put forward a project plan for any lottery bid scheme. It was agreed to retain reserves of £1640 and to budget a further £500 – after paying for the replacement guttering, residue would allow for potential possibilities. It was agreed that the Clerk should ask a surveyor for a quotation to survey the chapels.

Clock Tower – retain working reserves of £580 and budget a further £200

Clock Tower Island – retain working reserves of £290 and budget a further £100

Jubilee Garden Walls – last year the Council removed the £4000 reserves that had been allocated for the rebuilding of the walls from the grant of easement. Recommend £400 budget to build up funds.

Pennybank Lane Walls – retain working reserves of £950 and budget a further £200

War Memorials – recommend retain £300 in reserve and budget a further £150

Capital Projects

Flags – The Clerk informed member that the last Union flag cost £150 and we have had to purchase two flags in the past year although one was met by public donation. It was agreed to budget £300 next year to allow for the purchase of two flags.

Landrover/vehicle – As the Parish Council had just paid £3500 for a new (second-hand vehicle) it was agreed that the £3000 reserves should be retained and a budget of £2000 should be made in order to allow for the purchase of the new vehicle and the purchase of a trailer.

Litter bins – It was agreed to allocate £400 to reserves and budget a further £800 for new litter bins at bottom of Castle Hill – both Manor Road & Castle Hill Lane entrances.

Machinery & equip. grounds) Budget to build up reserves The Clerk

Machinery & equip. office) informed members that the groundsman Required a new chainsaw.

MUGA – Hopefully we will recover all capital expenses. Capital expenses so far have been £44,435 but we still need to pay Baileys £2691.06 + noticeboards £1115.30. This gives a total capital outlay of £55,779.66. Sport England & Football Association have paid £44,435 and Sport England have withheld 5% of their capital grant which is £1775. Therefore we will need to claim the balance from Policy R2 funds of £9569.66 + costs of installing noticeboards.

Castle Hill

Flag Pole – Retain working reserves of £300 for work that needs to be done to flagpole. Cllr. Jeans felt that the flagpole was a health & safety risk and the Council should look at ways of

improving the situation so that the flag can be raised and lowered safely. Budget a further £200. It was agreed that the groundsman should be asked to paint the flagpole with hammerite.

Grass, wildflower seeds & weed management – invoice for £485 just received for weed management. Recommend retain reserves and budget further £500 for next year.

Maintenance of floodlight – recommend retain working reserves of £190 to allow for cost of work recently incurred. Suggest Budget a further £200 for next year. Floodlight is being vandalised regularly.

Signs/information boards – Recommended retain reserves

Gates, fences & footpaths – Recommend budget of £200

Castle Hill Heritage Project – It was recommended that £500 be retained and a further £250 should be budgeted in the hope that English Heritage may have a change of heart regarding an archaeological dig and interpretation of the castle.

Cemetery

Rates – Recommend budget £360 to allow for next year's rates.

Walls, railings & footpaths – retain working reserves of £600 and budget a further £100.

Water rates – recommend budget £75 for next year's water supply.

Repair to old lamp post & sign – Whilst Cllrs. Jeans and P. Coward had agreed to fund the repair and affix solar lighting to the old gas lamp, it was agreed that, if this was successful, the Parish Council might like to consider carrying out similar refurbishments to the other lamp in the cemetery and it was therefore agreed to budget £250 to allow for this work and also to allow for replacement signs. The Clerk was asked to e-mail the wording on the existing sign to both Cllr. Coward & Cllr. Jeans who said that they would obtain quotations for replacements.

Chairman's Allowance – the Council agreed that the Chairman's Allowance should rise to £250 next year and that the cost of providing refreshments (tea/coffee etc) for meetings should come out of petty cash rather than from the Chairman's Allowance.

Changing Rooms

Electricity – recommend retain working reserves of £150 (electricity bills have been surprisingly expensive) and budget a further £250.

Fire alarm maintenance – recommend retain reserves of £6.60 and budget a further £50 for next year.

Gas – recommend retain working reserves of £460 and budget a further £500 for next year

Maintenance – suggest we budget £500 to allow for maintenance/repair works.

Water & sewerage – recommend retain £120 in reserve and budget a further £250 for next year.

Water testing – suggest we budget £200 to allow for bacterial analysis testing/sampling.

Duchy Manor Grounds

Maintenance – a budget figure of £200 for unforeseen maintenance costs (eg. Gates, fences) was recommended.

Rates – it was agreed to budget £1650 for next year's rates

Rentals – budget £200 for rental of changing rooms.

Security – retain £120 in reserve

Signs – just spent £42.55 on dog signs. It was recommended that there should be a budget of £600 for signage for the Parish Council office and it was suggested that the costs of signage could be shared with other users of the building/grounds.

- **Floral Enhancement** –. Retain £450 – invoice just received for autumn planting. It was agreed to budget a £1350 for next years planting but members were reminded that the Council anticipates that this money will be refunded by way of sponsorship (shown in income).

- **Footpaths** – it was agreed to retain working reserves of £175 in the event that emergency work may need to be carried out which cannot be carried out by WCC or claimed back from them.

Grounds Equipment

Tools – it was agreed to retain working reserves of £50 and budget £100 for next year.

Grounds Expenses

Fuel & Oil –retain £1000 in reserve for this year and budget a further £2000 for next year.

Hedge cutting – retain working reserves and budget £200 to allow for outside contractors to cut hedges next year.

Hedge Planting & Fencing – reserves were reduced last year. It was agreed to retain existing reserves and budget a further £100.

Play Equipment Repairs – it was agreed to retain £500 and budget further £500 to allow for repairs as identified in inspection reports.

Seats & benches (maintenance)– It was agreed to retain reserves and ask Sid or Barry to treat seats.

Tree management – it was agreed to retain working reserves of £800 to allow for any unforeseen tree management works and budget a further £200

Weed management – retain £100 in reserve.

Grounds Machinery

The Clerk informed members that most of the machinery was due for its winter service. It was agreed to retain the anticipated costs and budget a further £2200 for next year.

Grounds Sundries

It was agreed to retain working reserves of £100 and budget a further £250 for next year.

Health & Safety

Fire Safety – Cllr. Jeans agreed to service the fire alarm in the pavilion. The fire extinguishers in parish council property are serviced on an annual basis. It was recommended to reduce reserves to £80

First Aid – We need to purchase First Aid Kits for changing rooms, office, pavilion and replenish those in the workshop and landrover. Suggest we retain reserves of £150 & budget a further £100. Cllr. Hughes also felt that it might be necessary to send the groundsman on a First Aid Course and Cllr. Jeans said that there was a company who would come out and check/replenish the first aid kits. He agreed to supply the Clerk with details of this company.

Pest Control – it was recommended to retain reserves of £30 and budget a further £30

Play Equipment Inspection – the annual play inspection on 2 play areas has been carried out at a cost of £126. However, next year we will have 3 play areas and a possible 4th which will bring the price up to £250 – 270.

Protective Clothing – it was agreed to retain working reserves of £50 and budget a further £60 for next year.

Tree Inspection – the Clerk reminded members that the Parish Council was obliged to carry out regular tree inspections and two year's ago members considered that every 5 years would be an appropriate period. However, upon seeking advice from the District Council's tree officer, he advised that this should be more frequent. I would suggest that we budget £100 to add to reserves of £350 and have the tree inspection carried out in the 2007/08 year.

Kingsmere Open Space – as worked out from the Summary of revised reserves at 1.4.07 – retain £43885.04

New Cemetery

Drainage – it was agreed to budget £4000 to allow for necessary drainage work to be carried out in the new cemetery.

Layout & Preparation – it was agreed to withdraw the £750 reserved for layout & preparation in view of the fact that extra funds would be needed for drainage.

Water connection – The Council were aware that connecting the water supply had been cheaper than anticipated and that the remaining reserves should be cancelled.

Water supply – The Clerk explained that the recent water supply invoice had been larger than anticipated and a water leak had been discovered on Mr. Mason's land. This intersection had now been sealed off and it was hoped that future invoices would be cheaper. Recommend to retain £315 in reserve and budget £150.

Planting Scheme – It was agreed that reserves should be allocated to cover costs of invoice for planting of Yew Trees recently received (cost of which has been covered by public donation) and to cover costs to plant area of shrubs – quotations received in the region of £450 (costs to be part covered by public donation).

Litter bin – It was agreed to budget £400 to allow for a litter bin to be installed in new cemetery.

Lych Gate – It was felt that the costs of building a Lych Gate were prohibitive at this stage and that the Parish Council should continue with its investigations into grant & lottery bids for this facility.

Public lighting

Supply to clock tower – retain reserve of £50 and budget further £65

Publicity/Tourism Promotion

Website – Reserves needed to be amended to cover recent expenditure. The Clerk pointed out that she needed to pay the host fee from her private account as the transaction needed to be done over the internet using a debit card – this was \$15 a month. Also Tim Thornley has indicated that he is prepared to put in a certain amount of time on a voluntary basis to help maintain the website and the Clerk would be helping also, members felt that it would be prudent to put some money aside and it was therefore agreed to budget £450.

Recreation Ground Charity

Gates, fencing, locks & security – New wooden posts were erected around the car park this year. It was agreed to retain reserves of £390 and budget a further £100.

Health & Safety – It was agreed to retain reserves of £100

Legal/Valuations – In view of the fact that legal work would need to be carried out on the new lease with WCC for the Youth Club it was agreed to budget £500

Litter Bins – It was agreed to retain reserves of £400 to pay for new litter bin.

Signs – The Clerk reminded members that the Parish Council had been asked to provide explanations signs about dog fouling & the law and felt that the Council had options, (i) cheap laminated A3 signs which would have to be mounted on something (ii) stand-alone signs or (iii) notice-boards. The last two options would be costly but money from the speed ramps could be transferred. It was agreed to transfer the reserves from the speed ramps and budget a further £550.

Speed Ramps – It was felt that, now the Rutter Pavilion had gone, it was not possible to put speed ramps in the entrance to the Recreation Ground and that the money should be transferred to ‘signs’.

Tennis Courts – do we need to budget any money for maintenance of tennis courts.

Water rates – The Clerk reminded members that we are only paying a standing charge now. It was agreed to retain reserves of £30 and budget a further £75.

Section 137 – our S137 expenditure limit is estimated to be £14,028.74 for the year.

Flag Raising – The flag raising donation was increased in 2004 from £50 to £75. This money is donated to a local charity/organisation of the flag raisers choice (the flag raiser is current Cllr. Jeans).

Leisure Credits Summer Scheme –budget a further £300 for next year.

Mere & District Linkscheme –£300

Mere Matters – Members agreed that Mere Matters provided a vital publicity link for the Parish Council as well as being a valuable asset for the community. However, the Clerk informed members that she had spoken to Mr. Wilson, (Mere Matters’ Treasurer) and it was agreed that the donation of £600 would be set aside but that Mere Matters would only request it if they were in need of further funding next year.

Poppy Appeal – budget further £25 (to pay for Remembrance Day wreath).

Xmas lights – it was agreed to retain working reserves of £600 and budget a further £650 for next year.

Xmas Tree – it was agreed to retain £100 to allow for this year’s tree and budget £100 for next years.

- **Swimming Pool** – no budget as swimming club should be self-funding and we are expecting estimated expenditure to be reimbursed.

- **VAT** – VAT is reclaimed - no budget

Welcome Pack – it was agreed that the new Mere website www.merewilts.org supplanted the purpose and need of a Welcome Pack.

Insurance/Health & Safety/Risk Assessment – it was agreed that Councillors **R. Coward, Mrs. White, G. Jeans, R. Hughes & C. Hazzard** would attend a meeting to discuss Insurance & Health & Safety issues on Wednesday 13th February 2008 at 7.30 p.m. in the Parish Council Office. Cllr. P. Coward was unable to attend the meeting but said that Kevin Bittles was his Health & Safety advisor and was sure he would be able to help if we had any specific queries or problems.

Exclusion of the Press & Public

It was resolved that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as amended by S100 of the Local Government Act 1972, to exclude the press and public for the remaining items of the agenda and the minutes for the remainder of this meeting would not be available to the press and public since it would represent a disclosure of personal information involving staff. *There were no press or public in attendance at the meeting at this point.*

Salaries & Wages - Recommended that the Confidential Report (attached) regarding staff wages/payroll be accepted.

Precept

The above income & expenditure budget figures for 2008/09 would result in a precept on Salisbury District Council of £71,577 which is an increase overall of around 8.65% but would be a charge of £61.63 on a Band D property representing an increase of 5.97% on 2007/08 Band D charge of £58.16

It was recommended that the Parish Council should present a precept request of £71,577 to Salisbury District Council for 2008/09.