

# Mere Parish Council

PARISH CLERK - MRS. L. C. WOOD

Minutes of a meeting of the Parish Council held on Monday, 6<sup>th</sup> June 2011 at 7.30 p.m. in The Andy Young Pavilion, Springfield Road, Mere.

**Present:** Councillors: Mrs. Mary White (Chairman), Mrs. Lesley Traves (Vice-Chairman), P. Coward (from 7.53 p.m.) R. Coward, C. Hazzard, R. Hill, R. Hughes, E. Mitchell, B. Norris & S. Squires.

Also: PC Richard Salter, PCSO Jake Noble

Public Present: D. Coulter, R. Potter, M. Whatley, L. Stanton, Lorna McGregor

## Public Session

Mr. David Coulter spoke in reference to planning application for Southbrook and said that at the present time the site has planning permission for five dwellings but he was aware that the surrounding residents were not particularly happy with the plans and before he concluded the deal on purchasing the land, he liaised with residents, the Duchy of Cornwall and the planning department and decided that the best way forward would be to demolish Newmead Cottage and erect 3 new houses facing south. Mr. Coulter said that these new proposals seemed to address the concerns of the surrounding residents. Lorna McGregor from the Old Smithy at Southbrook confirmed that Mr. Coulter had involved residents in discussions and that neighbours had agreed that the new plans would be more pleasant and they were, in general, supportive of the proposals that Mr. Coulter had put forward.

Mrs. White reported that a bench on Long Hill was in need of urgent repair. Mrs. White also reported that on 21<sup>st</sup> May, as one of her first duties as Chairman of the Parish Council, she had the honour of presenting trophies to Mere Football Club which was a very happy and joyful evening. However, the Chairman was concerned that the costs to the Football Club of hiring the hall at Mere School was £118 for 3 hours and that no-one had even opened the hall for them. Mr. Hazzard, as a school governor, said that he had argued for better terms but the matter had been looked into and he feared that it would remain a bone of contention.

**Apologies for absence** received from Cllrs. George Jeans, Rachel Porter & Roy Sims

## 19. Declarations of Interest

Cllr. Mrs. Traves declared a personal interest in planning application S/2011/632

Cllr. Mitchell declared a personal interest in planning application S/2011/620

Cllr. Hazzard declared a personal and prejudicial interest in Minute No. 23a)

**20. Minutes** – Cllr. R. Coward proposed that the Minutes of the Parish Council meeting held on Monday, 9<sup>th</sup> May 2011 be approved as a correct record of proceedings. Proposal seconded by Cllr. Hazzard and carried with a unanimous vote of those present on 9.5.11.

## 21. Planning

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

<http://www.wiltshire.gov.uk/environmentandplanning/planninganddevelopment/planningapplicationssearchonline/planningsearch.htm> – and type in the relevant application number)

**Application Number:** S/2011/656/FULL

**Location:** 12 Oak Lane, Mere.

**Proposal:** Erection of single storey orangery/conservatory

Cllr. Hazzard proposed that the above application be recommended for approval. Proposal seconded by Cllr. Norris and carried with a unanimous vote in favour.

**Application Number: S/2011/620**

**Location:** Newmead, Southbrook, Mere, Warminster.

**Proposal:** Demolish existing dwelling and outbuildings and erect 3 dwellings and form Access

Members agreed that this planning application was an improvement on the previously approved planning permission. Cllr. Hughes proposed that the above application be recommended for approval. Proposal seconded by Cllr. Mrs. Traves and carried with a vote of 7 for. (Cllr. Mitchell, having declared a personal interest, abstained from voting).

**Application Number: S/2011/645**

**Location:** Garage at rear of Vogue Cottage Salisbury Street Mere Warminster.

**Proposal:** Alterations (including raising of roof) to garage to form first floor flat over garage

The Clerk pointed out that there had been objections sent to Wiltshire Council but none had been sent or copied to the Parish Council. Cllr. Hazzard proposed that the above application be recommended for approval. Proposal seconded by Cllr. Hill and carried with a unanimous vote.

**Application Number: S/2011/632**

**Location:** The Manse Boar Street Mere Warminster.

**Proposal:** Remove rendering from south elevation, replace existing bricked up doorway and timber lintel with stone to match existing and re-point stone wall

Cllr. Hill proposed that the above application be recommended for approval with an added note that this is a vast improvement. Proposal seconded by Cllr. Mitchell and carried with a vote of 7 for. (Cllr. Mrs. Traves, having declared a personal interest, abstained from voting).

**Application Number: S/2011/704**

**Location:** Prospect House, Castle Street, Mere Warminster.

**Proposal:** Full Planning – Change of Use from private dwelling to a small care home for the elderly. (maximum three person). No structural changes to existing building.

Cllr. Squires pointed out that this property used to be a Care Home some 15 – 20 years ago and proposed that the application be recommended for approval. Proposal seconded by Cllr. Mrs. Traves and carried with a unanimous vote of approval.

**Application Number: S/2011/705**

**Location:** Mere Cottage Salisbury Street Mere Warminster.

**Proposal:** Solar panels to rear roof elevation

Cllr. R. Coward proposed that the above application be recommended for approval. Proposal seconded by Cllr. B. Norris and carried with a unanimous vote of approval.

**Application Number: S/2011/763/FULL & S/2011/764/LBC**

**Location:** Burton Grange Burton Mere Warminster.

**Proposal:** Change of use and alterations to redundant farm buildings to form 3 no holiday cottages and ancillary domestic uses, form, enlarge openings and block openings, remove lean-to, part replacement roof, infill open fronted building, replace existing modern agricultural building with new ancillary domestic outbuilding to include stables, form swimming pool

The Clerk reminded members that they had received and considered a previous planning application for this site in March this year but that there had been observations by the conservation officer. The previous application had subsequently been withdrawn and this new application, which encompassed the points raised by the conservation officer, had been submitted. Cllr. Mrs. Traves expressed concern that there may be some further commercial intent and said that she was aware that some of the surrounding residents had some issues relating to overlooking. Cllr. Mitchell stated that it was worded in the application that there were plans to use the big barn for large social functions which could be interpreted as a commercial venture. Cllr. Hazzard proposed that the Parish Council should approve the application with the following conditions:

1. That the holiday cottages should not be permanently occupied at any time other than for the use of temporary short-term holiday accommodation and that the holiday cottages and outbuildings are tied to the property known as Burton Grange and should not be rented out separately as a commercial enterprise (other than as short-term holiday accommodation) or sold off separately.
2. The Parish Council has a concern relating to the statement within the applicant's access statement that the two-storey barn will also be used by the applicant for entertaining for large social occasions. The Parish Council is concerned that highway access to and from the development, either from Mere (via narrow lanes) or from the A303 (which is considered to be a dangerous junction on an extremely busy road during peak times), would be unsuitable for large scale functions.

Proposal seconded by Cllr. Hughes and carried with a vote of 7 for and 2 abstentions.

## **22. Matters Arising**

**a) Neighbourhood Policing Report** – P C Richard Salter said that there had been some commercial premises broken into, dwelling burglaries and some criminal damage to vehicles, details of which would be given in the monthly bulletin. He explained that Alfreds Tower had been re-issued as a priority location. He also said that the Church Fete on Saturday had been very successful.

**b) Report from Community Safety Representative** – none

**c) Report from Transport Representative** - none

**d) Wiltshire Councillor's Report** - none

**e) Castle Hill & Long Hill Management Plans & HLS Application** – report on meeting held with Natural England – Cllr. R. Coward reported that he had attended a meeting, today, with Margaret Fenelly, the Natural England advisor. Alison Pike from Canopy Land Management also attended and a site visit to Long Hill & Castle Hill also took place. Natural England was very much in favour of the proposals for Long Hill & Castle Hill but the funding situation is purely a question of priorities. They have assured us that we are quite high on the list but cannot promise that we will get the grant. Alison Pike has been making enquiries with local farmers and has found one who would be quite happy to put cattle on the hill, providing we have cattle-proof fencing in place. The grant funding would be quite heavily slanted, for the first 5 years, to clearing the scrub and getting fencing in place. Cllr. Coward did raise the issue of regrowth of scrub and it was agreed that Cllr. R. Coward & Cllr. R. Hughes should consult together on what is needed and to delegate expenditure to a ceiling of £533.00. The Chairman mentioned the issue of ongoing graffiti on Castle Hill & Long Hill and it was agreed to continue removing the graffiti but to inform the police of the situation.

**f) Lease for car parks & public toilets** – the Clerk informed members that she had received an email from Ian Brown of Wiltshire Council, dated 28<sup>th</sup> April, to say that 'Wiltshire Council's legal team had agreed the draft lease, the condition surveys have been completed and are being checked, this will then be fed into the "Final Draft" lease agreement and hopefully these drafts will be sent out week commencing the 9<sup>th</sup> May.' The Clerk said that no further news had been received and no draft leases had been received and

she was aware that Wilton and Tisbury were also awaiting draft leases. Members were happy not to push the matter and to wait for the draft leases to arrive in due course.

**g) Casual Vacancy for Parish Councillor** – the Clerk reported that she had been unable to receive official confirmation from Wiltshire Council that an election had not been requested and members could co-opt to fill the vacancy at the next meeting. The deadline for requesting an election was last Friday and she had been trying to contact the relevant officers today. On the assumption that the Council could co-opt at the next meeting, it was agreed that the Clerk should await confirmation and notices should be placed around the town inviting candidates to submit an expression of interest and then details of the candidates, along with their personal statements, would be distributed with papers for the next meeting.

### 23. Finance, Policy & Resources

**a) Payments** – members approved the payments, as listed in the payment schedule. Cllr. Hazzard, having declared a personal and prejudicial interest, left the room whilst this item was considered.

D & H Pengelly	Farm Environment Plan & HLS Application Advice	£916.40
Cash	Reimbursement for telephone top up fee (£20) and black bin liners (£10)	£30.00
Mere Peace Memorial Sports & Recreation Ground Charity	Donation to cover maintenance charges	£7050.00
Shaftesbury Garden Machinery	Repairs to Husqvarna ride-on	£27.96 already pd.
Aon Ltd	Local Council Insurance	£3502.49 already pd.
Local Council Review	Publications	£15.50
South West Regional Board	Associate membership fees of South West Councils 2011/12 (formerly known as SW Employers)	£324.00
Forge Garages	Fuel & Oil	£170.01
Imprest account – cheque Nos. 2719 - 2722	Wages, petty cash, PAYE & pension	£3759.89
Community First	Annual Membership 2011/12	£36.00
Rutter & Rutter Solicitors	Insurance for ride-on mower	£163.32
Mere Youth Development Centre Leisure Credit Scheme	S.137 donation	£450.00
Mere Brownies	S.137 donation in lieu of flag raising	£75.00
Mere & District Linkscheme	S.137 donation	£300.00
North Street Nurseries	Summer planting – floral tubs & displays	860.40
Scats	Sundries	£52.51
Playquest Adventure Play Ltd	Repairs to play equipment at Walnut Road Play Area	£39.60

**b) Insurance renewal** – the Clerk explained that before she had changed insurance providers she had asked Came & Co to confirm that the public liability, employers liability and any other covers would be in place for the recreation ground charity and the response had been such that the Council would need to have separate insurance for the Recreation Ground as Trustees indemnity is different. The Clerk had therefore asked Aon (existing insurance provider) the same question and they had replied that any land in which the parish council are responsible for is covered under this policy for public/employers liability. The Clerk had therefore renewed the existing insurance and members agreed that this was the right action.

**c) To approve Budget/Expenditure report** – members approved the Budget/Expenditure report. The Clerk pointed out that the report included the breakdown and calculation of maintenance charges for the Recreation Ground charity at £7025.55 and members approved this also.

**\*d) Internal audit report** – members noted the Internal Audit report, as written by Mr. John Wilson and copied in the Clerks Report. Members were pleased that Mr. Wilson was satisfied that all matters arising from the last internal audit had been dealt with and were grateful for his comments.

**e) To approve accounts & supporting statements and to verify bank reconciliation for year ending 31.3.11** – members approved the account and supporting statements and thanked the Clerk for preparing the documents. The Chairman confirmed that she had verified the bank reconciliation against the bank statements.

**f) To complete and sign Annual Return for the year ending 31.3.11 for submission to external auditors** – From the information provided in Minute 23 d) & e) above, the Accounting Statements 1 – 11, were completed and approved by the Parish Council. Points 1 – 9 of the Annual Governance Statement were read out to members. Members answered yes to each of the statements. Sections 1 and 2 of the Audit Commission's Annual return for the year ended 31 March 2011 were signed by the Clerk and by the Chairman in the presence of the Parish Council.

**g) To note public rights to inspect the accounts** – the Clerk informed members that a notice would be placed on the noticeboard on 10<sup>th</sup> June informing the public of their rights to inspect and make copies of the accounts and that all documents would be available, on reasonable notice, from 27<sup>th</sup> June 2011 to 22<sup>nd</sup> July 2011. Local Government Electors and their representatives also had rights to question the external auditor about the accounts.

**h) To set date for meeting for the Assessment of risks facing the council and review of insurance provision & effectiveness of internal controls** – it was agreed that the Chairman, Vice-Chairman and Clerk would set date and inform members accordingly..

## **24. General Items**

**a) New paths for new cemetery** – Cllr. Hazzard firstly wanted to congratulate the groundsman on how nice he keeps the cemetery. Secondly, he stressed his worries that the parish council is now using the row where the path ends and that the Parish Council needed to proceed with some action to extend the path and drainage. The Clerk agreed to try and find the old specification and to raise the matter on the agenda next month.

**b) Community Orchard at Kingsmere** – Cllr. Coward wanted to suggest that the Parish Council should plant an orchard of about 30 trees (crab apples, wild cherries and wild plums) at Kingsmere. Cllr. Hughes thought that the trees could probably be purchased at a cost of £5.00 each. The Clerk agreed to see if there was any grant funding available for such a project.

**c) Invitation to become a member of the Young Enterprise Initiative Management Committee and to attend first meeting on Wednesday, 15<sup>th</sup> June.** – Cllrs. B. Norris, C. Hazzard, R. Coward & the Chairman expressed an interest in attending the meeting.

## **25. Emergency Item**

***Sale of Mere stone*** – The Clerk informed members that a local builder was keen to purchase some of the Council's store of Mere Stone in order to rebuild a wall in Castle Hill Lane. Members were concerned that the Parish Council may regret selling any of this stone in case it was needed to build walls or an entrance to the new cemetery. It was therefore agreed that the Parish Council should adopt the policy that it will not sell any of its Mere Stone.

## **MERE PEACE MEMORIAL SPORTS AND RECREATION GROUND**

Registered Charity No. 1093497

**Minutes of a meeting of the Trustees of Mere Peace Memorial Sports & Recreation Ground Charity – held immediately after the Parish Council meeting on Monday, 6<sup>th</sup> June 2011 in the Andy Young Pavilion, Springfield Road, Mere.**

To consider invoice from Mere Parish Council for Maintenance charges of the Recreation Ground for 2010/11 and approve payment (£7025.55)

Trustee Cllr. Hazzard proposed that the Recreation Ground Charity should pay the maintenance charges which had previously been approved by the Parish Council. This proposal was carried with a unanimous vote of Trustees.