

# Mere Parish Council

PARISH CLERK - MRS. L. C. WOOD

Minutes of the ANNUAL PARISH COUNCIL MEETING held on Monday, 14<sup>th</sup> May 2012 at 7.30 p.m. in The Andy Young Pavilion, Springfield Road, Mere.

**Present:** Councillors Mrs. Mary White (Chairman), Mrs. L. Traves (Vice-Chairman), P. Coward, R. Coward, C. Hazzard, R. Hill, D. Hope, G. Jeans, B. Norris, D. Sealy & R. Sims

Also: Mr. D. Stone, Mr. L. Stanton

**114. To elect Chairman of Mere Parish Council for 2012/13** – Cllr. Hazzard proposed that Cllr. Mrs. White be elected as Chairman for the ensuing year. Proposal seconded by Cllr. Sims and carried with a unanimous vote of those present.

**115. To elect Vice-Chairman of Mere Parish Council for 2012/13** – Cllr. Mrs. White proposed that Cllr. Mrs. Traves be elected as Vice-Chairman for the ensuing year. Proposal seconded by Cllr. Sims and carried with a unanimous vote.

**Chairman & Vice-Chairman to sign Declaration of Acceptance of Office**

Cllr. Mrs. White in the Chair

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

Organisation	2011/12 Representative	2012/13 Representative
Youth Club	Cllrs. R. Coward & C. Hazzard	Cllrs. R. Coward & C. Hazzard
Cricket Club	Cllr. Mrs. Mary White	Cllr. Mrs. Mary White
Health & Community Care	Cllr. R. Hill	Cllr. R. Hill
Tennis Club	Cllr. G. Jeans	Cllr. G. Jeans
Football Club	Cllr. E. Mitchell	Cllr. E. Mitchell
Public Transport	Cllr. Roy Sims	Cllr. Roy Sims
Mere & District Linkscheme	Mrs. Adrienne Howell	Mrs. Adrienne Howell
Museum Committee	Cllr. Mrs. Lesley Traves	Cllr. Mrs. Lesley Traves
Footpaths & Rights of Way	Mr. Pete Button	Mr. Pete Button
Chamber of Trade	Cllr. P. Coward	Cllr. P. Coward
Friends of Mere Museum	Cllrs. Mrs. Lesley Traves	Cllr. Mrs. Lesley Traves
School Governor	Cllr. G. Jeans	Cllr. G. Jeans
Neighbourhood Tasking Group	Cllrs. Clive Hazzard, George Jeans, Roy Sims + Clerk	Cllrs. Clive Hazzard, George Jeans, Roy Sims + Clerk
Swimming Club	Cllr. R. Hughes	Cllr. R. Hughes
Mere Bowling Club	Cllr. S. Squires	
Carnival Committee	Cllr. D. Sealy	Cllr. D. Sealy
Area Board	Chairman & Vice-Chairman	Chairman & Vice-Chairman
Mere Film Shows	Cllr. Mrs. Mary White	Cllr. Mrs. Mary White

**117. To appoint/re-appoint Trustees for Forest Charities** – it was agreed that the existing Trustees should be reappointed (Mrs. Myrene Coward, Cllr. R. Coward, R. Hughes, G. Jeans & E. Mitchell)

**118. To consider bank accounts & signatory arrangements** – it was agreed that the existing bank accounts and signatory arrangements should remain extant (Chairman, Vice-Chairman, Cllr. R. Coward, C. Hazzard, R. Hill, G. Jeans & E. Mitchell)

**119. To appoint/reappoint internal auditor** – it was unanimously agreed that Mr. John Wilson should be re-appointed as Internal Auditor for the ensuing year subject to him being happy to continue.

*The meeting was adjourned in order to hold the Public Session*

### **Public Session**

Mr. Louis Stanton wanted to bring to the attention of the Council the appalling state of the surface of Woodlands Road. He said that work had been done at one end but potholes are very deep and the road has never been attended to. Cllr. Jeans said that some work was being done.

Mr. Roy Sims said that he had been invited by Her Majesty the Queen to a garden party at Sandringham on 12<sup>th</sup> June. Mr. Clive Hazzard said that he was aware that drainage work had been carried out in the new cemetery but he pointed out that the grass was very long and in need of cutting. He also reminded the Council that they had agreed to update the Honours Board some months ago but nothing had been done since.

Mr. Brett Norris pointed out that there was a problem with the north gate into the play area at the Recreation Ground and it was becoming difficult to open the gate.

*Meeting reconvened*

**120. Apologies for absence** received from Cllrs. R. Hughes, Mrs. J. Hurd & E. Mitchell.

### **121. To receive Declarations of Interest**

Cllr. Jeans declared a personal interest in Planning Applications S/2012/594 + S/2012/554

Cllr. Jeans declared a prejudicial interest in Minute No. 127 b) (Payments)

**122 Minutes** – Cllr. Mrs. Traves proposed that the Minutes of Parish Council meeting held on Monday, 2<sup>nd</sup> April 2012 be approved as a correct record of proceedings. Proposal seconded by Cllr. Hazzard and carried with a majority of those present on 2.4.12

### **123. 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/2012/656/FULL**

Location: Land adj. To 1 Old Hollow, Mere

Proposal: Full Application – Outline application for 1 new dwelling on land adjacent to 1 Old Hollow

Cllr. Hope said that this was an Outline Application with no detail as all matters were reserved. He felt that the proposed dwelling was to be shoe-horned between other dwellings and there could be issues of overlooking etc. Cllr. Mrs. Traves felt that there was a lack of clarity and the plans were badly presented.

Cllr. Hope proposed that the application be refused for the following reasons: Unable to determine whether the proposed dwelling would be neighbourly as there is insufficient detail within the plans to assess whether or not a new dwelling could be inserted on the site successfully and without causing any overlooking issues etc. Members noted from the Planning, Design and Access Statement that the layout, scale, landscaping and appearance are all in outline only and subject to reserved matters and felt that they were given insufficient information on which to base an informed opinion

Proposal seconded by Cllr. R. Sims and carried with a vote of 4 for, 1 against and 5 abstentions. In his capacity as Wiltshire Councillor, Cllr. Jeans abstained from voting.

**Application Number: S/2012/643/S73**

Location: Dwellings at Downside Close, Mere

Proposal: Variation Condition – Vary Condition 5 of approved planning permission S/2009/1599

Cllr. P. Coward proposed that the Parish Council should object to the above application on grounds that most of the houses on this development have now been purchased, presumably on the understanding that there would be a public open space within the development and therefore the developers should adhere to the original approved plans. Proposal seconded by Cllr. R. Hill and carried with a vote of 9 for. In his capacity as Wiltshire Councillor, Cllr. Jeans abstained from voting.

**Application Number: S/2012/617/FULL**

Location: Burton Farmhouse, Burton, Mere

Proposal: Erection of equestrian building to include two stables and a store room.

**Cllr. Hazzard proposed that the above application be recommended for approval. Proposal seconded by Cllr. Hill and carried with a vote of 8 for and 2 abstentions.** . In his capacity as Wiltshire Councillor, Cllr. Jeans abstained from voting. The Clerk was asked to point out that the location address for this application has been wrongly identified in the planning notice and the correct location address is 'Land between Burton and Limpers Hill, Mere'.

**Application Number: S/2012/600/TCA**

Location: St. Anns, Church Street, Mere.

Proposal: Trees Cons. Area – T1 Leyland Cypress fell, T2 Beech shorten secondary lateral branches growing in a north/north east direction to allow a minimum vertical clearance of 2 metres between the yew and beech canopies, G3 Leyland cypress (3 trees) reduce height by a third, shortening vertical growth by up to 6 metres.

Cllr. Hill proposed that the above application should be recommended for approval. Proposal seconded by Cllr. Mrs. Traves and carried with a unanimous vote.

**Application Number: S/2012/594/LBC – Listed Consent + S/2012/554/ADV – Advert Consent**

Location: Talbot Garage Salisbury Street Mere Warminster.

Proposal: Various signage

Cllr. Hope said that he was not sure why so much signage was necessary in a conservation area. Cllr. Coward felt that a lot of the signs were inside and the Chairman felt that most of the signs were replacing existing signs. Cllr. Sims proposed that the applications should be recommended for approval. Proposal seconded by Cllr. Hazzard and carried with a vote of 8 for, 1 against and 1 abstention. (Cllr. Jeans, having declared a personal interest, refrained from voting or discussion).

**Application Number: S/2012/588**

Location: Burton Grange Farm Burton Mere Warminster.

Proposal: Removal of Condition 10 of S/2010/0137 (Occupancy Restriction) and variation of Condition 11 (use of South barn)

Cllr. Mrs. Traves proposed that the Parish Council should object to the above application with the following statement: Members objected to this application to vary the occupancy restriction and use of South Barn because they wish to maintain the status of the south barn. The Parish Council is particularly pleased to see the south barn restored and would like to ensure that the present character of the south barn is preserved. The Parish Council is not convinced that the suggested amendment to Condition 11 (Page 2 of Supporting Planning Statement) would ensure that the character of the south barn is preserved as it may be possible to convert it to ancillary residential accommodation in the future. Proposal seconded by Cllr. Hope and carried with a vote of 9 for. In his capacity as Wiltshire Councillor, Cllr. Jeans abstained from voting.

**Application Number: S/2012/580**

Location: Orchard House Southbrook Mere Warminster.

Proposal: Alterations to roof to include 4x dormers, 4x velux roof lights, escape door and balcony. New vehicular access with parking and turning area

Cllr. Norris proposed that the above application should be recommended for approval. Proposal seconded by Cllr. Hazzard and carried with a vote of 6 for and 4 abstentions. In his capacity as Wiltshire Councillor, Cllr. Jeans abstained from voting.

**124. Matters Arising**

**a) Neighbourhood Policing Report** - None

**b) Wiltshire Councillors Report** – Cllr. Jeans reported on the new proposals for the Code of Conduct and Standards Board.

**c) Proposals for Mere Water** – Cllr. Norris provided copies of the Minutes of the ‘Mere Rivers Group’ meeting held on 2<sup>nd</sup> May 2012. (Minutes attached).

**d) Queens Diamond Jubilee Celebrations** – the Clerk confirmed that she and Cllr. Jeans had met with Bill Deeker on 18<sup>th</sup> April and it had been agreed that a firework display would take place from the Council’s land off Angel Lane on Monday, 4<sup>th</sup> June and that this would start at the same time as the beacon was lit. The Clerk confirmed that she had received conditional consent from English Heritage for the beacon and she read out the conditions to members. Members concurred that the Clerk should agree to the conditions applied. The Clerk confirmed that she had produced an Event Management Plan & Risk Assessment which had been sent off to the insurance company for approval and would also be sent off to the relevant emergency services. The Clerk confirmed that bunting and flags had been ordered and pointed out that volunteers were required for various tasks:

- Cllrs. R. Coward & P. Coward volunteered to take responsibility for the beacon.
- Cllr. Jeans volunteered to distribute bunting.
- Cllr. Norris volunteered to distribute leaflets to people living in the vicinity of the fireworks.
- Cllr. Hazzard volunteered to help Cllr. Jeans put flags up.
- The Clerk and Chairman volunteered to act as marshals for the firework display.

**e) Lease for car parks** – the Clerk stated that she Council had received, on 16<sup>th</sup> April, further amended and draft leases for the Car Parks and Public Conveniences from Wiltshire Council’s legal department following the Parish Councils comments on the first draft lease dated October 2011. The Clerk informed members that Wiltshire Council had already sent a subsequent reminder email asking if the parish council had considered these documents despite the fact that it had taken them 6 months to produce! It was agreed that the Chairman, Vice-Chairman, Cllr. Jeans and Clerk should meet to go through the lease.

**f) Renewal of lease for office** – The Clerk informed members that the draft sublease for the Parish Council office had been received from Wiltshire Council. It was agreed that the Chairman, Vice-Chairman, Cllr. Jeans and Clerk should meet to go through the lease.

## **125. Open Spaces, Recreation Grounds, Play Areas & Sports Grounds**

**a) Report on Sports Development Meeting 18.4.12** – Cllr. Hazzard reported that the meeting was well attended, with nearly all sports being represented. The adult football club discussed the problems with their pitch and stadia issues, the youth football club would like a storage container, archery and cricket seemed to be working together to settle field usage problems and all user groups were happy about the idea of trophy cabinets in the Andy Young Pavilion.

**b) Higher Level Environmental Stewardship Scheme for Castle Hill & Long Hill** – The Clerk confirmed that she had received conditional consent from English Heritage for the fencing and she read out the conditions to members. Members concurred that the Clerk should agree to the conditions applied. The Clerk confirmed that two quotations for the fencing had been received. The quotations were opened in the present of the Council:

Bourton Fencing	££8940 + £784 for three kissing gates – Total £ 9724 + VAT
N. Maitland	Total £8942

Mr. Maitland had also suggested that, since he was not VAT registered, it would benefit the council if the Parish Council ordered the materials and claimed back the VAT – effectively saving £507 on the estimate provided.

Members agreed that Mr. Maitland should be asked to carry out the work at his earliest convenience, once the full approval from English Heritage had been received.

**c) Skate Park Project** – The Clerk confirmed that she had approached other companies for quotations. Cllr. Hazzard confirmed that Jaki Farrell had sent out questionnaires to the youth, asking for preferences and had also arranged for a public meeting to take place in the youth club on the evening of Thursday, 14<sup>th</sup> June. The Clerk was asked to try and arrange for the skateboard companies to come along to this meeting.

**d) Football Pitch Project** – the Clerk explained that, following their commendable success in the Dorset League and promotion to the Senior League, the FA requirements were causing the adult football club a dilemma. Although they had received funding from Wiltshire Council to provide their barriers, hardstanding and dugouts, they were now faced with the issue of moving the football pitch or providing new changing facilities because the adult football pitch at the top of the Recreation Ground was too far away from the changing facilities to meet FA requirements. At the Sports Development meeting it had been agreed that the adult football pitch should be moved to the bottom of the Recreation Ground but this presented the club with a further problem because the surface of the pitch was too uneven. The football club had obtained quotations for levelling and turfing the pitch or levelling and seeding the

pitch and it had been agreed that the Parish Clerk would help them to explore grant funding options to enable them to level and re-seed the football pitch. The Clerk explained that she was currently helping the football club to complete a grant funding application with the Landfill Communities Fund, via Community First. The Clerk also explained that the Football Club were intending to have advertising/sponsorship banners from the barriers around their football pitch and wondered if the Council was aware of this fact and whether it would cause any problems. Members asked for this matter to be raised on the next agenda.

**e) Requests and volunteer support to revert back to locking Recreation Ground gates at night** – the Clerk explained that there had been vehicles driving around the recreation ground of an evening and at night and this was causing a nuisance to neighbours as well as causing damage to the grounds. One neighbour, Mrs. Sandra Catley, had volunteered to lock the gate at dusk and unlock it at 6.00 a.m. and the Clerk had consulted with the Youth Club who were happy with this arrangement provided that they had a key to the lock. Members agreed that this was an excellent idea and that Mrs. Catley’s offer should be gratefully accepted. It was agreed to put up notices, informing users and surrounding residents that the gates would be locked at night with effect from 1<sup>st</sup> June.

## 126. Highways, Rivers, Footpaths, Traffic & Transport

### a) Highway and footpath issues for parish steward + street lighting faults

- Pothole at Burton, where phone box was.
- Paving stones outside Butt of Sherry dangerous
- Limpers Hill – general surface issues
- Angel Lane – someone fell over in Angel Lane, top layer of tarmac come off near junction.

## 127. Finance, Policy & Resources

**a) To assess Parish Council’s views on potential request by resident to purchase pond at Southbrook allotments from Duchy of Cornwall** – the Clerk informed members that the owner of Orchard House (formerly Anaheim) had approached her about maintenance issues relating to the pond at Southbrook. This had led onto a discussion where he had said that he would like to purchase the pond. The Clerk had explained that the land belonged to the Duchy of Cornwall and was leased to the Parish Council but said that she would ask for the Parish Council’s thoughts on rescinding this particular area from the lease. Cllr. R. Coward proposed that the Parish Council should be willing to rescind the pond on condition that access to the allotments is maintained at all times and adequate fencing is erected around pond.

**b) Payments** – Cllr. R. Coward proposed that the following accounts be approved for payment. Proposal seconded by Cllr. Sims and carried with a unanimous vote of approval. (Cllr. Jeans, having declared a prejudicial interest, left the room whilst this item was discussed).

NALC	Local Council Review Subscription renewal	£15.50
Cash	Reimbursement for mobile telephone top-up fee	20.00
Orchard Street Furniture	Bench Seat for Castle Hill	£593.98 – Donation received Already paid
Jeans	Projector Lamp (cost price as per copy of suppliers invoice)	176.80
Jeans	2 X 47kg Propane gas cylinders for Andy Young Pavilion	153.98
Southern Electric	Unmetered supply for Clock Tower	17.35 – Already paid
United Mechanical Ltd	Service on boilers/heaters in Pavilion & Changing Rooms	234.00
Sydenhams	Fencing Panels for Recreation Ground	85.43
Jeans	Heavy Duty bin liners (Street Cleaning)	45.59
Cash	Reimbursement for rope for Flag Pole	17.20
Cash	Reimbursement for printer cartridge	56.42
TDH Group Limited	Diamond Jubilee Bunting & Flags	347.94 – Already paid
Wessex Water	Connection fee for trough at Long Hill	1158.00 – Already paid
Wiltshire Wildlife Trust	Membership renewal	36.00
Shaftesbury Garden Machinery	Repairs to Husqarna	62.28
WALC	Annual Subscription	784.19

South West Councils	Annual Subscription	358.80
BWBSL	Water supply – allotments Wellhead	8.11
BWBSL	Water supply – new cemetery	26.29
BWBSL	Water supply – recreation ground	30.99
Mere School	Electricity – changing rooms & office – 27.2.12 – 2.5.12	180.15
Mere School	Water – changing rooms – 27.2.12 – 2.5.12	34.53
Mere School	Water – cricket club – 27.2.12 – 2.5.12	17.48
Mere School	Water – AYP & Bowling Green – 27.2.12 – 2.5.12	34.96
Mere School	Gas – Changing Rooms – 27.2.12 – 2.5.12	77.28
Forge Garages	Fuel & Oil	96.00
Scats Countrystores	Weedkiller	54.90
Cash	Reimbursement for mobile top	20.00
The Grove Building	Hire of Hall for APM	30.00
Imprest Account Cheque Nos. 2780 - 2786	Wages, PAYE, Petty Cash & Pension	4044.54
Jeans Electricals	Labour & sundries for work on flag pole	99.58
Rochford Garden Machinery	Strimmer sundries	34.73

## 128. General Items

**a) Report on Diamond Jubilee event for the Queen's visit to Salisbury on 1<sup>st</sup> May.** – the Chairman reported on the event, which she had attended with Dr. Longbourne. She said that both Dr. Longbourne and Jenny Wilding had put in a tremendous amount of work to provide a display for Mere and that the day was exhausting but worthwhile. It was agreed that the Parish Council should send a letter of thanks to Mrs. Wilding and to Dr. Longbourne.

**b) Letter from Cllr. David Hope regarding possible provisions to help people with hearing loss at Parish Council meetings** – Cllr. Hope had sent a letter regarding the poor acoustics in the Andy Young Pavilion and asking if there was anything that the Parish Council could do to help people with hearing loss at Parish Council meetings. Members agreed that the acoustics in the pavilion are bad but felt that a hearing loop would not be very helpful. It was agreed that absorbent surfaces in the pavilion may help the problem and it was agreed to look into the cost of providing curtaining. It was also agreed to try more of a 'U-shaped' table arrangements so that councillors did not have their backs facing members of the public. Cllr. Hope thanked the council for considering this matter.

**c) Invitation to CPRE Wiltshire Open Day** – Thursday, 17<sup>th</sup> May 2012 at St. Margaret's Hall, Bradford on Avon - noted

**d) Invitation to CPRE Wiltshire AGM** – Friday, 22<sup>nd</sup> June, 2012 at Antrobus House, Amesbury - noted

**e) Training Courses** - noted

WALC are holding two training courses

- A training day for New Councillors – Saturday, 19<sup>th</sup> May 2012, Great Cheverell Pavilion, 9 1.m. – 3.30 p.m.. £85 + VAT
- Core Skills for Councillors – Tuesday, 26<sup>th</sup> June 2012, venue to be confirmed), 6.30 – 8.30 p.m. £60 + VAT

**d) Emergency Volunteer Funding** – the Clerk said that she had raised this matter again because Cllr. Sims had expressed interest in the fact that money was still being held, especially since he was aware that there were willing volunteers. Cllr. Sims said that he was making further enquiries about this.

## 129. Clerks Report - None

To request future agenda items – none.