

Mere Parish Council

PARISH CLERK - MRS. L. C. WOOD

Minutes of a meeting of the Parish Council held on Monday, 3rd June 2013 at 7.30 p.m. in The Andy Young Pavilion, Springfield Road, Mere.

Present: Councillors Mrs. Lesley Traves (Chairman), B. Norris (Vice-Chairman), M. Cassidy, R. Coward, C. Hazzard, R. Hill, D. Hope, R. Hughes, Mrs. Jane Hurd, G. Jeans, J. Jordan, Ann-Marie Long, E. Mitchell & R. Sims.

Also: Mr. Partridge, Mr. R. Jefferies, Jenny Seward, T. Snook & L. Stanton + PCSO Peter Tscherniawsky

Public Session

Mr. Jefferies said that he noticed the Parish Council would be discussing rivers and footpaths tonight and he wanted to repeat his offer to help with the manufacture of fingerpost signs and also to repair stiles.

Mr. Partridge explained that he lives in Fairhaven, Pettridge Lane and he has noticed that the priority system in Pettridge Lane does not work very effectively in that south bound traffic is not giving way to north bound traffic. Drivers are travelling at speed and people north bound have to stop and either pull in or reverse to let the south bound traffic through. Mr. Partridge suggested that a speed hump in the middle of the single lane section would help slow traffic and prevent accidents.

Mr. Snook, representing Mere Model Railway Group said that there is a group of mature and dedicated railway modellers who need a base. At present members from Mere & district have to travel to Trowbridge. We consider the old band hut would be suitable for our purposes. We are prepared to refurbish it so that it would be no cost to the Parish Council.

Mr. Sims said that he had received a disconcerting email from Wiltshire Council today regarding a review of the Connect2 Bus services. Some of the proposals are to stop runs to meet the trains in Gillingham, stop Saturday services and stop service to pick up bus at Hindon. Mr. Sims informed the Parish Council that the consultation closes on 2nd August. It was agreed to raise this on the next agenda.

Apologies for absence received from Cllr. P. Coward

22. 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 Parish Council Code of Conduct for Members and by the Localism Act 2011*)

Cllr. Mrs. Traves declared a personal interest in planning application 13/00256/LBC

Cllr. Jeans declared a personal interest in Minute No. 30 b)

23. Minutes – it was pointed out that the Clerk had omitted to record that Cllr. Brett Norris had declared a personal interest in planning application 13/00443/FUL and 13/00444/FUL. With this amendment, the Minutes of the Parish Council meeting held on Monday, 13th May 2013 were approved on proposal made by Cllr. Sims and seconded by Cllr. Mrs. Hurd.

24. Matters Arising

a) Utility bills for changing rooms – Minute No. 20a) – with reference to the concerns raised about the utility bills for the changing rooms, the Clerk confirmed that there had been an error with the water bill for the changing rooms and that this had now been amended to £243.93 instead of £618.09. The gas bill was still high at £466.63 but the Clerk said that there was a possible explanation for this usage as the boiler maintenance operative had pointed out that the pilot light had been switched off and the main burner had been left on. Members were relieved that the water bill issue had been resolved but it was agreed to monitor the meter readings and utility bills for the changing rooms specifically.

b) Community Transfer of Assets (Band Hut & Croquet Club) – Minute 211a) – report on meeting with interested parties in relation to the old band hut – the Chairman reported that a meeting was held last

week which was attended by representatives of Shreen Harmony, the Model Railway Club and Richard Jefferies for the proposed community workshop. Shreen Harmony have subsequently withdrawn their interest because they realised that the premises would not be big enough for them. Mr. Jefferies for the community workshop is proposing that the building would be in use once a fortnight and 2 Saturdays a month and has already received interest from about 24 people. Mere Railway Club would need sole use as they would have a permanent installation and the value of this is significant. Mrs. Howell on behalf of the Linkscheme has attended a subsequent meeting and confirmed that the Linkscheme would be hoping to use half of the band hut to store papers, hold meetings and interviews. The Chairman said that it was felt that the Linkscheme and the Community Workshop would be able to share use of the building. Cllr. Hazzard asked about the membership make-up of the model railway club and Mr. Snook replied that they had 14 members from Mere, 4 from Shaftesbury. Members agreed that they did not want to make a hasty decision on this matter and it was pointed out that some members had not seen the building and were not aware of its potential. It was therefore agreed that the Clerk would arrange for councillors to go and see the building before the next Parish Council meeting.

25. Reports

a) Neighbourhood Policing Report – Peter Tscherniawsky introduced himself as the new PCSO for Mere. He has served with Wiltshire Police for 6 years, previously in Trowbridge Town Centre. He said that PC Richard Salter has sent his apologies for not attending. PCSO Peter Tscherniawsky said that he was hoping to resurrect the monthly newsletter and he also confirmed that the current priorities were dog fouling and parking obstructions. The local police had asked to have the double-yellow lines repainted and PCSO Peter Tscherniawsky confirmed that the police were able to make on the spot fines for dog fouling offences.

b) Wiltshire Councillor's Report to include report of South West Wiltshire Area Board Meeting – Cllr. Jeans said that the DVD of last year's Diamond Jubilee Celebrations is now on sale in the post office and a percentage of the proceeds will go to the Mere & District Linkscheme. Cllr. Jeans had been asked to make councillors aware that Fives Court were putting on a function on 21st June. Cllr. Jeans said he was not aware of any proposals to cut or change the Connect2 services in the Mere area although he had been told that the Connect2 bus service was underused.

26. 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)

Cllr. B. Norris in The Chair

Application Ref: 13/00256/LBC
Application for: Listed Building Consent
Proposal: New window to kitchen
Location: Flat 4, Welcome House, North Street, Mere. BA12 6HH

Cllr. R. Coward proposed that the above application should be recommended for approval. Proposal seconded by Cllr. Jeans and carried with a majority vote. The Chairman (Cllr. Mrs. Traves), having declared a personal interest in this application, refrained from discussion and voting.

Cllr. Mrs. Traves in The Chair

***b) Response from C. G. Fry & Son regarding vehicular access & highway issues relating to the Hill Brush Company redevelopment proposals** – With reference to the response, as shown in the Clerks Report, Cllr. Jeans said that he was disappointed with this response and whilst he did not want to stop this development from going ahead, he felt that the Parish Council needed to make more of an effort to see that the potential highway problems can be resolved. Cllr. Norris said that he did not think there was enough visibility coming out of Walnut Road for a T junction to be a practical option. Cllr. Sims felt that a T junction would be better than the roundabout. Cllr. Hazzard proposed that the Parish Council should try

and arrange a meeting between the Highways Authority and interested councillors. Proposal seconded by Cllr. Norris and carried with a unanimous vote. It was also agreed to ask C. G. Fry & Son to the next meeting.

27. Open Spaces, Play Areas, Sports Grounds, Allotments & Cemeteries

a) Footpaths around Long Hill – Cllr. R. Coward pointed out that the footpaths around Long Hill & Castle Hill are now used far more than they ever used to be and they do become extremely muddy in the winter or when the weather is wet. He said that the Parish Council has put down woodchip on the footpaths in the past but this becomes soggy after a while and gets trodden into the mud. He wanted to suggest that the Parish Council buy some scalpings to put down on the footpaths and then put woodchip on top. The scalpings cost about £10 per ton and Cllr. Coward wanted to suggest that we do a section this summer, before it becomes wet to see whether it made a difference. Cllr. Hill said that, although he felt this might be a good idea, he was concerned that English Heritage or Natural England might have an opinion on this suggestion and it was agreed to seek further advice on this and to investigate the costs of materials and labour and then to discuss it again at a future meeting.

28. Highways, Rivers, Footpaths, Traffic & Transport

***a) Request for traffic calming in Pettridge Lane** – With reference to the issue brought up by Mr. Partridge (Public Session & Clerks Report) Cllr. Jeans said that he would take this matter to the CATG meeting and that it should be added to the Traffic & Transport plan (see Minute 28d). Cllr. Hughes felt that there would be objections from the businesses in Woodlands Road to any suggestions of speed bumps in Pettridge Lane.

b) Replacing yellow lines – Cllr. R. Sims said that the yellow lines outside Lloyds Bank and outside The George had now disappeared and reminded the Parish Council that Wiltshire Council had told us, last year, that the double-yellow lines in The Square would be repainted. Cllr. Jeans said that he would make further investigations.

c) Proposal for parking restrictions in Bramley Hill – Cllr. Sims pointed out that Bramley House had recently purchased some cars and the staff were parking these cars on the right hand bend along Bramley Hill which was forcing all the other drivers out onto the wrong side of the road. Cllr. Sims said that he had approached the staff at Bramley House but they had just shrugged. Cllr. Jeans said that he had spoken to the manager and been assured that they were opening premises in Shaftesbury soon and that the purpose of these vehicles was to provide care in the home. The vehicles would eventually be moving to Shaftesbury. The Managing Director of Bramley House had assured Cllr. Jeans that he would call a staff meeting to make staff aware that the vehicles should not be parked on the road. It was agreed that the Parish Council should write a letter to the MD of Bramley House to reiterate these concerns.

d) Traffic Plan for Mere – Cllrs. Brett Norris and Roy Sims had agreed to draw up a list of traffic and highway problems which would then be presented to the Parish Council to prioritise before submitting to the Community Area Transport Group.

e) Jobs for Parish Steward – the following jobs were identified:

- Cut back overgrown grass and foliage along Burton Path
- Cut back overgrown grass and foliage along path leading from Angel Lane to Edgebridge

29. Finance, Policy & Resources

a) Payments – the following payments were approved on proposal made by Cllr. Hazzard, seconded by Cllr. Sims and carried with a unanimous vote.

Cash	Reimbursement for repairs to Chairman's Pendant	45.00
T. J. Thornley	Website rebuild	400.00
Dustbusters	Cleaning of Andy Young Pavilion	160.00
A. Wood	Tree Surgery - Top Poplars in Duchy Manor Remove split branch from Walnut Tree in	440.00

	Recreation Ground	
Cash	Reimbursement for grounds staff mobile phone top-up	20.00
In Touch, Gillingham	New mobile phone for grounds staff	60.00 (Already pd)
Mere Peace Memorial Sports & Recreation Ground Charity	Donation	9000.00
WALC	1 X Memory Stick (information & documents)	10.56
Forge Garages	Fuel & Oil	211.74
Imprest Account – cheque Nos. 1917 – 1920 & 2881 - 2883	Petty Cash reimbursement, Wages, Pension & PAYE	4435.00

b) Risk Management - On proposal made by Cllr. Hughes and seconded by Cllr. R. Coward, members unanimously approved the recommendations as set out in Minutes of Risk Management meeting (attached) including:

- Review and assessment of effectiveness of internal controls
- Review and assessment of Risk Management strategy
- Annual Insurance Review

c) To approve Budget/Expenditure Report for financial year ending 31.3.13 (report attached) – Cllr. Anne-Marie Long proposed that the budget/expenditure report be approved. Proposal seconded by Cllr. Norris and carried with a unanimous vote.

***d) Internal Audit Report** – Members had read the Internal Audit Report (distributed in the Clerks Report). Members were pleased that Mr. Wilson was satisfied that proper accounting records had been maintained and the financial statements had been properly prepared. Members noted the two issues raised by Mr. Wilson regarding insurance and reimbursements and agreed that his suggestions should be followed up accordingly.

e) To approve accounts & supporting statements and to verify bank reconciliation for the year ending 31.3.13 (attached) – The Chairman verified the bank reconciliation against the bank statements. Cllr. Hughes proposed that the accounts and supporting statements should be approved. Proposal seconded by Cllr. Mrs. Hurd and carried with a unanimous vote. The Clerk was thanked for preparing the documents.

f) To complete and sign Annual Return for the year ending 31.3.13 – From the information provided in Minute 29d) & 29e) 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 & 2 of the Audit Commission’s Annual return for the year ended 31 March 2013 were signed by the Clerk and by the Chairman in the presence of the Parish Council

g) To note public rights to inspect accounts – the Clerk informed members that a notice had been placed on the noticeboard on 27th May, 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 10th June to 5th July. Local Government Electors and their representatives also had rights to question the external auditor about the accounts.

30. General Items

a) Report on Rivers Meeting 10th May 2013 – Cllr. B. Norris reported that on 10th May, Mere Rivers Group held a meeting in which Sarah Williams, a specialist in the management of chalk streams, advised us on how to clean the rivers. Mrs. Adrienne Howell would be writing a short report on the meeting in Mere Matters but there are no minutes as it was an informal meeting.

b) Post Office deliveries – The Chairman said she had raised this matter because there had been a barrage of complaints about the fact that people were receiving their post at 4.00 p.m. or, in some cases, even as

late as 5.00 p.m. Cllr. Jeans, having declared a personal interest in this matter, explained that Mere Post Office has had some of its rounds taken away, without prior public consultation and also that the delivery bikes have been taken away, again without prior consultation, with the expectation that deliveries will be made with the shared use of a van and trolleys. It was agreed that the Parish Council would write to Warminster Sorting Office to ask for further information on this issue.

c) Forthcoming meetings/events

- South West Wiltshire Area Board Meeting – Wednesday, 5th June
- Skate Park Publicity Meeting – Thursday, 13th June

d) Staff Issues – the Clerk explained that due to illness, it was likely that the Groundsman, Mr. Suter, would be absent from work for periods during the summer. Although the new groundsman's assistant, Mr. Cussen, was coping admirably well, the Clerk was anxious that the Parish Council should not get so behind with the grass cutting again this summer. It was therefore agreed that the Staffing Panel & Appeals Committee (Chairman, Vice-Chairman and Cllr. Jeans) should be delegated authority to appoint help for the grounds team, either someone on a self-employed basis or via Octopus Recruitment.

31. Clerks Report – on proposal made by Cllr. Mrs. Hurd, seconded by Cllr. Mitchell, the Clerks Report was confirmed and adopted.

*Further information on these items in Clerks Report

Note: Members are reminded that the Parish 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.

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, 3rd June 2013 in the Andy Young Pavilion, Springfield Road, Mere.

a) To consider invoice from Mere Parish Council for Maintenance charges of the Recreation Ground for 2012/13 and approve payment (£8889.63) – members agreed the maintenance charges and approved the payment as detailed.