

Mere Parish Council

PARISH CLERK - MRS. L. C. WOOD

Minutes of the ANNUAL PARISH COUNCIL MEETING held on Monday, 13th May 2013 at 7.30 p.m. in The Andy Young Pavilion, Springfield Road, Mere.

Present: Councillors M. Cassidy, C. Hazzard, R. Hill, D. Hope, R. Hughes, Mrs. J. Hurd, G. Jeans, J. Jordan, Ann-Marie Long, E. Mitchell, B. Norris, R. Sims, Mrs. L. Traves,

Also: Mr. R. Potter, Mr. D. Stone, Mr. R. Stone, Mrs. H. Down.

Chairman – Mrs. Mary White

The outgoing Chairman, Mrs. Mary White congratulated all the returning parish councillors on being re-elected and congratulated the two new parish councillors for being elected and reminded all those to submit their election expenses returns even if their returns were nil.

1. To elect Chairman of Mere Parish Council for 2013/14 – Cllr. Hazzard proposed that Cllr. Mrs. Traves be elected as Chairman for the ensuing year. Proposal seconded by Cllr. Jeans and carried with a unanimous vote.

Chairman – Cllr. Mrs. Lesley Traves

The Chairman, having signed her Declaration of Acceptance of Office, explained that her first task was to thank Mrs. Mary White who has been a Parish Councillor since 1994 and served as Chairman twice and to say she will be missed is an understatement. She has been loyal, efficient, extremely valuable and her committed hard work has achieved much for the parishioners of Mere. Mrs. White was presented with a bouquet of flowers and a 'History of Mere' book and she received a heartfelt round of applause as members wished her a well earned retirement from the Parish Council.

2. To elect Vice-Chairman of Mere Parish Council for 2013/14 - Cllr. Sims proposed that Cllr. Brett Norris be elected as Vice-Chairman for the ensuing year. Proposal seconded by Cllr. Jeans and carried with a unanimous vote. Cllr. Norris signed his Declaration of Acceptance of Office of Vice-Chairman.

3. To receive Declarations of Acceptance of Office from Councillors and any 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.

All councillors signed their Declarations of Acceptance of Office. The Clerk reminded returning parish councillors that they had completed a Register of Interests form back in July and that this would not need to be amended and/or resubmitted unless any of the interests or particulars had changed. New members completed their Register of Interest forms.

Cllr. Mrs. Traves declared a personal interest in planning applications 13/00017/VAR & 13/00202/FUL

Cllr. Mrs. Hurd declared a personal interest in planning application 13/00202/FUL

Cllr. Eric Mitchell declared a pecuniary interest in planning application 13/00202/FUL

Public Session

Mr. Clive Hazzard congratulated George Jeans on his re-election as Wiltshire Councillor and on his landslide victory at the polling station.

Mr. Roy Sims informed the Parish Council that Mere now has a new PCSO whose name is Peter Tscherniawsky. Mr. Sims also wanted to thank all those who supported the Mere May Fayre on Saturday and said that they had raised over £3,000. Mr. Sims said that there was an obsolete school warning sign near The George and felt that this ought to be removed – it was agreed that this would go on the traffic plan for Mere list.

Mr. Eric Mitchell spoke about the planning application on his land at Wet Lane. He said that planning permission was granted for the wood yard despite objections from neighbours. The site is now a brownfield site and if planning permission is approved, it will stop the existing traffic and noise nuisance.

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

4. Apologies for absence received from Cllrs. P. Coward & R. Coward

5 Minutes – Cllr. Ann-Marie Long proposed that the Minutes of the Parish Council meeting held on Monday, 8th April 2013 be approved as a correct record of proceedings. Proposal seconded by Cllr. Hope and carried with a majority vote of those present on 8.4.13.

6. To approve and adopt the Standing Orders for Mere Parish Council – the Standing Orders as adopted by Mere Parish Council in December 2010 and subsequently revised, had been distributed to the new council prior to the meeting. These Standing Orders were approved and re-adopted by the new Parish Council.

7. To approve and adopt the Financial Regulations for Mere Parish Council – the Financial Regulations as adopted by Mere Parish Council in July 2006 and subsequently revised, had been distributed to the new council prior to the meeting. These Financial Regulations were approved and re-adopted by the new Parish Council.

8. Internal Audit

- **To appoint/re-appoint an 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.
- **To consider the effectiveness of the Internal Audit** – the Clerk confirmed that this had been reviewed at a Risk Management meeting held on 10th April and that the Minutes of this meeting would be distributed (for approval of the recommendations) with the agenda papers for the next meeting.

9. To review Committee Structure and to appoint members, decide terms of reference etc – the Council agreed that, other than the budget committee which shall consist of at least 8 councillors including the Chairman and Vice-Chairman, there should be no committees on the basis that the Council, as a whole, would prefer to be involved in all aspects of the Council's functions. However, working groups and delegated functions may be passed on to individual councillors or groups of councillors to deal with certain projects as and when needed or deemed appropriate.

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

| Organisation | 2012/13 Representative | 2013/14 Representative |
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| Youth Club | Cllrs. R. Coward & C. Hazzard | Cllrs. R. Coward & C. Hazzard |
| Cricket Club | Cllr. Mrs. Mary White | Cllr. M. Cassidy |
| 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. Peter 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. C. Hazzard & Cllr. J. Jordan |
| Neighbourhood Tasking Group | Cllrs. Clive Hazzard, George Jeans, Roy Sims + Clerk | Cllrs. Clive Hazzard, George Jeans, Roy Sims + Clerk |

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| Swimming Club | Cllr. R. Hughes | |
| Mere Bowling Club | | Cllr. R. Hughes |
| Carnival Committee | Cllr. D. Sealy | Cllrs. M. Cassidy, C. Hazzard + R. Sims |
| Area Board | Chairman & Vice-Chairman | Chairman & Vice-Chairman |
| Mere Film Shows | Cllr. Mrs. Mary White | Mrs. Mary White |
| Mere Children's Centre | Cllr. Mrs. Jane Hurd | Cllr. Mrs. Jane Hurd |
| CAYPIG (Community Area Young Peoples' Issues Group) | | Cllr. Ann-Marie Long |
| Rivers Group | | Cllr. Brett Norris |

11. To appoint/re-appoint Trustees for Forest Charities – the existing Trustees (Myrene Coward, Cllr. R. Coward, Cllr. R. Hughes, Cllr. G. Jeans & E. Mitchell) were re-appointed

12. To appoint members, including the Chairman, to serve on the Staffing Panel & Appeals Committee – it was agreed that the Chairman, Vice-Chairman and Cllr. G. Jeans should serve on the Staffing Panel & Appeals Committee

13. To consider bank accounts & signatory arrangements – It was agreed that the existing bank accounts should remain extant and that signatories should be amended to: - any two signatures of the following councillors - Chairman, Vice-Chairman, Cllr. R. Coward, C. Hazzard, R. Hill, G. Jeans & E. Mitchell. (The Clerk to be given authority to arrange transfers between the Council's accounts)

14. To review the Council's insurance policy and discuss/decide on alterations – The Clerk confirmed that the Parish Council's existing insurers had offered a renewal of £3960.11 but the Clerk had also met with Came & Company Insurance Brokers who offered a dedicated Parish Council insurance scheme underwritten by Aviva and had provided a quotation of £3366.09 (or £3197.79 if the Parish Council undertook a 3-year long-term agreement). The Clerk confirmed that there was very little difference in the insurance schedule and added that she had been impressed by Came & Co. in that they had sent out a representative to view the Parish Council's assets and seemed to be willing to provide advice and help on risk assessments etc. It was agreed to enter into a 3-year long-term agreement and to take out the insurance through Came & Co.

15. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year – the Chairman confirmed that the Parish Council usually meets on the first Monday of every month unless it is a bank holiday, in which case the Parish Council will meet on the following Monday. The Parish Council does not have a monthly meeting in August. The meetings are usually held at 7.30 p.m. but the Chairman would like to start them at 7.00 p.m. instead. However, this suggestion was met with disapproval and so it was agreed that the meetings would continue to start at 7.30 p.m.

16. 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: 13/00017/VAR

Location: Lander House, Castle Street, Mere. BA12 6JF

Proposal: Remove condition 3 of approved application S/2012/0066 (Retrospective change of use from shop to residential) to allow the residential use to continue after the site ceases to be occupied by Mr. & Mrs. Iliffe

Cllr. Hope said that when the Parish Council previously considered the application for change of use, it realistically thought that it would never return as a shop. Cllr. Hope proposed that the application be supported. Proposal seconded by Cllr. Mrs. Hurd and carried with a vote of 8 for and 2 abstentions. Cllr. Mrs. Traves, having declared a personal interest in this application, refrained from voting or discussion. In his capacity as Wiltshire Councillor, Cllr. Jeans refrained from voting or discussion.

Application Ref: 13/00202/FUL
Application for: Full Planning
Proposal: Demolish barn, clear site and erect 2 storey detached dwelling and detached garage
Location: Land at Wet Lane, Mere. BA12 6BA

Cllr. Mitchell, having declared a pecuniary interest in the above application, left the meeting whilst this item was discussed. Cllr. Norris confirmed that he had visited the site today to check the vehicular access and he could see no issues of concern. Cllr. Hope confirmed that the application was to build a house on the site of a wood yard at the back of the golf driving range. He confirmed that there were complaints when wood yard was permitted some years ago and said that he could understand why nearby residents may find it very disturbing. On the other hand, Cllr. Hope said that there was the issue of building another house in the countryside. Cllr. Hazzard pointed out that there is a ribbon of other houses around the corner and so this would not be an isolated house. The Clerk confirmed that she had received a letter, from a nearby resident, in support of the application. Cllr. Hazzard proposed that the application be recommended for approval. Proposal seconded by Ann-Marie Long and carried with a vote of 8 for, 0 against and 4 abstentions. Cllr. Mrs. Traves & Cllr. Mrs. Hurd, having declared a personal interest in this application, refrained from voting or discussion. In his capacity as Wiltshire Councillor, Cllr. Jeans refrained from voting or discussion

Cllr. Mrs. Traves in The Chair

Application Ref: 13/00003/ADV
Location: Lloyds TSB, The Square, Mere. BA12 6DP
Proposal: Various signage

Cllr. Hope said that this was a standard package put out by advertising agency working for Lloyds Bank. There are 9 elements of the package which is part of the rebranding from Lloyds TSB to Lloyds Bank. Cllr. Hope felt that one aspect of the package, the internally illuminated hanging sign, was objectionable. Cllr. Jeans was unable to support an objection because bank is only open 3 days a week now and if we cause difficulties for them they may well decide to close the Mere branch completely. Cllr. Hope said he had dealt with this sort of advert application in the past and it really wouldn't cause them any difficulties. Cllr. Hope proposed that the application should be refused with an informative – that the Parish Council would withdraw its objection if the applicant could omit the internal illumination on the projecting sign. Proposal seconded by Cllr. Jordan and carried with a vote of 7 for, 3 against and 2 abstentions. In his capacity as Wiltshire Councillor, Cllr. Jeans refrained from voting or discussion

Application Ref: 13/00103/FULL
Location: Pettridge Lane, Mere. BA12 6DG
Proposal: Replacement garage.

Cllr. Hope was concerned about the access from the garage onto Pettridge Lane and also concerned about the garage being enlarged and the materials being proposed. Cllr. Norris said that the existing garage was falling apart and Cllr. Hughes said that a steel sheeted roof on the side of the road is going to look ridiculous. Cllr. Hope proposed that the parish council should object to the application on the grounds that the materials proposed (concrete blocks with steel sheet roof) for the replacement garage would be out of keeping with the surrounding area. Proposal seconded by Cllr. R. Sims and carried with a vote of 6 for, 2 against and 2 abstentions. In his capacity as Wiltshire Councillor, Cllr. Jeans refrained from voting or discussion

Application Number: 13/00143/LBC
Application for: Listed Building Consent
Location: The Cottage, Wet Lane, Mere. BA12 6BA
Proposal: Replace 6 windows and 1 door

Cllr. Hope said that this application is for Listed Building Consent and that the application is to replace existing rotten windows. A number of the windows are leaded lights in a timber surround and, on viewing the site, Cllr. Hope did not agree that the existing windows were rotten beyond repair and felt that they could be refurbished to preserve

the integrity of the Listed Building. Cllr. Hope felt that it would be a tragedy to lose the leaded windows. Cllr. Mitchell said that he felt that this Listed Building had lost its integrity when it was permitted to build an extension which is totally out of keeping. Cllr. Norris said he was very surprised to see that the building was Listed. Cllr. Mitchell proposed that the application be recommended for approval. Proposal seconded by Cllr. Mrs. Hurd and carried with a vote of 6 for, 1 against and 5 abstentions. In his capacity as Wiltshire Councillor, Cllr. Jeans refrained from voting or discussion

Application Ref: 13/00307/TCA
Application for: Work to Trees in Conservation Area
Proposal: 1 X Fir tree, fell
Location: 7 Castle Hill Crescent, Mere. BA12 6HL

Cllr. Hope proposed that the above application be recommended for approval. Proposal seconded by Cllr. Ann-Marie Long and carried with a unanimous vote.

Application Ref: 13/00443/FUL + 13/00444/LBC
Application for: Full Planning
Proposal: Internal and external alteration to include new floor level to provide bedrooms and bathroom space, installation of dormer windows and fire escape, installation of a wood burner.
Location: St Matthews House, Wet Lane, Mere. BA12 6BA

Cllr. Hope proposed that the above application be recommended for approval. Proposal seconded by Cllr. R. Hill and carried with a vote of 9 for and 3 abstentions. In his capacity as Wiltshire Councillor, Cllr. Jeans refrained from voting or discussion

17. Matters Arising

a) Community Transfer of Assets (Band Hut & Croquet Club) – Minute 211a) – the Clerk confirmed that, with reference to the old Band Hut, the meeting with interested groups had not yet been held. However, the Clerk had now received the legal transfer documents from the solicitor and these needed examination and signatures, if appropriate. It was agreed that this matter should be delegated to the Chairman and Vice-Chairman and that the Chairman and Vice-Chairman should sign the transfer documents if deemed appropriate.

b) Dog Fouling – request for strong action against repeat offenders – Minute 211e) – the Clerk explained that she had carried out some research into the powers of Parish Councils in relation to dog control orders under the Clean Neighbourhoods and Environment Act 2005 and reported that the Act gives parish councils the power to make and apply dog control orders to cover land in its area, making it an offence to:

- fail to remove dog faeces;
- not keep a dog on a lead;
- not put, and keep, a dog on a lead when directed (told) to do so by an authorised offer;
- permit a dog to enter land from which dogs are excluded (banned); and
- take more than the specified (allowed) number of dogs (which a person may take) onto land

The Act allows parish councils to prosecute, in the magistrates' court, those that are suspected of committing an offence against a dog control order. As an alternative to prosecution in the magistrates' court, the Act gives the power to parish councils to authorise staff to issue fixed penalty notices to alleged offenders as an alternative to prosecution. The decision whether to use the powers or not rests solely with the parish council. Despite this there might be pressure from residents to see the powers used but to use the Powers in the Act will take time, money and resources. It is important from the outset that any parish council looking to use the powers considers the questions below:

- Is there a proven need to adopt the powers?
- Is there the full support of the Parish Council?
- Is there community support for the use of the powers?
- Are there sufficient resources available to deliver a professional and consistent service?
- Are there alternatives to using the powers?

- Shouldn't Wiltshire Council be leading on these powers and tackling the problems they were brought in to address?

The Clerk said that she was still proposing to gather more information from Wiltshire Council on their dog warden scheme and other policies and services that may be available to the Parish Council to help with the problem.

c) Mere Swimming Pool – Minute 214 a) – following the discussions held at the last Parish Council meeting and the Annual Parish Meeting, the Clerk confirmed that this item was discussed at the Sports Development Meeting where Mrs. Sandra Catley had registered an interest in becoming a project manager with a view to raising funds for the swimming pool project and for football projects in Mere. Cllr. Hazzard confirmed that Mrs. Catley had wonderful enthusiasm. It was unanimously agreed that Mrs. Catley should proceed on the basis that proposals, plans and suggestions are presented to the Parish Council for approval before submitting planning applications or grant applications.

c) Public Access Defibrillator for Duchy Manor Sports Grounds – Minute 214 b) – the Clerk confirmed that following the last meeting, she had approached the dentists who had said that they would be happy for the defibrillator to be erected on their building and that they would also provide a financial contribution towards the facility. It was agreed to go back to the school to see whether these plans fitted in with their thoughts and whether or not they were prepared to make a financial contribution.

18. Open Spaces, Recreation Grounds, Play Areas & Sports Grounds

19. Highways, Rivers, Footpaths, Traffic & Transport

a) Highway & footpath issues for parish steward + street lighting faults – Cllr. Sims said that the water board drainage covers in Bramley Hill are loose and damaged. He said that the covers are in the grass so you can't see what condition they are in.

20. Finance, Policy & Resources

a) Payments – the Clerk pointed out that she had concerns about the water & gas bills for the changing rooms and she felt that the water bill, in particular, was worryingly high. The Clerk had checked subsequent meter readings and could rule out the possibility of a water leak. She confirmed that she had spoken to the Football Club who said that they only used the showers once or twice a week and there was no possible explanation for this abnormally high bill. Members agreed that the bill needed to be paid but asked the Clerk to find out if the school's invoices for water and gas had been comparatively high and also to check back on previous meter readings. Cllr. Mitchell said that if these changing room utility bills are genuine then some action needs to be taken as it is not fair for non-sporting people to be subsidising the sports clubs to this extent. It was unanimously agreed that all payments should be approved.

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| Wiltshire Association of Local Councils | Annual Subscription 2013/14 | 809.05 |
| Shaftesbury Garden Machinery | Repairs to Husqvarna ride-on mower | 66.39 |
| The Consortium | Supplies for toilets | 123.54 |
| Sydenhams | Bolt for toilets | 2.23 |
| Brodrick-Barker & Co | Part payment for legal costs in connection with transfer of Band Hut & Bowling Green | 250.00 (already paid) |
| NALC | LCR Subscription renewal (Local Council Review) | 16.00 |
| G. Gatehouse | Plumbing & repairs for public toilets £84 Plumbing repairs to Andy Young Pavilion £52 | 136.00 (already paid) |
| Wiltshire Wildlife Trust | Annual membership/subscription renewal | 36.00 |
| United Mechanical Ltd | Repairs to boiler (changing rooms) | 97.27 |
| Wallgate | Soap for dispensers (public toilets) | 60.00 (already paid) |

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| Mere School | Andy Young Pavilion & Bowling Green – water – 15.1.13 – 30.4.13 | 101.03 |
| Mere school | Swimming Pool – electricity – 15.1.13 – 30.4.13 | 4.18 |
| Mere School | Changing Rooms – water – 15.1.13 – 30.4.13 | 618.09 |
| Mere School | Changing Rooms & Office – Electricity – 15.1.13 – 30.4.13 | 133.39 |
| Mere School | Changing Rooms – Gas – 15.1.13 – 30.4.13 | 466.63 |
| Broker Network Ltd (Came & Company) | Parish Council Scheme – Insurance | 3197.79 |
| Forge Garages | Fuel & Oil for April 2013 | 202.95 |
| Rochfords | Protective clothing & sundries | 39.58 |
| Mere Plumbing & Heating | Plumbing repairs in changing rooms | 215.00 |
| Mere Museum | Contribution towards Museum display boards in Clock Tower | 200.00 |
| Imprest Account Cheque Nos. 1910 - 1916 | Petty Cash reimbursement, Wages, Pension & PAYE | 4824.95 |
| Tincknell Fuels | Fuel & Oil | 217.72 |

21. General Items

a) Training for councillors – the Clerk said that she had spoken to some of the newer councillors and had agreed to offer some informal training evenings on the basis of a series of question and answer sessions if councillors felt that this would be helpful. Cllrs. R. Sims, Anne-Marie Long, John Jordan, Jane Hurd, Mark Cassidy and David Hope said that they would like to be involved in such sessions. The Clerk said that she would liaise with these councillors directly to find suitable dates/times etc.

b) The Wiltshire Association of Local Councils' Councillor's Pack on a Memory Stick – It was agreed that the Parish Council should purchase one memory stick in order to view the information and documents within.

c) Future agenda items:

Replacing yellow lines – Cllr. R. Sims

Yellow lines in Bramley Hill – Cllr. R. Sims