

Mere Parish Council

PARISH CLERK - MRS. L. C. WOOD

Minutes of the ANNUAL PARISH COUNCIL MEETING held on Monday, 12th May 2014 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. Hughes, Mrs. J. Hurd, G. Jeans, J. Jordan, E. Mitchell & R. Sims

129. To elect Chairman of Mere Parish Council for 2014/15 and to receive the Chairman's Declaration of Acceptance of Office

Cllr. Mrs. Hurd proposed that Cllr. Mrs. Traves be elected as Chairman for the ensuing year. Proposal seconded by Cllr. R. Coward and carried with a unanimous vote.

130. To elect Vice-Chairman of Mere Parish Council for 2014/15 and to receive the Vice-Chairman's Declaration of Acceptance of Office.

Cllr. R. Coward proposed that Cllr. B. Norris be elected as Vice-Chairman for the ensuing year. Proposal seconded by Cllr. Cassidy and carried with a unanimous vote.

Both the Chairman and Vice-Chairman signed their Declaration of Acceptance of Office forms.

Cllr. Mrs. Traves in The Chair

131. 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.

The Clerk reminded parish councillors of the Register of Interests form that had been completed last year and asked those present to inform her if there were any amendments that needed to be made to the forms.

- Cllr. C. Hazzard declared a pecuniary interest in Planning Application Ref: 14/04328/FUL
- Cllr. Mrs. Traves declared a personal interest in Planning Application Ref: 14/02433/FUL
- Cllr. Jeans declared a personal interest in Minute 150 b)

Public Session

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).

Mr. Clive Hazzard said that he was speaking in the public session as a member of the public to explain the proposed development for the Old Nursery Yard and car park as he would be leaving the room when the Parish Council discuss the application. He said that the old nursery site opposite was developed in 1998 and the properties proposed for the old yard would be of a similar style and size to those which were built in 1998. Mr. Hazzard said that the site slopes and there is quite a drop in level. He said that he had liaised with neighbouring property owners and the plots had been positioned so that views were not obstructed and windows positioned so that overlooking did not become an issue. Mr. Hazzard said that the existing house on site (which he owned and would continue to own) would be given an extra parking space. Mr. Hazzard explained that there had been discussions with the highways authority who wanted to widen the road and add a pavement along New Cut.

Mr. Sims said that he has a copy of Hansards of 30th April when rural transport was discussed.

The Clerk read out an email from Mr. Roland Heming thanking the Parish Council for the Mere Skate Park.

Apologies for absence received from Cllrs. P. Coward, R. Hill, D. Hope & Ann-Marie Long.

132. Minutes – RESOLVED to approve the Minutes of the Parish Council meeting held on Monday, 7th April 2014 on proposal made by Cllr. B. Norris, seconded by Cllr R. Sims and carried with a unanimous vote of those present on 7.4.14

133. To approve and adopt the Standing Orders for Mere Parish Council – RESOLVED on proposal made by Cllr. R. Coward, seconded by Cllr. Jordan, that the Standing Orders previously adopted on 13th May 2013 (see Minute No. 6) be re-adopted with no amendments.

134. To approve and adopt the Financial Regulations for Mere Parish Council – the Clerk advised members that in view of the Repeal of s.150 (5) of the Local Government Act 1972 (Reform of Parish & Town Council Payments Law to allow electronic payments), there were new draft Financial Regulations which the Clerk was currently in the process of assessing. In view of this information, it was agreed that this item should be deferred until the Clerk was able to give further information and advice to members so that they can decide whether or not they wish to adopt the new Financial Regulations thereby allowing them to make electronic payments.

135. 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 15th April 2014 and that the Minutes of this meeting had been distributed (for approval of the recommendations) with the agenda papers for this meeting – (see Minute No.149 d)

136. 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, and the Staffing Panel & Appeals Committee (see Minute No. 139) , there should be no other 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.

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

Organisation	2013/14 Representative	2014/15 Representative
Youth Club	Cllrs. R. Coward & C. Hazzard	Cllrs. R. Coward, C. Hazzard & B. Norris
Cricket Club	Cllr. M. Cassidy	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. Peter Button	Mr. Peter Button & Cllr. J. Jordan
Chamber of Trade	Cllr. P. Coward	Cllr. Mrs. Lesley Traves
Friends of Mere Museum	Cllr. Mrs. Lesley Traves	Cllr. Mrs. Lesley Traves
School Governor	Cllr. C. Hazzard & Cllr. J. Jordan	Cllr. C. Hazzard & Cllr. J. Jordan
Neighbourhood Tasking Group	Cllrs. Clive Hazzard, George Jeans, Roy Sims + Clerk	Cllrs. C. Hazzard, G. Jeans, R. Sims + Clerk
Swimming Club		
Mere Bowling Club	Cllr. R. Hughes	Cllr. R. Hughes
Carnival Committee	Cllrs. M. Cassidy, C. Hazzard + R. Sims	Cllrs. M. Cassidy, C. Hazzard & R. Sims
Area Board	Chairman & Vice-Chairman	Chairman & Vice-Chairman
Mere Film Shows	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	Cllr. Ann-Marie Long
Rivers Group	Cllr. Brett Norris	Cllr. Brett Norris

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

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

140. 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 signatories of the following councillors – Chairman, Vice-Chairman, Cllrs. R. Coward, C. Hazzard, R. Hill, G. Jeans & E. Mitchell. (The Clerk to be given authority to arrange transfers between the Council's accounts).

141. To review the Council's insurance policy and discuss/decide on alterations – the Clerk confirmed that this had been reviewed at a Risk Management meeting held on 15th April 2014 and that the Minutes of this meeting had been distributed (for approval of the recommendations) with the agenda papers for this meeting – see Minute No. 149d)

142. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year – it was agreed that Parish Council meetings would continue to be held 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. Meetings will start at 7.30 p.m. The Clerk confirmed that she would be on holiday on 7th July which was the scheduled meeting date for the July meeting. It was therefore agreed that the July meeting would be held the week before, on 30th June 2014.

143. Matters Arising

a) First World War Centenary – suggestions for commemoration (Minute 115a) – Cllr. Jeans confirmed that a meeting had been held and that the following suggestions had been made and agreed:

- Mere School First World War project will be displayed in Mere Clock Tower, after September 2014
- Those wishing to remember those that served in the First World War could take part in the Mere Footpath Moonlight walk in July
- During the Literary Festival, 13th - 19th October, James Taylor will be talking about the art of propaganda with reference to Haig's famous poster. On 14th October Mere History Society will have a morning talk on Harry's story (Harry Hoare in WW1) and on Saturday, 18th October there will be a concert featuring WW1 songs and readings.
- 13th July will be the 43rd (Wessex) Infantry Division's 70th and last commemorative march and service at Mere. It is hoped that people will join the march to commemorate both World Wars and to remember those that served. Agreed that an 'A' board should be placed on clock tower island the week before in order to remind people of the parade.
- Poppies will be planted in all tubs and planters.
- It has been suggested that a fingerpost sign is provided in a central location to indicate the Commonwealth War Graves in Mere and that the War Graves should be cleaned, tidied and planted with appropriate roses.

b) Clock Tower Repairs –(Minute 124a) – Cllr. Jeans confirmed that he had spoken to Cllr. Hill and that arrangements had been made to assess the clock tower from the cherry picker next week.

c) Advertising for Groundsman's Assistant – (Minute No. 125c) – The Chairman informed members that a new Groundsman's Assistant, Mr. Joshua Suter, had been appointed and started work on 6th May

144. Matters Arising from Annual Parish Meeting

a) Swimming Pool – following the lack of response from parishioners at the Annual Parish Meeting and also at the Sports Development Meeting, the Clerk said that she had taken the liberty of preparing a draft consultation notice to place in Mere Matters and on the website/local facebook pages, asking parishioners for their thoughts and suggestions on the future of Mere Swimming Pool site. The Clerk read out the draft consultation notice and it was RESOLVED on proposal made by Cllr. Norris, seconded by Cllr. Mitchell that the notice should be published.

b) River Management – Cllr. Norris said that if the Parish Council could find some money to help with the river management, the only way he thought this could work would be to contribute a financial payment to a volunteer group that could work in the same way that the footpath group is working i.e. under the responsibility of the Environment Agency's insurance and in collaboration with the Environment Agency and also in partnership with the riparian owners. It was agreed that the Parish Council should find out more information about this possibility, in particular the insurance aspect. It was RESOLVED that the Parish Council should support a future volunteer group

subject to all legal requirements having been met on proposal made by Cllr. R. Coward, seconded by Cllr. Jeans and carried with a majority vote in favour (Cllr. R. Mitchell abstained)

c) Venues for future Parish Council meetings – The Chairman reminded members that Mrs. Hyde had asked if the Parish Council could hold occasional meetings in the centre of Mere and asked members what they felt about this. It was pointed out that rooms in either the Lecture Hall or the Grove Building were often booked well in advance and that there was no room hire costs to hold meetings on the Duchy Manor site. It was agreed to raise the matter in a report for Mere Matters to see if other people wanted the occasional meeting in a more central location.

d) Neighbourhood Planning - deferred

145. Reports & Consultations

a) Neighbourhood Policing Report – there were no police representatives present, but Cllr. Sims reported that there had been break-ins to garden sheds where power tools had been stolen and farm burglaries were on the increase.

b) Wiltshire Councillor's Report – Cllr. Jeans reported that Balfour Beatty, Wiltshire Council's contractors, were making efforts to address potholes and highway repairs but the grass cutting contract was now becoming a major issue of concern. Cllr. Jeans said that he was told at a Community Area Transport Group meeting this afternoon, that the police can enforce parking violations where cars are parked within 10m of a junction.

146. Planning

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

<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx> – and type in the relevant application number)

Cllr. B. Norris in The Chair

Application Ref: 14/02433/FUL
Application for: Full Planning
Proposal: Demolish existing workshop and erect of 2 bed dwelling
At: Angel Lane (Old Workshop), Mere. BA12 6DH

RESOLVED on proposal made by Cllr. R. Coward, seconded by Cllr. R. Sims and carried with a vote of 7 for and 3 abstentions, that the above application should be recommended for refusal due to the lack of off-street parking, pointing out that there is no provision for off-street parking within the proposal and the design statement says that vehicle parking will be in Angel Lane. However, there is little opportunity for vehicles to park in Angel Lane without causing an obstruction (this is the only access road to the cemetery) and Church Street, adjacent, is already congested with on-street parking. Cllr. Mrs. Traves, having declared a personal interest in the above application, refrained from discussion and did not participate in any vote. In his capacity as Wiltshire Councillor, Cllr. Jeans abstained from voting.

Cllr. Mrs. Traves in The Chair

Application Ref: 14/01681/FUL
Application for: Full Planning
Proposal: Removal of timber outbuildings and erection of triple garage
At: Downsview, Southbrook, Mere. BA12 6BG

RESOLVED on proposal made by Cllr. Norris, seconded by Cllr. Hughes and carried with a majority vote in favour, that the above application be recommended for refusal for the following reasons: The Parish Council is the tenant of the allotment site (owned by the Duchy of Cornwall) at the rear of this property and the proposed garage has double doors opening out onto the access track for the allotment site. The Parish Council has now established that there are no rear access rights to the allotment track and therefore the Parish Council must object to the planning application.

Application Ref: 14/04328/FUL
Application for: Full Planning
Proposal: Demolition of outbuildings, provision of altered vehicular and pedestrian access and erection of 4 X 3 bed dwellings and garages
At: The Yard, New Cut, Mere.

Cllr. Hazzard, having declared a pecuniary interest in the above application, left the room whilst the item was discussed and took no part in any vote or discussion.

Cllr. Mrs. Hurd said that she thought the application would tidy up an eyesore in the middle of Mere. Cllr. Jeans explained that the highways department were recommending that the road was widened to 5.2m at New Cut and he said that this would still be adequate for cars to park adjacent to the pavement and allow cars to drive alongside. RESOLVED, on proposal made by Cllr. Mitchell, seconded by Cllr. Mrs. Hurd and carried with a vote of 7 for and 2 abstentions, that the above application be recommended for approval. In his capacity as Wiltshire Councillor, Cllr. Jeans abstained from voting.

Application Ref: 14/04035/FUL
Application for: Full Planning
Proposal: New ménage
At: The Old Dairy, Charnage, Mere. BA12 6AR

RESOLVED, on proposal made by Cllr. R. Coward, seconded by Cllr. Mitchell and carried with a majority vote in favour, that the above application be recommended for approval. In his capacity as Wiltshire Councillor, Cllr. Jeans abstained from voting.

147. Highways, Rivers, Footpaths, Traffic & Transport

a) Highway & footpath issues for Parish Steward & street lighting faults

- Burton Path – grass needs cutting and overhanging vegetation causing obstruction
- Gillingham Road corner – highway surface repairs needed
- Bramley Hill – fire hydrant sign still down

Cllr. Jeans reported that the criteria for repairing potholes is 50mm deep or over on the pavement and 150mm deep or over on the highway.

Cllr. Norris reported that a parishioner had confirmed that he was happy to continue cutting a triangle of grass at the bottom of Springfield Road, by the river, on condition that he is able to have an extra green bin for collecting the grass. Cllr. Jeans said that he would look into this.

148. Buildings, Open Spaces, Play Areas, Sports Grounds, Allotments & Cemeteries

a) Approval for Banner on Clock Tower to advertise community events (with limitations) – Cllr. Jeans said that he could remember this being discussed previously but could not find the Minutes and wanted clarification on the matter. RESOLVED that the Parish Council agrees permission for a banner to be erected on the Clock Tower for 3 community (charity) events per year, each for a maximum of 8 days in duration. The approval for advertising these events would be on a first come, first serve basis. Proposal made by Cllr. Norris, seconded by Cllr. Jeans and carried with a majority vote. Cllr. Mrs. Hurd abstained from voting.

b) Temporary removal of benches for clock tower island – RESOLVED to authorise the organisers of Mere May Fayre to remove the benches on the Clock Tower Island for the day of 17th May, on condition that they are re-instated the next day and that it is done at their expense if anything goes wrong. Proposal made by Cllr. Sims, seconded by Cllr. Hazzard and carried with a unanimous vote.

c) The Vicarage Field, Angel Lane – Cllr. Mrs. Hurd said that it now seemed that someone would be cutting the vicarage field, free of charge, on a regular basis. However, the diocese had said that it would be nice to graze the field with sheep or goats so that it was used. Cllr. Mrs. Hurd wondered if the Parish Council had any particular views on this and the Clerk reminded members that the field was listed as a Recreational Open Space within the Local Plan. Cllr. Jeans suggested that this should be deferred for a month.

d) Report on Sports Development Meeting held on 30th April – Cllr. Hazzard reported that the meeting had been fairly well attended with most sports groups being represented. Most of the sporting groups were thriving and a Gym club had also recently been set up for children which was prosperous.

e) Cleaning of Andy Young Pavilion (see Minutes of Sports Development Meeting held in October) – the Clerk informed members that at a recent Sports Development meeting, it had been suggested that the Andy Young Pavilion should be cleaned on a regular basis and that the sports clubs should be asked to contribute. It was agreed to find out costings and inform the sports groups what it would cost them and ask them if they are happy to contribute.

149. Finance, Policy & Resources

a) Payments – RESOLVED to approve payments set out in payment schedule attached on proposal made by Cllr. Norris, seconded by Cllr. Sims and carried with a unanimous vote.

G. Gatehouse	Public Toilets & Andy Young Pavilion)– plumbing & maintenance issues (6.11.13 & 17.12.13)	81.25
Mainstream Digital	Office telephone charges 10.3.14 – 31.3.14	44.32 (Direct Debit)
Mainstream Digital	Office Broadband charges 17.3.14 – 16.6.14	57.60 (Direct Debit)
Rochfords Garden Machinery	Strimmer Line	116.70
Wiltshire Wildlife Trust	Annual Membership Renewal	36.00
Grove Building	Hire of room for Annual Parish Meeting	25.00
J. L. Paul	Repairs to roller mower	150.00
Forge Garages	Repairs to Diahatsu	288.48
Forge Garages	Fuel & Oil for April	167.87
B & S Chains	Cradle seat for swing in Castle Hill Play Area	117.13
Eon Energy	Electricity supply to Public Toilets 13.3.14 – 9.4.14	65.04 (Direct Debit 26.4.14)
Came & Co	Insurance renewal	No more than £3355.51
Scats Countrystores	Sundries, protective clothing & cleaning products	95.07
South West Councils	Annual Associate Subscription	420.00
Imprest Account – cheque Nos. ??? - ???	Petty Cash, Wages, PAYE & Pension	??????
Local Council Review	Annual subscription	17.00
Timberwise	Removal of floor & spraying of Band Hut	1095.60
Mere & District Railway Modellers Club	Donation towards skip for removal of timbers/rubbish etc.	200.00
Clear Signs		110.00

Emergency Item – Diahatsu Truck – the Clerk pointed out that the Parish Council’s vehicle was currently in for repair at Forge Garages but they had indicated that there were various problems and the likely costs of repairs may be more than the vehicle is worth. It was agreed that Cllrs. E. Mitchell, B. Norris & R. Coward should be delegated to investigate this problem further and assess the viability of repairing the vehicle and/or possibility of purchasing a new vehicle. It was agreed that a 4-wheel drive pick-up vehicle would be the best option if looking at purchasing a new vehicle but that the Parish Council must ensure that the tow hitch is removed from the old vehicle and replaced on any new vehicle.

b) Parish Council Strategy to identify items intended to fund through CIL receipts - deferred

c) Repeal of s.150 (5) of the Local Government Act 1972 – Implementation (England) - deferred

d) To approve Minutes and adopt recommendations of Insurance/Risk Assessment meeting – The Minutes of the Insurance/Risk Assessment meeting held on 15th April 2014 were approved. On proposal made by Cllr. Norris and seconded by Cllr. R. Coward, members unanimously approved the recommendations as set out in the Minutes of the Risk Management meeting (attached) including:

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

e) Retainer for opening/closing clock tower & future security requirements – the Chairman said that this had been raised because Mr. Hansford currently carries out this task and if he retired completely, we would have no-one to do this job and she wondered whether the Parish Council ought to pay him a retainer to continue. RESOLVED to

delegate this matter to the Staffing Panel & Appeals Committee on proposal made by Cllr. Mrs. Hurd, seconded by Cllr. R. Coward and carried with a unanimous vote.

f) Quotation for Legionella Risk Assessment at Changing Rooms – the Clerk confirmed that she had contacted Wessex Group who carried out Legionella Risk Assessments for Mere School and they had recommended that a Risk Assessment be carried out on the changing room block. This would include attending site and inspecting the water services in the building and preparing a report highlighting improvements to system conditions to minimise the growth of bacteria. The quotation for this initial risk assessment was £175.00 + VAT. RESOLVED to instruct Wessex Group to carry out the Risk Assessment as advised and recommended.

150. General Items

a) Report on 'What Matters to You' event held at Dinton Village Hall on Wednesday, 30th April – The Chairman reported that she and Cllr. Jeans had attended the event.

***b) Expansion plans for Mere Surgery** – with reference to the information in the Clerks Report, it was RESOLVED to confirm that the Parish Council is fully supportive, in principle of the proposals for expansion of the surgery and feel that it is vitally important to keep the surgery in its current central location as it provides accessibility and also helps to maintain the economic viability of the town. The Parish Council will be happy, in principle, to surrender land from our lease of the Salisbury Street Car Park for the purposes of expanding the Mere Surgery. Proposal made by Cllr. Mrs. Hurd, seconded by Cllr. Sims and carried with a majority vote in favour. (Cllr. Jeans, having declared a personal interest in this item, refrained from discussion and did not vote)

c) Casual Vacancy – the Chairman read out a resignation letter from Ann-Marie Long which explained that, due to personal issues, she regretted that she was no longer able to remain as a parish councillor. The Chairman informed members that the Clerk would notify Wiltshire Council of the vacancy and the required notices would be published.

151. Forthcoming meetings - none

152. Clerks Report – RESOLVED to confirm and adopt the Clerks Report.

*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.