

Mere Town Council

TOWN CLERK - MRS. L. C. WOOD

Minutes of the **ANNUAL TOWN COUNCIL MEETING** held on Monday, 13th May 2019 at 7.30 p.m. in The Andy Young Pavilion, Springfield Road, Mere.

Present: Councillors J. Jordan (Chairman), Mrs. K. Symonds (Vice-Chairman), A. Colman, R. Coward, C. Hazzard, R. Hill, G. Ings, G. Jeans, A. Mead, E. Mitchell, B. Norris, R. Sims, & Mrs. L. Traves.
Also.: Mrs. S. Catley, Mrs. M. Durkee, Spence Gunn & Clare Shaddock, Mrs. Judy Phillips, Mrs. Maggie Durkee, R. Stone & D. Stone.

1. To elect Chairman of Mere Town Council for 2019/20 and to receive the Chairman's Declaration of Acceptance of Office

Cllr. Clive Hazzard was elected as Chairman for the ensuing year on proposal made by Cllr. R. Coward, seconded by Cllr. Sims and carried with a unanimous vote. The Chairman duly read out his Declaration of Acceptance of Office which he signed in the presence of the Council and Town Clerk.

Cllr. Clive Hazzard in The Chair

Cllr. Hazzard said that he wanted to take this opportunity to thank Cllr. Jordan for all the work he has done as Chairman of the Town Council over the last two years. He said that he had been a great asset to Mere and has worked extremely hard, attending a large number of meetings and giving a great commitment to the Town Council. Cllr. Hazzard said that although he was well aware that Cllr. Jordan had achieved many things during his time as Chairman that were beneficial to the people of Mere, one of the things he was personally grateful for was the auto regulator on the Town Council and he found it very reassuring to know that this was telling the right time and chiming at the right time. Cllr. Jordan said that it had been quite a pleasure serving as Chairman to the Town Council and said that he had found it all extremely interesting. He thanked the Town Clerk and the Council's staff for all their support during his time in office.

2. To elect Vice-Chairman of Mere Town Council for 2019/20 and to receive the Vice-Chairman's Declaration of Acceptance of Office.

Cllr. Eric Mitchell was elected as Vice-Chairman for the ensuing year on proposal made by the Chairman and seconded by Cllr. Jordan. The Vice-Chairman signed his Declaration of Acceptance of Office in the presence of the Council and Town Clerk.

The Chairman said that Cllr. Mrs. Symonds had been a most valiant Vice-Chairman but was always adamant that she did not want to become Chairman. On behalf of the Council he thanked Cllr. Mrs. Symonds for all her hard work and support as Vice-Chairman. Cllr. Mrs. Symonds thanked the Council for the opportunity and the understanding.

3. 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 Town Council Code of Conduct for Members and by the Localism Act 2011.

- Cllr. Jordan declared a pecuniary interest in Minute No. 23 a)
- Cllr. Mitchell declared a pecuniary interest in Minute No. 20a) [Application Ref: 2/2019/0462/FUL]
- Cllr. Mrs. Traves declared a personal interest in Minute No. 20a) [Application Ref: 19/03307/FUL]
- Cllr. Jeans declared a pecuniary interest in Minute No. 23a)

4. Public Session

The Chairman will re-convene the Town 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).

Please Note: By entering the meeting room you are consenting to the use of your name being recorded in the Minutes. The meeting may also be recorded by the press or members of the public. Any person or organisation choosing to film, record or broadcast any meeting of the Council or its committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Mrs. Maggie Durkee said that she would like the Council to look at some of the environmental impacts that may be caused by any decisions it makes for example, is it a positive move or a negative move and in which case, can we improve upon the decision made.

Judy Phillips wanted to inform the Town Council about ReadEasy which was coming to Mere and was to do with helping adults who are poor readers to come forward and have some free coaching. She explained that there can be many reasons why some people are poor readers and it is nothing to be ashamed of but that it was sometimes very difficult for people to come forward and that they should be invited rather than pressured into attending.

Mr. John Elvin wanted to comment on the state of the Town Council's website. He said that May's Mere Matters had not yet been entered and it still had April's edition up and there was much more information that was out of date.

Mr. Brett Norris reported on the litter picking event which took place on 5th May and was very successful and he hoped that the Town Council would write to the people that took part.

Mr. John Jordan said that the Mere March Hare walks were marvellous and very successful and wanted to take this opportunity to promote another walk – A Bigger Bottom which takes place on Sunday, 9th June.

Mr. Roy Sims said that it was Mere May Fayre this coming Saturday, 18th May which was being organised by Mere Cancer and Mere Carnival committees.

The Clerk informed members that she had received a letter from a resident of Zeals and an email from a resident of Mere congratulating the Town Council on the amazing display of tulips in the town this spring.

Mr. Eric Mitchell wished to comment on his planning application to convert a barn as a dwelling. He explained that Dorset Council had already granted Class Q permission to convert the barn but he doesn't think that this will be very pleasing to the eye and that a new dwelling, covering exactly the same footprint would be more aesthetically pleasing.

5. Apologies for absence received from Cllr. P. Coward

6. Minutes – RESOLVED to approve Minutes of Parish Council meeting held on Monday, 1st April 2019 on proposal made by Cllr. Norris, seconded by Cllr. Colman and carried with a majority vote of those present on 1.4.19. The Working Group **RESOLVED** to approve Minutes of meeting held on Tuesday, 9th April 2019 'to review and assess the effectiveness of internal control measures.'

***7. To fill councillor vacancy by co-option.** Candidates to date:

- Sandra Catley (Personal Statement attached)
- Laura Rich (Personal Statement attached)
- Richard Pester (Personal Statement attached)

No other nominations were received and members confirmed that they had read the personal statements of the three candidates. The Town Council voted by secret ballot and Mr. Richard Pester received an overall majority of 7 votes and was therefore duly co-opted to fill the vacancy. Laura Rich received 5 votes and Sandra Catley received 1 vote. The Chairman thanked all candidates for putting themselves forward to fill the vacancy and said that all would have made excellent councillors and it was a shame that we could not co-opt all three but there was only one vacancy. However, he hoped that they would all stand again in the elections which would be held in 2021.

***8. To approve and adopt the Standing Orders for Mere Town Council - RESOLVED** that the Standing Orders, be re-adopted with no amendments. The Clerk did point out that these would be reviewed during the 2019/20 financial year.

***9. To approve and adopt the Financial Regulations for Mere Town Council – RESOLVED** that the Financial Regulations be re-adopted with no amendments. The Clerk pointed out that these would be reviewed during the 2019/20 financial year.

10. Internal Audit

- To appoint/re-appoint an Internal Auditor - – it was unanimously agreed that Mrs. Mary White should be re-appointed as Internal Auditor for the ensuing year subject to her being happy to continue.

11. To review Committee Structure and to appoint members, decide terms of reference etc. - - it was agreed that the Town Council would continue with the present arrangement of having an Annual Budget Committee + Staffing Panel & Appeals Committee with members drafted near to the meeting and an ad-hoc structure of Working Groups as and when considered necessary and required.

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

Organisation	2018/19 Representative	2019/20 Representative
Youth Club, Seeds4Success, CAYPIG (Community Area Young People)	Cllrs. C. Hazzard, B. Norris & R. Coward.	Cllrs. C. Hazzard, B. Norris & R. Coward.
Cricket Club	Cllr. G. Ings	Cllr. G. Ings
Health & Community Care	Cllr. R. Hill	Cllr. R. Hill
Tennis Club	Cllr. G. jeans	Cllr. G. jeans
Football Club	Cllr. G. Ings	Cllr. B. Norris
Public Transport	Cllr. R. Sims	Cllr. R. Sims
Mere & District Linkscheme	Mrs. Adrienne Howell	Mrs. Adrienne Howell
Museum Committee	Cllrs. R. Hill, Mrs. Hurd & Mrs. K. Symonds	Cllrs. R. Hill, Mrs. Hurd & Mrs. K. Symonds
Footpaths & Rights of Way	Cllr. Jordan & Cllr. Mead	Cllr. Jordan & Cllr. Mead
Chamber of Trade	Chairman & Cllr. A. Colman	Chairman & Cllr. A. Colman
Friends of Mere Museum	Cllr. J. Jordan	Cllr. J. Jordan
School Governor	Cllr. C. Hazzard	Cllr. C. Hazzard
Mere Bowling Club	Cllr. B. Norris	Cllr. G. Ings
Carnival Committee	Cllr. J. Jordan	Cllr. J. Jordan
Area Board	Chairman & Vice-Chairman	Chairman & Vice-Chairman
Mere Film Shows	Mrs. Rosie Jordan-Barr	Mrs. Rosie Jordan-Barr
Rivers Group	Cllrs. B. Norris & Mrs. K. Symonds	Cllrs. B. Norris & Mrs. K. Symonds

13. To appoint/re-appoint Trustees for Forest Charities - the Clerk informed members that there were 6 nominative trustees (4 from Mere Town Council and 2 from Zeals Parish Council) and a further 2 co-opted trustees (appointed by existing trustees). Our four trustees do not have to be Town Councillors but need to be appointed by the Town Council. The only obligation of the Forest Charity to the Town Council is to present the annual accounts. There are three charities - the Forest Charity has 100 acres of land and a farmhouse. The allotment charity has a 20 acre field at Horsington Lane (near Hincks Mill) and the United Charities which have very small assets in Zeals. Members agreed that the four nominative trustees from the Town Council should be re-appointed: Mrs. Myrene Coward, Cllr. Rodney Coward, Cllr. George Jeans and Cllr. Eric Mitchell. *Cllr. Jeans said that he thought that some of the information above may now be incorrect since the charity changed its governing structure a couple of years ago and suggested that the Clerk should speak to Sonya Booth (Charity Secretary) to ask if the information above is still correct.*

14. To appoint members, including the Chairman, to serve on the Staffing Panel & Appeals Committee – it was agreed that the Vice-Chairman + Cllrs. G. Jeans, Mrs. L. Traves, A. Colman & B. Norris would serve on the Staffing Panel & Appeals Committee for the ensuing year. The Chairman to serve on the Appeals Committee also.

15. 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, R. Hill, and G. Jeans. (The Clerk to be given authority to arrange transfers between the Council’s accounts and to carry out payments from the Imprest Account for PAYE and wages electronically). The Clerk explained that there is an element of complexity involved in changing signatories for the bank accounts.

16. To review the Council’s insurance policy and discuss/decide on alterations – deferred until later in the meeting (see Minute No. 23c).

17. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year - it was agreed that the Town Council meetings would continue to be held on the first Monday of every month unless it is a bank holiday, in which case the Town Council will meet on the following Monday. The Town Council does not have a scheduled monthly meeting in August. Meetings will start at 7.30 p.m.

18. Matters Arising from recent meetings:

***a) Service Devolution & Asset Transfer – Revised Schedule for Town & Parish Councils (Wiltshire Council’s policy attached)** – Cllr. Jordan said that he had read the policy and it seems that Wiltshire Council are happy to devolve services but will not pass on any funding to help finance the services. In terms of assets it would appear that they are unlikely to transfer car parks and he could find no reference to public toilets. The Clerk said that she was interested to see that Mere Town Council was included in the second tranche of negotiations which were scheduled to take place between September & December 2019.

19. Reports & Consultations

***a) Neighbourhood Policing Report (attached)** – The Neighbourhood Policing Report was distributed to members. Cllr. Sims said that the local police had also been recently active in stopping cars with defective tyres or no insurance or no road tax.

b) Wiltshire Councillor’s Report – Cllr. Jeans reported that Wiltshire Council had raised the cost for the collection of garden waste bin from £48 to £50 per year but he said that he did not see how they could justify this decision given that Wiltshire Council had declared a Climate Emergency in February this year. Cllr. Jeans also said that there were 3 road name plates missing in the town. He said that CATG were prepared to pay for new name plates. Salt bins are being filled at the present time. Cllr. Jeans said he had asked for a price for snow blades from Wiltshire Council’s supplier. The Chairman said that he was delighted to see the Town Council’s Speed Indicator Device being erected in Castle Street today.

20. 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)

Application Ref: 19/01331/FUL
Application for: Full Planning
Proposal: Upgrade existing garden room by replacing glazing and adding external cladding.
At: Milton Cottage, Church Street, Mere. BA12 6DS

The Town Council had submitted a ‘No Comment’ response to this application due to time constraints.

Application Ref: 19/03026/FUL
Application for: Full Planning
Proposal: Extension and alterations
At: Suncroft, Springfield Road, Mere. BA12 6EW

The Town Council had submitted a ‘No Comment’ response to this application due to time constraints.

Application Ref: 19/03307/FUL
Application for: Full Planning
Proposal: Extension to form garden room.
At: Swainsford Fish Farm, Woodlands Road, Mere. BA12 6BY

Cllr. Jordan said that the property was not overlooked and he could see no reason why this application should not be approved. RESOLVED to recommend approval of this application on proposal made by Cllr. Ings, seconded by Cllr. Jordan and carried with a majority vote. Cllr. Mrs. Traves, having declared a personal interest in this application refrained from discussion or voting. (In order not to compromise his position as Wiltshire Councillor, Cllr Jeans abstained from discussion or voting)

Application Ref: 19/03057/VAR
Application for: Variation of Condition
Proposal: Variation of condition 2 (approved plans) on 18/06081/FUL to allow for changes to the design and site layout
At: Land off Downside Close, adjacent to 1 Old Hollow, Mere. BA12 6AS

Cllr. Colman said that the new design would result in a property that was too high and not in keeping with the area. He also said that the plans showed a double garage built underneath and he expressed doubts as to whether it would be possible to get two cars in and out of the garage and that if you did, you would not be able to open the doors to get out of the cars. He also pointed out that there was a Juliet balcony which could overlook neighbouring gardens. On proposal made by Cllr. Mead and seconded by Cllr. Mrs. Traves it was RESOLVED to reiterate the Town Council's previous comments on the planning application that was approved by Wiltshire Council on 7th September 2018 (18/06081/FUL) as they felt that these comments were still relevant. However, members felt that the variation to allow for changes to the design would add more objections in relation to the following:

Height of building – the amended design is still out of character with the surrounding and wider area of Mere and not aesthetically pleasing. Furthermore, the extra height of the new design (the Town Council has taken into account the fact that this will be built lower than ground level) will make the proposed building too prominent in the street scene, will dominate the area and will cause overshadowing to surrounding properties.

Viability of garage – it would appear from the plans that the garage space built under the southern part of the development will be unviable as the garage is not sufficiently wide enough to accommodate two cars and get in and out of the cars. Also, members felt that there was insufficient manoeuvring space and turning space to get in and out of the garages.

Overlooking and invasion of privacy – the new design will now include a large window with Juliet balcony that is, in effect, on 1st floor level. This is on the western elevation and will look out over the gardens of existing properties in Downside Close and Old Hollow. Members felt that this would cause an unacceptable level of intrusion and invasion of privacy to neighbours.

(In order not to compromise his position as Wiltshire Councillor, Cllr Jeans abstained from discussion or voting) The Town Council requested that Cllr. Jeans call this planning application in for a committee decision and request a site visit if necessary.

Application Ref: 19/03401/FUL
Application for: Full Planning
Proposal: First floor extension, replacement roof covering, render and stone to walls.
At: Elveston, Ivy Mead, Mere. BA12 6EN

RESOLVED to recommend approval of the above application on proposal made by Cllr. Colman, seconded by Cllr. Ings and carried with a majority vote. (In order not to compromise his position as Wiltshire Councillor, Cllr Jeans abstained from discussion or voting)

Application Ref: 19/03956/FUL
Application for: Full Planning
Proposal: Proposed single storey rear extension
At: 22 Bramley Hill, Mere. BA12 6JX

Cllr. Colman said that this property had already been extended and the extension was not in keeping with the surrounding area. He felt that this further extension would cause overdevelopment and proposed that it should be recommended for refusal. Cllr. Jeans pointed out that this property was not in a Conservation Area and the proposal was to take out a conservatory and add a single-storey extension in its place, in effect using the same footprint. There was no seconder for Cllr. Colman's proposal. RESOLVED to recommend approval of the above application on proposal made by Cllr. Norris, seconded by Cllr. Ings and carried with a vote of 7 for, 1 against and 4 abstentions. (In order not to compromise his position as Wiltshire Councillor, Cllr Jeans abstained from voting)

Application Ref: 19/04436/TCA
Application for: Work to Trees in a Cons. Area
Proposal: Removal of silver birch tree within property boundary walls due to wall and path damage. Tree branches to be removed and tree to be felled. Roots dug out/cut and removed for safety of owners and public.

At: The Stables, Bramley Hill, Mere. BA12 6JX

RESOLVED to recommend approval of the above application on proposal made by Cllr. Norris, seconded by Cllr. Mrs. Traves and carried with a majority vote. (In order not to compromise his position as Wiltshire Councillor, Cllr Jeans abstained from discussion or voting)

The following planning application has been submitted to us for consultation by Dorset Council.

Application Ref: 2/2019/0462/FUL
Proposal: Erect 1 No. dwelling
Location: Barn and Workshop at Two Counties Farm, Shaftesbury Road, Gillingham, Dorset.
BA12 6BJ

As Cllr. Mitchell had declared a pecuniary interest in this planning application, he left the room whilst it was being considered and took no part in discussion or voting. Cllr. Ings proposed that the Town Council should recommend approval of this application on the grounds that Dorset Council had already approved the conversion of the barn and this replacement dwelling on the same footprint would look much nicer. RESOLVED to recommend approval of the above application on proposal made by Cllr. Ings, seconded by Cllr. Ings and carried with a unanimous vote.

b) Mere Neighbourhood Plan – Cllr. Norris said that due to personal circumstances he had let this slip. However, he would be calling a meeting soon and he will be resigning as Chairman of the Neighbourhood Planning Group.

21. Highways, Rivers, Footpaths, Traffic & Transport

a) Wiltshire Council Mere Path No. 78 Definitive Map and Statement Modification Order 2019 (The above order was made on 28th March 2019. The order, if confirmed, will add a public footpath to the definitive map and statement for the area, from The Square, Mere leading in a northerly direction for approximately 57 metres to North Street, Mere. Any representation or objection relating to the order must be sent in writing not later than 7th June 2019).

Cllr. Jeans reported that a significant number of people have sent in representations both for and against. Cllr. Mead said he thought this came up some months ago and the Town Council said we did not want to get involved. The Clerk informed Cllr. Mead that the Council had agreed that they did not want to become involved in the proposals to make a modification order but now that this had been done by a third party, the Town Council was being consulted on the modification as a statutory consultee. Cllr. R. Coward said that he was in favour of supporting the modification on the grounds that it would be a safer alternative

route for parents and children than having to walk along the narrow stretch of Manor Road between the old Lloyds Bank and Walton Antiques where there is no pavement. **RESOLVED** to support the Modification Order on proposal made by Cllr. R. Coward, seconded by Cllr. Mrs. Symonds and carried with a vote of 9 in favour, 2 against and 1 abstention.

b) Request for extended 30mph limit on Shaftesbury Road, Mere – Cllr. Mrs Traves said that the person requesting this was a friend of hers and she had asked her to point out that this is the only road leading into Mere that is not 30mph. Cllr. Jeans said that criteria for a 30mph needed to be met and he wasn't sure if it would be met along Shaftesbury Road although he stressed that nothing was impossible and if the Town Council asked for this to be considered by the Community Area Transport Group then it would need to work its way up priority list. Cllr. Mitchell said he did a car count last year and there was 1000 cars a day and he thought it would be a good idea to extend the 30mph limit along this road. Cllr. Jordan said it is a built up area and 30mph would get people arriving at that dreadful roundabout a bit slower. Also concerned about cyclists. Cllr. Norris felt that everyone was forgetting that we have no enforcement. Cllr. Hill said that if we ask for this then Wiltshire Council is going to expect the Town Council to make a significant contribution. It has been accident free up until now and would rather Wiltshire Council spend money on improving the terrible roundabout at the Walnut Road junction which is an accident waiting to happen. There was a vote as to who was in favour of requesting an extension of the 30mph along Shaftesbury Road which received a vote of 6 in favour, 6 against and 1 abstention. The Chairman used his casting vote and voted against the proposal saying that he would rather Wiltshire Council spend their money on improving the junction with Walnut Road at the present time. It was agreed, however, to install the Speed Indicator Device within the existing 30mph limit along Shaftesbury Road a.s.a.p.

c) Notice of Temporary Closure of The Lynch for 1 day (13th June) to enable Wessex Water to carry out interim to permanent reinstatement - noted

d) To submit request to Wiltshire Council to assess the following roads for highway surfacing programme:

Angel Lane, The Fields, Manor Road, Ivymead (from junction with Water Street up to Cress Cottage), Denes Avenue. Members requested the following roads to be added to this list: Mill Lane, Hazzards Hill and White Road and agreed that the Clerk should submit this request to Wiltshire Council

e) Report on Community Area Transport Group (CATG) meeting held on 1st May – the Clerk informed members that at the last CATG meeting the committee had agreed to provide the extra two dropped kerbs in Clements Lane at an estimated cost of £3000 subject to the Town Council agreeing to make a 25% contribution. She said she would raise this as a future agenda item. Members also felt that the roundabout situation outside Walnut Road needed to be prioritised. The Chairman said that he had recently witnessed another near collision. It was agreed to write to the Highways Manager and also to push Cllr. Jeans to get the white lines renewed. Cllr. Sims said he understood from Tony Deane that there was money in the pot to do away with the roundabout. Members agreed to pay up to £200 towards the cost of relining the junction and repainting the roundabout.

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

a) To consider quotation to repair lead light window in Mere Clock Tower – the Clerk informed members that she had managed to find a craftsman who could repair/remake and install the broken leaded window in the Clock Tower and had provided a quotation at £420 to do this work. She had found it difficult to source one company that could do this work so it was not possible to get other quotations as comparisons. Cllr. Jordan said that as it is a Listed Building and we carried out a lot of repair/refurbishment work on the building two years ago he felt that the work should be done in order to complete the job. He said that although it was a lot of money for a small window, he was aware that it was not an easy job. Cllr. Mead supported this. **RESOLVED** to proceed with the work as quoted.

b) To report on fault & repair of Public Access Defibrillator in Castle Street & discuss possible relocation to The Square – the Clerk reported that the Public Access Defibrillator in Castle Street had developed a fault. This was picked up by Mr. & Mrs. Thompson when they were carrying out the weekly checks on the machine. The machine (minus the battery and pads) was collected from us last week and has been returned to Cardiac Science (the manufacturers) as it is, I hope, still under guarantee. One of the problems may be, however, related to the fact that the cabinet has got very rusty and the cabinet always seems to

collect water. I was wondering how the Town Council would feel about relocating the defibrillator, when we get it back, to the telephone box in The Square, should that prove to be a viable option. Mr. & Mrs. Thompson have already said that they would be happy to do the checks to the machine in that location. It would require us checking on the electricity supply and capping off the electricity supply that Mr. Brian Gillard has kindly provided to us. Members agreed that the Public Access Defibrillator should be moved to the telephone kiosk in The Square if viable, when it is returned.

c) Replacement boiler for Andy Young Pavilion – The Clerk reported: ‘As you know, the estimate for repairs to the boiler was £500 and as we had already spent £1700 on repairs last year we agreed to look into the costs of providing a new boiler and delegated authority to the Chairman and myself to decide. We have managed to get only 2 quotations and it is difficult to get a like for like quotation as each plumber seems to have their preferred brand or supplier. However, we have chosen a quotation provided by Nugent Plumbing which comes out at £400 dearer than the quotation provided by Britchards but we believe is for a superior boiler which has a 10 year guarantee (the Britchards boiler came with an 8 year guarantee). Also, Nugents pointed out that the pipework may be of an insufficient diameter and it may be necessary to replace some of the pipework from the LPG to the boiler in order to comply with the guarantee requirements. Members concurred with the conclusions reached by the Chairman and Clerk.

23. Finance, Policy & Resources

***a) Payments** – RESOLVED to approve payments set out in payment schedule attached on proposal made by Cllr. Norris, seconded by Cllr. Hill and carried with a unanimous vote of those present. (Cllrs. Jeans and Jordan, having declared a pecuniary interest in this item, left the meeting during consideration and took no part in discussion or voting).

b) To approve S.137 payments for 2019/20 financial year (as listed in payment schedule) - the Clerk pointed out that although these had been allocated within the budget provision, it needed to be clearly minuted that Under Section 137 of the Local Government Act 1972, Mere Town Council had agreed to use its discretionary powers to award grants to local groups or organisations for “purposes, which may bring a direct benefit to the area or any part of it for some or all the inhabitants”. RESOLVED that the S.137 payments listed in the payment schedule met the criteria defined in S.137 and were officially approved.

c) To adopt recommendations made by working group at annual meeting to assess effectiveness of internal control measures (see Minutes of meeting 9.4.19) + also to consider report on meeting held with Came & Co. Insurance Brokers on 18.4.19 and to consider quotations for insurance renewal. The Minutes of the working Group Meeting were distributed to members prior to the meeting. RESOLVED to approve the recommendations therein. The Clerk had distributed a report on her meeting with a representative from Came & Company held on 18.4.19 and members agreed to take out the outside equipment that is insured with a value of £4328.49 as they were not sure what this was and were reassured that defibrillators were covered under an automatic extension of the policy. RESOLVED to take out this element from the insurance schedule; reduce the sum insured of the Street Furniture section of the Schedule to a value that will cover the newly purchased Speed Indicator Device: amend the sum insured for Mowers & Machinery to a value of £19,200 (excluding tractor and ride-on) to be in line with the asset register valuation and to remove the ‘Other Surfaces’ section of the schedule completely: not to insure the hand bier as it would be difficult to ascertain its value or find a replacement. Members also agreed to appoint a chartered surveyor to value our buildings this year so that they can be compared with the insurance valuations. Members were pleased at the renewal quotation which was nearly £900 cheaper than last year and agreed to enter into a three-year Long Term Undertaking.

d) Transfer of Section 106 contributions from Woodlands Road (old Hill Brush) development – the Clerk informed members that the Leisure & Play Strategy Officer from Wiltshire Council had contacted her to say that officers at Wiltshire Council would like the Town Council to enter into a Legal Side Agreement relating to. The S.106 contributions from the Woodlands Road development. This would enable the funds to be transferred direct to the Town Council and the Town Council will need to indemnify Wiltshire Council with the assurance that the contributions may only be used for the purposes set out in the s106 agreement (the criteria). The officers say that this would be more effective and efficient for both Mere Town Council and Wiltshire Council, would reduce the overall workloads for both organisations, speed up the process and

allow the Town Council to use its chosen contractors in line with our financial regulations. The Clerk said that she understood that the funds would be paid direct to Mere Town Council rather than them having to be kept by Wiltshire Council and drawn down by us bit by bit as we identify projects that we want to spend the money on – in other words it will save on officer's time and bureaucracy. The Clerk said that if the Town Council agreed to this then she would advise that, once the draft legal agreement was received, the Town Council should ask its own solicitor for legal advice. **RESOLVED** to inform Wiltshire Council that Mere Town Council is happy to proceed with the Legal Side Agreement.

e) To agree Direct Debit instruction for Information Commissioner Data Protection Fee Renewal £35 p.a.

– **RESOLVED** to renew the Town Council's subscription with the Information Commissioner for the Data Protection Fee via Direct Debit as it would cost £35 instead of £40 if paying by cheque.

f) Receipt of draft leases for Salisbury Street Car Park, Castle Street Car Park & Public Toilets – The Clerk pointed out that draft leases for the public toilets and car parks had been received at the end of last week and although she hadn't had time to read through them she thought it would be a good idea to appoint one or two councillors to read through before they are presented to the Town Councillors's solicitor for comment. Cllrs. A. Colman, John Jordan and Mrs. Traves volunteered to read through the draft leases.

24. General Items & Consultations/Briefing Notes

*Councillors Briefing Note No. 19-010 – Freight Strategy and Freight Management Update

*Councillors Briefing Note No. 19-011 - Extended Consultation on Vision for Special Schools

25. Forthcoming meetings/events

- South West Wiltshire Area Board Meeting – Thursday, 4th June 2019 at 6.30 p.m. at Nadder Centre, Weaveland Road, Tisbury. (To include debate on the topic of local drug and alcohol misuse).
- CPRE Wiltshire AGM – 20th June 2019 at Bowood House

26. Future agenda items

- None

Note: Members are reminded that the Town 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.