

Mere Town Council - Clerks Report for meeting 7.6.21

Agenda Item 9a)

Request for 'No cycling signs; along Burton Footpath

I have received an email from a resident as follows:

Please can we have a notice on the footpath that as well as horse riders cyclists are not allowed. During the various lockdowns we have seen an increase in cycling along here and they are becoming more numerous and seem to think that they have the right of way over pedestrians.

When cutting my hedge during the first lockdown I was knocked off balance by a cyclist on racing bike whizzing past, I hadn't heard him coming and fell against his companion who was extremely annoyed and threatened me with legal action if I had damaged his machine. Twice, when cleaning up after my dog, I have been told to get out of the way. Have also had to ask some adult cyclists to stop racing through the chalk stream!

I am not the only person who is concerned about the behaviour of cyclists, several of my neighbours and walkers along here have complained, During the first lockdown we took the attitude that it would be uncaring to try to stop families with small children on bikes however it is not just families using the path now it is adults on fast bikes treating it as a racing track.

Today I was on the footpath clearing weed that we had pulled up from the bed of the Ashfield when two adults raced past but I had heard them coming, a little later two pre-teens bikes went past, not too fast, but made me jump, (I am deaf in my left ear and don't always hear what is coming) the father then went past and I said to him that a bell would be helpful. He stopped and said that they were riding responsibly and it is a public right of way, I pointed out that it is a footpath and not a bridle path and strictly speaking cycling as well as horse riding is not allowed.

Agenda item 10a)

Application for tennis coaching at Mere Tennis Club

I have received an application form from a Mr. Tom Allen who would like to carry out tennis coaching from Mere Tennis Courts. Mr. Allen is LTA Level 3 Qualified coach and has insurance, DBS etc. Mr. Allen has not yet set down the frequency of his tennis coaching sessions or the required times/days he would like to coach and I have asked our Tennis Club representative to liaise with the Tennis Club regarding this. I believe that Tennis Club representatives may be attending the Town Council meeting.

Agenda Item 11 c) Confirmation of recedipt of S.106 funding from Phase 1 of Woodlands Road Development and consideration of expenditure within the constraints of the legal agreement.

Terms of the Agreement

The Section 106 agreement states that Fry & Son will pay us

- £48,264.00 of the Off Site Facilities contribution (Index Linked from date agreement signed on 19.3.2015) prior to the **Occupation** of the 20th Dwelling on Phase 1 of the Development
- £61,352.00 of the Off Site Facilities Contribution (Index Linked from date agreement signed on 19.3.2015) prior to the **occupation** of the 20th dwelling on the Phase 2 Development
- £68,501.00 of Open Space Contribution (Index Linked from date agreement signed on 19.3.15) prior to the **occupation** of 20th dwelling on the Phase 1 Development
- £87,077.00 of Open Space Contribution (Index Linked from date agreement signed on 19.3.15) prior to the **occupation** of 20th dwelling on the Phase 2 Development

Off Site Facilities Contribution means a financial contribution towards the provision of youth and adult open space & leisure facilities in the area to serve the development

Open Space Contribution means a financial contribution towards the provision, maintenance and improvement of Open Space in the parish of Mere (Open Space means public open space, including play areas and amenity land in the parish of Mere.

The money has to be spent within 10 years of receipt. After the expiry of a period of 10 years any contribution which remains unexpended for the purpose for which it was paid to the Council shall, unless committed by a binding contract between the Council and a third party, be repaid to the paying party upon request.

How the money is paid - The money is paid to Wiltshire Council. Wiltshire Council raise an invoice to the developers when they have reached the payment deadline. (Wiltshire Council do not have the staff to go out and check when the 19th dwelling is occupied and so would rely upon us to inform them and then they will go out there and check.) Wiltshire Council would prefer to pay the money straight to the Town Council once it is received and enter into a side agreement with the Town Council. This side agreement is a legal agreement in which the Town Council assures Wiltshire Council that it will spend the money within the criteria of the S.106 agreement. (Please note that the Town Council signed this side agreement last year)

Possible uses of the funds that the Town Council has considered in the past are:

- Complete refurbishment of Walnut Road Play Area to include alternative surfacing treatment thereby requiring less maintenance
- Resurfacing of footpath leading from Clements Lane to Angel Lane (via Lordsmead Mill) – this to enable disabled access into the town centre and avoid the need to use Edgebridge where there is no pavement. However, discussions with Wiltshire Council have met with their objection that this will not meet the criteria. Suggest this could be pushed further with Cllr. Jeans support.
- Outdoor gym provision – the Council had previously earmarked the old swimming pool site for this provision. However, this area is included as car park within the school's expansion programme.
- Renewal/replacement of play equipment at Recreation Ground
- Renewal/replacement of play equipment at Castle Hill Play Area
- Tarmac car park of Andy Young Pavilion (again this area is included as car park within the school's expansion programme and may well receive tarmac treatment)

Agenda Item 11 f)

i) the Internal Audit was carried out by Mrs. Mary White on Thursday, 27th May – here is her written report:

Dear Chairman,

On 27th May I carried out an internal audit of the Town Council's Financial Statements for the year ending 31st March 2021. It is my opinion that proper accounting records have been maintained by the Council, financial statements have been properly prepared and that there were at this time no issues of concern.

For the purpose of this audit the Town Clerk, Lindsey Wood, ensured as always that everything necessary was to hand and in good order, and provided every assistance during our meeting.

With best wishes

Yours sincerely

Mrs. Mary White

Agenda Item 12 a)

General Data Protection Awareness Checklist for Councillors

The General Data Protection Regulation (GDPR) is applicable in the UK from 25th May 2018.

Whilst Parish Councils are expected to comply with GDPR, individual councillors will also need to ensure that they protect an individual's personal data whether it is stored electronically or as a hard copy. This applies only to living individuals (not the deceased, companies, other authorities and charities)

Personal data includes:

- Names and addresses
- Telephone numbers
- Email addresses
- IP addresses

The following measures are recommended to help councillors comply with GDPR:

Ideally a councillor should set up a separate email account for all parish emails

Ensure that all devices (computers, laptops, phones) are password protected

Do not forward on emails or email threads as they may contain personal data

Copy and paste information from an email if you want to pass it on, rather than forwarding on an email to remove the IP address from the header

Where possible direct all correspondence to the clerk who can obtain the necessary consent

Where possible avoid holding an individual's information in a councillor's home or on a councillor's own PC.

If a councillor has to hold any information containing personal data on behalf of the Parish Council, it needs to be stored securely in a locked room or cabinet or if on a PC, in an encrypted folder

Make sure your antivirus software and operating system is up-to-date

Make sure your computer's firewall is turned on and inform the Clerk of any breaches within 48 hours

Our webmaster has confirmed that it is possible for him to set up merewilts email addresses for all 15 members of the Town Council.
