

Minutes of the Meeting of Meare Parish Council
Held on Monday 20th June 2022, 7.30pm in the Chapel

Public participation

Alan Bennetts requested to speak during the public participation session. The Chair agreed he would speak when the Village Hall item on the agenda is reached.

Present: Cllrs Bennetts (Chair), Field, C. Foster, T. Foster, Gage, Hoskins, James, Neale, Richards, Winters and the Clerk Gerard Tucker

In attendance: 9 members of public

2022/

- 87. Apologies** were received from Cllr Wren who is currently abroad on holiday. Cllr Wyke (SCC) sent her apologies.
- 88. Minutes of the previous meeting.** Following a small correction and an extended explanation on the procedure for appointing a Deputy Chair, the minutes were considered accurate and were approved by the Council before being signed by the Chair.
- 89. Declarations of Interest**
There were no declarations of interest.
- 90. Summary of actions from the previous meeting**
The clerk informed:
- a. That there has been no progress on producing stickers on items around the village with updated contact information
 - b. Review of the asset register to be undertaken by Cllrs Bennetts and James. has been completed, although there was insufficient time to discuss this item at the June meeting of the Council.
 - c. Review of the future of the parish magazine to be included on the next agenda. Completed.
 - d. Revised application to be submitted to the Public Works Loan Board and the terms and conditions of the loan agreed by the VH&PF Charity. Completed
 - e. Identify the cost to relocate the finger post on Burtle/Shapwick Road junction. There has been little progress with this. It was **RESOLVED** that Cllr Field will meet with Somerset Forge to try and find a solution to the problem.
 - f. Cllr Gage to organise Defibrillator Training for interested parishioners asap and advertise times and dates. Completed with a good response from parishioners.
- 91. County and District Councillor reports** Unfortunately, no reports have been received from either District or County Councillors.
- 92. Highways updates**
- i. Signpost at junction of Shapwick and Burtle Roads. Cllr Field to meet with Somerset Forge to try and engineer a solution. - **Action**
 - ii. Replacement litter bin – Main Road, Westhay. This has been ordered and delivered. Will be installed as soon as possible, when personnel are available. **Action**
 - iii. Drains clearance. The clerk received a response from County Highways on the issue of drains clearing. Whilst an explanation has been received, there was no indication of timescales and the clerk was asked to follow this up. - **Action**
 - iv. Development signage – Farriers Close, Ashcott Road. The clerk is to write to Mendip DC and try to identify the Officer with responsibilities for signage. **Action**

- v. White lines – Ashcott Road. The clerk has received correspondence from County Highways indicating that this will be dealt with soon.
- vi. Homeway Corner speed monitoring – review of results. The results of the traffic speed monitoring concluded that there were relatively few incidences of vehicles being driven above the speed limit. The clerk is to write a short article for the Parish Magazine informing of this outcome. **Action**
- vii. Cllr C Foster informed that the signage near to the bus shelter at Stileway has faded and requires attention.
- viii. Cllr T Foster informed that a short footpath by the allotments was difficult to traverse due to the number of potholes and adverse camber. Shaun Roberts is to be asked to provide a quote for the repair of this footpath **Action**

93. Planning matters

Application No 2022/0085/FUL **Avalon Marshes Centre Shapwick Road, Westhay**
Removal of existing ancillary café kiosk and toilet building, and erection of new entrance pergola, new ancillary café kiosk, covered outdoor seating area, open-sided trailer canopy, refuse store, parking bays and associated landscaping. (amended description and additional information received).

This application has previously been presented to the Council for comments, concluding that the proposed development is considered acceptable. The revised application takes into consideration and concerns of flood risk and foul water management. Meare PC supported the revised application and the clerk was asked to relay the importance of this development to the economy of the area, together with the low risk to life as there is no residential element to the application.

94. Review of the Parish Magazine. Caroline Sanderson was in attendance and provided a short update on the Parish Magazine. Cllr Bennetts provided an overview of the history of the magazine and how the Parish Council has become involved. Last year, the income from advertising was £1,844, which covered only a percentage of the total costs for preparing the magazine and printing cost. The Council concluded that there remains a requirement for a Parish Magazine. Caroline is encouraged to try and identify new advertisers, also to ensure that competitive quotes are obtained for each edition produced

The clerk was unaware that each edition of the magazine, Caroline Sanderson is reimbursed £150. As she had not received payment for the last two editions, Cllr Bennetts proposed that Standing Orders be suspended, seconded by Cllr Neale. The Council received a proposal from Cllr T Foster, seconded by Cllr Gage which was unanimously supported and **AGREED** to make a payment of £300 payment to Caroline Sanderson.

Cllr Hoskins suggested that consultation with the wider public may be considered. Support for the continuance of the Parish Magazine was such that wider consultation was not considered necessary.

In summary, the Chair thanked Caroline for her dedication, patience and resolve to producing each edition of the Parish Magazine and formally thanked her on behalf of the residents of Meare and the Parish Council for her input.

95. Parish Matters including:

a) Queen Elizabeth II Platinum Jubilee weekend

i. Marquee Hire

It is confirmed that the refund for the previous marquee hire has cleared our account. The inclement weather was such that having a covered facility enabled all of the activities to proceed.

ii. Insurance cover. The Council's insurance provider – Gallagher has a three year agreement, which finishes in 2023. As there are no plans to host any additional

activities this year, the clerk was asked to ensure that wider cover to include other community groups is incorporated into the next tender.

iii. The success of the Jubilee weekend was assisted enormously by the dedication of numerous parishioners. The Clerk was asked to write and thank them on behalf of the Parish Council. **Action**

Caroline Sanderson – Jubilee committee

Janice Bradley MPAG [Meare Parish Activity Group] for providing a free BBQ, tea and cakes, Treasure Hunt and children's crown making

Hilary Sage – Churchwarden St Mary's Church for organising a display of 70 flower posies

Mike Strange – Community Church for organising an Art Exhibition of local talent

Richard Brown – Westhay School Rooms [this is the former school in Westhay which is now used as a hall] for organising a free Afternoon Tea for everyone

Colin Westover – Electrician providing electricity on the field for the weekend

Roger Stacey for providing toilets free of charge for the weekend

Meare and Westhay Fundraising Team for the floral displays in the wheelbarrows

iv. Floral displays. Cllr Hoskins informed that the floral displays in the wheelbarrows continue to look good and asked that they be retained for a while longer – **AGREED**

v. Cllr James asked if the purchase of a marquee by the Parish Council could be considered. It was **RESOLVED** to include this item on the agenda for the next meeting.

b) Village Hall and Playing Field Committee including:

Cllr Bennetts invited input from a member of the public at this point and Alan Bennetts spoke to the meeting.

Reference was made to the original Trust Deed which was agreed by the Parish Council at its meeting on 13th May 1997. The agreement quoted is between the Meare and Westhay Village Hall and Playing Field (MWVHPF) Committee and Meare Parish Council. In summary, the following clauses contained within the lease were shared:

The charity to obey -

- a. MWVHPF = the Charity
- b. A lease of 99 years from 13th May 1997 at an annual rent of £1, paid on 1st April each year.
- c. Pay the rent on time and without deduction
- d. The Charity to pay any fees and taxes that might be imposed in the future.
- e. The Charity was to upkeep the property but not to make any changes unless agreed in writing by the Parish Council. The Charity to give up any changes at the end of a 99 year lease.
- f. To keep the premises insured at all times in the names of the Parish Council and the Charity. If the Charity does not keep up the insurance payments, the Parish Council will do so and charge the Charity, should it so decide.
- g. Not to assign to a new trustee or underlet. This may mean that it is forbidden to wind up the Charity and assign the asset to a new charity i.e. a Charitable Incorporated Organisation (CIO)

The Parish Council to obey

- a. Provided the Charity pays on time and fulfils its obligations not to interfere.

However, if the payment of rent is late by more than 21 days or another covenant is broken, then the Parish Council has the right to claim the premises back or take what other action it deems necessary.

- i. Update on PC representation. As Cllr Wren is a Trustee, it would appear inappropriate that he is also the Parish Council representative as there may be a

conflict of interest. Cllr Hoskins offered to be the representative for the Parish Council, seconded by Cllr Gage and unanimously supported.

ii. Review of the Village Hall Trust Deed and Community Interest Organisation (see summary from Mr Bennetts – above). Further, it was proposed by Cllr Hoskins,

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seconded by Cllr James and unanimously **AGREED** that the Parish Council should instigate the setting up of a working party to **oversee** the developments proposed. The detail of the responsibilities of the working party are to be discussed at a future meeting.

iii. Redirection of the Playing Field footpath – as described at the beginning of the meeting, there is a plan to address the footpath and Shaun Roberts is to be invited to quote for the work.

iv. Relocation of the shelter to the play area in the field. The shelter is now considered scrap and is to be removed.

v. It was reported that the petanque court has been damaged and that some weeding has been carried out using systemic weedkillers.

vi. Parts have been ordered for the CCTV camera which when replaced will ensure the camera again records images in colour.

96. Review of the parish asset register

This item was deferred to the next meeting, due to the absence of adequate time to discuss the detail.

97. Finances

- i. Internal auditors report. The clerk summarised the Internal Auditors report and it was **AGREED** that the report will be circulated in full to Councillors
- ii. Annual Governance Return (AGAR) section 1 – Annual Governance Statement. To conform with the audit requirements, the clerk read a list of questions and Councillors responded with acknowledgement that the correct procedures and practices have been followed.
- iii. Annual Governance Return (AGAR) section 2 – Accounting Statements. The annual return detail (which had been shared with the previous council) was discussed and Councillors were comfortable that the information contained in the audit was correct.
- iv. Summary of the account. There continues to be an issue with the clerk receiving the bank statements from Co-op Banking. The clerk presented as much detail as he was able, without having reconciled the accounts.
- v. Bank reconciliation. As above. The clerk is to contact Co-op Banking in an attempt to resolve the situation of the statements still being sent to the previous clerk.
- vi. Invoices to be paid.

| Payment | Amount £ |
|--------------------------|-----------------|
| Clerk's salary | 808.05 |
| Som Playing Fields Assoc | 15.00 |
| Somerset Levels Marquees | 1,236.00 |
| Clerk's expenses | 344.77 |
| <i>Blakeway Stone</i> | <i>167.97</i> |
| Malcolm Sweet | 595.00 |
| Malcolm Sweet | 530.00 |

Cllr T Foster having seen the detail of the invoices proposed that all the above are paid, with the exception of Blakeway Stone as the detail of the purchase requires clarity, seconded by

Cllr Neale. None of the Councillors present were aware of any troughs being ordered for the Parish and there was concern that this invoice was sent to us in error.

98. S137 grant requests

One request received and agreed to pay £300 to Caroline Sanderson as a contribution towards the production of two Parish Magazines.

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S137 payments

| Payment | Amount £ |
|--------------------|-----------------|
| Caroline Sanderson | 300.00 |

99. Correspondence

Frome Town Council are hosting a Climate Change conference on 5th July and invite interested parties to attend

100. Summary of Actions

- a. Cllr Field to meet with Somerset Forge to discuss the Shapwick Road sign
- b. New litter bin to be installed
- c. Clerk to follow up drains clearance correspondence with County Highways
- d. Clerk to prepare a short summary of the speed monitoring of Homeway Farm corner for the parish magazine
- e. Shaun Roberts be invited to quote for pending works on the Playing Field
- f. Clerk to write to organisers of Queen Elizabeth II Platinum Jubilee celebrations to thank them for their input.

Meeting closed at 9.42pm.

The next meeting will be on Monday 18th July, 7.30pm in the Chapel

Signed Dated 18th July 2022

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