

VALE OF ALLEN PARISH COUNCIL

10 October 2018

Dear Councillor

You are summoned to attend a Meeting of the Vale of Allen Parish Council to be held:

Date: 16 October 2018
Time: 7:30pm
Venue: Witchampton Village Hall

to transact the following business:

AGENDA

- 1. To receive apologies for absence**
- 2. Declarations of interest in matters on this agenda**
- 3. Dispensations to participate in a meeting**
- 4. Public participation session** (Standing Orders Suspended) an opportunity for members of the public to raise issues of concern or interest
- 5. To approve and adopt the minutes of the parish council meeting** – held on Tuesday 18 September 2018 (pages 1287 - 1290)
- 6. Matters arising from the minutes** – for information only
- 7. County councillor's and district councillors' reports**
 - (a) Cllr Mr S Butler
 - (b) Cllr Mr S Tong
- 8. Parish clerk's report** – see attached list
- 9. Planning applications for consideration** – see attached list
- 10. EDDC planning decisions** – see attached list
- 11. Other planning matters**
- 12. Financial matters**
 - a. Approval and signing of cheques for payment – see attached list
 - b. Cheques received
 - c. Cheque signatory update
 - d. Amendments for Financial Regulations – adding the option of payment of invoices via bank transfer – revised Financial Regulations attached
- 13. Correspondence - none**
- 14. Matters of information**

Yours sincerely

Ian Hanstead

Parish Clerk

The Willows, Gussage St Michael, Wimborne, BH21 5HX 01258 840634 voapc@outlook.com

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Item 8 – Parish Clerk’s Report

- a. **VOAPC Area Amendment:** any feedback from members following the local Ward meetings
- b. **Co-option application of Tim Read:** papers sent in readiness to process
- c. **Community Service Certificate:** now on website
- d. **Website:** Notification of Future Diary Dates for the website
- e. **Back up facility** – there is no back up facility for the parish laptop except for a small memory stick. To ensure the whole laptop memory is saved periodically, proposing to buy a terra-bite memory unit – circa £75
- f. **Windows upgrade** – upgrade to Microsoft 2013 - £6 per month plus £40 plus VAT technical support
- g. **Anti-virus upgrade** – existing is old and out dated. To refresh this and bring it up to date – approx costs £25 pa plus technical support charge to set up
- h. **DAPTC Training:** AGM – notified 10 October by email

Item 9 EDDC Planning Applications for Consideration

Application No:	Location	Proposal	Type
3/18/2597	Manor Farm, Gussage All Saints	Variation to conditions 2 & 3 to original planning permission (3/17/2886 – altering the original design	CONDR

Item 10 EDDC Planning Decisions

Application No:	Location	Proposal	Decision
3/18/1363	Uppington Ridge, Hinton Martel	Single storey rear extension with external stairs to roof, garage conversion with pitched roof and canopy. Replace existing porch	Granted
3/18/2048	Adj Penny’s Cottage, Hinton Martell	Erect barn style dwelling	Granted

Item 11 Other Planning Matters

Application No:	Location	Proposal	Decision
3/18/2513/TCA	Post House, Gussage All Saints	Application for Tree Work – T1 – Juniper – fell to ground level	
3/18/2617/TCA	Virginia Cottage, Gussage All Saints	Application for Tree Work – T1 – Cherry – prune away from neighbouring property to 1 metre T2 – Yew – reduce height and sides by 1 metre	

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Item 12 Financial Matters:

a. Cheques for authorisation

	Details	Amount (£)	V.A.T	Cheque Total	Cheque No:
1	C.T. Mee B. Ground, R&BT Seat, bus shelters, burial ground September 2018	101.00	0.00	101.00	956
2	DAPTC Clerks annual seminar	70.00	0.00	70.00	957
3	Local Councils Update - annual subscription	100.00	0.00	100.00	958
	Total	271.00	0.00	271.00	

b. Cheques received

	Details	Amount (£)
1	Burial fee	291.00

c. Cheque signatory update – since the last meeting, it has been suggested to add Cllr S Wathen rather than Cllr J Manson so that signatories are shared around each Ward

d. Financial Regulations amendments – to reflect adding bank transfer payments for future invoice payments.

Proposal:

5.5 An alternative to 5.3 and 5.4 above, payments as described in 5.2 above, can be paid via bank transfer. Payments can be set up readiness, then to be authorised on-line by any two of the approved signatories after approval at a Parish Council committee meeting. Transactions to be confirmed at the following committee meeting.

Further minor amendments also – see draft attached in red type

Cheques Over £100 Authorised for Payment 18 September 2018

	Details	Amount (£)	V.A.T	Cheque Total	Cheque No:
1	C.T. Mee B. Ground, R&BT Seat, bus shelters, burial ground August 2018	148.00	0.00	148.00	954
2	Chandler IT Services – cleaning up memory etc from old clerk's laptop use	154.00	0.00	154.00	955
	Total	302.00	0.00	302.00	