

VALE OF ALLEN PARISH COUNCIL

29 October 2018

Dear Councillor

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

Date: 6 November 2018
Time: 7:30pm
Venue: Hinton Martell 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. Application for Co-optee**
- 5. Public participation session** (Standing Orders Suspended) an opportunity for members of the public to raise issues of concern or interest
- 6. To approve and adopt the minutes of the parish council meeting** – held on Tuesday 16 October 2018 (pages 1291 - 1296)
- 7. Matters arising from the minutes** – for information only
- 8. County councillor's and district councillors' reports**
 - (a) Cllr Mr S Butler
 - (b) Cllr Mr S Tong
- 9. Parish clerk's report** – see attached list
- 10. Planning applications for consideration** – see attached list
- 11. EDDC planning decisions** – see attached list
- 12. Other planning matters**
- 13. Financial matters**
 - a. Approval and signing of cheques for payment – see attached list
 - b. Cheques received
 - c. External Auditor - agreed an 'action plan' for late submission of our annual return - 2017/2018
 - d. 2017/2018 end of year accounts – for adoption and to agree formally publicise on website
 - e. 2017/18 Annual Return – to approve annual return form for returning to External Auditor – deferred to Dec meeting
 - f. 2019/2020 budget/precept request following Finance Working Group meeting 30 October – to agreed and formally publicise on website for feedback
 - g. 2018/2019 – Risk Management Plan – for adoption
 - h. Audit Plan 2019 – for adoption
 - i. Effectiveness of internal audit & characteristics of internal audit – for adoption
- 14. Standing Orders** – revision – draft previously circulated
- 15. Correspondence**
- 16. Matters of information**

Yours sincerely

Ian Hanstead

Parish Clerk

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

Item 9 – Parish Clerk’s Report

- a. **VOAPC Area Amendment** – copies of all Ward meeting minutes have been submitted to EDDC for their consideration. Gussage St Michael also voted unanimously in favour of joining VOAPC group. Full Council met 29 October and agreed inclusion of GSM into VoAPC.
- b. **Website** - Notification of Future Diary Dates for the website
- c. **DAPTC Training** - none
- d. **2019 meetings calendar** – updated draft previously circulated – to agree
- e. **Laptop** – developed fault during month – no access into systems. IT company VoA uses repaired problem and reported:
 - a. computer only about 4 years old
 - b. machine is working fine and doesn’t recommend changing at this stage
 - c. running on Windows 7 – the recent fault is common with this operating system – unlikely to happen again
 - d. Laptop battery is fine and lasts for the time it should – about 2 hours before recharging. Because Clerk using battery-only recently, long use is draining battery because of the screen size etc, but everything is normal
 - e. There was NO anti-virus software protecting computer. A year’s free taster had been installed, but ran out ages ago. New anti-virus loaded, permanently
 - f. Conversion program loaded to convert .docx files to .doc (ie 2003 operating system) – so 2007 onwards files can now be opened
 - g. System back-up routine created to make saving files and programs easier when linked to terra-byte storage device
 - h. Students Word and Excel loaded enabling to work on 2007 version of the software

Only one recommendation was made, and that is to change the mechanical hard drive with a solid-state version (circa £150) which will improve operating speed and ensure the laptop lasts much longer and virtually equivalent to a new machine. Approval required to undertake.

- f. **Payroll** – to approve the use of Envizage Payroll services to calculate PAYE and undertake ‘real time information’ filing with HMRC monthly. Cost of this service is £66 per year (£5.50 pm). Costs are charged for work up to year end. Therefore, in present situation it will be October to March (6 months pro-rata). This represents good value against the actual time the Clerk would need to spend undertaking this task and payments made in good time.
- g. **Local Government Boundary Commission report** – final recommendations previously circulated

Item 10 EDDC Planning Applications for Consideration

Application No:	Location	Proposal	Type
3/18/2773	Henddol, Hinton Martell	Widen and raise ridge to existing front gable, extensions to main roof including new dormer to front and rear elevations, plus associated alterations to existing bungalow	HOU

Item 11 EDDC Planning Decisions

Application No:	Location	Proposal	Decision
3/18/2342	Witchampton first school	New nursery/pre-school building	Full permission granted

Item 12 Other Planning Matters

Application No:	Location	Proposal	Decision
3/18/2938/TCA	Russetts, Gussage All Saints	T1 Beech – raise over drive to 4m T2 Holly – reduce by 1m and trim side growth to compact T3 Cherry – reduce canopy by 2m back to appropriate growth points	
3/18/3039/TCA	Tenchleys, Hinton Martell	T1 Beech – crown reduction of North facing canopy, up to 3 metres	
3/18/2734/CLE	15 Witchampton Mill, Witchampton	Use of land for domestic and recreational purposes	

Item 13 Financial Matters:

a. Cheques for authorisation

	Details	Amount (£)	V.A.T	Cheque Total	Cheque No:
1	Chandler IT Services	119.00	0.00	119.00	961
2	PKF Littlejohn LLP	240.00	0.00	240.00	962
3	Ian Hanstead – Clerk's salary Oct and expenses (£525.78 + £154.93)	680.71	0.00	680.71	963
4	Ian Hanstead – Clerk's salary Nov	525.78	0.00	525.78	964
5	GAS village hall hire 2018	72.00	0.00	72.00	965
	Total	1,637.49	0.00	1,637.49	

Note – Clerk's PAYE payable quarterly. Oct, Nov & Dec will appear on December's agenda for payment approval

b. Payments received

	Details	Amount (£)
1	Memorial headstones x 2	272.00
2	Second half of precept from EDDC	7,800.00

c. Cheques over £100 issued

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

15. Correspondence

- External auditor – as reported in Financial Matters above
- shaping Dorset Council newsletter – previously circulated