

VALE OF ALLEN PARISH COUNCIL

MINUTES

of the PARISH COUNCIL MEETING, held at 7.30 pm in Hinton Martell Village Hall on Tuesday 6 November 2018

Present:

Cllr J Campbell – Chairman
 Cllr S Wathen, Cllr Ms D White, Cllr Mrs M Cook, Cllr S Gilchrist, Cllr Mrs P Hill, Cllr R Hill,
 District Cllr S Tong
Also present were the Parish Clerk Ian Hanstead and Tim Read

18.111. APOLOGIES

Cllr J Manson, County Cllr S Butler

18.112. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were no declarations of interest to report.

18.113. REQUESTS FOR DISPENSATIONS TO PARTICIPATE IN A MEETING

There were no requests for dispensations to report.

18.114 APPLICATION FOR CO-OPTEE FOR CRICHEL WARD

Tim Read had applied to become a co-optee filling a vacancy within the CricHEL Ward. Members had agreed this in principle at a previous meeting. This decision was unanimously confirmed. T Read read aloud the statement 'Declaration of Acceptance of Office'. It was signed by T Read and witnessed by the chairman, Cllr J Campbell. Also completed were forms – Registration of Pecuniary Interests and Application for a dispensation to participate in a meeting.

18.115. PUBLIC PARTICIPATION SESSION

There were no members of the public present.

18.116 MINUTES OF THE PARISH COUNCIL MEETING HELD ON – Tuesday 16 October 2018

The Minutes of the Parish Council Meeting held on Tuesday 16 October 2018 (pages 1291 - 1296) were approved and signed as a true record.

18.117. MATTERS ARISING FROM THE MINUTES

None

18.118. DISTRICT COUNCILLOR'S REPORT

Cllr Tong advised the meeting:

- EDDC had unanimously approved Gussage St Michael joining the Vale of Allen group at Full Council on 29 October. Council staff will now be attending to the legal processes to make it happen before the elections next May. He thanked all the members for their cooperation and hard work to get it right. A new chapter in the Vale of Allen is soon to start.

- All is moving forward in creating the new Dorset Council
- How the centre and the parishes interact is still unclear, and no resolution made so far. There is some dissent in shadow cabinet, but he is still raising this important issue.

Questions arising:

- Cllr Cook commented that Cllr Tong was doing a good job and pleased to hear things were progressing. She asked Cllr Tong to continue doing as much as he can to seek a positive resolution
- Cllr Wathen asked how redundancies were going. Cllr Tong said that the Chief Executive had been appointed. He was a dynamic person. The Chief Executive of EDDC, Debbie Ward, was leaving soon. She was also unsuccessful for the other unitary Chief Executive for Poole, Bournemouth and Christchurch. Starting the first week in December, interviews will be taking place for the second tier staff. There was an open advert and current council managers/directors in the county and district councils were able to apply, as well as external applicants.
- Cllr Read asked about the new Chief Executive and his background. Cllr Tong said that he had known him from working in another local authority. He moved to the Weymouth tri-partisan council and then to the shadow council.

(Cllr Tong left the meeting)

18.119. COUNTY COUNCILLOR'S REPORT

No report

18.120 PARISH CLERK'S REPORT

- VOAPC area amendment** - no further comments as discussed earlier.
- Website (future dates)** – members were reminded to send details of events including artwork to the clerk via email
- DAPTC training** – none this month
- 2019 meetings calendar** – circulated again to confirm Gussage St Michael included. Halls had now been booked for 2019
- Laptop** – it was reported that:
 - The laptop was around 4 years old
 - Anti-virus software had been installed
 - The battery life as normal
 - A system back up routine had been installed for the terra-byte memory device
 - The recent system failure was not uncommon with Windows 2007. This was unlikely to breakdown again.
 - Some software additions were made to allow access in opening post 2007 version documents
 - The hard drive was mechanical and likely, at some stage, to fail. It was recommended by the IT company to replace/upgrade this to a modern solid-state hard drive to future-proof the laptop. Members agreed to proceed.
- Payroll** – with the complexities of PAYE and having to file on-line 'real time information' with HMRC, members agreed to use Envizage payroll service. This would be reviewed in the New Year
- Local Government Boundary Commission report** – members has previously received this and made no further comment

18.121 PLANNING APPLICATIONS FOR CONSIDERATION

Application No:	Location	Proposal	Decision
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	No Objection

18.122 EAST DORSET DISTRICT COUNCIL PLANNING DECISIONS NOTED

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

18.123 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	No Objection
3/18/3039/TCA	Tenchleys, Hinton Martell	T1 Beech – crown reduction of North facing canopy, up to 3 metres	No Objection
3/18/2734/CLE	15 Witchampton Mill, Witchampton	Use of land for domestic and recreational purposes	No Objection

18.124. FINANCIAL MATTERS

a) The following items were approved for payment – cheques signed by Cllrs J Campbell and R Hill

	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	

It was noted that PAYE for October, November and December would be presented at the December meeting

It was also noted that the release of the Clerk Gratuity would be happening soon.

b) Cheques received noted

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

c) External Auditor – Members noted the revised submission date for the Annual Return (AGAR) following the action plan put forwarded to them by the Clerk

d) 2017/18 Accounts – members agreed and adopted the final accounts referred to them by the Finance Working Group.

e) 2017/18 Annual Return – deferred until the December meeting when the Internal Auditor should have reported back

f) 2019/20 Budget/Precept – The Finance Working Group had agreed the draft and now presented to full council meeting. The figures were approved for publication on the website. To be ratified at the next meeting subject to any comments received in the meantime.

g) 2018/19 Risk Management Plan – the Finance Working Group had discussed and agreed the revised plan and two of the committee had signed the plan. Members agreed the Plan.

h) Audit Plan 2019 – again, the Finance Working Group had discussed and agreed the revised plan. Members agreed the Plan.

i) Effectiveness of internal audit & Characteristics of internal audit - again, the Finance Working Group had discussed and agreed the documents. Members agreed the documents.

18.125 STANDING ORDERS

Following on from discussions at the last meeting and changing a few dates within 2019, the 2002 version of the Standing Orders were updated to allow some flexibility of not always meeting four weekly. Further, the 'quorum' was discussed, and amended to a minimum of four members present at any meeting.

18.126 CORRESPONDENCE

- a. External Auditor contact – members had received a copy of the email (mentioned above)
- b. Shaping Dorset Council newsletter – circulated prior to meeting for information

18.127 MATTERS OF INFORMATION

a) Cllr M Cook – raised a farewell presentation to the previous Parish Clerk. After discussion it was agreed to meet up at 7:00pm prior to the next regular meeting of the council. Cllr Campbell to approach K Bradbury and invite her to the gathering

c) Cllr Campbell – raised that he had been approached by the owner of the School House in Long Crichel and that she intended to grub up a dead hedge sections and renew with a native species. As there were no conservation issues and he believed this was appropriate and the right thing to do. Members did not have any issues with this.

Meeting closed at 9.04 pm

Signed.....

Date.....*December 2018*

Chairman