

VALE OF ALLEN PARISH COUNCIL

30 December 2018

Dear Councillor

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

Date: 8 January 2019

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 11 December 2018 (pages 1302 - 1305)
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 invoices for payment – see attached list
 - b. Bank update
 - c. Burial site – consider whether to apply a small increase on standard fees
 - d. Internal Audit action plan – update
 - e. Parish Clerk's annual salary review
 - f. Quarter 3 finances – 2018/19
 - g. Precept request made 20 December 2018 including Gussage St Michael
 - h. External Audit - update
13. **Correspondence**
 - (a) **Dorset Council update** – how do we want to work with the new council? Discussion
14. **Matters of information**

Yours sincerely

Ian Hanstead

Parish Clerk

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

Item 8 – Parish Clerk’s Report

- a. **Website** - Notification of Future Diary Dates for the website
- b. **DAPTC Training** –
- c. **Burial ground** - update

Item 9 EDDC Planning Applications for Consideration

Application No:	Location	Proposal	Type
3/18/3487	Gaunts Manor Farm, Hinton Martell	To convert an agricultural building to a dwelling under the Class Q Regulations	PNAGD

Item 10 EDDC Planning Decisions

Application No:	Location	Proposal	Decision
None			

Item 11 Other Planning Matters

Application No:	Location	Proposal	Decision
None			

Item 12 Financial Matters:

a. Payments for authorisation

	Details	Amount (£)	V.A.T	Payment Total	Cheque No:
1	Citizens Advice (East Dorset)	100.00	0.00	100.00	975
2	Dorset and Somerset Air Ambulance	100.00	0.00	100.00	976
3	Ian Hanstead – Clerk’s salary Jan and qtr 3 expenses	813.65	0.00	813.65	977
4	James Campbell expenses	20.00	0.00	20.00	978
5	DAPTC	246.41	0.00	246.41	979
	Total		0.00		

Cheques over £100 issued

	Details	Amount (£)	V.A.T	Cheque Total
1	Chandler IT Services	170.00	0.00	170.00
2	Gussage Accounting services	250.00	0.00	250.00
3	Ian Hanstead – Clerk’s salary Dec	525.78	0.00	525.78
4	HMRC – PAYE (Oct – Dec)	394.20	0.00	394.20
5	Krystyna Bradbury Q1 & 2 expenses	682.74	0.00	682.74

- d. **Bank issues** update – additional signatory, change of correspondence address, on-line banking

- e. Burial site – consider whether to apply a small increase on standard fees. Details of the income and expenditure attached with agenda.
- f. Internal Audit action plan – update attached
- g. Parish Clerk’s annual salary review – The National Association of Local Councils has issued its annual circular for next financial year’s salary award. (Circulated with the agenda). The current post holder commenced on scale point 22 (22 rising to a maximum of 25). He will be in post for more than six months on 1 April 2019, will be entitled to an annual increment. Annual increments are generally withheld where performance or disciplinary action is/has taken place in the current year.

Due to changes in ‘scale point’ assessment, the new point will be 13. The hourly rate effectively increases from £10.95 ph to £11.45 ph. There are sufficient funds in the budget to cover this.

Members are recommended to award increment.

- h. VAT reclaim update

13. Correspondence

- a) Self Assessment Capability Tool for Parish Councils (attached)