

VALE OF ALLEN PARISH COUNCIL

25 February 2019

Dear Councillor

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

Date: 5 March 2019

Time: 7:30pm

Venue: Gussage All Saints 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 5 February 2019 (pages 1311 – 1316)
- 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. Payments received
 - c. Bank update
 - d. VAT update
 - e. Internal Audit – update
 - f. External Audit – 2017/18 – Notice of Conclusion received
 - g. Bank reconciliation – agrees to bank statement received 07 February 2019
 - h. Financial Regulations – updated for three signatories – for approval
 - i. Asset Register – updated from last meeting – for approval and signing
 - j. Expenses Policy – further discussion
- 13. Burial Ground Applications – for decision**
- 14. Correspondence**
- 15. 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** – AGM – Cllr Wathen attending with Clerk.
- c. **Witchampton PCC liaison meeting** – feedback (notes of that meeting already circulated). Decisions required.
- d. **GDPR policies, procedures and forms** – for approval:
 - i. Data Breach Policy
 - ii. Data held by Vale of Allen Parish Council
 - iii. Data Protection Policy
 - iv. GDPR Security Compliance Checklist
 - v. Subject Access Request Procedure
- e. **Map of area** - something for website?
- f. **Contract Liability insurance** - confirmation of sight and copy of valid insurance cover for third party liability of CT Mee, grounds maintenance contractor
- g. **Witchampton Development Plans** - update
- h. **Witchampton Burial Ground extension** – update
- i. **Ward AGM** – dates for May?

Item 9 EDDC Planning Applications for Consideration

Application No:	Location	Proposal	Type
3/18/3556	Church Mead, Gussage All Saints	Insertion of a new bathroom window	HOU
3/19/0372	Land adjoining Summer Hill, Gussage All Saints	Erect pair semi- detached 3 bedroom houses, associated parking and new access	FUL
3/19/0325	11 Five Ash Cottages, Witchampton	Single storey rear extension	HOU

Item 10 EDDC Planning Decisions

Application No:	Location	Decision
3/18/2734	15 Witchampton Mill, Witchampton	<p>The evidence provided to the Council by the Applicant, together with the evidence gathered by the Council has provided sufficient evidence, on the balance of probability, to establish that the use of the land (as shaded blue on the attached plan) for garden and recreational purposes in association with the dwelling at 15 Witchampton Mill, has been carried out continuously for these purposes for the relevant 10 year period of between 1 October 2008 and 1 October 2018.</p> <p>The evidence has also established that the operational development comprising of a footbridge, gravel path and compost bin (within the area shaded blue) that facilitate the garden/recreational use have been in situ for a period of time exceeding 4 years from the</p>

		date of the application. Approved
3/18/3036	Horseshoes Farm, Holt Wood	Demolish the existing property and cow shed and erect two replacement properties together with the formation of a new vehicular access, following the closing up of the existing access (as amended by plans rec'd 15.1.19) – Granted
3/18/3298	Hazelwood Cottage, Hinton Martell	Alterations to outbuildings and retention of ancillary residential accommodation incidental to main dwelling house – Granted
3/18/3518	Linden Lea, Pound Hill, Witchampton	Use of land at Rose Lea as part of garden for Linden Lea to provide off road parking area for Linden Lea and new vehicular access onto pound Hill – Granted
3/18/3479	Land at Pipers Hill, Hinton Martell	Conversion of existing barn to dwelling house and replacement of existing outbuildings with single storey ancillary residential accommodation - Granted

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	Ian Hanstead – Clerk’s salary Mar	210.28	0.00	210.28	984
2	S Wathen expenses (HP noticeboard)	125.00	25.00	150.00	985
3	PKF Littlejohn LLP	40.00	8.00	48.00	986
4	Mrs K Bradbury outstanding hours and gratuity	2411.50	0.00	2411.50	987
5	HMRC PAYE Qtr 4	289.00	0.00	289.00	988
6	DAPTC	130.00	0.00	130.00	ebanking
7	CT Mee – Manswood seat	43.00	0.00	43.00	989
	Total	3248.78	33.00	3281.78	

Cheques over £100 issued

	Details	Amount (£)	V.A.T	Cheque Total
3	Ian Hanstead – Clerk’s salary Feb	473.26	0.00	473.26

Payments received

	Details	Amount (£)
1	Internment of ashes plus small wooden cross	167.00

13. Burial Ground Applications

Type	Ref	Details for consideration
None		

14. Correspondence

- a. Local Councils update – January/February 2019 edition
- b. Dorset Council update – February 2019 x 2 – previously circulated
- c Flood wardens – poster to consider displaying