

# VALE OF ALLEN PARISH COUNCIL

10 June 2019

Dear Councillor

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

**Date:** 11 June 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 Acceptance of Office
  - (a) Uncontested councillors (not present last meeting)
3. Applications for Co-option – Hinton Ward
  - (a) Declaration of Acceptance of Office
4. SSE presentation – power cuts? Priority Services Register
5. Completion of:
  - (a) Registrations of pecuniary interest
  - (b) Applications for dispensation to participate in a meeting
  - (c) GDPR security checklist
6. Declarations of interest in matters on this agenda
7. Dispensations to participate in a meeting – applications from members
8. Public participation session (Standing Orders Suspended) an opportunity for members of the public to raise issues of concern or interest
9. To approve and adopt the minutes of the Parish Council meeting – held on Tuesday 14 May 2019 (pages 1329 – 1334)
10. Matters arising from the minutes
  - a. DAPTC letter to Chairman – functions undertaken on behalf of communities (19.022 (c) )
  - b. Burial ground access – (last meeting minute 19.021 – Cllr White)
11. Dorset Councillors' report
12. Parish Clerk's report – see attached list
13. Planning applications for consideration – see attached list
14. Dorset Council planning decisions – see attached list
15. Other planning matters
  - a. Other
  - b. Savills and Possible Witchampton Developments - comments
16. Financial matters
  - a. Approval and signing of invoices for payment – see attached list
  - b. Payments received
  - c. VAT update
  - d. Approve the Annual Governance Statement for 2018/19
  - e. Internal Audit – update and approve the AGAR page for inclusion
  - f. Approve the accounts for 2018/19
  - g. Approve the Annual Return document
  - h. External Audit – 2018/19 – next steps
  - i. Bank balance reconciled as at last statement 7 May 2019
17. Burial Ground Applications – for decision
18. Vale of Allen Parish Council
  - a. What do we want to achieve in the next 5 years?
19. Correspondence
20. Matters of information

Yours sincerely

Ian Hanstead

Parish Clerk

The Willows, Gussage St Michael, Wimborne, BH21 5HX 01258 840634 [voapc@outlook.com](mailto:voapc@outlook.com)

### **Item 12 – Parish Clerk’s Report**

- a. **Website** - Notification of Future Diary Dates for the website
- b. **Witchampton Burial Ground extension** – update
- c. **Standing Orders and Finance Regulations** – minor changes reflecting Gussage St Michael joined VoA group
- d. **Representatives and Leads**
- e. **Witchampton Club Bus Shelter** – replacement for Mr Mills (ref last meeting minutes 19.023(a))
- f. **Induction training** – (at time of agenda) all but two new members booked on a session

### **Item 13 Dorset Council Planning Applications for Consideration**

<b>Application No:</b>	<b>Location</b>	<b>Proposal</b>	<b>Type</b>
3/19/0830	2 Freer Cottages, Gussage All Saints	Single storey side extension to replace existing lean to. Single storey rear extension. Repositioning of existing foul sewer pipe to existing septic tank – <b>3/06/19 No Objection via email due to deadline for responses</b>	Hou
3/19/0779	The School House, Long Crichel	Internal alterations to fireplace and flooring. External and internal alterations to outhouse bedroom to form Utility Room including roof tiles, pointing, windows, doors, flooring, ceiling and rainwater goods. New extractor fan and cowl to outhouse <b>3/06/19 No Objection via email due to deadline for responses</b>	LB

### **Item 14 Dorset Council Planning Decisions**

<b>Application No:</b>	<b>Location</b>	<b>Decision</b>
	None	

### **Item 15 Other Planning Matters**

<b>Application No:</b>	<b>Location</b>	<b>Proposal</b>
	None	

### **b) Savills and Possible Witchampton Developments**

#### **Item 16 Financial Matters:**

##### **a. Payments for authorisation**

	<b>Details</b>	<b>Amount (£)</b>	<b>V.A.T</b>	<b>Payment Total</b>	<b>Cheque No:</b>	<b>Or BACS</b>
1	Ian Hanstead – Clerk’s salary Jun	357.35	0	357.35		Yes
2	CT Mee – Bus shelters	75.00	0	75.00		Yes
3	CT Mee – R&BT seat	20.00	0	20.00		Yes
4	CT Mee – Manswood seat	13.00	0	13.00		Yes
5	CT Mee – Burial ground	114.00	0	114.00		Yes
6	PKF Littlejohn external audit	200.00	40.00	240.00		No
7	Sue Gilchrist (member’s expenses	37.50	0	37.50		No

	pro-rata)					
8	HMRC PAYE (Apr – Jun)	267.80	0	267.80		Note
9	Envisage Ltd (2018/19)	44.00	0	44.00		Yes
10	Envisage Ltd (2019/20)	66.00	0	66.00		Yes
11	Came & Company (insurance)	574.53	0	574.53		Note
12	Gussage Accounting Services	200.00	0	200.00		Yes
	<b>Total</b>					

**Notes:**

Item 8 – Due to a long outstanding credit HMRC assigned to VoAPC PAYE account, nothing actual to pay for last quarter

Item 11 - already paid as deadline 1 June for renewal. Chairman and Vice Chairman advised – they are authorisers too.

**Payments over £100 issued**

	Details	Amount (£)	V.A.T	Total
1	Ian Hanstead – May salary	357.15	0	357.15
2	C McKay (HM fountain 2017/18)	160.00	0	160.00
4	C McKay (HM fountain 2018/19)	160.00	0	160.00
5	DAPTC (conference)	140.00	0	140.00
6	C T Mee (bus shelters, R&BT seat, burial ground)	114.00	0	114.00
7	DAPTC (annual subs balance)	196.25	0	196.25

**Payments received**

	Details	Amount (£)
1	Interment of ashes and wooden cross	167.00
2	HMRC VAT refund	£1,006.89

From above, VAT refund to be apportioned as Ward expenditure:

- Admin - £224.88
- Witchampton - £439.21
- Hinton - £50.05
- Crichel - £50.05
- Gussage All Saints - £242.70

**17. Burial Ground Applications**

Type	Ref	Details for consideration
Interment of ashes	2019/006	<p>JM asking the Parish Council for permission to have her brother in law's ashes buried in Witchampton Church. Her sister, Silvia Andrews (nee Helliker) was born in the village and lived here, as they all did at Lower Street, until she moved to Wimborne. She married Terence (Terry) Andrews and continued to live in Wimborne. Terry only has a day or two left of his life due to cancer (Clerk note - <i>subsequently died on 2/06/19</i>). Silvia has been told to make arrangements and she assumed as she was born in the village she would have her ashes buried here with her husband. JM explained that permission needed as Terry is her husband and not from Witchampton, although she wants to have her ashes buried here eventually. (Clerk note – <i>several Helliker members buried in burial ground</i>). <b>Withdrawn 3 June by applicant</b></p>

**19. Correspondence**

- a. all general correspondence circulated by e-mail when received
- b. Training courses from DAPTC previous circulated