

VALE OF ALLEN PARISH COUNCIL

MINUTES

of the PARISH COUNCIL MEETING, held at 7.30 pm in Gussage All Saints Village Hall on Tuesday 11 June 2019

Present:

Cllr J. Campbell - Chairman

Cllr S Wathen – Vice Chairman

Cllr S Bushell, Cllr M Bushell, Cllr K Mitchell, Cllr M Cook, Cllr T Read, Cllr D Burford-May, Cllr S Warnock, Cllr J van Etten, Cllr C Bailey, Cllr S Hanstead, District Cllr R Cook

I Hanstead Parish Clerk

19.024 APOLOGIES

Cllrs S Tong, D White and Dorset Cllr P Brown.

19.025 DECLARATIONS OF UNCONTESTED COUNCILLORS

Cllr S Hanstead read out and signed their Declaration of Acceptance of Office in the presence of the Parish Clerk.

19.026 APPLICATIONS FOR CO-OPTION

- a) Applications for Co-option to the Vale of Allen Parish Council were received from: M Bushell for Gussage All Saints Ward, and Sue Warnock, Jeff van Etten, Chris Bailey for Hinton Ward. It was unanimously resolved to Co-opt the above-mentioned applicants onto the Vale of Allen Parish Council.
- b) The Co-opted Councillors all read out and signed their Declarations of Acceptance of Office in the presence of the Parish Clerk.

19.027 SCOTTISH AND SOUTHERN ELECTRICITY NETWORK

Joe Cherrett, SSE gave a presentation about their Priority Services Register. This was aimed at over 60 years age group, vulnerable, households with children under 5 years, recent hospital discharges etc where the loss of power for extended periods would be extremely inconvenient or difficult – e.g. dialysis, chair lifts etc. The Priority Register would aim to provide assistance to those in highest need first e.g. individual generator.

Members were asked and encouraged to pass on the message and pass out forms or the contact number to register. Details would also be added to the VoAPC website.

SSE were keen to help communities. Also, if an individual was considered to be in fuel poverty, there was a free energy assessment that can be carried out, with advice on how to improve usage.

19.028 COMPLETION OF THE FOLLOWING ITEMS:

- a) **Registration of Pecuniary Interests:** Councillors completed and signed their registers of Pecuniary Interests and hand them in to the Clerk for scanning to Dorset County.
- b) **Application for Dispensation to participate in a Meeting (up to 2024):** Applications for Dispensation were completed and handed in to the Clerk. The Clerk advised members that Dispensations had now been received from all members and that these were recorded.
- c) **GDPR Security Checklist:** Councillors completed and signed their Security Checklists and handed them in to the Clerk.

19.029. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were no declarations of interest to report.

19.030 REQUESTS FOR DISPENSATIONS TO PARTICIPATE IN A MEETING

There were no requests for dispensations to report.

19.031 PUBLIC PARTICIPATION SESSION

There were no members of the public present.

19.032 MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON – Tuesday 14 May 2019

The Minutes of the Annual Parish Council Meeting held on Tuesday 14 May 2019 (pages 1329 - 1334) were approved and signed as a true record.

19.033. MATTERS ARISING FROM THE MINUTES

Minute 19.022(d) - DAPTC letter regarding 'services and projects undertaken' – This was discussed and the draft produced by the Parish Clerk was added to.

Minute 19.021 - Burial Ground Access – Cllr White was absent from the meeting, although Cllr Cook gave a summary of the current position. The Parish Clerk had some feedback from a Church Warden and the vicar which would be passed on to Cllr White, as the was a village hall meeting at Witchampton due the following week.

Action Cllr White.

The Parish Clerk would see if he had a transfer document with the plan of the ground to see how near it came to the village hall's car park kerb stones border. **Action Parish Clerk**

19.034 DORSET COUNTY COUNCILLOR'S REPORT

Cllr Robin Cook (Stour and Avon Vale Ward) introduced himself.

The new council has been set up and business as usual. Likely to be some routine housekeeping going on, but early days. He is hoping that the new council will engage more fully.

He reported that he will be undertaking a 'walk about' with the Highways manager, and he will raise the recent issues – B3078 speed restriction proposal via a resident; High Lea road junction. If there were any further issues to report them to the Parish Clerk who would act as the 'funnel' for referrals.

A full report is appended to these minutes.

19.035 PARISH CLERK'S REPORT

- a. Website (future dates) – members were reminded to send details of events including artwork to the Clerk via email
- b. Witchampton Burial Ground – Crichel estate's solicitor was on holiday, so no update available
- c. Standing Orders and Financial Regulations
 - i. Standing Orders – one minor change, proposed Cllr Cook, seconded Cllr Read, unanimously agreed
 - ii. Financial Regulations – proposed Cllr Burford-May, seconded Cllr van Etten, unanimously agreed
- d. Representative leads – these were discussed and agreed. A list appended to the minutes
- e. Witchampton Bus shelter – as Mr Mills was ill and unable to continue to look after the bus shelter, the Parish Clerk had obtained a quote to maintain the flowers in the various hanging baskets. Cllr Cook thought it would be better to approach local villagers to 'buy-in' and seek volunteers, failing that, engage our grounds maintenance company. **Action Cllr Cook**

19.036 PLANNING APPLICATIONS FOR CONSIDERATION

Application No:	Location	Proposal	Decision
None			

19.037 DISTRICT COUNCIL PLANNING DECISIONS NOTED

Application No:	Location	Proposal	Decisions by EDDC
None			

19.038 OTHER PLANNING MATTERS

Application No:	Location	Proposal	Decision
None			

19.038b WITCHAMPTON POTENTIAL DEVELOPMENTS

Members discussed the pros and cons with any development in the area. There was an apparent difference from what Crichel estate owners would like to achieve against what Savills would do. This was about how affordable units would be, who they would go to, how long would the homes be affordable, what would happen to those homes vacated elsewhere on the estate – would they be improved and relet? Also, the development proposed showed no imagination or empathy with the village. Would this scheme become a community in itself as opposed to joining the existing community?

Members were asked to forward their comments to the chairman asap and he would collate a response for the Parish Clerk to forward to Savills. **Action All**

19.039. FINANCIAL MATTERS

a) The following items were approved for payment – cheques signed by Cllrs S Wathen and J Campbell. BACS to be processed.

	Details	Amount (£)	V.A.T	Payment Total	Cheque No:	Or BACS
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 pro-rata)	37.50	0	37.50		No
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

It was noted:

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 (also BACS authorisers).

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

c. VAT update:

From above payments received table, VAT refund to be apportioned as per expenditure incurred:

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

d. Annual Governance Statement for 2018/19 AGAR – discussed and approved.

e. Internal Audit for 2018/19 for AGAR – the Internal Audit had commented that the accounts were much improved and not significant issues to raise.

- f. The 2018/19 accounts - were approved with finances being in a healthy state.
- g. The AGAR Annual Return document – approved.
- h. External Audit – 2018/19 next steps – to be submitted before 1 July
- i. Bank balance -reconciled as at last statement 7 May 2019

19.40 BURIAL APPLICATIONS

Type	Ref	Details for consideration	Decision
Interment of:			
Ashes	2019/006	The application was withdrawn before the meeting in favour of a woodland burial elsewhere	Noted

19.041 VoAPC – WHAT DO WE WANT TO ACHIEVE IN NEXT 5 YEARS

Due to time constraints and a topic worthy of greater debate, it was to be deferred to the next meeting.

19.042 MATTERS of INFORMATION

- a) Cllr S Bushell – there were a number of village events coming up. To be passed to the Clerk to add to the VoAPC website.
- b) Cllr Read - Open Gardens is taking place on the 15 and 16 June. Crichel House Gardens will be open to the public on the 22 and 23 June.
- c) Cllr Hanstead – From September, there will be a number of ‘Spud ‘n’ Spouts’ (talk with a meal) starting with Martin Green (local self taught archaeologist) leading up to Christmas. Tickets, dates – see her.
- d) Cllr Warnock – Hinton village hall project now going ahead.
- e) Cllr Wathen –
 - i) latest fountain meter readings - passed to the Clerk
 - ii) two years of village AGM minutes for website - passed to Clerk
 - iii) fountain appeal fund started for refurbishment
 - iv) it was reported that one of Hinton’s refurbished fingerposts has had two fingers knocked off. One was saved but the other missing. It would take sometime to repair.

Cllr Hanstead raised a point of emails and whether to copy all in or just the sender. There were issues including the originator may not get back a response. Cllr Warnock suggested a web chat room just for VoAPC members. **Action Parish Clerk**

Meeting closed at 10.10 pm

Signed.....

Date 9 July 2019

Chairman

Appendix 1**DORSET COUNCILLORS REPORT FOR VALE OF ALLEN P C MEETING
TUESDAY 11th JUNE 2019****Dorset Council update**

The new Dorset Council came into being on 1st April this year and 82 councillors were elected on May 2nd. I am proud to be one of those, and to represent the newly formed ward of Stour and Allen Vale – having represented the original Stour ward at both County and District Councils since 2009. The area covered is one of the largest in the new council area, mainly rural, with the largest settlements being Sturminster Marshall and Holt.

There has been a great deal of activity since the elections with extensive induction and training sessions for all. However, since the inaugural council meeting held on 16th May, things are beginning to settle down now with committees in place and members taking on various responsibilities. I have been allotted a place on the following committees.

- Eastern Area Planning
- Strategic Planning committee (as Chairman)
- 'Place' scrutiny committee – dealing with the environment, economy, and highways
- Stour Valley and Poole Partnership Scrutiny committee
- Strategic Planning Forum

The first Eastern Area planning committee was held on 29th May at Westport House in Wareham, but it is planned that meetings will be held in different venues around the area, the next being at The Hub in Verwood on 3rd July at 2 pm.

Further information about planning and other services at the council can be found by visiting www.dorsetcouncil.gov.uk

Highways tour

On Monday 1st July I will be carrying out a tour of the ward with our Community Highways Officer. Pat Waterman. Hinton parish area will be part of this and it will give me an opportunity to highlight issues and get an update regarding historical problems. I am asking the various parishes to let me know if there is anything they would like me to take forward on their behalf. If members of Hinton parish would let the clerk know I will add them to the list. I already have representations re speed of vehicles on the B3078 in the Stanbridge area, and the Witchampton junction.

Cllr Robin Cook**11th June 2019**07968 265897 cllrrobin.cook@dorsetcouncil.gov.uk

VALE of ALLEN PARISH COUNCIL

Minutes of Parish Council Meeting held 11 June 2019

Appendix 2**VALE OF ALLEN PARISH COUNCIL****OFFICERS AND REPRESENTATIVES – 2019/2020**

No.	Item	Parish	Representative
1	Parish Council Noticeboards	Gaunts Common	Cllr Steve Wathen
		Gussage All Saints	Cllr Michelle Bushell
		Hinton	Cllr Steve Wathen
		Crichel	Cllr Jamie Campbell
		Manswood	Cllr Dee Burford-May
		Witchampton	Cllr Tim Read
		Gussage St Michael	Cllr Simon Tong
2	Planning Representatives and Tree Wardens	Gaunts Common	Cllr Sue Warnock
		Gussage All Saints	Cllr Scott Bushell
		Hinton	Cllr Sue Warnock
		Crichel (Long and Moor)	Cllr Jamie Campbell
		Manswood	Cllr Debbie White
		Gussage St Michael	Cllr Kate Mitchell
		Witchampton	Cllr Marion Cook
3	Parish Burial Ground Committee	Witchampton	Cllr Debbie White, The Current Vicar, Church Warden & Parish Clerk
4	Bank Signatories	Hinton	Cllr Steve Wathen
		Gussage All Saints	Cllr Scott Bushell
		Crichel	Cllr Jamie Campbell
		Gussage St Michael	Cllr Kate Mitchell
		Witchampton	Cllr Tim Read
5	Internal Auditor	All	Gussage Accountancy Services
6	Village Hall Representatives	Hinton Martell	Cllr Sue Warnock
		Gussage St Michael	Cllr Susan Hanstead
		Gussage All Saints	Cllr Michelle Bushell
		Witchampton	Cllr Marion Cook
7	Hinton Martell Fountain	Hinton Martell	Cllr Steve Wathen
8	Footpath Liaison Officers	Gaunts Common	Cllr Jeff van Etten
		Gussage All Saints	Cllr Michelle Bushell
		Hinton	Cllr Jeff van Etten
		Crichel	Cllr Jamie Campbell
		Gussage St Michael	Cllr Susan Hanstead, Cllr Simon Tong
		Witchampton	Cllr Tim Read
9	Ancient Monuments Officer	Gussage All Saints	Mrs R. Goulden
10	Play Area Safety Representative	More Crichel & Manswood	Mr T. May
11	DAPTC Eastern Area Committee Representatives	All	Cllr Debbie White & Cllr Marion Cook
12	Fingerpost Working Group	Crichel	Cllr Marion Cook

		Hinton Martell Gussage All Saints Gussage St Michael Witchampton	Cllr Steve Wathen Cllr Scott Bushell Cllr Kate Mitchell and Cllr Susan Hanstead Cllr Marion Cook Richard Hill
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FINANCE WORKING PARTY

Minute No 19/008: Appointment of Committees and/or Working Parties

Meeting: 14 May 2019

Consists of 5 Members appointed at the Annual Meeting of the Parish Council on 14 May 2019 and the Responsible Financial Officer who is a non voting member
Quorum = 3 members.

The Councillors listed below were appointed to this working group from May 2019 to May 2020.

Councillors

Hinton	Cllr Steve Wathen
Witchampton	Cllr Tim Read
Crichel	Cllr Simon Tong
Gussage All Saints	Cllr Scott Bushell
Gussage St Michael	Cllr Kate Mitchell
Chairman	Cllr Jamie Campbell

Non-voting Members

Parish Clerk
Other members of the Parish Council

TERMS OF REFERENCE

To review budget against expenditure
To estimate out-turn for end of financial year
Interim review of Asset Register
To review, amend/adjust balances of Earmarked funds for current and future year, prepare draft budget for following financial year, to co-ordinate the requirements of each ward in preparing annual estimates, prepare budget for precept request to District Council. Record the outcomes of meetings and circulate members of the Parish Council. Present to full council meeting following month
Review VAT reclaims
Review Internal/External Audit reports and take action as appropriate
To recommend to the Parish Council the management of its finances
To recommend to the Parish Council any revisions or extensions of its Financial Regulations policy
To incur costs in the name of the Parish Council within the limits of its annual estimates.