**V**of**A**

**Parish Council**

24 April 2023

Dear Councillor

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

**Date: Tuesday 2 May 2023**

**Time: 7:30pm**

**Venue: Gussage St Michael Village Hall**

to transact the following business:

**AGENDA**

1. **Recording, Photography, Social-Media –** applications tooperate this at the meeting (to have been made 24 hours before meeting).
2. **To Appoint a Chairman**
   1. **Acceptance of Office form completion**
3. **To Appoint a Vice-Chairman**
   1. **Acceptance of Office form completion**
4. **To receive apologies for absence**
5. **Declarations of interest in matters on this agenda**
6. **Dispensations to participate in a meeting –** applications from members.
7. **Public participation session** (Formal meeting Suspended in accordance with Standing Orders) an opportunity for members of the public to raise issues of concern or interest.
8. **Minutes – to approve** and adopt the minutes of the Parish Council meeting held on Tuesday 4 April 2023 (pages 14 - 18).
9. **Neighbourhood Plan** - Members to consider further and determine next steps.
10. **Dorset Councillor(s) Report**
    1. **Highways** – update and action.
11. **Fly Tipping -** standing item for update and action.
12. **Financial matters**
13. **Bank Reconciliation** – members to note the bank statement 1 April 2023 reconciles with the cashbook.
14. **VAT** – members to note the annual VAT reclaim has been submitted to HMRC.
15. **Register of Assets** – members to agree position as at 31 March 2023.
16. **Annual Governance and Accountability Return 2022/23** 
    1. **Certificate of Exemption** – members to agree that the Parish Council’s income and expenditure is below £25,000 limits, and to apply for the exemption certificate.
    2. **Internal Auditor Feedback** – members to note comments made – verbal update at meeting.
    3. **Conflict of Interest with BDO LLP** – unless declared at the meeting, members to confirm there are no conflicts of interest with the External Auditor.
    4. **Annual Governance Statement** – members to approve AGAR section 1
    5. **Accounting Statements** – members to approve AGAR section 2
    6. **Publication** – members to approve publicising at the appropriate time as advised by external auditor.
17. I**nsurance cover** – members to discuss and decide on whether to add ‘Cyber Package Insurance’ is to be taken out on top of the existing policy.
18. **Finances Qtr 4 (year-end)** – members to note end of year position for 2022/23.
19. **Payments** - for members’ approval:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Details** | **Description** | **Net (£)** | **V.A.T** | **Total** | **Pay by:** |
| 1 | Salaries | May | 620.90 | 0 | 620 90 | BACS |
| 2 | GSMCHA | Village hall hire | 10.00 | 0 | 10.00 | BACS |
| 3 | DAPTC | Annual subs | 534.41 | 0 | 534.41 | BACS |
| 4 | Rev S Allen | Fountain electricity | 62.19 | 0 | 62.19 | BACS |
| 5 | Witchampton Village Hall | 2023 hall hire | 45.00 | 0 | 45.00 | BACS |
| 6 | S Wathen | Fountain maintenance | 100.00 | 0 | 100.00 | BACS |
| 7 | S Wathen | Fountain chemicals | 120.74 | 0 | 120.74 | BACS |
| 8 | Normtec | Lovely Farm fingerpost | 97.28 | 0 | 97.28 | BACS |
| 9 | Normtec | Lawrence Lane fingerpost | 786.34 | 0 | 786.34 | BACS |
| 10 | Normtec | Cock Road fingerpost | 396.97 | 0 | 396.97 | BACS |

Over £100 payments since last meeting – to note:

|  |  |  |
| --- | --- | --- |
| **Details** | **Description** | **Total** |
| Salaries | April | 604.03 |
| Expenses | Qtr 4 | 186.75 |
| Expenses | Member allowances | 474.98 |
| Bournemouth Water | Hinton fountain | 114.19 |
| VisionICT | Email hosted | 259.20 |
| CT Mee | Fingerpost washing | 270.00 |

1. **Debit Card Use –** members to note.

|  |  |  |
| --- | --- | --- |
| **Details** | **Description** | **Total** |
| Horizon Parking | Boscombe TSB car parking | 3.50 |

1. **a) Planning Consultation** – to provide comment where necessary:

|  |  |  |
| --- | --- | --- |
| **Address** | **Proposal** | **Comment** |
| P/LBC/2023/01662 -Thatched Cottage, Long Crichel \* | Replace windows and doors. | Support  provided that this is allowed under the Grade 2 listing provisions |
| P/HOU/2023/00532 - Flowers Cottage, Witchampton \* | Construct outdoor swimming pool. Erection of plant room/changing room. |  |
| P/HOU/2023/01688 - The Lodge, Long Crichel | Erection of timber frame building providing accommodation and office space. |  |

* Decision via email, as per Standing Orders, as between council meetings

**b) Dorset Council - Consultation: Planning for climate change guidance documents** – members to consider the most appropriate way to respond to this consultation.

1. **Dark Skies/Light Pollution.**
2. **Matters of information.**
   1. **Guest speaker -** next meeting at 7pm – Jo Withered
3. **Date of Next Meeting –** Tuesday 6 June, Gussage All Saints

**Ian Hanstead**

Ian Hanstead Parish Clerk

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