

VALE OF ALLEN PARISH COUNCIL

MINUTES

of the PARISH COUNCIL MEETING, held at 7.30 pm in Hinton Martell Village Hall on Tuesday 5 February 2019

Present:

Cllr J Campbell – Chairman

Cllr S Wathen, Cllr Ms D White, Cllr Mrs M Cook, Cllr Mrs P Hill, Cllr R Hill

Also present was the Parish Clerk Ian Hanstead

18.157 APOLOGIES

County Cllr S Butler, District Cllr S Tong, Cllr J Manson, Cllr T Read.

18.158. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were no declarations of interest to report.

18.159 REQUESTS FOR DISPENSATIONS TO PARTICIPATE IN A MEETING

There were no requests for dispensations to report.

18.160. PUBLIC PARTICIPATION SESSION

There were no members of the public present.

18.161 MINUTES OF THE PARISH COUNCIL MEETING HELD ON – Tuesday 8 January 2019

The Minutes of the Parish Council Meeting held on Tuesday 8 January 2019 (pages 1306 - 1310) were approved and signed as a true record.

18.162. MATTERS ARISING FROM THE MINUTES

None

18.163. DISTRICT COUNCILLOR'S REPORT

No report

18.164. COUNTY COUNCILLOR'S REPORT

No report

18.165 PARISH CLERK'S REPORT

- a. Website (future dates) – members were reminded to send details of events including artwork to the clerk via email
- b. DAPTC Training – AGM – Cllr Wathen attending with Clerk.
- c. Complaints Procedure – This was discussed by members and approved. This procedure and application form to be uploaded on the VoAPC website

- d. Expenses Policy – members discussed and supported such a policy. However, further information was to be sought on what other Parish Councils had in place. This policy was to be deferred to a future convenient meeting.
- e. Records and Retention Policy – members discussed this policy and were supportive and approved it. This too to be uploaded to the VoAPC website
- f. Employment Contract – members discussed several elements within the contract of employment. Cllr White queried the job title ‘Parish Clerk and Responsible Financial Officer’. The Clerk advised that this was the full title as it included maintaining the bank account, cashbook, VAT reclaim, Annual Return etc, as there was nobody else in the Council to do this work. The contract was agreed.

There followed a discussion reviewing the suitability of the new Parish Clerk within the role as he had reached the end of the six months probationary period. Members agreed that Ian Hanstead was to be confirmed in the role, and the Contract of Employment could be signed by the Council and the Clerk after the meeting. The Chairman would be confirming, in writing, the successful completion of the probationary period. **Action – Chairman**

- g. Health and Safety Policy – members discussed this policy and were supportive and approved it. This too to be uploaded to the VoAPC website
- h. Risk Assessments – Manual Handling and Display Screen Equipment – members discussed these documents and approved them, noting that they applied to them as well as the Clerk.
- i. Self-Assessment – following on from their last meeting, members were happy after discussion, that the self-assessment reasonably reflected the committee’s position. It was not the intention to seek ‘A’ grades for every item having regard to the size of the Council.
- j. Burial application form – no amendments were made. This was to be discussed with Witchampton PCC later this week
- k. Memorial application form – no further amendments were made to the draft suggestions, which were in line with the Church of England’s guidelines. This was to be discussed with Witchampton PCC later this week
- l. Witchampton PCC liaison meeting – set for 7 February. Cllr Cook asked to have the issue regarding the surplus soil (spoil) from graves being dug and deposited at the edge of the ground.

18-166 PLANNING APPLICATIONS FOR CONSIDERATION

Application No:	Location	Proposal	Decision
3/18/3298	Hazelwood Cottage, Hinton Martell	Alterations to outbuilding and retention as ancillary residential accommodation incidental to the main dwelling house	No objection – changes have minor visual differences; no perceived impact locally
3/18/3036	Horseshoes Farm, Holt	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)	No response to be submitted – this was outside the VoAPC area
3/18/3479	Land at Pipers Hill To the south of lane from Hill House access to junction with C24 and south west of The Elms Uppington Hinton Martell	Conversion of existing barn to dwelling house and replacement of existing outbuildings with single storey ancillary residential accommodation	No objection – the design was sympathetic to the environment and area
3/18/3518	Linden Lea, 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 at Linden Lea	No objection – supported the need to get cars off the road; sensible solution

All of the above were individually proposed, seconded and unanimously approved.

18.167 DORSET DISTRICT COUNCIL PLANNING DECISIONS NOTED

Application No:	Location	Proposal	Decisions by EDDC
	None		

18.168 Other Planning Matters

Application No:	Location	Proposal	Decision
	None		

18.169. FINANCIAL MATTERS

a) The following items were approved for payment – cheques signed by Cllrs J Campbell and R Hill

	Details	Amount (£)	V.A.T	Cheque Total	Cheque No:
1	Ian Hanstead – Clerk’s salary Feb	473.26	0.00	473.26	981
2	Witchampton Village Hall – hire 2018	50.00	0.00	50.00	982
3	James Campbell - expenses	50.00	0.00	50.00	983
	Total	573.26	0.00	573.26	

b) Cheques received

	None	
--	------	--

c) Cheques over £100 had been issued:

	Details	Amount (£)	V.A.T	Cheque Total
1	Citizens Advice (East Dorset)	100.00	0.00	100.00
2	Dorset and Somerset Air Ambulance	100.00	0.00	100.00
3	Ian Hanstead – Clerk’s salary Jan and qtr 3 expenses	813.65	0.00	813.65
4	DAPTC	246.41	0.00	246.41

- d) Bank update – The Clerk reported that he and Cllr R Hill had attended the TSB branch in Wimborne to try and resolve a number of outstanding issues. With regards to the current account, the Clerk’s address had been loaded and was now in receipt of the monthly bank statements. Cllr Wathen had been added as a cheque signatory and the five former council members had been deleted. However, it was discovered that the TSB call centre would not speak to the Clerk as he was not a cheque signatory. The branch was able to discuss the account as Cllr R Hill was present (a cheque signatory). The branch suggested that the Clerk should be added as a cheque signatory and changing the cheque signing to three approved signatories to achieve
- a. Ability to discuss the bank account
 - b. Assist with processing ebanking ie the Clerk to commence process (requiring him to be an ‘approved’ payee) and two approvers before a payment was released

Cllr White questioned the Clerk’s authority, but was satisfied to know that the Clerk’s job title was ‘Parish Clerk and Responsible Financial Officer’ (as discussed earlier). Members approved to have three cheque signatories, one of them being the Clerk. The mandate to be signed after the meeting.

As far as ebanking, Cllr R Hill and Cllr Gilchrist had access, but Cllrs Campbell and Wathen had received a letter regarding access but were awaiting (since before Christmas) for the follow up letter giving them a password. This needed chasing with each requiring the Clerk to be present when phoning TSB (to provide bank details or transaction history), or to attend in person at the TSB branch in Wimborne. It was confirmed that Cllr Gilchrist had recently been removed. **Action – Cllrs Campbell and Wathen**

- e) Burial site fees – members noted the new 2019 rates issued by the Parochial Church Council. VoAPC fees would be based upon these plus ten percent, with pence rounded up/down to nearest pound accordingly.

The Clerk advised that he had emailed Savills three times since the beginning of the year and was still awaiting contact from the Property Manager to respond to discuss the extension to the Burial Ground. Cllr White suggested contacting Simon Peck.

- f) Internal Audit action plan (2017/18) – an updated plan was presented, with only one remaining item – HMRC proof of PAYE payment for previous Clerk. The payroll bureau had access but it was providing difficult to pass the information via double encryption to the Clerk. As soon as this is resolved, details will be passed to the Internal Auditor to enable last year's accounts to be cleared.
- g) Internal Audit – half year 2018/19 – this had commenced and a full response given to queries recently asked. Members had been sent a copy of the Internal Auditor lead Audit Plan and queries. Once completed, details will be circulated.
- h) VAT reclaim update – a claim was made on 15 January following receipt of the bank statement with the new Clerk's address. Just over £1,000 had been claimed.
- i) Asset Register – the list was reviewed. The following changes were required:
- a. Gussage All Saints – add telephone kiosk
 - b. Gussage All Saints – add 1 x grit bin
 - c. Hinton Martell – add 1 x grit bin
 - d. Moor Crichel – add 2 x grit bins
 - e. Long Crichel – add 1 x grit bin
 - f. Witchampton – add 1 x grit bin

Revised list to be agreed at the next committee meeting

18.170 BURIAL APPLICATIONS

Type Interment of:	Ref	Details for consideration	Decision
Ashes	2019/01	Mr HB ,Manswood	Approved
Ashes	2019/02	Mr AA Manswood and Witchampton	Approved
Ashes	2019/03	Mrs JH Witchampton	Not approved With regret due to: <ul style="list-style-type: none"> • long time away from village • no current family connect within village

18.171 CORRESPONDENCE

a) Letters received from Dorset and Somerset Air Ambulance, and Citizens Advice (East Dorset) thanking the Parish Council for their recent donations.

b) Savill's – Witchampton development – an email had been received regarding the Housing Needs Survey issued and Savills were in the process of working through a plan. They would be back in touch to discuss with members at a future meeting.

c) Shaping Dorset – two newsletters were circulated and noted.

d) DAPTC bulletin – advising that the new Dorset Council is keen to work with Parish Councils with regard to planning matters.

e) Wessex Water – their update on flood management. Cllr Cook confirmed she was the 'Flood Warden' for Witchampton. Cllrs R and P Hill were the 'Flood Wardens' for Gussage All Saints.

f) TSB – advising new mobile phone app for ebanking for business accounts from April.

g) Dorset Council – provided posters and leaflets for the launch of the New Council. Copies had been printed off for members to distribute accordingly.

18.171 MATTERS OF INFORMATION

a) Cllr Wathen – the new noticeboard for Hinton Parva had been adapted locally and was now ready to install. He passed the invoice to the Clerk for a refund.

Meeting closed at 9.34 pm

Signed.....

Date 5 March 2019

Chairman