

Minutes of the Monthly Meeting of the Parish Council
Wednesday 20th June 2018
Main Hall, MS Centre, Church Lane, West Parley.

Present: Councillors: Philip Bamborough (Chair); John Dinsdale (Vice); John Barber; Mary Court; Matt Curley; Barbara Manuel (District); Lynn Wilson

In attendance: District & DCC Cllr Parry; 1 member of the public; Linda Leeding (Clerk);

The meeting was opened at 19:30 hrs.

1. APOLOGIES. Cllrs: David Allen; Diana Penwill

2. DECLARATIONS OF PECUNIARY INTEREST None.

3. APPROVE THE MINUTES OF THE MONTHLY PARISH COUNCIL MEETING - 16th MAY 2018.

The minutes had been circulated prior to the meeting and were accepted as an accurate record, with a minor amendment to the header of item 21. (11257-11260).

4. MATTERS ARISING

All actions carried forward from last month actioned, with the exception of ordering the 'Tommies' following WPMH agreeing to purchase one for the Memorial Hall. The Clerk asked Council if they wish to reduce the order from 5 to 4 and this was agreed by Councillors. **ACTION:** Clerk to order before month end & send order link to Cllr Barber. Also, APM minutes to resident once written.

5. PRESENTATIONS FROM MEMBERS OF THE PUBLIC

A question was received from the member of the public in relation to expenditure greater than £500 and whether there would be more legal costs. The Clerk replied that the costs may be ongoing but the Parish Council will endeavor to keep them as low as possible for residents.

6. REPORTS BY DISTRICT AND COUNTY COUNCILLORS

District Cllr Manuel explained that EDDC Cabinet are undertaking a review of the Local Plan, due to changes in legislation which sees higher density housing and a proposal to do away with Special Character Areas. A 2500 shortfall of housing within East Dorset has been identified to 2033 and a number of sites have been suggested. A consultation will be out shortly and within that an area Longham/West Parley has been suggested for 500 houses on the Dudsbury Golf Course 'option to purchase'. The majority of properties would fall within Longham however the impact on the infrastructure would be widespread. These latest proposals are in addition to those already contained within the Core Strategy and may be put in force ahead of the Local Government Review in May 2019 to stop other areas within the 'Dorset' Council increasing demands on the area. Cllr Manuel added that half a million pounds is to be invested in Ferndown Centre, seeing the public toilets move to be part of the Barrington Centre. She asked if we would promote Energy Switch in our latest newsletter, which is a scheme Cllr Steve Lugg put forward to EDDC. Concluding that Moors Valley is 30 years old this year. The Chairman thanked Cllr Manuel and congratulated Cllr Parry on becoming a Cabinet member under the shadow council ahead of LGR.

District and County Cllr Parry echoed Cllr Manuel's comments regarding the Local Plan Review. The first meeting of the Shadow Cabinet has taken place with Hilary Cox as Chair. The Shadow Executive Committee consists of members from County, District and Borough councils and is headed up by Rebecca Knox.

Cllr Parry has spoken with residents of Gallows Drive and most appear content with the recent development at No. 1. However it was a positive step that the planning at Christchurch Road was again rejected.

He added that there is some urgent tree works to be undertaken by the bus stop at Parley Cross as the branches are hitting the buses, but this is totally unrelated to the proposed development of the field. Cllr Parry is keen to start the Traffic Working Party for WP and will liaise with DCC Highways and Cllr Allen (Highways Lead) to start review issues within WP. **ACTION:** Clerk to ask via website and facebook, if any residents are interested to join the group.

7. CLERKS REPORT

This had been circulated prior to the meeting and the Chairman asked for questions. The Clerk informed Council that Cllr Dinsdale, Finance Lead, had reviewed the Teacher's account and established that higher interest could only be achieved by having a notice period on withdrawals. Councillors agreed that this was not appropriate should the Council need to respond urgently to any activity and therefore remain with the same account. The Clerk explained that the owner of the abandoned car had been written to arrange its removal, so should go in the next few days or Council to arrange removal. The opening of the gym took place on Monday and the council was grateful to Mr Bernard for taking the time to open it for us. **ACTION:** Clerk to write press article / website / facebook. Finally a letter was handed to the Clerk at the start of the meeting, raising concern for traffic not stopping on the junction of the service road and Longfield Drive. The Clerk explained that in the last year or so, the white lining had been updated and no entry signs replaced and others added that there is no allowance for bad driving. The Clerk suggested that STOP signs be erected on the reverse of the no entry signs and County Cllr Parry agreed to progress this with DCC Highways. **ACTION:** DCC Cllr Parry to liaise with DCC Highways and Clerk to reply to resident letter.

ITEMS FOR DECISION

8. APPROVE INTERNAL AUDIT (circulated prior to the meeting)

The Clerk reported on the findings of the internal audit completed by Mr Walker, with a suggestion to complete monthly bank reconciliations and to evidence all spends in excess of £500 (excluding staff costs) in one document on the website. The Clerk explained that under transparency, we were compliant with inclusion of all expenditure but for ease of viewing, Council agreed to have one document for >£500 but still wish all spends to be included within the minutes. Whilst improvements from the last audit were implanted the internal financial controls checklist itself was not signed off. The motion to approve the Internal Audit was passed with a unanimous vote.

9. APPROVE ANNUAL GOVERNANCE STATEMENTS (circulated prior to the meeting)

The Clerk talked through the Annual Governance Statements 1-9 and in light of the internal audit report, questions 2 and 6 should be answered 'no' due to no formal sign off of the internal financial controls checklist. The motion to approve the Annual Governance Statement was passed with a unanimous vote. Clerk has added sign off to the annual Activity Plan.

10. APPROVE ANNUAL FINANCIAL STATEMENTS (circulated prior to the meeting)

The Clerk talked through the Annual Financial Statements and the motion to approve the Annual Financial Statement was passed with a unanimous vote.

11. APPROVE YEAR END FINANCIAL DOCUMENTS (circulated prior to the meeting)

11.1 The motion to approve the Bank Reconciliation was passed with a unanimous vote.

11.2 The motion to approve the Balance Sheet was passed with a unanimous vote.

11.3 The motion to approve the Significant Variations document was passed with a unanimous vote.

ACTION: Clerk to copy and send paperwork to External Auditors.

12. GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Clerk informed Council that a 'tool kit' had been issued by NALC and asked Council to postpone this item to July, to allow consideration of the documents within. Councillors agreed. The good news is that there is no longer a requirement for Councils to have a Data Protection Officer. **ACTION:** Clerk to add to July Agenda.

13. CHURCH LANE – HIGHWAYS ISSUES

Councillors discussed whether a consultation was needed to establish any highways needs in Church Lane, following the recent introduction of road markers and ahead of any potential SANG development. It was agreed that Highways come under Dorset County Council and that feedback has been given on the planning application, and therefore we should leave matters until further consultation is required.

14. COMMUNITY ASSET TRANSFER

The Clerk emailed Councillors ahead of the meeting with details that East Dorset District Council are considering transferring any community asset to Towns & Parishes. Our only asset is the Public WC at Parley Cross.

Councillors discussed the pros and cons of taking on responsibility of this asset, and agreed that ownership should remain with EDDC. Should EDDC or Dorset Council consider removing the asset, the Parish Council will have the opportunity to alter their opinion which would increase ongoing costs for the Parish Council.

15. GRANT APPLICATION – FORM & PRIORITIES

The Vice Chair explained that following a recent application from WPRA for a donation, the criteria required updating to current priorities. The Chairman proposed to replace ‘youth’ by a more generic priority of ‘better health’ to support voluntary groups working to improve both mental and physical health across all generations (with the condition that any organisations outside of the village, should help those within WP).

Councillors reviewed the document, which was circulated prior to the meeting, agreeing with the proposed alterations.

ACTION: Clerk to add donation request to July Agenda (pending receipt of a completed application form).

Cllr Wilson commented that the Planters look amazing this year; with no contractor; the PC purchasing the plants and the hard work of the Volunteers planting and watering the numerous troughs, boxes, hanging baskets and planters.

Cllr Barber left the meeting at 20:45hrs

16. CHEQUE SCHEDULE (circulated prior to the meeting)

Cllrs invited to comment prior to authorisation. Approved unanimously and the Clerk offered thanks to Cllr Dinsdale for his donation towards the plants for the summer planting.

2644	C Hanwell	£1,100.00	Tree works - felling Rec Oak
2645	MS Society	£35.00	Room Hire (June)
2646	War on Waste	£118.80	Dog bins emptying May
2647	Ideverde	£743.76	Recreation Ground - grass cut (May) and Weedkiller treatment
2648	Peter Walker	£150.00	Half year Internal Audit
2649	West Parley Memorial Hall	£15.00	Use of committee room for gym opening post ceremony
			Reimbursement of expenditure for summer planting - summer bedding
2650	Mr John Dinsdale	£849.14	plants, compost, hanging baskets, wood, gravel, fertilizer etc
2651	DAPTC	£803.82	Annual subscription
2652	Linda Leeding	£1,006.23	Salary
2653	Dorset County Pension Fund	£318.73	Clerk's Pension ee £63.75 & er £254.98
2654	HMRC	£353.73	quarterly NI contributions (employee & employer)
2655	HMRC	£102.40	Quarterly tax deducted from salary
2656	Linda Leeding	£57.44	Reimbursement of expenses (mileage, stationery, broadband etc)
2657	Zurich Municipal	£1,916.55	Annual insurance
	total	£7,570.60	
	Bank Account Balance End May	£63,590.73	
	Less Community Fund	£11,404.54	
	Less CIL funds	£5,547.38	
	Less Outstanding Cheques	£744.09	
	Less this month's cheques	£7,570.60	
	Less Ringfenced Funds	£0.00	
		£49,418.88	

17. PLANNING MATTERS

The Chairman handed the meeting to the Planning Chairman, Cllr Court. The Planning Committee minutes had been circulated prior to the meeting and were accepted as an accurate record (11261).

3/18/0945/HOU 253 Christchurch Road, West Parley

Single storey rear extension and loft extension and conversion

The Parish Council discussed the application and wish to offer no objection to the proposal. (4 in favour, 1 abstention)

The meeting was handed back to the Chairman.

18. To exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admissions to Meetings) Act 1960. Cllr Parry and the member of the public left the meeting at 20:58 hrs.

19. PARLEY SPORTS CLUB Confidential minutes from 16th May 2018 were approved as an accurate record. Current matters were discussed and confidential minutes taken.

ITEMS FOR CONSIDERATION AND INFORMATION

20. ACTIVITY PLAN

The document had been circulated prior to the meeting and the Clerk talked through the outstanding items. Articles for the next Newsletter to residents was requested asap. **ACTION:** Articles to Clerk ASAP.

21. COUNCILLORS LEAD AREAS (Report circulated prior to the meeting)

This month there were reports from the Chair, Vice Chair, Cllr Penwill, Cllr Court, Cllr Barber. Cllr Bamborough asked if there were any questions regarding the report, and Councillors had no questions.

22. DATE OF NEXT MEETING

The date of the next Planning Committee meeting is 4th July at 19.30 hrs (7.30pm). The next Full Council meeting was set as Wednesday 18th July 2018 at 19:30 hrs (7.30pm). All at the Main Hall, MS Centre, Church Lane, West Parley.

There being no further business the meeting closed at 21.45 hrs.