

**Minutes of the Monthly Meeting of the Parish Council**  
**Wednesday 18<sup>th</sup> September 2019**  
**Main Hall, MS Centre, Church Lane, West Parley.**

**Present:** Councillors:; David Allen; John Barber; Mary Court; Barbara Manuel; Andrew Parry (DC);  
Diana Penwill; Mark Wadeson

**In attendance:** Dorset Cllr Parry; Linda Leeding (Clerk).

1. **APOLOGIES.** Cllr Philip Bamborough. The Vice Chairman offered to chair the meeting.
2. **DECLARATIONS OF PECUNIARY INTEREST.** None.
3. **APPROVE THE MINUTES OF THE MONTHLY PARISH COUNCIL MEETING – 7<sup>th</sup> AUGUST 2019.**  
The minutes had been circulated prior to the meeting and were accepted as an accurate record (11309-11311).
4. **MATTERS ARISING**  
All actions from last month progressed, a response to Natural England and Lloyds banking remain outstanding along with review signage on the recreation ground which will be done in conjunction with a review of terms of use Jan 20.
5. **PRESENTATIONS BY MEMBERS OF THE PUBLIC.** None.
6. **DORSET COUNCILLOR REPORT** (circulated prior to the meeting).  
Dorset Cllr Parry provided a precis of his report. Residents have contacted him regarding a spate of neighbouring properties being developed with potential ‘overlooking’ concerns. However Cllr Manuel added that under the adopted NPPF, Dorset should be maximising development of land. Dorset Council has declared a Climate Emergency, which will require Dorset Council to consider the impact of Co2 on decisions made. It is being recommended to Town and Parish Councils, that they conduct a Carbon Audit. **ACTION:** Clerk to add to 2020/1 Activity Plan and budget. Other items included the concept of a DC lottery; concern over costs of child social care and the potential to bring a facility back within Dorset, Development of outreach workers within Youth Services. Cllrs were invited to ask questions.
7. **CLERKS REPORT & CORRESPONDENCE** (circulated prior to the meeting).  
The Clerk provided an overview of the report, including replacement of faded 40mph road sign near Longfield Drive, new Ellesfield Drive signs, flyposting, overhanging vegetation over the public highway (including pavements) and removal of the bins outside Tesco Parley Cross due to safety concerns over dangerous items in the litter bins. It was also noted that the next DC Planning Committee does not include Briarswood. **ACTION:** DC Cllr Parry to enquire.  
The Clerk read out a letter from a concerned resident regarding the speed of vehicles travelling along the stretch of Dudsbury Road between Christchurch Road and Ellesfield Drive. This may be due to the A338 roadworks where drivers sought ‘rat runs’ which have been continued to be used or it may be a ‘perception’ of higher speed. **ACTION:** Cllrs Allen & Parry to raise with WP Traffic Working Party and arrange for Community Speed Watch to have a presence & Clerk to reply to resident. **ACTION:** Clerk to confirm specification of light heads for Cllr Wadeson.

## **ITEMS FOR DECISION**

### **8. WEST PARLEY MEMORIAL HALL CORRESPONDENCE**

The Clerk talked through a letter received from the Committee covering the following points :

Signage – to show ‘private parking’ being progressed following unauthorised parking within their car park.

Advertising – request to include advertising for the Memorial Hall within the Council’s twice yearly newsletter. Members felt that no fee should be charged on this occasion to alleviate the need for the Memorial hall to seek funding from the Council.

Recreation Ground donation and usage – clarity needs to be sought to provide a response and the Council’s scheme will be reviewed in January 2020. Several additional points were raised. **ACTION:** Clerk to respond to WPMH committee.

### **9. HIGHWAYS ISSUES**

The discussions at the last meeting followed a concerned resident speaking with Dorset Cllr Parry. DC Highways agreed the suggestion to install an ‘unsuitable for vehicles’ sign at the entrance to Risgeway, but manufacturing timescales means these could be some weeks. Members discussed the current volumes of traffic which has greatly reduced since the A338 was re-opened and it was resolved not to progress the speed checks currently, but to urgently review if needed as and when the A338 roadworks recommence.

### **10. WPRA VOLUNTEERS (report circulated prior to the meeting)**

Cllr Manuel updated members on current volunteer activities and the imminent return of signed disclaimers. The annual reception is Friday 22nd November. Potential award recipients were discussed and additional nominees proposed by Council, from the wider volunteering community. Members suggested a short write up of their contribution would help aid decisions, as the Council are not familiar with all activities and individuals. Members asked if Cllr Manuel could establish cost disparities and invitees. Members asked the Clerk to confirm WPRA Chair as a change had been previously muted. **ACTION:** Clerk to enquire. Cllr Manuel offered volunteer assistance to produce the Tree Management Plan for Parley Wood and the Clerk confirmed that this was not necessary.

The Clerk worked through the report with members :

**10.1** Resolved to allocate £600 to winter planting; to allow an additional £100 for the Volunteer reception; £100 additional to the grant application amount requested and £150 for potential award recipients of the Council’s choosing. Leaving a balance of £575 which if not needed would be ring-fenced towards the cost of 2020 floral displays.

**10.2** A sponsor has offered to pay for the flowers in return of advertising on the planters. Resolved that Cllr Manuel liaise with WPRA Volunteer to speak with sponsor to explain WPPC pay for the flowers and planters and WPRA plant and tend the displays throughout the year. Therefore a donation for flowers should go to WPPC or a donation to WPRA could be for equipment /insurance. There was concern regarding the level of advertising and potential conflict with the Council’s zero tolerance to fly posting and Members felt appropriate wording to recognise all parties on a small sign would read ‘These planters and flowers were purchased by WPPC and planted and maintained by WPRA volunteers, who are sponsored by xx’.

**10.3** Nominations to be given to volunteers.

**ACTIONS:** Cllr Manuel to liaise with WPRA.

### **11. RESIDENT CONSULTATION RESULTS (circulated at the meeting)**

The Clerk provided an overview of key points raised in the responses. Many points are beyond the remit of the Parish Council, but those that Council can influence either directly or through Dorset Council, will be added to the Activity Plan for 2020/21.

**ACTION:** Cllrs to digest results so Clerk can include chosen activities in next Financial Year activity plan. Summary of results to be included in the Newsletter, with more detailed information on the website.

**A motion to suspend Standing Order 3w (meetings to be 2 hours) was passed at 21:30hrs.**

### **12. NEWSLETTER**

The Clerk explained that the newsletter was now due, as timing had moved to Spring and Autumn. Suggestions for content included an update on the Sports Club, summary of the resident consultation results, recruitment for WPPC and usual volunteer organisations, Tree works, play equipment and funding, list events, Memorial Hall advertisement etc. **ACTION:** Clerk to produce first draft for comment.

### **13. STOUR VALLEY PARK CONCEPT**

This was requested by Cllr Bamborough, who was unwell, so deferred. **ACTION:** Clerk to add to October agenda.

#### 14. PARISH COUNCIL OWNED TREES

The Clerk confirmed the 4 quotes had been ratified for comparative purposes, for the works scheduled in the tree survey for Parley Wood and the perimeter of the Playing Fields. Options A- D were discussed. Councillors were in agreement to the Clerk's recommendation, but added to use 1 contractor for the playing fields and 1 for Parley Wood, by their agreement. Or to use contractor D if not possible, **ACTION:** Clerk to speak with tree surgeons to establish if work can be split and arrange initial work on Playing Fields (DC consent granted). **ACTION:** Clerk to seek Natural England permission (DC consent already received).

#### 15. CHEQUE SCHEDULE (circulated at the meeting)

Cllrs invited to comment prior to authorisation on the cheques which approved unanimously. The Clerk explained there had been insufficient time to prepare the bank reconciliation which will be done next month.

2800	Linda Leeding	£114.68	Clerk reimbursement (Aug)
2801	Ms Society	£35.00	Room Hire (Aug)
2802	Ms Society	£35.00	Room Hire (Sept)
2803	idverde	£242.40	Grass cut on rec ground (61625)
2804	Dorset Council	£273.60	Dog bin collection (Aug & Sept)
2805	Mr P Heaslip	£73.20	Reimbursement for Web host
2806	Linda Leeding	£1,087.48	Salary
2807	Linda Leeding	£42.05	Reimbursement of expenses Sept (mileage, stationery, broadband)
2808	Dorset County Pension Fund	£354.24	Clerk's Pension (ee - £73.91 / Er £280.33)
2809	HMRC	£756.11	quarterly NI & Tax inc overtime
total		<b>£2,864.08</b>	

<b>Bank Account Balance End Aug</b>	<b>£111,797.46</b>
Less Community Fund	£8,404.54
Less CIL funds	£5,547.38
Less Outstanding Cheques	£454.24
Less this month's cheques	£2,864.08
Less Ringfenced Funds	£77,170.00
	<b>£17,357.22</b>

#### 16. PLANNING MATTERS

The Chairman passed the meeting to Cllr Court, the Planning Chairman who asked Council to approve the minutes of the 4<sup>th</sup> September Planning Committee meeting (pages 11312-11313). Agreed without amendment.

##### 3/19/1705/HOU 209 Christchurch Road, West Parley

Extensions to front, side and rear elevations incorporating integral garage, raising roof height to provide living accommodation. Alterations to drive entrance providing car parking / turning area

West Parley Parish Council discussed the application and noted the neighbour's objection. Members felt the proposed development was out of character and had concern over the proximity of the proposed dwelling to the adjacent boundary and therefore voted to object to the proposed plans. In addition there was concern that should temporary accommodation be required on site for the duration of the works, there was no mention of this in the application. If the case officer was minded to approve, the Parish Council would ask that construction traffic be restricted to the site due to Christchurch Road being an extremely busy road. (voted 4 in favour, 1 abstention)

The Meeting was returned to the Chairman.

#### 17. LAND & PROPERTY

Cllr Parry proposed a motion to exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admissions to Meetings) Act 1960. Agreed in order to discuss 7<sup>th</sup> August confidential minutes, which were approved as an accurate record.

The premises were returned to Council on 30<sup>th</sup> July 2019 and the Clerk has managed and reduced the associated risks. All Locks have been changed, fire and burglar alarm systems serviced, fire safety equipment installed, windows secured and the Barrister informed. Legionella inspection undertaken and advice given, electrical inspection and immediate repairs undertaken, grounds maintenance being progressed to meet Council and sport sections needs. Fielding enquiries from residents and users of the premises. Some potential for return of some clubs and organisations. Members agreed that the small conference room, external toilets and external electric socket are usable with limited access following the above steps. Clerk feels appropriate steps have been taken and Insurers are happy with how things are progressing. **ACTION:** Clerk to update the Risk Assessment for the Club. Once any access given, permissions and acceptable use to be sent to Sections and need to understand their requirements to establish fees.

Members raised concern that there are a lot of expenses with no revenue currently. Fees for use since 30.7.19 need to be worked out along with a future fee structure. Members agreed to delegate the initial calculation of proposed fees to the Working Group before bringing to Council. **ACTION:** Clerk to write to sections for usage levels and previous fees paid. Working Group to draft initial fee structure and calculate fees due for Cricket for August and PYFC from 1.9.19.

## **ITEMS FOR CONSIDERATION AND INFORMATION**

### **18. ACTIVITY PLAN (circulated prior to the meeting)**

The Clerk talked through this month's outstanding and completed items. Number of items requiring progress.

### **19. COUNCILLORS LEAD AREAS (circulated prior to the meeting)**

This month's report had entries from Cllrs Bamborough, Penwill & Court, with no questions raised. The Clerk apologised to Cllr Manuel for not circulating her report before the meeting

### **20. DATE OF NEXT MEETING**

The date of the Monthly Parish Council meeting was set as Wednesday 16<sup>th</sup> October 2019 at 19:30 hrs (7.30pm), the Main Hall, MS Centre, Church Lane, West Parley. The Planning Committee scheduled for 2<sup>nd</sup> October 2019.

There being no further business the meeting closed at 23.00 hrs.