

## Minutes of the Monthly Meeting of the Parish Council Wednesday 15<sup>th</sup> January 2020

Main Hall, MS Centre, Church Lane, West Parley

**Present:** Councillors: Philip Bamborough (chairman); John Barber; Andrew Parry (DC); Diana Penwill (vice);  
Mark Wadeson

**In attendance:** Linda Leeding (Clerk)

### 1. APOLOGIES

Cllr David Allen; Mary Court; Barbara Manuel;

### 2. DECLARATIONS OF PECUNIARY INTEREST

None.

### 3. APPROVE THE MINUTES OF THE MONTHLY PARISH COUNCIL MEETING – 11<sup>th</sup> DECEMBER 2019

The minutes had been circulated prior to the meeting and were accepted as an accurate record (11328-11331).

### 4. MATTERS ARISING

Outstanding matters included progression of the Tree management Plan for Parley Wood and setting of the fees for the sports activities on the playing fields.

### 5. PRESENTATIONS BY MEMBERS OF THE PUBLIC

None.

### 6. DORSET COUNCILLOR REPORT

The report was circulated prior to the meeting and the Clerk enquired why Fitzpain Close was not included in the resurfacing works scheduled for March. Cllr Parry confirmed that the Close was surveyed and Dorset Council Highways were satisfied with their findings and it was not deemed a priority.

### 7. CLERKS REPORT & CORRESPONDENCE

The report was circulated prior to the meeting and the Clerk provided an overview. Council were asked for nominations of any past Chairman to enter the ballot for attendance at the annual Buckingham Palace Garden Party. A nomination was put forward. **ACTION:** Chairman to seek nominees views and submit names for the ballot with DaPTC. The Clerk sought feedback on the proposed response to the Memorial Hall letter and members felt it was appropriate with 2 amendments. **ACTION:** Clerk to amend and send response.

## ITEMS FOR DECISION

### 8. To exclude the Press and Public in accordance with Section 1, subsection (2) of the Public Bodies (Admissions to Meetings) Act 1960. (for item 9 & 10)

None.

### 9. CLERK APPRAISAL

## **10. CLERK JOB EVALUATION**

Items 9 & 10 combined. The Clerk left the room for the first part of the discussion (19:39-20:05hrs) whilst members discussed matters but was invited back in to explain some of the finer details. Confidential minutes were taken. Council resolved to accept the appraisal and increase Clerk's salary in line with the job evaluation..

## **11. 3<sup>rd</sup> QUARTER FINANCIAL POSITION**

The paper was circulated prior to the meeting. The Clerk summarized the position of £120,785 monies in and £105,658 monies out (although £60,000 was grant funding received and moved to Council savings account) along with expected expenditure in the final quarter. Also raised was the need to increase reserves in line with the Joint Panel on Accountability and Governance (JPAG) recommendations as currently only 6 months working capital is reserved.

## **12. 3<sup>rd</sup> QUARTER CLERK SALARY SIGN OFF**

The Chairman signed off of the quarterly salary schedule in line with Internal Audit requirements, with full Council agreement.

## **13. REVIEW RESERVES (general and earmarked)**

The report was circulated prior to the meeting and the Clerk talked through the options and recommendations. Council agreed with the Clerk's recommendations and additionally agreed to divert the £2000 for verge maintenance to tree care. Future recommendations were also agreed to strive towards JPAG recommendations of 9 months reserves along with sufficient funds for the inherited clubhouse and playing fields and further funds being available for tree care, due to their unpredictability.

## **14. AGREE BUDGET FOR 2020/21**

The amended budget was circulated prior to the meeting. The Clerk talked through amendments since December budget and Council resolved to agree the budget for the coming financial year.

## **15. AGREE PRECEPT FOR 2020/21**

A document detailing financial impact of percentage increases was circulated prior to the meeting. Members discussed the percentage increase to cover the budget, incorporating the increases to general reserves, increased staff costs and increased responsibility of Council buildings and land. Council resolved to raise the precept by 24.5%. This equates to an annual increase of just over £8pa, or 16p per week per household.

**ACTION:** Clerk to submit precept demand to Dorset Council prior to the deadline.

Members agreed that the Chairman brought item 23 forward to allow Cllr Barber to update members regarding the playing area. 3 quotes for improvements received but one highlighted proximity of gym to play area.

**ACTION:** Cllr Barber to investigate further. **ACTION:** Clerk to add mitigation statement to Risk Assessment.

## **16. RECREATION GROUND – Review Booking Form and Terms & Conditions of use**

Member were inclined to stay with the existing policy due to health and safety reasons, with 1 amendment to include a statement that public liability insurance should be a minimum of £10m. However due to concerns raised by the Memorial Hall Committee members agreed to seek their suggestions on how to resolve their concerns so that Council can approve at the February meeting. **ACTION:** Clerk to seek Memorial Hall Committee's view.

## **17. BOURNEMOUTH AIRPORT RNAV ACP – Consultation**

The consultation was circulated to members prior to the meeting. Council agreed to delegate to Cllr Manuel (lead area) to propose a response on behalf of the Parish Council, to be agreed at February or March meeting.

**ACTION:** Clerk to inform Cllr Manuel. **ACTION:** Cllr Manuel to investigate and formulate response.

## 18. DORSET HEATHLANDS CONSULTATION

The consultation was circulated to members prior to the meeting. Council agreed to delegate collation of a response to Cllr Manuel, who was absent due to attendance at an EDEP meeting discussing this matter.

**ACTION:** Clerk to inform Cllr Manuel. **ACTION:** Cllr Manuel to circulate proposed response and submit ahead of 3<sup>rd</sup> February deadline.

## 19. LAND AND PROPERTY

The working group document was circulated prior to this meeting. Members were asked to formally ratify the proposal and Councillors agreed. The working group is seeking a professional fundraiser to assist with raising monies for the club premises and improvement of the playing fields. 2 individuals have been identified and it was suggested that the chair and Vice Chair meet with both to establish what they can offer and for what cost and provide feedback to full Council. Cllr Barber asked if there had been any progress or agreement on fees. The chairman responded that nothing had been agreed yet, but this was to be progressed at a meeting soon.

**ACTION:** Clerk to invite Sports sections to meeting a prior to Planning Committee on 5<sup>th</sup> February.

The Chairman explained that a resident was minded to offer an interest free loan to the CASC, which would be written off upon their demise. Members felt this was a very generous offer.

The Vice Chairman read a list of activities suggested that the WPRA Volunteers could assist with. A meeting between the Chairman, Vice and 2 members of the volunteers has taken place and the volunteers have agreed to undertake all the activities. The Clerk added that they need to provide Council with a Risk Assessment for the activities before any work is commenced. Council agreed to the Volunteers undertaking the list of activities, with guidance. **ACTION:** Cllr Manuel to arrange Risk Assessment. **ACTION:** Cllr Penwill to circulate list of activities to all members. Other activities to be progressed are the water system / Legionella and monthly fire alarm testing.

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

## 20. CHEQUE SCHEDULE

The document was circulated prior to the meeting and Cllrs resolved to authorise the payments as detailed, along with the monthly bank reconciliation.

cheque number	recipient of cheque	amount	more information
2859	Ms Society	£35.00	Room Hire (Jan)
2860	Dorset Council	£15.80	WPCS&SC bin (monthly Dec)
2861	Mr Paul Heaslip	£524.00	webmaster service (6 months)
2862	Dorset Council	£152.00	Dog bin collection (January)
2863	Wentworth Grounds maintenance Ltd	£70.00	White Lining - Playing Fields (Dec/Jan)
2864	Linda Leeding	£1,087.28	Salary
2865	Dorset County Pension Fund	£354.24	Clerk's Pension (ee - £73.91 / Er £280.33)
2866	Linda Leeding	£54.95	Reimbursement of expenses Dec (mileage, stationery, broadband etc)
	total	£2,293.27	

	bank account balance	amount	
	<b>Bank Account Balance End Dec</b>	<b>£66,795.23</b>	
	Less Community Fund	£8,404.54	
	Less CIL funds	£5,547.38	
	Less Outstanding Cheques	£3,526.67	
	Less this month's cheques	£2,293.27	
	Less Ringfenced Funds	£14,065.54	
	total	<b>£32,957.83</b>	

Cllr Barber left at 21:35hrs.

## 21. PLANNING MATTERS

The Chairman, in the absence of the Planning Chairman, asked Council to approve the minutes of the 8<sup>th</sup> January Planning Committee meeting (pages 11332) which were agreed without amendment

**Cllr Barber left the meeting at 21:35hrs**

### **3/19/2442/HOU      6 Dudsbury Road West Parley**

Erection of a pool house including an office and garage to the rear.

Councillors discussed the application and felt it was a large pitched roof building in close proximity to mature trees. Council resolved to comment on the application that the proposal was acceptable if the trees were not at risk of damage (both canopy and roots). Council ask that if the case officer is minded to approve that a condition be applied to the proposal that the building cannot be severed from the main dwelling and that it is not used for habitable use (voted 4 in favour)

## ITEMS FOR CONSIDERATION AND INFORMATION

### 22. ACTIVITY PLAN

The document had been circulated prior to the meeting and the Clerk highlighted that more items remain outstanding due to her time pressures. **ACTION:** Clerk to delegate activities where possible to Councillors.

### 23. COUNCILLORS LEAD AREAS

The document had been circulated prior to the meeting, including entries from Cllrs Bamborough, Penwill, Barber & Manuel, with no questions raised.

### 24. DATE OF NEXT MEETING

Meetings are held in the Main Hall, MS Centre, Church Lane, West Parley. The dates of the meetings were set as Wednesday 26<sup>th</sup> February for Full Council and Wednesday 5<sup>th</sup> February for the Planning Committee..

There being no further business the meeting closed at 22.00 hrs.