

TOLLER PORCORUM PARISH COUNCIL

Chair Neil Farmer

Clerk Michele Harding

Minutes of the Annual Parish Council meeting held on 11th May 2022 at Toller Porcorum village hall

Present:

Cllr N Farmer (NF)

Cllr J Miller (JM)

Cllr P Crabbe (PC)

Cllr Stavenhagen (JS)

Cllr D Ennals (DE)

Cllr C Wardle (CW)

Cllr H Jones (HJ)

In attendance:

Mrs M Harding (Clerk), Cllr A Alford (Dorset Council)

No members of public

22/05-1. Election of a Chairman for 2022-23

Cllr Neil Farmer was nominated for the position of Chair from DE- NF accepted the position of Chair and signed the acceptance of office. Proposed DE Seconded JM

22/05-2. Election of a Vice Chairman for 2022-23

Cllr Peter Crabbe was nominated for the position of Vice Chair by DE- PC accepted the position of Vice Chair and signed acceptance of office. Proposed DE Seconded SW

22/05-3. Apologies for absence- None

22/05-4. Declarations of interests and grants of dispensations- None.

22/05-5. Chairman's announcements and annual report- to be reported at the Annual Parish Assembly on 20th May

22/05-6. To approve the minutes of the Parish Council meeting held on 9th March 22
The minutes of the previous meeting of the Parish Council were proposed and duly accepted as a true and accurate record of the meeting. Proposed HJ Seconded CW

22/05-7. Matters arising from the minutes- none as covered under agenda items.

22/05-8. To receive a report on the local Health care provision

DE reported on the progress so far. The summary of concerns has been produced and this will be circulated to all Cllrs in order to approve the report for submission. The summary report once agreed by all the parishes involved being Maiden Newton, Toller Porcorum, Frome Valley, Frome Vauchurch, Frampton and the Compton's Toller and Wynford parishes, will be sent to the Ammonite Health group and CQC, CCG. If there are no responses, then it will also be sent to the MP in the future. DE was thanked for his work.

22/05-9. General Power of Competence – to confirm that TPPC continues to meet the criteria for the GPPC and to resolve to continue to exercise the GPC

By virtue of employing a qualified Clerk and the requisite proportion of Councillors having stood for election, the Parish Council remained eligible to hold and exercise the GPC.

22/05-10. To reaffirm the Standing Orders, Financial regulations, Code of Conduct and consider the update of all PC policies.

The PC will arrange for the finance group to look at all the policies in place and any new ones required NF, PC, HJ and the Clerk

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22/05-11. To appoint and receive reports from the following outside bodies/representatives:

- i. **DAPTC Area Representative** – HJ-Nothing to report, Clerk to ensure that DAPTC are aware of the current reps.
- ii. **Village Hall Committee Representative** – JM-the VH committee need more volunteers and now need a treasurer. DE is now the Chairman of the VH. There is to be a welfare unit on the car park whilst works are carried out locally.
- iii. **Rights of Way Liaison Officer** – CW-to report later on the agenda
- iv. **Recreation Area Association Representatives** – NF and DE. NF reported that the insurance claims have been sorted. Also, that new younger members are required to volunteer for maintaining the play area, but if people do not come forward then there may be a request to the PC to take on the lease from Fields in Trust, it was confirmed that this could be possible if the PC agreed in the future. There are now funds available for a new piece of equipment. The saplings planted for the Jubilee have taken but if anyone has any saplings in their gardens just in case there are losses.
- v. **Dorset Council Ward member report-** AA reported on the following:
 - At the last Dorset council for meeting protesters stuck themselves to furniture being part of the extension rebellion group. The meeting then continued in another meeting room.
 - Two of the refuse depot buildings have been fitted with solar panels.
 - There has been a change in the approach to verge cutting to encourage wildflowers and reducing the quality of the soil. Cutting the verges will now be done once a year rather than twice a year but for junction's where there is a safety issue these will be done more often.
 - A library strategy will be produced following the recent consultation exercise.
 - There is a new grant for voluntary organisations called the community and culture project fund for up to £5000 of up to 20% towards projects for arts, culture, sports youth and play, this is available for parish councils.
 - The NHS is working under pressure at this time and now South walks house is being used for clinical and administration purposes by the NHS.
 - The cycling Tour of Britain is to take place on the 10th of September from from West Bay to Ferndown along the Coast Road.
 - The Dorset council leader Spencer flower has had meetings with Michael Gove to look at the current local plan and developing a quality rather than quantity plan for the future.
 - Dorset council does not have any assets or gas supplied from Russia and none of the LG pension funds are invested in Russia. NF declared interest at this point.

Councillors raised their concerns at only one cut per year on verges specifically the A356 where there has been a death.

DE commented on the new regime for managing the wildflower projects is incorrect and offered an explanation to this for AA to take back to DC as he has first-hand experience of managing wildflower meadows.
- vi. **To review the Roles and Responsibilities-** The roles were reviewed and updated, these will be uploaded onto the website.

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22/05-12. Finance and Procedure

i. To consider a grant for the Jubilee celebrations

NF spoke to the organiser about the Jubilee costs following a request for a 1/3 contribution of the £1000 towards the event costs. He explained to Cllrs that the coins had already been purchased but it was unknown how many people would be attending the events and there was an assumption that the PC would pay for all of these costs along with the CLT and VH. Cllrs raised concerns at the costs and the lack of volunteers to organise the event also the lack of numbers of residents who may or may not attend at this stage.

Proposal: The council to fund up to £280 for the cost of the coins for the 40 children in the parish subject to them being distributed and this information being supplied.

Proposed NF Seconded JS 6 Votes FOR 1 Abstention

DE commented that he would like to have seen the parish council make contribution over a third of these costs. CW commented that the CLT will be discussing supporting the event costs. NF will discuss this with the organiser and recognise all the work that's gone on so far to try and arrange an event for the village.

ii. To consider the receipts and payments due (includes 2022-23 insurance renewal)

Payments:

Grants- Churchyard PCC Grant £430.00

Grants- TPRAA Grant £870.00

Grants- Village Association Grant £180.00

Annual Insurance -Gallagher £493.67

Starboard Systems Scribe Accounting Software £180.00

Clerk- Staff Costs/Expenses- £313.64

HMRC PAYE £68.40

Richard Keylock-Internal Audit £60

Proposed HJ Seconded PC

Receipts:

Precept Dorset Council - 3,242.50 1st Payment

Dorset Council CIL 1,062.00 - *CIL note below*

VAT Reclaim HMRC Vat Reclaim 107.98

CIL note: *Town and parish councils must use the CIL receipts they receive to support the development of their area, or part of the area. They can fund the following:*

The provision, improvement, replacement, operation or maintenance of infrastructure needed to support development.

Anything else that helps to address the demands that new development is placing on their area.

More details are available on the Dorset Council website

iii. To note the conclusion of the internal audit and internal auditor's report

2021-22- received and recorded no matters arising

Proposed CW Seconded JS

iv. To confirm the Certificate of Exemption for 2021-22

Proposed PC Seconded JS

v. To approve the Annual Governance Statement 2021-22

Proposed HJ Seconded CW

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- vi. **To approve the Accounting Statements 2021-22**
Proposed DE Seconded JS
- vii. **To review and update the risk register**
To be carried out by finance group
- viii. **To review and update the Asset Register**
To be carried out by finance group
- ix. **To review the Parish Council bank mandate, DD & SO**
ICO are paid by SO on an annual basis. The bank signatories are NF, PC, DE and the Clerk, payments are now made online wherever possible.

22/05-13. 2022-23 Work Plan

- i. **To consider a new Parish Council website and email address for Cllrs**

Following the changes to website accessibility the PC need to have their own dedicated website which the previous Clerk had looked into. The current Clerk had set up a dummy free website using Hugo Fox which is a template for Parish Councils, but the PC would need a domain name and set up email addresses for all Cllrs specifically for PC business, this then meets GDPR and best practice. The PC will still support the village website. PC and the Clerk will take this forward.

- ii. **To review the recognition of goodwill in the Parish**

NF asked the council to support a proposal to support a recognition award on an annual basis for those who have gone above and beyond to benefit the village and community. This will be considered when the policies are prepared.

22/05-14. Planning

- i. P/HOU/2022/01467 Proposal: Retention of 5 panels of fencing Location: 2 High Street- Cllrs discussed this at length and noted that the PC can only comment on material considerations. *The PC had received 4 concerns from residents about the issues of visibility on approaching the bridge, also that the land on which the fence has been installed is not under the ownership of the applicant. The PC will make a comment on this basis.*
- ii. P/HOU/2022/02476 Proposal: Erect double storey and single storey extensions and decked terrace. Location: Yewtree Cottage- *no objections*
- iii. P/HOU/2022/02618 Proposal: Demolish Conservatory and erect single storey rear extension Location: 6 Barton Close- *no objections*
- iv. **To consider any other planning matters- none**

22/05-15. Highways matters

- i. **To receive an update on Highways issues-** JS reported that all potholes and road defects have been reported online. The road needs reprofiling through the village. A new report will be submitted, JS will supply the original request so the Clerk can follow up.
- ii. **Grit Bin-** the Grit bin on Toller hill is broken and a request was made to remove the bin. The PC suggested the bin could be replaced by Dorset Council and filled at a cost to the PC, the Clerk will request these costs from DC. Also request a cost for gritting the road in and out of Toller when required.

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- iii. **Lower Road depth gauge-** there was a meeting arranged but confusion over timings so this will aim to be rearranged.
- iv. **High Street blocked drain update-** this has been completed the drainpipe was broken. All the drains have been cleared in Barrowlands.

22/05-16. To receive an update of Rights of way/Footpath matters

- i. **Gates Project update-** the PC has not been invoiced so far for the project already completed, but the ranger is aware.
- ii. **Trailway Update-** works to commence on the 16th May 22

22/05-17. Correspondence

- i. NALC Smaller Councils Committee- Letter from the Chair on issues in parishes The clerk had drafted a letter detailing the planning concerns at Dorset Council this was agreed and will be sent to NALC.
- ii. Update on Jubilee celebrations- already discussed

22/05-18. To confirm arrangements for the Annual Parish Assembly on 20th May and July Parish Council meeting

Steve Oliver from the DWT will be speaking on the Beaver project, and the meeting will commence at 6.45pm to allow for refreshments prior to the meeting. The next parish meeting is on 13th July 7pm.

The meeting closed at 21:25.