

# **MINUTES OF A MEETING OF BISHOPS CAUNDLE PARISH COUNCIL**

**HELD ON TUESDAY, MARCH 19<sup>th</sup>, 2019 AT 7.30 P.M. IN THE VILLAGE HALL**

<b>1.</b>	<p><b>Present:</b> Chairman A. Jones, A. Tuffin, D. Gardner, P. Blundell, S. Meads, C. Mitchell, Clerk J. Walsh-Quantick.</p> <p><b>In attendance:</b> Public - 11 members of the public attended.</p>	<b>Action</b>
	<p><b>Apologies for Absence:</b> Cllr. M. Penfold, Cllr. R. Gould.</p>	
<b>1a</b>	<p><b>Members Of The Public</b> Due to the numbers present, it was agreed that the questions from the members of the public should be held first. The discussion was held regarding to speeding within the village. There is renewed concern about the speed of vehicles through the village (current speed limit is 30MPH) especially local tractors with drivers on mobile phones. The clerk reported the work to date including the CSW information placed in the Community Shop, discussions with Holwell CSW and FOI request for police manned speeding cameras. A request was made for names for a CSW team to be forwarded to the clerk and if sufficient names are received, the team are able to contact Di Gibbs in Holwell for some practical experience. The clerk was asked to write to local farmers and contractors to request for speed to be reduced. The clerk was to find out the first stages of setting up a CSW team and the cost implications for a radar gun. The Parish Council has agreed to support a CSW team in the village unanimously.</p>	<p>Clk</p> <p>Clk</p> <p>Clk</p>
<b>2.</b>	<p><b>To Approve Minutes of the Meeting held on Tuesday, 15<sup>th</sup> January 2019.</b> The minutes of the meeting were approved and signed by the Chairman. Proposed A Tuffin, seconded P Blundell.</p>	
<b>3.</b>	<p><b>Matters Arising Therefrom:</b> <b>May Elections</b> T Loveless reported that he would not be standing in the forthcoming election. Cllr Gould has also indicated that he will not be standing. There have been notices placed on the website, community shop noticeboard and on the village facebook page regarding how to nominate to stand within the elections. The clerk will deliver nomination forms by hand.</p> <p><b>Dorset County Council Merger</b> The council merger takes place on 01/04. Flyers have been left in the village hall and given to P. Blundell for the community shop.</p> <p><b>Public Transport Meeting Feedback</b> Following the meeting with Sir Oliver Letwin, local parish councils have been approached with a view to contributing to the cost of a bus on a weekly basis. Barry Williams will research passenger numbers on other services locally and will feed back.</p>	<p>Clk</p>

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	<p><b>Litter Picking</b> An email has been received from 'Keep Britain Tidy, Great British Spring Clean'. S Meads will organise a litter pick with the school and purchase gloves. Clerk still has bags from last year and will bring these to the next meeting.</p>	SM Clk
	<p><b>Village Plan</b> The clerk has been unable to finish work on this due to the merger of the Dorset councils to a unitary authority. It was agreed to put the project on hold until September based on the changes that the mergers will make to paperwork and policies locally.</p>	Clk
	<p><b>Holt Lane Sign</b> The replacement sign has been ordered by WDDC and will be placed once it has been delivered.</p>	
	<p><b>Speeding Update</b> See members of the public section above (1a).</p>	Clk
	<p><b>Closed Graveyard</b> The damaged headstone is still being worked on and it is anticipated that it will be replaced end March 19. A letter has been received from the daughter of Ted Trew thanking the parish council of its gesture of not charging for the placing of the headstone. Contact has been received from the stone mason checking the suitability of the headstone design which the clerk has agreed.</p>	Clk
	<p><b>Newsletter / White Hart Magazine</b> Following the May elections, a newsletter will be written for all households in the village. Clerk to request publication dates for the WHM</p>	Clk Clk
	<p><b>Community Catalyst Project</b> An email was received regarding a pilot project, this was forwarded to Barry Williams.</p>	Clk
4.	<p><b>Audit</b> We are currently awaiting details from DAPTC about the format of the 2018-19 audit. N Ladd will be unable to complete this years' audit and the clerk will find another auditor. 2017-18 Audit – N. Ladd approved the internal audit. 2017-18 Audit – The external auditors have not returned any feedback.</p>	Clk
5.	<p><b>Asset Register</b> The asset register has been reviewed and the new noticeboard added at a cost of £500. Proposed A Jones, seconded A Tuffin.</p>	
6.	<p><b>Risk Assessments and Standing Orders</b> The documentation for: - Model Standing Orders 2018 Code of Conduct Financial Regulations were rewritten based on NALC documentation, reviewed and agreed (signed A Jones). These will be issued to councillors after the May elections. Risk Assessments were reviewed and updated, approved at meeting.</p>	DG



<b>7.</b>	<p><b>Playarea</b>  <b>Maintenance/Repairs/Work Completed to Date</b>  Weeds were part removed by S Meads and A Tuffin and Mr. Swain kindly moved the woodchip. Carl Thompson was contracted to weed and level the bark, this was only part completed. 2 Invoices have been received, it was agreed to pay invoice 1 and withhold invoice 2 until the work was finished. A Tuffin to contact Carl Thompson regarding completing the work.</p> <p><b>H&amp;S Inspection</b>  Clerk to book an inspection once the bark has been levelled.</p>	<p>Clk AT</p> <p>Clk</p>															
<b>8.</b>	<p><b>S106 Monies</b>  S Meads has drafted an application which will be amended to include other areas requested from the village including the hall fence, a hall kitchen (including oven and fridge), play and sports equipment, hall fitness equipment, benches around the village and a PC for the shop for village use.</p> <p>This will be submitted once finalised.</p> <p>N.b. It was agreed in the Precept meeting that an amount of £4,800 may be used for the play area in conjunction with the S106 monies.</p>	<p>Clk SM</p>															
<b>9.</b>	<p><b>Cemetery Charges Review</b>  The clerk has reviewed a number of online documents for cemetery charges in the south west region, these vary considerably. It was agreed to update the village charges as follows: -  Part 2 – All &gt;12 years old +£20  Part 3 – All +£20  Part 4 – All +£5  We have one person interested in purchasing a plot, it was agreed that the cost for this would remain at the old prices for a 3 month period.</p>	<p>Clk</p>															
<b>10.</b>	<p><b>Football Club and Ground</b>  Signage – A number of signs are in disrepair. Photographs of all signs affected have been sent to D. Gardner for costing for replacement. D. Gardner to email PC members with quote once available.</p>	<p>DG</p>															
<b>11.</b>	<p><b>Sherborne Transport Action Group (STAG) / Public Transport</b>  Minutes from the most recent STAG meeting are on file.</p>																
<b>12.</b>	<p><b>Training</b>  S Meads reported back from the planning training, she found this overall positive and informative. No dates are currently available for new councillors, C Mitchell to be booked onto a course as soon as published</p>	<p>Clk</p>															
<b>13.</b>	<p><b>Finance</b></p> <p style="text-align: center;"><b>STATE OF FINANCES AS AT 19.03.2019</b></p> <table border="1"> <tr> <td>CURRENT ACCOUNT</td> <td>£4993.02</td> <td></td> </tr> <tr> <td>DEPOSIT ACCOUNT</td> <td>£15300.71</td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td><b>£20293.73</b></td> </tr> <tr> <td>TENNIS MONIES</td> <td>£733.59</td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td><b>£733.59</b></td> </tr> </table>	CURRENT ACCOUNT	£4993.02		DEPOSIT ACCOUNT	£15300.71		<b>TOTAL</b>		<b>£20293.73</b>	TENNIS MONIES	£733.59		<b>TOTAL</b>		<b>£733.59</b>	
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*Mr. Jones*  
07-05-19

**CHEQUES APPROVED AND SIGNED BY THE CHAIRMAN SINCE THE LAST MEETING**

001355	Village Hall Rent February 2019 (extra meeting)	£18.00
001352	Office 365 Renewal	£59.99

**OTHER PAYMENTS SINCE PREVIOUS MEETING**

Direct Debit	ICO	£35.00
Direct Debit	Dorset Waste Partnership	£18.00
001354	WHM Donation	£50.00
001353	Bishops Caundle Football Social Club Donation	£150.00

**CHEQUES TO APPROVE AT THE MEETING**

001357	M Moore Grass Cutting March	£100.00
001358	M Moore Grass Cutting April	£100.00
001359	Mrs. J Walsh-Quantick Clerks Expenses Owing to 19/03/19 (2 months)	£15.66
001360	Mrs. J Walsh-Quantick Salary Jan-March 2019	£420.36
001361	Mrs. J Walsh-Quantick Tax PAYE Jan-March 2019	£105.20
001356	Village Hall Rent (March Meeting)	£18.00
001362	Thompson Landscaping and Building Inv 0002	£80.00
001363	Thompson Landscaping and Building Inv 0004	£80.00
001364	J Wingfield Digby Playing Field Rent	£25.00
001365	DAPTC Training 21/02/19	£65.00
001366	123.reg domain Renewal 2 Years	£23.98

001363 has not been approved, to be paid once work has been completed.

Proposed by: D Gardener

Seconded by: A Tuffin / S Meads

N.b. Pension scheme for Clerk has not been joined as annual income is low.

Clk

**14. Routine Correspondence –**

**Circulated e-mails since the last meeting in January 2019**

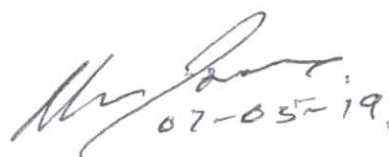
15/01/19 The Rural Bulletin 15<sup>th</sup> January 2019  
 17/01/19 Loneliness Call for Evidence  
 18/01/19 DAPTC Training Co-ordinator Return to Work  
 30/01/19 Shadow Dorset Council Decision – Parish Council Involvement  
 30/01/19 Highways January Newsletter  
 31/01/19 DAPTC – Parliamentary Enquiry Backs NALC To Strengthen Standards  
 05/02/19 The Rural Bulletin 5<sup>th</sup> February 2019  
 06/02/19 RSN Rural Funding Bulletin February 2019  
 06/02/19 Dorset Community Action – Upcoming Events in West Dorset  
 12/02/19 The Rural Bulletin 12<sup>th</sup> February 2019  
 15/02/19 Blandford Neighbourhood Plan

*Mr. Gardener*  
 02/05/19

	20/02/19 LGDR Dorset – First Budget Agreed for New Dorset Council 26/02/19 The Rural Bulletin 26 <sup>th</sup> February 2019 05/03/19 Programme Introduction 13/03/19 Rural Services Network Calls on Government for A Rural Strategy  Clerks and Councils Direct Magazine NALC Magazine	
<b>15.</b>	<b>Matters for Further Discussion</b> <ul style="list-style-type: none"> <li>Clerk salary award – the scales (SCP's) for salaries for clerks have been altered. A copy of this is to be included in the clerks contract as will need to be updated from April 2019. The clerks appraisal needs to be organised.</li> </ul>	<b>Clk AJ</b>
<b>14.</b>	<b>Members of the Public Questions</b> See section 1a.	
<b>15.</b>	<b>Time of Closure:</b> The meeting closed at 9.10 p.m.	
<b>16.</b>	<b>Date of Next Meeting:</b> There is no meeting in April Tuesday, May 7th, 2019 at 7.00pm in the Village Hall. Village Annual Parish Meeting and Parish Council AGM	

**Future Meeting Dates 2019:**

Tuesday, July 16th, 2019  
Tuesday, September 17th, 2019  
Tuesday, November 19th, 2019

  
07-03-19