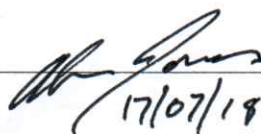


MINUTES OF THE ANNUAL GENERAL MEETING OF BISHOPS CAUNDLE PARISH COUNCIL

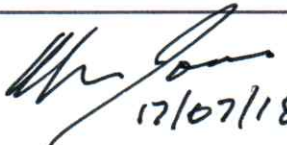
HELD ON TUESDAY, MAY 15th, 2018 AT 7.30 P.M. IN THE VILLAGE HALL

1.	<p>Present: A. Jones, P. Blundell, D. Gardner, S. Meads, A. Tuffin, T. Loveless, Clerk J. Walsh-Quantick.</p> <p>In attendance: District Councillor Gould, County Councillor Penfold</p> <p>Public - C. Mitchell (will be co-opted to fill the current vacancy before the next meeting)</p>	Action
	<p>Apologies for Absence:</p> <p>R. Gould.</p>	
2.	<p>Election of Chair and Vice Chair</p> <p>The meeting was opened by the Clerk who requested nominations for Chair and Vice Chair.</p> <p>Chair – Alan Jones (Nominated A. Tuffin, Seconded D. Gardner)</p> <p>Vice Chair – Sophie Meads (Nominated A. Tuffin, Seconded P. Blundell)</p>	
3.	<p>Election of Officers</p> <p>Sites and Buildings – A. Tuffin</p> <p>Planning – A. Tuffin</p> <p>Outside Meetings – S. Meads</p> <p>Rights of Way – D. Gardner</p> <p>Village Hall Liaison and Emergency Plan – A. Jones</p> <p>Press Liaison – P. Blundell</p> <p>Social Club Liaison – As required</p> <p>Play Area Checks – D. Gardener / T. Loveless</p> <p>Community Shop Representative – P. Blundell</p> <p>All council members have been asked to complete Acceptance of Office documents.</p>	
4.	<p>To Approve Minutes of the Meeting held on Tuesday, 20th March 2018</p> <p>The minutes of the meeting were approved and signed by the Chairman with no amendments having been circulated previously. Proposed by A. Tuffin, seconded by A. Jones.</p>	
5.	<p>Matters Arising Therefrom:</p> <p>Vacancy for Parish Councillor</p> <p>C. Mitchell has expressed an interest in becoming a Parish Councillor and was in attendance at the AGM. Formal co-option was unanimously agreed. Proposed: D. Gardner, seconded A. Tuffin.</p>	Clk
	<p>Co-option of Sophie Meads</p> <p>All paperwork is completed and signed, to be added to the website.</p>	Clk
	<p>Highway Maintenance</p> <p>Holt Lane – No issues since previous meeting.</p> <p>Main Road – No update from previous meeting.</p> <p>Church Green – The weather has not caused any issues since the previous meeting. Photographs of flooding in this area have been taken will be forwarded to P. Thatcher by the clerk (cc. M. Penfold and R. Gould). It is believed that the road has not been adopted by Highways so this may be the responsibility of Wessex Water. D. Gardner to notify clerk of Wessex Water contact.</p>	Clk D.G.


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	<p>Manor Farm Update Formal approval of planning has been received with a number of conditions attached. Questions were raised regarding drainage and the use of a suitably designed 'hold back' tank. P. Blundell will liaise with the Community Land Trust about affordable community housing.</p>	P.B.
	<p>Litter Picking S. Meads has spoken with the school and there is interest in a litter pick later in the summer term. Bags have been sourced from Nina Buckley from the 'Great British Spring Clean'. When a date is confirmed, equipment will be sourced from WDDC.</p>	S.M.
6.	<p>Planning Lydhurst Full planning approval has been given on 30/04/2018</p>	
7.	<p>Royal Wedding Donation The school are running a community Tea Party on Friday May 18th to celebrate the wedding of the Duke and Duchess of Sussex. A formal invitation to all Parish Councillors from the school was forwarded. A donation was requested towards this from the school and it was agreed that £100 should be given. Proposed A. Tuffin, Seconded P. Blundell.</p> <p>Commemorative Medals for village children were discussed and it was agreed that it would be difficult to establish who should be included to be in receipt of these and that medals would not be sourced.</p> <p>Village engagement It was reported that previous efforts to engage the village with the Parish Council and activities have been unsuccessful and typically are only supported if the item in question is controversial. It is felt that not everyone is aware of what the Parish Council does and, although the public are able to attend meetings, this is not that widely publicised. S. Meads will look at what actions the Parish Council can take, clerk will ensure that it is more clear on notices that the public can attend and have input in meetings.</p>	<p>Clk.</p> <p>S.M. Clk.</p>
8.	<p>Risk Assessments and GDPR/Transparency Code Risk assessments have been updated as previously discussed. It was agreed that a RA and procedure should be written to cover the GDPR whilst awaiting formal notification from NALC and DAPTC on Data Protection Officer requirements for a Parish Council.</p>	Clk.
9.	<p>Play Area: Maintenance & Repairs D. Gardner will speak with M. Moore about the possibility of extending his current weeding and grass cutting contract to include the play area. A new padlock has been sourced for T. Loveless.</p> <p>H&S Inspection The inspection is now overdue but cannot be completed until the bark has been put into place. The play area is to remain closed and notices displayed to confirm this. Current insurance states that without an approved H&S report, the insurance will not cover the play area. The weekly play area check paperwork needs to be returned to the Clerk for filing.</p> <p>Wood Chip/Weeding T. Loveless has sprayed the area in the previous two weeks as it is very overgrown. A. Tuffin had contacted P. Castell about weeding work in the area but has had no reply after initial interest. Woodchip is with Gartell's currently.</p>	<p>D.G.</p> <p>D.G. / T.L.</p>

	Funding S. Meads reported that a working group has been set up with representatives from the community to discuss updating the play area and D. Gardner has arranged a visit from a playground equipment manufacturer.																									
10.	Noticeboard The noticeboard has been completed and will be placed on the wall of the Community Shop. A big thank you to P. Blundell for making the board. D. Gardner and C. Mitchell are able to assist P. Blundell with putting the board up.	P.B.																								
11.	Football Club and Ground The licence has been amended and signed. A donation for petrol was also given to the football club chair (as agreed in previous meeting). Some of the signs in the area are damaged or worn. D. Gardner has offered to look at replacement costs and will feedback at the next meeting.	Clk D.G.																								
12.	Sherborne Transport Action Group / Public Transport Following on from the letter sent to WDDC after the previous meeting, replies have been received from the council and Oliver Letwin M.P. The Parish Council agreed to support O. Letwin in contacting the bus company on the villages behalf to discuss a possible route diversion to include Bishops Caundle.	Clk.																								
13.	Training S. Meads has attended Introductory Councillor training. All requests for training need to be booked via the clerk.																									
14.	Insurance Policy documents from the current insurer (Zurich Municipal) were circulated on 16/04 for review by Parish Councillors on their suitability. It was agreed that the policy meets the current Parish Council needs and will be renewed. See notes under play area in 9. Above. Proposed A. Tuffin, Seconded D. Gardner.	Clk.																								
15.	Finance State of Finances at 15/05/18 <table border="1"> <tr> <td>CURRENT ACCOUNT</td><td>£5989.41</td><td></td></tr> <tr> <td>DEPOSIT ACCOUNT</td><td>£15284.90</td><td></td></tr> <tr> <td>TOTAL</td><td></td><td>£21274.31</td></tr> <tr> <td>TENNIS MONIES</td><td>£3147.61</td><td></td></tr> <tr> <td>TOTAL</td><td></td><td>£3147.61</td></tr> </table> Approval of payments CHEQUES APPROVED AND SIGNED BY THE CHAIRMAN SINCE THE LAST MEETING <table border="1"> <tr> <td>001307</td><td>Purple Bags</td><td>£48.75</td></tr> <tr> <td>001308</td><td>Bishops Caundle Social Club Fuel Donation</td><td>£150.00</td></tr> <tr> <td>001309</td><td>DAPTC Auditor Training Cheque destroyed, to add to cheque ref 001317</td><td>£15.00</td></tr> </table>	CURRENT ACCOUNT	£5989.41		DEPOSIT ACCOUNT	£15284.90		TOTAL		£21274.31	TENNIS MONIES	£3147.61		TOTAL		£3147.61	001307	Purple Bags	£48.75	001308	Bishops Caundle Social Club Fuel Donation	£150.00	001309	DAPTC Auditor Training Cheque destroyed, to add to cheque ref 001317	£15.00	
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17/07/18

OTHER PAYMENTS SINCE PREVIOUS MEETING

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CHEQUES TO APPROVE AT THE MEETING

001310	M Moore Grass Cutting May	£100.00
001311	M Moore Grass Cutting June	£100.00
001312	Village Hall Rent (May Meeting)	£18.00
001313	Zurich Insurance	£411.60
001314	Mrs. J Walsh-Quantick Clerks Expenses Owing to 15/05/18 (2 months)	£48.40
001315	Mrs. J. Walsh-Quantick PAYE to end June	Approximately £100.00
001315	School Donation (Royal Wedding Party)	£100.00

Proposed D. Gardner, Seconded P. Blundell.

VAT Claim

A VAT claim for £108.85 can be made and will be submitted.

Audit 2017-18 Approval.

Audit paperwork has been completed ready for submission to the internal auditor.

Section 1 – Annual Governance Statement was approved by councillors.

Section 2 – Accounting Statement was approved by councillors. Annual financial statements had previously been presented and approved in the Annual Parish Meeting.

Proposed P. Blundell, Seconded D. Gardner.

16. Routine Correspondence

To be circulated.

Clk.

15. Matters for Further Discussion

- Bus Shelter – Windows need cleaning. Razzle Dazzle have been used in the past, Clerk to contact.
- Graveyard – There have been 2 verbal complaints made to the Chair from grave owners about the poor standard of care when grass cutting in the old cemetery by WDDC. Clerk to write to WDDC.
D. Gardner will look at moving the bins to a more suitable location.
One grave has recently had purple chippings put down, Vicar to be contacted to ask re permission for this. The turf has been left in black bags under the hedge.
- Speeding Signs – initial contact was followed up with a request for pricing of units.
Reply email to be circulated to all councillors.
- Neighbourhood Plan – The current plan is in need of updating and will be required to support some of the grant applications for the play area. To be added to next agenda.
- The Planning Portal format is changing with an anticipated go live date of 18/04/18 – subsequently postponed.
- Planning approval has been given for tree works at the Parish Church (approved 23/04/18).

Clk.

Clk.

**D.G.
Clk**

Clk.

D.G.

[Signature]
17/07/18

<u>16.</u>	Time of Closure: The meeting closed at 9.45p.m.	
<u>27.</u>	Date of Next Meeting: There is no meeting in June. Tuesday, July 17th, 2018 at 7.30 in the Village Hall.	

Future Meeting Dates:

Tuesday, September 18th, 2018

Tuesday, November 20th, 2018


17/07/18