

# TOLLER PORCORUM PARISH COUNCIL

Chair Neil Farmer

## Annual Parish Council meeting

Wednesday 15th May 2024 7pm at the Toller Porcorum village hall

*Members of the press and public are welcome to attend*

**Public Democratic Forum:** *up to 15-minute session to give residents the opportunity to indicate interests in the agenda items/put questions to Council that may be answered at a later date/become a future agenda item. This will take place after the signing of declarations of acceptance.*

## AGENDA

In advance of the commencement of this meeting Councillors will sign their declaration of acceptance.

- 24/05-1.** Welcome by Chairman and Annual report for 2023-24 (Appendix A, page 1, item 5: Chairman's Report for 2023-24. Document included for information only).
- 24/05-2.** Election of the Chairman for 2024-25 and sign the acceptance of office.
- 24/05-3.** Election of the Vice Chairman 2024-25 and sign the acceptance of office.
- 24/05-4.** To confirm appointment of new Clerk to Council and Responsible Financial Officer
- 24/05-5.** To receive apologies for absence
- 24/05-6.** To receive declarations of interest or any grants of dispensations
- 24/05-7.** Confirm arrangements for Register of Elected Members Interests and Expenses forms.
- 24/05-8.** To approve the minutes of the Parish Council meeting held on 13<sup>th</sup> March 2024 (Appendix B)
- 24/05-9.** Matters arising from minutes of the last meeting for information only.
- 24/05-10.** Dorset Council report.
- 24/05-11.** To confirm that the Council is not eligible to use the General Power of Competence – (an eligible Council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification).
- 24/05-12.** To review and reaffirm the following documents (copies can be obtained from the [Toller Porcorum Parish Council website/Policies and Procedures](#) or by contacting the clerk):
  - i. Standing Orders (no changes since last review)
  - ii. Financial Regulations (no changes since last review)
  - iii. Code of Conduct (no changes since last review)
- 24/05-13.** To confirm the Roles and Responsibilities for the coming year
  - i. Finance Working Group – min 3
  - ii. Recreation Ground Working Group – min 3
  - iii. Highways rep
  - iv. Environment including Rights of Way rep
  - v. DAPTC rep
  - vi. Community rep including Church and Village Hall rep
- 24/05-14.** Finance and Procedures
  - Please note: documents in this section may be updated and reissued prior to the meeting due to an ongoing handover process.*
  - i. To confirm the Annual Insurance renewal 2024-25

Clerk to the Council: Clare Smith  
Email: [clerk@tollerporcorumparish.org](mailto:clerk@tollerporcorumparish.org)  
Website: [www.tollerporcorum.org](http://www.tollerporcorum.org)

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- ii. To consider the receipts and payments due
- iii. To review the Parish Council bank mandates for DD or SO
- iv. To review the Risk Register (Appendix C) and Asset Register (Appendix D)
- v. To note conclusion of internal audit and internal auditor's report (Appendix E)
- vi. To confirm the Certificate of Exemption 2024-25 – expenditure below £25,000 (Appendix F, page 3)
- vii. To approve the Annual Governance Statements 2023-24 (Appendix F, page 5)
- viii. To approve the Accounting Statements 2023-24 (Appendix F, page 6)
- ix. To agree meeting dates for the municipal year 2024/25 (Appendix G)

**24/05-15.** Planning - to consider any planning applications in circulation and any other planning matters.

- i. P/VOC/2024/01700 – Sewage works Toller Lane construction of temporary new access (with variation of condition 6 of planning permission P/FUL/2023/06834 to amend biodiversity mitigation timescale) - confirm no objection.
- ii. P/Hou/2024/02008 – The Old Swan DT2 ODH. Erection of three bay replacement garage/workshop – confirm no objection.

**24/05-16.** Highways - To consider any highway matters.

- i. Flood Gauge – Toller Lane.
- ii. Flooding on Toller Lane update.

**24/05-17.** Environment - To consider environment issues including Rights of Way/Footpaths matters.

- i. Steps on footpath near Kingcombe Road near Northover Farm.

**24/05-18.** To review Action Plan and consider specific works for 2024-25 as detailed in Action Plan (Appendix H)

**24/05-19.** To receive any correspondence received for noting.

- i. Verbal request for memorial bench on trailway

**24/05-20.** To confirm arrangements for July Parish Council meeting