

MILBORNE ST ANDREW PARISH COUNCIL

www.milbornestandrew-pc.org.uk

Dear Councillor,

You are summoned to attend a meeting of the **Parish Council** to be held on **Wednesday 04th January 2023 at 7.00pm** in **Milborne St Andrew Village Hall**.

Absence should be given to the Clerk/Chair prior to the meeting.

Wayne Lewin

Parish Clerk and Responsible Finance Officer

The meeting is open for members of the public and press to attend. Members of the public are invited to ask questions of the Council concerning Agenda items or other matters. During the meeting, with permission of the Chair, any member of the public may comment on an issue being debated by the Council to provide information or clarification. This facility will normally be limited to a maximum of three minutes per person on the subject being debated.

Full Council

1. Apologises for absence
2. Declarations of pecuniary or other interest
3. Minutes of the previous meeting held on 02nd November 2022
4. Clerk's report
5. Chair's update
6. Public participation (items on the agenda)
7. Parish Councillors and representatives' reports that effect Parish Council matters
8. Dorset Councillors report
9. Planning
Uploading of applications to social media
10. Financial matters
 - a. Payments for authorisation
 - b. Budget Update
 - c. Reserves Update
11. Conservation Area Appraisal
12. Discussion of landlord's consent for change of security to front gates of the Sports Ground
13. Application for s106 funding from Milborne Sports Club v3
14. Pension provisions for staff
15. Outcomes from letter to Cllr Flower (Chair of Dorset Council)
16. Discussion on request to Dorset Council on reduction of speed limits in the village
17. Grant funding application(s)
18. Community funding for Kings Coronation event
19. Move to electronic banking
20. Installation of French drain at Sports Club – landlords' permission
21. Setting the budget and Precept
22. Public participation (items not on the agenda) – for discussion only
23. Items for the next meeting
24. Date of next meeting

01st February 2023

Milborne St Andrew Village Hall at 7pm

W LEWIN

Parish Clerk

22nd December 2022



MILBORNE ST ANDREW PARISH COUNCIL

www.milbornestandrew-pc.org.uk

Minutes of the Full council held at the Village Hall, Milborne St Andrew
on Wednesday 02nd November 2022 commencing at 1900 hours

Present:

Cllr's Richard Macnair, Amy Stephens, Jayne Williams, Caron Redding and Jane Macleod

11 members of the public

Cllr Emma Parker – Dorset Council

Full Council

1. Apologies for absence

Cllr's Witherden and Batchelor sent apologies.

2. Declarations of pecuniary or other interest

There were no declarations made.

3. Minutes of the previous meeting held on 05th October 2022

These were signed as a true and accurate record of the meeting.

4. Clerk's report

The Clerk updated members on matters and correspondence not on the agenda.

5. Chair's update

Cllr Macnair had spoken to the Chair of Dorset Council, Cllr Spencer Flower, regarding issues with Dorset Council officers.

It was agreed that the Parish Council should send a robust letter, outlining the challenges that this is causing at Parish levels.

6. Public participation (items on the agenda)

Mr Richard Lock stated that the Sports Club have access and management responsibility which includes the maintenance and security of the front gates as outlined in his letter of the 25th October 2022.

Mr Lock continued that the Sports Club was at high risk of failure, and this should be considered when setting the budget for the forthcoming year.

Mr Lock also stated that the Parish Council policies were out of date prior to leaving the meeting.

* The Clerk has confirmed that all policies were in date and have been ratified annually.

7. Parish Councillors and representatives' reports that effect Parish Council matters

There were no matters to discuss.

8. Dorset Councillors report

A report had been received and distributed. Cllr Parker emphasised that land charges were now down to 10 days, whilst Dorset Council had now brought the primary point of contact for matter back in house.

9. Planning

a. P/HOU/2022/06425

22 Bladen View, Milborne St Andrew, Blandford Forum, DT11 0LF

Extend and modify existing property

Councillors believed that this application was an overdevelopment of the site and thus OBJECTED on these grounds.

b. P/VOC/2022/06349

Huntley Down Milborne St Andrew DT11 0LN

Erect 25 No. dwellings with garages, form vehicular access (with variation of condition 2 of planning permission 2/2018/1240/FUL to amend the approved plans in relation to Plots 19, 20 & 21)

Members OBJECTED to this application as this has considerably changed from the original application, in that the properties of close neighbours would now be overlooked from the development gardens of the new properties. Councillors requested that this application be put back to the Planning Committee.

10. Financial matters

a. Payments for authorisation

There were **3 payments (PV's 52-54)**, amounting to **£ 824.91**, that were authorised and approved for payment.

11. Conservation Area Appraisal

This matter was deferred to the next meeting.

12. Discussion of landlord's consent for change of security to front gates of the Sports Ground

Councillors acknowledged, and thanked, the trustees for the provision of information relating to the Sport's Club's GDPR and Emergency Access Procedures that had been requested ahead of the October Council Meeting.

Further to the statement made at agenda item 6, the remaining Sports Club Trustee was asked on their thoughts and, specifically, an explanation of how the Sports Club's interpretation of the lease had changed from 2021 when they were confident that the council was jointly responsible for the gate lock.

As the trustee was no not aware of all the background information, it was agreed that the best way ahead was to facilitate a meeting of the trustees and members of the Parish Council to establish a mutually agreed position.

13. Application for s106 funding from Milborne Sports Club v2

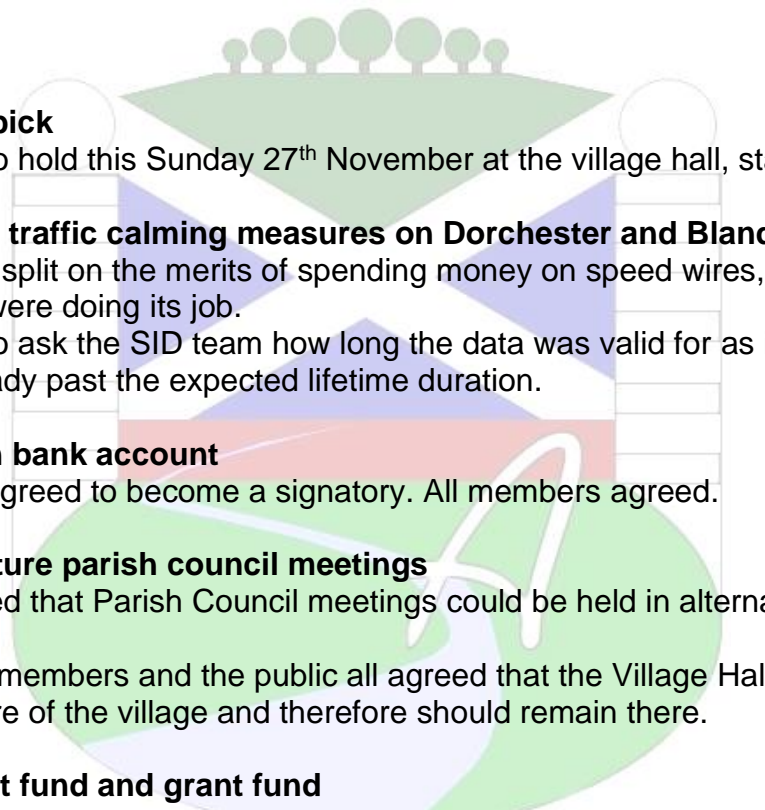
This matter was deferred to the next meeting.

14. Application for s106 funding from Allotments Association

At this point Cllr Stephens declared an interest as a plot holder.
This application was unanimously supported.

15. Discussion on next steps on Community consultation on s106 spending

Cllr Macleod was keen to establish a whole village input, prior to setting up a steering group with a view to a formal consultation.
It was felt that March would be a good time to start this process.

- 
- 16. Autumn litter pick**
It was agreed to hold this Sunday 27th November at the village hall, starting at 11am.
- 17. Discussion on traffic calming measures on Dorchester and Blandford Hill**
Members were split on the merits of spending money on speed wires, when as stated the VAS machine were doing its job.
It was agreed to ask the SID team how long the data was valid for as it was noted that the VAS were already past the expected lifetime duration.
- 18. Signatories on bank account**
Cllr Stephens agreed to become a signatory. All members agreed.
- 19. Location of future parish council meetings**
It was suggested that Parish Council meetings could be held in alternation venues around the village.
However, both members and the public all agreed that the Village Hall was a known entity and in the centre of the village and therefore should remain there.
- 20. Future of asset fund and grant fund**
It was agreed to merge these pots as one community pot, with application treated on merit as and when received.
- 21. Public participation (items not on the agenda) – for discussion only**
Mr Frost confirmed receipt from Dorset Council s106 funds for the solar panels and extension to the car park. He has also received positive feedback from EV charging team for rural areas of Dorset Council regarding installation of charging points at the village hall.

It was requested that the Parish Council email address is included in the Reporter.

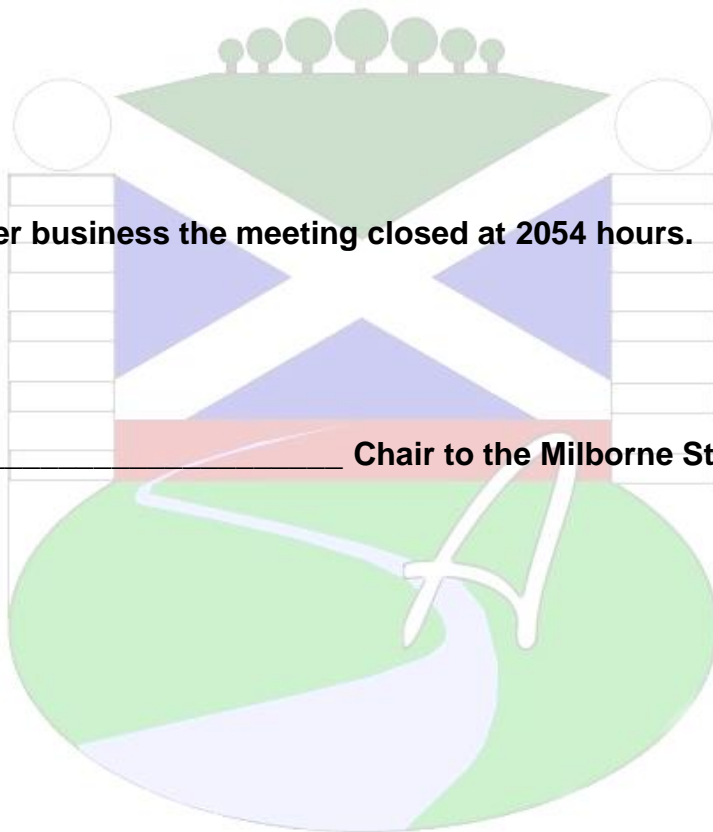
Two members of the public expressed concerns that their children had been actively discouraged with regards to playing on the top pitch at the Sports Club.
- 22. Draft precept discussion**
Councillors were content with the draft budget. It was requested that any additional payments could be met from specific reserves to keep the Precept cost neutral.
- 23. That the public and press be excluded from the meeting for agenda items 24 as it contains exempt information as defined in Paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972 (as amended)**
This motion was passed as it involved personal staffing matters.
- 24. Pension facilitation for staff from 01 April 2023**
It was agreed to offer staff the opportunity to join the Dorset Council Local Government Pension scheme – if eligible.
- 25. Items for the next meeting**
Conservation Area Appraisal
Outcomes from letter to Cllr Flower
Sports Club S106 Application
Homefield pavements
Setting the budget and Precept
- 26. Date of next meeting**

04th January 2023
Milborne St Andrew Village Hall at 7pm

There being no further business the meeting closed at 2054 hours.

Richard Macnair

Chair to the Milborne St Andrew Parish Council



Clerks Report – January 2023

Update from the previous meeting

1. Letter sent to Cllr Spencer Flower on 24th November 22
2. Meeting held with trustees of Sports Club on 28th November 22
3. Litter pick cancellation
4. Speed wire update -

Correspondence

1. New external auditor
2. Complaint from resident regarding 'ugly' safety barriers on the Causeway
3. Letter from Sports Club regarding joint ownership of drive
4. Residents concerns at Crown house
5. Dorset Council costing new gates

Other Matters

1. Contacted Dorset Council for quotes to railings on the Causeway
2. Installation of new litter bin

Milborne St Andrew Parish Council Payments 2223																			22/12/2022	
Date	Payee Details	Item	PV	Chq no	Amount	Wages	Expenses	Administration	Insurance	Hall Hire	Pro fees	Community Fund	Community Asset	Defibrillator Fund	Training	Grants	Green Spaces	VAT	Reserves	Total
04/05/2022	Dorset Council	Speed Wires	1	661	300.00													50.00	250.00	300.00
04/05/2022	Alison Clothier	NP Work	2	662	1,815.80														1815.80	1815.80
04/05/2022	Wayne Lewin	2021-22 Pay Award	3	663	60.10														60.10	60.10
04/05/2022	Sue Gould	NP expenses	4	664	48.97													8.16	40.81	48.97
04/05/2022	Groundwork UK	Return of U/S grant	5	665	50.54														50.54	50.54
04/05/2022	Amazon	MJJ Flags and Games	6	VISA	32.76													5.46	27.30	32.76
04/05/2022	Bunting Warehouse	MJJ Bunting	7	VISA	332.88													55.48	277.40	332.88
04/05/2022	Vista Print (AS)	MJJ Posters	8	666	39.91													6.65	33.26	39.91
04/05/2022	Royal British Legion	Jubilee Plaque	9	VISA	154.99													25.83	129.16	154.99
04/05/2022	Wayne Lewin	Wages Apr 22	10	667	398.83	388.83	10.00													398.83
04/05/2022	Tophies plus Medals	MJJ Gifts	11	VISA	54.99													9.17	45.82	54.99
04/05/2022	Ebay	MJJ Signs	12	VISA	43.32													7.22	36.10	43.32
04/05/2022	WH Smith	MJJ Prizes	13	VISA	100.00														100.00	100.00
04/05/2022	MP Gardening	Grass Cutting Contract	14	668	983.00												983.00			983.00
04/05/2022	Morelock Ltd	Purchase of SID	15	VISA	2,994.00													499.00	2495.00	2994.00
04/05/2022	DAPTC	Training Course	16	669	25.00										25.00				800.00	800.00
04/05/2022	The Few	MJJ Band	17	670	800.00															800.00
04/05/2022	Vista Print (AS)	MJJ Banner	18	671	57.89													9.65	48.24	57.89
04/05/2022	Post Office	Stamps	19	VISA	5.44			5.44												5.44
04/05/2022	Geosphere Ltd	NP online mapping	20	672	120.00						100.00							20.00		120.00
01/06/2022	Mail Order Trees	Jubilee Tree	21	VISA	62.94													10.50	52.44	62.94
01/06/2022	MSA Village Hall	AVM refreshments	22	673	40.00							40.00								40.00
01/06/2022	Wayne Lewin	Wages May 22	23	674	398.83	388.83	10.00													398.83
01/06/2022	Alison Clothier	Reissue Cheque 662	24	675	0.00															0.00
01/06/2022	Hiscock	Insurance	25	676	428.46				428.46											428.46
01/06/2022	DAPTC	Annual Subscriptions	26	677	441.02			39.00			402.02									441.02
01/06/2022	Trophiesplusmedals	MJJ Football medals	27	VISA	44.35													7.39	36.96	44.35
01/06/2022	JP Consultants	Internal Audit	28	678	70.00						70.00									70.00
01/06/2022	Amazon	MJJ stakes	29	VISA	26.23													4.37	21.86	26.23
01/06/2022	Amazon	MJJ Ice packs	30	VISA	35.76													5.96	29.80	35.76
01/06/2022	BrownBearIronWorks	Tree guard	31	679	218.25														218.25	218.25
01/06/2022	Trophy Pet Foods	Compost	32	VISA	8.90													1.48	7.42	8.90
01/06/2022	Amazon	PRIME	33	VISA	0.99														0.99	0.99
01/06/2022	PC World	MJJ Ink Cartridge	34	VISA	30.99													5.16	25.83	30.99
30/06/2022	HMRC	PAYE	35	VISA	306.80	291.60		0.18											15.02	306.80
06/07/2022	Wayne Lewin	Wages June 22	36	680	436.13	388.83	10.00				27.00				10.30					436.13
06/07/2022	Grays Stores	MJJ Thank You's	37	VISA	44.15													7.36	36.79	44.15
06/07/2022	Makro (AS)	MJJ Toiletries	38	681	35.47													5.91	29.56	35.47
06/07/2022	Dorset Council	Solar panels for SID	39	682	486.00													81.00	405.00	486.00
06/07/2022	MP Gardening	Grass Cutting Contract	40	683	983.00												983.00			983.00
06/07/2022	Wayne Lewin	Wages July 22	41	684	398.83	388.83	10.00													398.83
06/07/2022	Milborne St Andrew FS	Community donation	42	685	200.00														200.00	200.00
07/09/2022	ICO	Data protection fee	43	DD	35.00			35.00												35.00
07/09/2022	Dorset Council	SID post installation	44	686	820.80													136.80	684.00	820.80
07/09/2022	Wayne Lewin	Wages August 22	45	687	398.83	388.83	10.00													398.83
07/09/2022	Dorset Council	Installation of new bin	46	688	406.84								356.84				50.00			406.84
05/10/2022	Wayne Lewin	Wages September 22	47	689	398.83	388.83	10.00													398.83
05/10/2022	Elite Playgrounds	Inspection	48	690	48.00							40.00						8.00		48.00
05/10/2022	MSA Village Hall	Hall Hire	49	691	129.50					129.50										129.50
05/10/2022	HMRC	PAYE	50	VISA	291.77	291.60		0.17												291.77
05/10/2022	MP Gardening	Grass Cutting Contract	51	692	983.00												983.00			983.00
02/11/2022	Wayne Lewin	Wages October 22	52	693	398.83	388.83	10.00													398.83
02/11/2022	Royal British Legion	Wreath	53	VISA	27.25							27.25								27.25
02/11/2022	Wayne Lewin	Wages November 22	54	694	398.83	388.83	10.00													398.83
04/01/2023	MSA Village Hall	Remembrance Drinks	55	695	37.00							37.00								37.00
04/01/2023	Wayne Lewin	Wages December 22	56	696	398.87	388.87	10.00													398.87
04/01/2023	Wayne Lewin	Pay arrears 22/23	57	697	249.62															249.62
04/01/2023	HMRC	PAYE	58	VISA	354.01	354.01														354.01
04/01/2023	DAPTC	Councillors Course	59	698	49.00										49.00					49.00
04/01/2023	Community Heartbeat	Defibrillator checks	60	699	486.00									405.00				81.00		486.00
04/01/2023	MP Gardening	Grass Cutting Contract	61	700	983.00												983.00			983.00
	Totals				20,010.50	4,686.34	90.00	79.79	428.46	129.50	599.02	144.25	356.84	405.00	84.30	0.00	3,982.00	1,051.55	7,973.45	20010.50

MILBORNE ST ANDREW PARISH COUNCIL

RECONCILIATION FOR THE YEAR 2022-23

A		E		CURRENT BALANCE	
OPENING BALANCE		UNPRESENTED CHEQUES		OPENING BALANCE	21262.64
Carried forward	21262.64	PV	AMOUNT	PLUS INCOME	15183.27
01-Apr-22		55	37.00		
TOTAL	21262.64	56	398.87	LESS EXPENDITURE	20010.50
		57	249.62		
		58	354.01	TOTAL	16435.41
B		59	49.00		
BANK DETAILS		60	486.00		
BANK ACCOUNT	BALANCE	61	983.00	CUMULATIVE BALANCE	
Lloyds Current	18992.91			TOTAL BANK BALANCES	18992.91
				LESS U/P CHEQUES	2557.50
TOTAL	18992.91			TOTAL	16435.41
C					0.00
INCOME					
INCOME	AMOUNT			INCOME	15183.27
See Receipts Ledger				EXPENDITURE	20010.50
TOTAL	15183.27			TOTAL	-4827.23
EXPENDITURE	AMOUNT				
See Payments Ledger					
TOTAL	20010.50				
		TOTAL	2557.50		

RECONCILIATION

Milborne St Andrew Parish Council					
	Receipts	Current	Budget	Percentage	Difference
		£	£		
	Precept	13,150.00	13,150	100.00	0.00
	Rent	236.50	307	77.04	70.50
	Grants	1,423.29	512	278.06	-911.42
	VAT	373.48	373	100.00	0.00
	Total Receipts	15,183.27	14,342	105.86	-840.92
	Payments	£	£		
LGA 1972 s112	Salaries	4,686.34	6000.00	78.11	1313.66
	Expenses	90.00	130.00	69.23	40.00
LGA 1972 s111	Administration	79.79	120.00	66.49	40.21
	Insurance	428.46	430.00	99.64	1.54
	Hall Hire	129.50	120.00	107.92	-9.50
LGA 1972 s111	Professional Fees	599.02	610.00	98.20	10.98
	Community Fund	144.25	500.00	28.85	355.75
	Community Asset Fund	356.84	600.00	59.47	243.16
LGA 1972 s137	Defibrillator Fund	405.00	420.00	96.43	15.00
PCA 1957 Section 3	Training	84.30	120.00	70.25	35.70
LGA 1972 s137	Grants	0.00	400.00	0.00	400.00
	Green Spaces	2,999.00	4112.00	72.93	1113.00
		10,002.50			
	VAT	1,051.55	0.00		
	Reserves	7,973.45	0.00		
	Total Payments	19,027.50	13,150.00	76.06	3,252.50

23-24

6800.00

200.00

200.00

500.00

200.00

650.00

200.00

200.00

450.00

150.00

400.00

4000.00

13950.00

RESERVES as at 31st December 2022

Current account

17418.41

Obelisk Fund

2426.00

Conservation Area Appraisal Fund

450.00

Defibrillator Fund

1022.00

Community Assets Fund

2047.85

Community Fund

811.76

Green Spaces Fund

1750.00

Annual Operating Costs

3287.50

General Reserve

5623.30

1,051.55

6674.85

General Reserve Guidance

Between 25 - 75 % of Precept

£ 3287.50 - £ 9862.50

**MILBORNE ST ANDREW
SPORTS CLUB***Registered Charity No. 1091790*

Wayne Lewin
Clerk to the Council
Milborne St Andrew Parish Council

Richard Lock
Chair of Trustees
16 Huntley Down
Milborne St Andrew
Dorset
DT11 0LN

21st December 2022

Dear Wayne,

Application for 106 Funding – Milborne Sports Club – Facilitation of Access

I refer to the recent joint meeting of the Sports Club Trustees and the Parish Councillors when the suggestion was made that the Council would be *'Minded to Support'* a proposal whereby the Sports Club (MSASC) took on the sole financial responsibility for upkeep and replacement of the main gates including the security arrangements.

This specific matter was discussed at a trustees meeting held on 14th December with the benefit of written legal opinion on the terms of the lease. It was agreed that the maintenance and repair of the main gates and the security arrangements is best served if incorporated into the "fully repairing and renewal" requirement of the lease as suggested.

The sole financial responsibility would then rest with the MSASC and it also avoids any duty of care ambiguities regarding the link between insurance and the need to secure the premise, the requirements relating to indemnities set out in the lease and the ability of the trustees to protect the Charity assets.

We trust that the matter can be resolved at the January Council meeting and that the Council is able to write to Andrew Galpin setting out that the MSASC is solely responsible for maintaining the security of site, including the maintenance and repair of the main gates.

The Dorset Council 106 team would then be able to continue with their evaluation of the Sports Club 106 grant application. Since the November Parish Council, MSASC has established with the Dorset 106 Team that without prejudging the application, it can remain in its present format consisting of two elements, namely: Maintenance and Facilitation of Access.

Our objective remains to improve the accessibility and inclusiveness of our local amenity for the enjoyment of ALL members of the community whilst enhancing and making the security arrangements fit for purpose and easily manageable.

Signed on behalf of and with the authority of the Trustees

Richard Lock

Milborne St Andrew Parish Council					
	Receipts	Current	Budget	Percentage	Difference
		£	£		
	Precept	13,150.00	13,150	100.00	0.00
	Rent	236.50	307	77.04	70.50
	Grants	1,423.29	512	278.06	-911.42
	VAT	373.48	373	100.00	0.00
	Total Receipts	15,183.27	14,342	105.86	-840.92
	Payments	£	£		
LGA 1972 s112	Salaries	4,686.34	6000.00	78.11	1313.66
	Pension		0.00		
	Expenses	90.00	130.00	69.23	40.00
LGA 1972 s111	Administration	79.79	120.00	66.49	40.21
	Insurance	428.46	430.00	99.64	1.54
	Hall Hire	129.50	120.00	107.92	-9.50
LGA 1972 s111	Professional Fees	599.02	610.00	98.20	10.98
	Community Fund	144.25	500.00	28.85	355.75
	Community Asset Fund	356.84	600.00	59.47	243.16
LGA 1972 s137	Defibrillator Fund	405.00	420.00	96.43	15.00
PCA 1957 Section 3	Training	84.30	120.00	70.25	35.70
LGA 1972 s137	Grants	0.00	400.00	0.00	400.00
	Green Spaces	3,982.00	4112.00	96.84	130.00
		10,985.50			
	VAT	1,051.55	0.00		
	Reserves	7,973.45	0.00		
	Total Payments	20,010.50	13,150.00	83.54	2,269.50

23-24

6800.00
680.00
200.00
200.00
500.00
200.00
650.00
200.00
200.00
450.00
200.00
400.00
4000.00

14680.00