

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

**HELD ON TUESDAY, NOVEMBER 21<sup>st</sup>, 2017 AT 7.30 P.M. IN THE VILLAGE HALL**

<b>1.</b>	<p><b>Present:</b> Chairman A. Jones, P. Blundell, D. Gardner, T. Loveless, S. Meads, Clerk J. Walsh-Quantick.</p> <p>In attendance: District Councillor Gould, County Councillor Penfold</p>	<b>Action</b>
	<p><b>Apologies for Absence:</b> A Tuffin</p>	
<b>2.</b>	<p><b>To Approve Minutes of the Meeting held on Tuesday, 19<sup>th</sup> September 2017.</b> The minutes of the meeting were approved and signed by the Chairman with no amendments having been circulated previously. Proposed by P. Blundell, seconded by T. Loveless.</p>	
<b>3.</b>	<p><b>Matters Arising Therefrom:</b></p> <p><b>Vacancy for Parish Councillor due to resignation of Liz Lyons and Co-option to fill the post of Lynne Coombe.</b> Sophie Meads has agreed to fill the position left by Lynne Coombes and was co-opted at the meeting for the vacancy of Parish Councillor – Proposed P. Blundell, Seconded A. Jones. Clerk to identify paperwork required to formalise this and to notify the elections officer of the co-option.</p> <p>The post for Liz Lyons has been advertised with a closure date of 29/11. At the time of the meeting there were no applicants or expression of interest. In line with standard procedure, WDDC will advise when co-option can take place.</p>	<p><b>Clk</b> Sent info to WDDC 07/12</p> <p><b>Form</b> emailed to SM</p> <p><b>Clk</b></p>
	<p><b>Highway Maintenance</b></p> <p>Following the site meeting arranged, P. Blundell sent a summary email to all councillors detailing the items seen and discussed. The surveyor has reviewed the drains and cannot identify any faults present however it is not currently possible to lift the gratings to complete a thorough clean. The council will remain responsible for cleaning gully's 2 x per annum, any other clearing work required will need to be arranged and paid for by the Parish Council unless a fault is identified. This needs to be considered within the precept.</p> <p>T. Loveless raised that the gratings could be removed and Cllr. Penfold will discuss the removal of these with Paul Thatcher and feedback. Clerk to report at next meeting.</p> <p>The hedge at Cornford Bridge has been cut back improving visibility.</p>	<b>Clk</b>
	<p><b>Motorbike Noise at Caundle Wake</b> No further complaints have been received and it was agreed at the meeting to remove this from the agenda unless further contact is made.</p>	
	<p><b>'Little Thatch'. Request to purchase a strip of land at the rear of the cottage; part of the new cemetery.</b></p>	

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	No further contact has been received and it was agreed at the meeting to remove this from the agenda unless a further request is made.	
<b>4.</b>	<p><b>Lions Club Half Marathon and Fun Run</b></p> <p>The meeting was attended by Innes and Ian representing the Lions Club who confirmed the following: -</p> <ul style="list-style-type: none"> <li>• Advertising will be organised by the Lions Club a minimum of 1 week prior to the event.</li> <li>• The Social Club will be contacted by the Lions Club regarding the car park facilities.</li> <li>• The Lions Club will donate as per normal to the various groups supported locally.</li> <li>• T. Loveless will be contacted to open the gates.</li> <li>• The Lions Club confirmed that the Parish Council are able to place a request for funding should a suitable project be identified, this may include the play area equipment.</li> <li>• P. Blundell will speak with the shop manager regarding the advertising of its Sunday opening to the competitors and spectators.</li> </ul>	<b>P.B.</b>
<b>5.</b>	<p><b>Precept Setting</b></p> <p>The finalised Precept figure needs to be submitted before 31/01/18. It was agreed that a separate meeting is needed to discuss this and is arranged for 07/12/17. Basic information from the 2017 Precept setting is on file and from this a summary budget proposal has been generated by the clerk.</p> <p>Clerk to book the hall and to review the draft proposal of finances generated for this meeting.</p>	<b>Clk Completed</b>
<b>6.</b>	<p><b>Replacement Printer</b></p> <p>Options discussed in the meeting included the following: -</p> <ul style="list-style-type: none"> <li>• Cannon printer recommended by the current IT supplier (see email)</li> <li>• Laser printer – relatively cheap for the printer but the drum cartridges are expensive, unable to scan. A colour model will increase costs.</li> <li>• Epson ET 2600, basic refillable ink model currently on sale, ink refill bottles are around £9.99 each. Able to scan and copy.</li> </ul> <p>The Epson model was agreed to be most suited and purchase agreed up to a maximum of £150. Proposed by D. Gardner, seconded by P. Blundell.</p>	<b>Clk Purchased 20/12</b>
<b>7.</b>	<p><b>Emergency Plan</b></p> <p>The current plan had been circulated prior to the meeting and reviewed. Amendments required were discussed and the plan will be updated prior to the next meeting.</p>	<b>Clk</b>
<b>8.</b>	<p><b>Churchyard Tree Cutting</b></p> <p>A request for assistance with funding was received from Barry Williams (P.C.C. Treasurer) for some essential work required to several trees within the church yard. The estimated cost for the works is approximately £1500.</p>	



	<p>It was discussed that the Parish Council are not currently in a financial position to be able to give financial assistance with this and that the P.C.C. would need to contact the local council to ask for financial help. If not already considered the P.C.C. need to identify if there are preservation orders on any of the trees affected as the land is in a conservation area. Clerk to contact the P.C.C.</p> <p>Voluntary work has been offered in the village however there would need to be generation of Risk Assessments, Method Statements and Certification for equipment and users amongst other requirements, so this is unlikely to be a viable option.</p>	<p><b>Clk</b> Completed 20/12</p>
<b>9.</b>	<p><b>Village Gates</b></p> <p>An email was received from Jacs UK Ltd. who supply the white gates seen at the entrance to many villages. It was discussed if these would be an asset to the village and agreed that there is not currently a need for them. Proposed by T. Loveless, seconded by D. Gardner.</p>	
<b>10.</b>	<p><b>Play area - Maintenance and Repairs.</b></p> <p>Bark will be supplied free of charge within the next 3 weeks, fuel costs of delivery will need to be covered. Once the bark has been laid a ROSPA inspection will be required. The next official inspection is due in April.</p> <p>A link has been sent for an eligibility questionnaire for Bags of Hope, Clerk to complete this and feedback.</p> <p>T. Loveless and D. Gardner have offered to buy Round Up for the area which was agreed in the meeting, Proposed by A. Jones, seconded by D. Gardner.</p> <p>A tyre is required, the garage will be approached to identify if they will be able to help with this.</p> <p>As per the previous meeting, the councillors agreed there is a need for equipment suitable for older children which would prevent damage by older children playing on the equipment designed for younger children.</p>	<p><b>Clk</b></p> <p><b>T.L. / D.G</b> Completed</p> <p><b>D.G</b></p>
<b>11.</b>	<p><b>Noticeboard</b></p> <p>P. Blundell has generated a noticeboard design which has been reviewed by D. Gardner. Quotes for materials have been requested by P. Blundell from the wood yard in Hazelbury Brian (awaiting feedback) and from Martock sawmill who have quoted £200 for the oak needed. D. Gardner will look at the cost of the glass or similar material, lead flashing was suggested for the top of the noticeboard when it is attached to the shop to prevent water ingress at the rear of the noticeboard.</p> <p>An overall estimate of £500 has been given, this was proposed by A. Jones and seconded by S. Meads.</p> <p>All paperwork in the noticeboard has been replaced by the clerk, the majority has been laminated, it was suggested that documents should be added to the website by the Clerk.</p>	<p><b>P.B. / D.G</b></p> <p><b>Clk</b></p>
<b>12.</b>	<p><b>Signage (Dogs)</b></p> <p>Signs have been received and D. Gardner has offered to put these up within the village. The ones previously ordered for the playing field are no longer relevant as the football club no</p>	<p><b>Clk</b> Email sent</p>

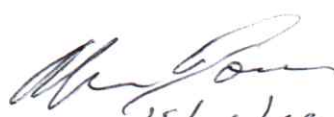
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	<p>longer play here and replacement 'Clean Up After Your Dog' signs were requested to be ordered by the Clerk.</p> <p>There are 2 dog poo bins in the playing fields.</p>																																					
<b>13.</b>	<p><b>Playing Field Hedge Trimming</b></p> <p>All hedge trimming has been completed by Mr. Bennett including the hedge at 'Windy Ridge' adjacent to the playing field. The stretch behind the bus shelter and next to the play area entrance are inaccessible by the tractor and M. Moore is to be contacted by the clerk to identify if he can assist with this (see also point 14).</p>	<p><b>Clk</b> Email sent 07/12</p>																																				
<b>14.</b>	<p><b>Cemetery Hedge Laying</b></p> <p>22/10 – P. Blundell visited the cemetery, he confirmed that the tree branches in question were above head height, the shrub was at hedge height and brambles were overgrowing on the opposite side of the entrance.</p> <p>09/11 – Clerk visit confirmed that there was no obstruction seen at the entry but that the hedge was overgrown and needed attention.</p> <p>It is not possible for Mr. Bennett to reach the hedge using the tractor. Clerk to contact M. Moore to ask if he would be interested in completing this work and for an approximate quote (which would also include the small amount of hedge cutting needed in the play area. Once a reply is received D. Gardner has offered to show M. Moore the exact work needed.</p> <p>WDDC were approached to ask about the costs of hedge cutting and cutting removal in the new cemetery area but have responded that they are unable to assist with this.</p> <p>Mr. Kellaway has been approached regarding possible hedge laying in this area but currently the hedge is not thick enough or established enough for this.</p>	<p><b>Clk</b> Email sent 07/12</p>																																				
<b>15</b>	<p><b>Finance</b></p> <p style="text-align: center;"><b><u>STATE OF FINANCES AS AT 21.11.2017</u></b></p> <table border="1"> <tr> <td>CURRENT ACCOUNT</td><td>4797.98</td><td></td></tr> <tr> <td>DEPOSIT ACCOUNT</td><td>15281.20</td><td></td></tr> <tr> <td><b>TOTAL</b></td><td></td><td><b><u>20079.18</u></b></td></tr> <tr> <td>TENNIS MONIES</td><td>3324.45</td><td></td></tr> <tr> <td></td><td></td><td></td></tr> </table> <p style="text-align: center;"><b><u>CHEQUES APPROVED AND SIGNED BY THE CHAIRMAN SINCE THE LAST MEETING</u></b></p> <table border="1"> <tr> <td>001278</td><td>Mrs J. Walsh-Quantick PAYE to End September</td><td>32.40</td></tr> <tr> <td></td><td></td><td></td></tr> </table> <p style="text-align: center;"><b><u>CHEQUES TO APPROVE AT THE MEETING</u></b></p> <table border="1"> <tr> <td>001279</td><td>M Moore Grass Cutting November</td><td>£100.00</td></tr> <tr> <td>001280</td><td>M Moore Grass Cutting December</td><td>£100.00</td></tr> <tr> <td>001281</td><td>Cheque cancelled</td><td>£0.00</td></tr> <tr> <td>001282</td><td>Village Hall Rent (Meeting)</td><td>£16.00</td></tr> <tr> <td>001283</td><td>Mrs. J. Walsh-Quantick PAYE to End December</td><td>(Approx. £97.00)</td></tr> </table>	CURRENT ACCOUNT	4797.98		DEPOSIT ACCOUNT	15281.20		<b>TOTAL</b>		<b><u>20079.18</u></b>	TENNIS MONIES	3324.45					001278	Mrs J. Walsh-Quantick PAYE to End September	32.40				001279	M Moore Grass Cutting November	£100.00	001280	M Moore Grass Cutting December	£100.00	001281	Cheque cancelled	£0.00	001282	Village Hall Rent (Meeting)	£16.00	001283	Mrs. J. Walsh-Quantick PAYE to End December	(Approx. £97.00)	
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	<p>Proposed by: D. Gardner                      Seconded by: P. Blundell</p> <p>Barclays need an official mandate completed online before printing and signatures of relevant parties obtained. The branch is not able to assist (now a mobile unit), Clerk to re-visit the Bridgwater branch.</p> <p>Natwest have stated that digital access is possible for the account and provided the relevant forms for signature. Clerk to visit local Natwest to complete this.</p> <p>Following the meeting it was announced that the Natwest branch in Sherborne will be closing in 2018 and the account will be moving to Yeovil, account numbers and sort code will remain the same following the branch closure.</p>	<p>Clk</p> <p>Clk</p>												
	<p><b>Audit</b></p> <p>The annual audit was signed off with no issues raised by the external auditor.</p>													
<b>16.</b>	<p><b>Routine Correspondence</b></p> <p>Circulated e-mails since the last meeting in September</p> <p>18/09/2017 Dorset Police thefts of oil at Bradford Abbas and tools at North Wootton</p> <p>18/09/2017 Dorset Waste Partnership – Updated guide for councillors 2017</p> <p>18/09/2017 Government Consultations – Planning the right homes in the right places</p> <p>21/09/2017 New clerk contact details.</p> <p>22/09/2017 September 2017 CE circular</p> <p>25/09/2017 Rural services network update</p> <p>25/09/2017 Parish and town planning session – October event</p> <p>25/06/2017 DAPTC Motions from member councils for consideration at DAPTC 2017</p> <p>25/09/2017 Safewise – Road safety update</p> <p>27/09/2017 Scam alert – forwarded mail</p> <p>27/09/2017 Rural spotlight</p> <p>17/10/2017 Defibrillator information</p> <p>17/10/2017 Government Consultations – Planning the right homes in the right places (Update)</p> <p>22/10/2017 War memorial news</p> <p>22/10/2017 Neighbourhood Watch newsletter October edition</p> <p>22/10/2017 DCC Grit bins / dumpy bags</p> <p>22/10/2017 Village gates information</p> <p>22/10/2017 CE Circular AGM 2017</p> <p>22/10/2017 DAPTC E-newsletter</p> <p>26/10/2017 Parish Council Drain Services</p> <p>26/10/2017 DAPTC Annual Report 2016/17</p> <p>26/10/2017 Rural Vulnerability Service - Rural Broadband - October 2017</p> <p>26/10/2017 Weekly Email News Digest - Monday, 23 October, 2017</p> <p>05/11/2017 War Memorials News - 31st October 2017</p> <p>05/11/2017 Rural Opportunities Bulletin</p> <p>05/11/2017 RE: Churchyard Trees</p> <p>05/11/2017 Parish and Town Planning Session - October Event</p> <p>05/11/2017 Invite to AGM, News from Dorset CPRE and autumn edition of 'The Dorset Review'</p> <p>09/11/2017 Secretary of State for Communities and Local Government Announcement</p>													



	<p>09/11/2017 Emergency plan for review</p> <p>13/11/2017 CALL FOR NOMINATIONS - Direct Elections to NALC Smaller Councils' Committee</p> <p>13/11/2017 Chief Executives Circular – AGM News</p> <p>13/11/2017 Chief Executive Circular - No Government plans at the moment to cap precepts</p> <p>13/11/2017 Weekly Email News Digest - Monday, 13 November, 2017</p> <p>13/11/2017 Draft agenda for comments for meeting 21/11/17</p> <p>16/11/2017 Agenda for meeting 21/11/17</p> <p>20/11/2017 Notification of external auditor appointments for the 2017-18 financial year</p> <p>20/11/2017 Weekly Email News Digest - Monday, 20 November, 2017</p> <p>20/11/2017 IMPORTANT - Preparing your council for the General Data Processing Regulations (GDPR) due to come into force in May 2018.</p> <p>Clerks and Councils Direct Magazine</p> <p>NALC Magazine</p>	
<b>17</b>	<p><b>Matters for Further Discussion</b></p> <p>Signage in the village has been checked by the clerk for contact details. Currently it is just the play area sign that is affected, it was agreed that this would remain in place. The previous clerk happy to contact the new clerk if needed and S. Harris confirmed that no contact had been made over the past few years. The village hall website still has the old clerks details, Clerk will contact Colin West to amend this.</p> <p>Following the precept meeting on 07/12, a detailed financial statement will be circulated to all councillors for comment ready for the next parish council meeting.</p> <p>Training and accreditation for the council was briefly discussed and agreed to carry forward to the Precept Meeting in December.</p> <p>The Vice Chair position is now vacant following the resignation of L. Lyons, a vote on a replacement is scheduled for the January meeting.</p> <p>The new External Auditor has been confirmed as PKF Littlejohn LLP. More information on this is to follow from DAPTC, Clerk to forward once received.</p> <p>The updated general data processing regulations will be in force from May 2018. Clerk to review the regulations and establish if any further work is required.</p> <p>Sherborne Transport Action Group minutes were circulated and a request made for anyone who wishes to attend meetings to get in contact with them. S. Meads stated that there is not currently a bus that stops in the village although one passes through. Clerk to obtain a copy of the Sturminster Newton to Sherborne timetable and add to the website. There are some transport alternatives listed on the noticeboard, Clerk to add these to the parish council webpage (and other relevant documentation).</p> <p>Grit bins are owned by Magna Housing but the filling of these remains a parish council responsibility. Clerk to request for grit to be supplied.</p> <p>A report has been made that Bishops Caundle house has had some work on some Horse Chestnut trees completed and installed a gym. Clerk to contact the Tree Officer to identify if permission was granted and to identify the listed status of the house.</p>	<p><b>Clk</b> Email sent 19/11</p> <p><b>Clk</b> Completed</p> <p><b>Clk</b></p> <p><b>Clk</b> Actioned</p> <p><b>Clk</b></p> <p><b>Clk</b></p> <p><b>Clk</b> Requested 25/11</p> <p><b>Clk</b></p>



	<p>D. Gardner reported that many of the emails being sent from the parish council email address were going directly to his spam folder despite an add to the safe senders list. Clerk to check the email to see if there is any reason for this.</p> <p>The Manor Farm development is still under consideration. Councillor Gould will find out the current status of the application and feedback. A meeting with the Land Trust has taken place and feedback from this is awaited.</p> <p>S. Meads raised that there is an opportunity for the parish council to engage with the village and should something be arranged to support this. Further discussion is needed and this will carry forward to the January meeting.</p>	<p><b>Clk</b> Actioned 25/11</p> <p><b>R.G.</b></p> <p><b>All</b></p>
<b>18.</b>	<p><b>Time of Closure:</b> The meeting closed at 9.40p.m.</p>	
<b>19.</b>	<p><b>Date of Next Meeting:</b> There is no meeting in December Tuesday, January 16th, 2018 at 7.30 in the Village Hall</p>	

#### Future Meeting Dates

Tuesday, March 20th, 2018

Tuesday, May 15th, 2018

Tuesday, July 17th, 2018

Tuesday, September 18th, 2018

Tuesday, November 20th, 2018

*Mr. Gould*  
16/01/18