

**MINUTES OF A MEETING OF BISHOPS CAUNDLE PARISH COUNCIL
HELD ON TUESDAY, MARCH 21ST AT 7.30P.M. IN THE VILLAGE HALL**

Present: Vice-Chairman E. Dicker, P. Blundell, T. Loveless, A. Tuffin, Clerk S. Harris

In attendance: District Councillor R. Gould, 2 members of the public.

| | | |
|----|---|---|
| 1. | <p><u>TO RECEIVE APOLOGIES:</u> Apologies were received from A. Jones, L. Lyon, County Councillor M. Hall</p> | |
| 2. | <p><u>TO APPROVE MINUTES OF THE MEETINGS HELD ON JANUARY 17TH AND MARCH 6TH 2017</u> The minutes of both meetings were approved and signed, having been circulated previously.</p> | |
| 3. | <p><u>MATTERS ARISING THEREFROM:</u> BUS SERVICE: Cllr. Gould reported that the tendering process would be taking place in July so it was difficult to know specific details at present. Mr. Williams has been in touch with Cllr. Gould. HOLT LANE PROPERTY 'THE STABLES: Mr. Hitchcott to be contacted again about the situation and asked if an enforcement order has been served. LITTLE THATCH: The property has now been sold to a different owner, and the person who asked Mr. Jones about buying some land behind the cottage is aware of this. NOTICEBOARD: Clerk to obtain prices for boards with legs of an appropriate size; there is not likely to be room on the wall of the shop. PLANNING RESULT, LYNN COTTAGE: Reference WD/D/16/002473 This application has been granted. MANOR FARM: Response following meeting on March 6th submitted. A second request has been sent asking for water board comments and details of responsibilities for the open spaces. Cllr. Hall has followed up the suggestion to try and improve the visibility of the bend in Stoney Lane and clerk will follow this up by highlighting how busy the lane is as it is used as a route to Stalbridge and is the main route out of Stourton Caundle for school traffic and access to Sherborne. There appear to be objections from Transport Development Management about the visibility provisions onto Stoney Lane from the proposed development, details of the new footway where it meets the A3030, a link to the southern courtyard for pedestrians. They have requested details of carriageway widths and dimensions of the footways and margins and a swept path analysis for vehicle turning (from applicants.) CATS EYES: Cllr. Hall raised the matter of the missing cats eyes with Dorset Highways and Roland Skeats, Community Highways Team Leader replied to say 'although we will take a look at the state of the eyes through this section it is unlikely that they will be replaced in the short to medium term.'</p> | <p>Clk: see May M.A.</p> <p>Clk: see May Mins</p> <p>Clk Actioned 27.3.17</p> |
| 4. | <p><u>WEBSITE:</u> Mr. Dicker reported that the current website was just about meeting the minimum requirements. Set up cost was very low and the running cost was about £24 a year. Mr. Blundell said the website needs to be easy to use for uploading minutes etc., and would cost approximately £70 to set up and manage. The domain name cost approximately £10 per year. £150 was authorised at the meeting on 17.1.17 for the website. Agendas and signed minutes need to go back as far as 2015, as well as finance and audit information listed in the Transparency Requirements. Cllr. Dicker and Cllr. Blundell will exchange log ins etc.</p> | |

| | | |
|----|---|------|
| 5. | <p>PLAYAREA:</p> <p>Cllr. Loveless reported that Mr. Bingham wanted to have a site meeting to discuss what he was asked to price and repair as he does not want to renew part of the fence when other parts are not in good condition and would subsequently need replacing as well. This means no work has been done so far. An inspection is pending. Some posts on the equipment are also beginning to rot. Cllr. Dicker said the fence needs to be started as soon as possible as the work urgently needs to be done.</p> <p>Clerk to speak to Mr. Bingham about when he is intending to do the job. It was agreed to instruct Mr. Bingham to treat wood as agreed and then see what the inspector says.</p> <p>The padlock on the Giles Lane gate has had to be replaced as Magna needed to get into the field and clerk was unable to contact Cllr. Loveless for the code. New lock code is known by clerk and councillors. A small notice on the gate with a contact telephone number will be arranged.</p> <p>Cllr. Dicker said he was hoping more equipment for teenagers could be provided if funds could be raised. There was a need for someone to liaise with interested parents and obtain quotes. Some funds are available.</p> | Clk |
| 6. | <p>FOOTBALL/SOCIAL CLUB:</p> <p>Simon Goodfellow reported that the grass cutting was still being done. There has been no communication from the football club and members did not help at the half-marathon. The Social Club is active with skittles etc., and not intended to make money. Cllr. Dicker said it would be good to see repairs to the clubhouse building. Mr. Goodfellow said the Football Club should have done repairs and had the money to do it as well as for repairing the ruts in the playing field. Grass cutting donation would be £200 as agreed at the last meeting. Cllr. Tuffin will put some more hardcore in the pot hole in the car park.</p> <p>Any new teams will need to approach the Social Club and the Parish Council. Pitch fees should be disclosed. Nets are still in changing rooms and line marker thought to be in the shed. Cllr. Loveless and S. Goodfellow will investigate the security of the shed.</p> | |
| 7. | <p>ANNUAL REVIEWS:</p> <p>ASSET REGISTER: Cllr. Gould warned some assets might be taken away when the new unitary authorities start, so assets need to be properly listed. Values again need to be checked against comments made at the last audit and clerk will check with the Chairman when he returns. Also, to be checked is the correct ownership of the bier which is stored in the church at present; this may need to be added to the register.</p> <p>RISK ASSESSMENT:</p> <p>Reviewed and updated. Some changed identified need to be confirmed at the May meeting as well.</p> <p>EFFECTIVENESS OF INTERNAL CONTROL:</p> <p>It was agreed the money was carefully managed and reviewed at each meeting. Cllr. Dicker suggested showing the bank statements at each meeting.</p> | A.J. |

8.

STATE OF FINANCES AS AT 21.3.2017

Cheque no. 001223 for £1054.30 has now been banked and is included in the figures shown

| | | |
|------------------------|-----------------|-----------------|
| CURRENT ACCOUNT | 3626 25 | |
| DEPOSIT ACCOUNT | 15,279 92 | |
| TOTAL | | 18906 17 |
| TENNIS MONIES | 3324 45* | |
| | | |

- The internet statements were not available for January up to date and the balance does not appear to show the payment to Mr. Bennet of £180. Clerk to telephone bank as this should have gone through.

CHEQUES APPROVED AND SIGNED BY THE CHAIRMAN SINCE THE LAST MEETING

| | | |
|--------|-------------------|-------|
| 001237 | ICO Annual Charge | 35 00 |
|--------|-------------------|-------|

CHEQUES TO APPROVE AT THE MEETING

| | | |
|--------|---|--------|
| 001238 | Sherborne Castle Estates Playing Field Rent to 24/3/2018 | 25 00 |
| 001239 | M. Moore – grass cutting for March | 100 00 |
| 001240 | S. Harris – clerk salary 3 rd quarter + expenses | 617 69 |
| 001241 | HMRC re clerk's PAYE | 131 00 |
| 001242 | Village Hall Rent for 2 March meetings and May 2016 | 48 00 |
| 001243 | T. Loveless - padlock | 20 99 |
| 001244 | Social Club for grass cutting | 200 00 |
| 001245 | M. Moore- Hedge cutting in cemetery | 100 00 |
| 001246 | S. Harris re mocrsoft 365 subs | 59 99 |

Proposed by: T. Loveless

Seconded by: P. Blundell

APPOINT INTERNAL AUDITOR:

The Clerk confirmed that Mr. Ladd had kindly agreed to undertake the internal audit again.

TRAINING FOR COUNCILLORS:

Mr. Blundell has asked to go to two training sessions for new councillors. These have been booked to avoid missing the places and the Parish Council will be invoiced in due course. New mileage figures need to be obtained.

NEW BANK SIGNATORY: A new signatory is desirable for both bank accounts and Barclays urgently needs one as Mr. Jones is the only one at present. Clerk to obtain mandate. Mr. Goodfellow left the meeting at 8.30p.m.

Clk
Actioned
28.3.17

Clk

Clk

9.

CIRCULATED CORRESPONDENCE:

Correspondence for meeting 21.3.2017

e-mails circulated to councillors

Malcom Lane and Company Ltd re noticeboards

| | | |
|-----|--|---|
| | <p>2.03.17 Dorset Police re doorstep visits in Sherborne 9.03.16 Dorset Police - Silent 999 call protocol 10.3.17 Broadband Campaign 13.3.17 Dorset Police - Rural Crime Contact Numbers 15.3.17 DAPTC NALC Chairman's Newsletter 19.3.17 DAPTC Shaping the future Census in WDDC 19.3.17 Draft Police and Crime Plan 2017 – 2021 Printed and available for information DAPTC S137 for 2017/18 22.2.17 Future Dorset proposals for the re-organisation of local government 15.3.17 DAPTC re Local Access Forum Definitive Map Highways Sharepoint webpage* CLERK TRYING TO SET THIS UP WITH A PASSWORD There has been a great deal of e-mailed correspondence between the parishes about making decisions between meetings with numerous opinions expressed. Post Agenda for STAG 2nd March 2016 Minutes for STAG 2nd March 2016 Pensions Regulator information for Clerk's attention deadline 1.4.17 Hags Play Wickstead play equipment Clerks and Councils Direct Magazine 14.2.17 SSE Re Replacement of 6 lighting columns in Church Green 21.3.2017 L from Clerk</p> <p>Cllr. Hall reported surface dressing plans for April-August 2017 for Beer Lane, Holt Lane, Milburn Lane, Back Lane, Ryalls Lane, Pound Lane, Brown Street and Giles Lane.</p> | |
| 10. | <p>MATTERS FOR FURTHER DISCUSSION/NEXT AGENDA: Mr. Dean Gardner attended the meeting and would be interested in becoming a councillor. He will be co-opted at the next meeting. The clerk had sent a letter with notice of resignation due to personal circumstances and an advertisement will be drafted and placed in the BVM as soon as possible. Clerk will continue until a new clerk has been appointed. Blocked drains to be reported opposite village hall and on corner of Holt Lane/Curtis Court on A3030. Mr. Gardner reported water overflowing past the Old Forge during heavy rain and it is hoped the new drainage systems at the Manor Farm development will alleviate this problem.</p> <p>Mr. Tuffin gave a vote of thanks to Mr. Dicker for 15 years of loyal service as both clerk and councillor. He will be much missed when he moves away from the village.</p> | <p>Clk Ref: 1075016 1075024</p> |
| 11. | TIME OF CLOSURE: 9.20P.M. | |
| 12. | DATE OF NEXT MEETING – TUESDAY, MAY 16TH 2017. THIS WILL BE THE A.G.M. AND THE ANNUAL PARISH MEETING. | |