

FOLKE PARISH COUNCIL

Minutes of the Parish Council Meeting Held on Wednesday, 17th May 2023 at 7.00pm in Alweston Village Hall

Present:

Cllr D.Crothers, Cllr D Cuff, Cllr A.Harris, Cllr M.Lugg, Cllr T.Rolls, Cllr S.Adams

In attendance:

Parish Clerk, Joanna Ramsay

Chair's Welcome

Chair welcomed all to the meeting.

The Annual Parish Meeting

23.01 Public Discussion Period (30 minutes)

None present.

23.02 Chair's Report (*circulated in advance*)

Chair read aloud his report on the year and thanked the Councillors for their assistance over the year and welcomed the new Clerk.

The Annual Meeting

23.03 To appoint a Chair and Declaration of Acceptance of Office

Cllr David Crothers was nominated to be Chair by Cllr Cuff, seconded by Cllr Lugg.
ALL IN FAVOUR.

23.04 To appoint a Vice Chair

Cllr David Cuff was nominated to be Vice Chair by Cllr Crothers, seconded by Cllr Rolls. ALL IN FAVOUR.

23.05 To receive and accept apologies for absence

Apologies were received and accepted from Cllr Scrivener.

23.06 Declarations of pecuniary and other interests in relation to the agenda

None were declared.

23.07 To adopt the Standing Orders for the Council

Chair advised that last year's Standing Orders would remain in place for now, until the draft NALC orders have been reviewed to fit with the Parish Council, for next agenda.

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23.08 To confirm frequency of Full Council meetings and meeting dates

It was agreed to hold six a year, bi-monthly. They are generally to be held on the second working Wednesday of the month in January, March, May, July, September and November. All starting at 1900 hours. The next meeting being the 12th July 2023.

23.09 To agree the Code of Conduct for Councillors (annual) (*circulated in advance*)

Clerk advised that this Code of Conduct is an agreed version which has been approved for use by both Dorset Council and BCP Council. AGREED – ALL IN FAVOUR

23.10 To appoint a DAPTC representative

Cllr David Crothers, as Chair, was nominated to be DAPTC representative. ALL IN FAVOUR.

Financial Matters:

23.11 To appoint a Responsible Finance Officer

Mrs Joanna Ramsay was nominated to be Responsible Finance Officer by the Parish Council. ALL IN FAVOUR.

23.12 To appoint an internal auditor

Ms Jane Stacey was appointed as internal auditor. Clerk explained her background and that she had already completed the internal audit in relation to the Annual Governance & Accountability Return (AGAR) for 2022/23.

23.13 To approve the Annual Governance & Accountability Return (AGAR) for 2022/23.

The AGAR had been circulated prior to the meeting for review, it was approved. ALL IN FAVOUR.

23.14 To agree to self certify as an exempt council under the AGAR

Clerk explained what this meant and as FPC are under the £25,000 threshold, the Parish Council can self certify itself as exempt from external auditing, provided all documents are put onto the website for transparency. This was approved. ALL IN FAVOUR.

23.15 To approve the Financial Regulations and Risk Assessment Review (*circulated in advance*)

Chair advised that last year's Financial Regulations would remain in place for now, until the draft regulations have been reviewed to fit with the Parish Council, for the next agenda. Clerk advised that the old risk assessment document was not fit for purpose anymore as it is aligned to an old insurance policy. Clerk circulated another version prior to the meeting, but it is felt that this is not good enough either. **Action:** Clerk to merge the two documents.

Full Council

23.16 To agree the minutes of the previous meeting on 15th March 2023 are a true and accurate record

The minutes were agreed and signed as a true and accurate record of the meeting.

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23.17 Issues arising from the last meeting – Clerks Report

- Nothing specific to report this time, it will be covered under item 23.22. Clerk advised that Chris Loder MP had intended to come to the meeting but was sitting in Parliament that day.

23.18 To receive a report from Dorset Council

Cllr Legg was not in attendance at this meeting.

23.19 To receive reports from Councillors attending meetings on behalf of the Parish Council

None to report.

23.20 To receive a finance report and to agree action in response to proposals and payment approvals

Councillors noted the below payments made under delegated powers by bank transfer out of Council:

FROM FINANCIAL YEAR 22/23:

17/03/2023	Simon Williams	Fencing and Railings work	£1,910.00
17/03/2023	R J Cutler	Wood Chip for play area	£150.00
17/03/2023	HAGS-SMP Ltd	New seat for play equipment	£120.00
17/03/2023	DAPTC	Training Event	£75.00

FROM FINANCIAL YEAR 23/24:

03/04/2023	Microsoft	O365 Subscription Fee	£11.28
05/04/2023	DAPTC	Annual Subscription Fee 23/24	£189.71
12/04/2023	HMRC	PAYE for Qtr 4 (Jan to March 2023)	£94.00
25/04/2023	Jane Stacey	Internal Auditor Fee	£85.75
03/05/2023	Microsoft	O365 Subscription Fee	£11.28

Payments to be sanctioned:

05/05/2023	Clerk	Clerk Expenses	£26.10
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Clerk requested that the above payments as listed be sanctioned. ALL IN FAVOUR.

23.21 To determine a response to any planning applications received as listed below:

- Applications received have been for information only, although comments can be raised by Parish Councils if felt appropriate

Chair stated that there had been some agricultural planning applications put in, but these were for information only.

23.22 To receive an update on Playground Inspection and Maintenance

- Lease on playing field
Chair raised that a letter had been sent from Porter Dodson Solicitors which was circulated with the agenda. So far there has been no response from Ian Carrington. It had

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been questioned whether we are able to approach the Castles estate to circumvent the issue of the land ownership, but this is not possible. Mr Ian Carrington is the trustee of the playing field and has responsibility for the land.

- Insurance/Legal Position Update

Clerk explained that on contacting the insurance company, because the playing field is not declared on the Parish Council asset register it is not currently insured by the Council. The insurance company has suggested that no further work should be done on the land as it does not belong to the Council. And because we do not own the land we are not liable for it. Cllr Adams suggested that it could be possible to insure the land even if we do not own it. Clerk stated that the Council's insurance policy is up for renewal in June and perhaps we need to investigate this option as part of that renewal. **Action: Clerk to get insurance quotes.**

- Rabbits on the Field

Chair reported that he had been informed that there were rabbits on the playing field and had been approached to see if we would allow removal of those rabbits. A brief discussion was had about the holes around the field, the ones in the hedges could be more likely to be badgers. Nature will take its course eventually, so it was agreed nothing to be done. Chair raised that there is a metal post sticking up in the field over by the Leylandii quadrant, probably a remnant. Agreed this should be cut off.

- Storage of broken fence and rubbish in the hut
Not discussed.

23.23 To receive an update on the Munden's Lane flooding

Cllr Lugg stated that in 2001, Dorset Council were written to in relation to Old School Close flooding, which was looked into at the time but nothing happened between 2001 and 2014. In 2014, a Councillor wrote to the local MP about the situation. The MP and Dorset Council Highways Team attended the site, unblocked the drain, repaired the broken drain and fixed the issues. Since then a wall has been built on private land which means the water is not draining properly anymore, pushing it in different directions. Cllr Lugg stated that he had attempted to contact the Highways Team by email and by telephone, with no replies. Clerk suggested 4 different ways to tackle the problem – Clerk to contact the Community Highways Officer direct; Raise the issue as a road/drainage problem on Dorset Council's website; ask Cllr Legg to intervene and ask Planning Enforcement to look at the wall if it never had planning permission to be built. It was agreed, however, that first Cllr Cuff should approach the owners of the wall before any further action is taken. **Action: Cllr Cuff**

23.24 To discuss whether to join 20sPlenty for Dorset campaign

Chair and Clerk raised that Cllr Scrivener wished it recorded that he is in favour of supporting this scheme. There was a discussion about the speed limits in the parish area and what options are available. It was agreed that no costs should be incurred and the Parish Council should support the scheme, however it is felt that the current speed limits in the parish area work well and do not need to be changed.

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22.60 Items of urgent nature subject to Chair's approval

None raised.

22.61 Confidential matters (public and press to leave the meeting)

None raised

22.62 Date of next meeting

Wednesday, 12th July 2023 at 7.00pm

There being no further business to be transacted the meeting closed at 19:48 hours

Chair.....Date.....