

# MILBORNE ST ANDREW ANNUAL PARISH COUNCIL - MEETING MINUTES



Held on: 21/05/2014

at: 19:30

Location: Milborne St Andrew Village Hall

Present: Cllr Jenny Balcon (Chairman)  
Cllr Sue Cherry  
Cllr Sarah Fox  
Cllr Michael Hopper  
Cllr Paul Morgan (Vice Chairman)  
Cllr Simon Thompson

In attendance: Mr Colin Hampton (Parish Clerk)  
7 members of the public

## **001 Election of Chairman 2014-15**

Nominee – Cllr J Balcon  
Nominator – Cllr M Hopper  
Second – Cllr S Fox

**RESOLVED** that Cllr J Balcon continues as Chairman of the Council for the 2014-15 municipal year.

## **002 Election of Vice-Chairman 2014-15**

Nominee – Cllr P Morgan  
Nominator – Cllr J Balcon  
Second – Cllr M Hopper

**RESOLVED** that Cllr P Morgan continues as Vice-Chairman of the Council for the 2014-15 municipal year.

## **003 Apologies**

Cllr Emma Parker (NDDC)  
Cllr Jane Somper (NDDC)

## **004 Declarations of Interest**

None declared.

## **005 Minutes of the Parish Council Meeting held 19<sup>th</sup> March 2014**

**RESOLVED** that the Minutes of the meeting be confirmed and signed as a correct record.

**RESOLVED** that item 188 (Cheque Schedule) from the Minutes of the Annual Parish Meeting held 16<sup>th</sup> April 2014 be confirmed.

## **006 County & District Councillors' Reports**

None received.

## **007 Parish Council Representatives' Reports**

Cllrs Cherry and Fox reported that a Friends of the Village Hall group is being formed to raise the hall's profile and the extent of its remit.

Cllr Hopper reported that the Allotment Society is very active and attracting keen interest in membership. The Clerk requested that the Society's outstanding rental for 2014-15 be raised at their next meeting.

Cllr Balcon reported that the Football Club manager has left, leading to a reduced number of



fixtures and consequent drop in income, options are being considered. A 97km bike race around the villages has been organised to raise funds. Cllr Morgan asked for the Sports Club to be added to the council's Risk Register.

Cllr Fox reported that a new Head Teacher has been appointed to the First School and that it may become an Academy in association with a number of other feeder schools in the area.

## 008 Correspondence

A report by the Clerk, a copy of which appears as Appendix A of the Minute Book, was noted. The Chairman has asked the Clerk to write to Martin Hill, DCC Highways Maintenance Manager, requesting an update on progress with flood alleviation works that have been promised for the village. The Chairman will liaise with the Flood Warden to ascertain the latest situation before a letter is written.

The Clerk reported that he had requested an extension to the Clinical Commissioning Group consultation due to the short timescale between receiving the paper and the deadline. No response has been received to date.

## 009 Appointment of Specific Posts for 2014-15

**RESOLVED** that the Parish Council's holders of Specific Posts for 2014-15 will be as follows:-

Ancient Monuments Liaison Officer	Cllr M Hopper
Flood Warden	Mr S Lord
Tree Warden	Mrs S Cawley
Footpaths Representative	Mr A Hodges
Homewatch Co-ordinator	<i>currently no volunteer, Cllr Fox to approach a possible candidate.</i>

## 010 Appointment of Representatives to Outside Organisations for 2014-15

**RESOLVED** that the Parish Council's Representatives for 2014-15 will be as follows:-

DAPTC	Cllr J Balcon
MSA Village Hall	Cllr S Cherry
MSA Sports Club	Cllr J Balcon
MSA First School	Cllr S Fox
MSA Allotment Society	Cllr M Hopper
DT11	Cllr J Balcon

## 011 Planning Applications

None received.

The Chairman reported on the outcome of the 2 planning appeals on the land adjacent to Bramble Cottage. Appeal A was dismissed but appeal B allowed with a number of planning conditions attached.

The Clerk reported that he has enquired from WDDC Planning Dept whether they have received an application from West Dorset Energy for a wind farm at Tolpuddle. There has been no response to date.

## 012 Review of Parish Council's Statutory Documents

The Clerk submitted a report, a copy of which appears as Appendix B in the Minute Book.

With the exception of Standing Orders, Code of Conduct, Financial Regulations, Equal Opportunities & Diversity and Records Management Policy, copies of the statutory documents were circulated to Councillors for review and comment.



It was suggested that the Sports Club and Allotment Society are added to the Risk Assessment Register and that a minor amendment is made to the Insurance risk.

**RESOLVED** that the Parish Council's Statutory Documents have been reviewed for 2014-15 and the Risk Assessment Register should be amended by the Clerk for approval at the next Parish Council Meeting.

**RESOLVED** that the Clerk's recommendation for updating and reviewing the outstanding Statutory Documents on a piecemeal basis be accepted.

## **013 Review of Parish Council's Assets**

The Clerk submitted a copy of the Parish Council's Asset Register and suggested a number of amendments.

The Clerk pointed out that the council no longer intends to pursue registration of the land at March Bridge and the Parish Pit. The Parish Pit is common land and the issue of an Environment Agency licence to access land at March Bridge has been resolved. Therefore these items should be removed from the Asset Register. However, the Memorial Stone should be retained at a value of £900. It was also noted that the new Memorial Stone chains and the Clerk's laptop and peripherals have been added to the Asset Register.

Ownership of the covered seat at the Village Hall is to be ascertained.

Cllr Hopper suggested that the new Memorial Bench at Lane End, installed by Mr Brian Cullum, should be added to the Asset Register as it is now the council's responsibility.

It was agreed that the bench at Homefield should be re-assessed for repair and the Parish Pit bench be reinstated.

**RESOLVED** that the Parish Council's Asset Register has been reviewed for 2014-15 and the Register should be amended by the Clerk for approval at the next Parish Council Meeting.

## **014 Review of Membership of Other Bodies**

The Chairman reported that the Parish Council is currently a member of the DAPTC and requested confirmation that the Parish Council wished to continue with this membership.

**RESOLVED** that the Parish Council has reviewed its membership of other bodies and will remain a member of the DAPTC for 2014-15.

## **015 Action Plan**

The Clerk submitted the current Action Plan for review.

A number of changes were proposed and agreed. The Clerk will amend the Action Plan in accordance with these changes and submit for further review in November 2014.

## **016 Review of Insurance Policy**

The Clerk submitted a copy of the Parish Council Insurance Scheme quotation from brokers Came & Company dated 28<sup>th</sup> April 2014, of copy of which appears as Appendix C in the Minute Book.

The document included a précis of the core sections of the insurance cover. The Clerk reminded members that the Council had entered into a long term agreement with the insurers which expires in June 2016.

**RESOLVED** that the Parish Council's insurance has been reviewed for 2014-15 and should be renewed as recommended.



## 017 Review of LGPS 2014 Discretions Policy

The Clerk submitted a copy of the discretions policy template, a copy of which appears as Appendix D of the Minute Book and briefly explained the purpose of the document. He reported that after consultation with the DCC Pensions department a set of discretions had been written into the template for members consideration and approval.

**RESOLVED** that the discretions policy as amended by the Clerk should be adopted by the council and submitted to DCC Pensions.

## 018 Village Hall Hire

The Clerk proposed that members consider paying for the hire of the Village Hall for meetings one year in advance instead of monthly. The benefit would be a saving on Clerk's time, administration costs and postage, the advance booking discount of 5% would still apply.

**RESOLVED** that the hall hire for council meetings should be paid for one year in advance.

## 019 NDDC Community Partnerships Review Consultation

The consultation document, which had been circulated to members in advance of the meeting, was briefly discussed. There are no responses to the consultation to be recorded.

## 020 Cheque Schedule

The Cheque Schedule for May was circulated, a copy of which appears as Appendix E of the Minute Book.

**RESOLVED** that the Cheque Schedule for May totalling £555.59 be approved and the cheques signed.

The meeting closed at 21:05 hrs.

Signed :

Chairman of the Council

Dated :

### *PUBLIC PARTICIPATION NOTES*

### *Action*

*A complaint was lodged regarding the allegedly poor state of the grass cutting being carried out by the DCC team. Large areas are being left uncut creating an unsightly patchwork and grass cuttings and other organic debris is being left strewn on paths and roadways*

*Cllr Hopper pointed out that grass cutting is one of the areas that has suffered from cutbacks as a consequence of financial restraint. The Chairman undertook to raise the issue.*

*It was reported that the pathway outside Grays Stores is severely cracking up.*

*The Chairman undertook to investigate.*

*The lack of progress at the Fox View development and the generally poor,*

*Clerk to write to*

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*untidy appearance of the site was commented upon.*

*NDDC Cllr  
Somper to  
enquire on the  
situation,  
especially in light  
of the public  
money that has  
been invested in  
the development.*

*It was reported that Wessex Water are going to repair the porous private drains that are contributing to problems with mains drainage in the village when ground water rises.*