

**BISHOPS CAUNDLE PARISH COUNCIL**  
**MINUTES OF THE ANNUAL GENERAL MEETING**  
**HELD ON TUESDAY, 16<sup>TH</sup> MAY 2017 AT THE VILLAGE HALL**  
**FOLLOWING THE ANNUAL PARISH MEETING**

	<b>Present:</b> Chairman A. Jones, T. Loveless, L. Lyon, A. Tuffin 1 member of the public. Clerk S. Harris	<b><u>ACTION</u></b>
<b>1.</b>	<b>Apologies for Absence:</b> Apologies were received from County Councillor Mary Penfold and P. Blundell	
<b>2.</b>	<b>Election of Chairman and Vice Chairman:</b> A.Tuffin proposed the re-election of A. Jones as Chairman and L. Lyon seconded. The Chairman signed an Acceptance of Office. L. Lyon was proposed as Vice-Chairman by A. Jones, 2 <sup>nd</sup> T. Loveless	
<b>3.</b>	<b>Co-Option of Mr. Dean Gardner to fill the vacancy of Parish Councillor:</b> A.Tuffin proposed Mr. Gardner, seconded by L. Lyon. Mr. Gardner signed an Acceptance of Office.	
<b>4.</b>	<b>Election of Officers:</b> <ul style="list-style-type: none"> <li>• <b>Sites and Buildings</b> - A. Jones</li> <li>• <b>Planning</b> – A. Tuffin</li> <li>• <b>Outside Meetings</b> – P. Blundell</li> <li>• <b>Rights of Way</b> – D. Gardner</li> <li>• <b>Village Hall Liaison and Emergency Plan</b> – A. Jones</li> <li>• <b>Press Liaison</b> – P. Blundell</li> <li>• <b>Social Club Liaison</b> – T. Loveless</li> <li>• <b>Play area checks</b> – T. Loveless/D. Gardner</li> <li>• <b>Community Shop Representative</b> – L. Lyon</li> <li>• <b>Bins – Cemetery</b> A. Jones, <b>Playing Field</b> A. Jones</li> </ul>	
<b>5.</b>	<b>To approve Minutes of the last meeting held on 21<sup>st</sup> March 2017</b> The minutes were approved and signed having been circulated previously.	
<b>6.</b>	<b>Matters Arising:</b> <ul style="list-style-type: none"> <li>• Notice of appeal re planning application at The Stables, Holt Lane. 2/2016/0195: Change of use for stable to 1 no. dwelling for agricultural worker for temporary period of 3 years. Appeal process is under way, meeting in Stourton Caundle Village Hall on June 7<sup>th</sup> at 10p.m.</li> <li>• Recently Reported Drains: Some work appears to have been done but there are doubts if drain gratings have all been opened, so it is unlikely they have been cleaned properly.</li> </ul>	
<b>7.</b>	<b>Play-area Maintenance:</b> The fence has been renewed and soft closures on the gates replaced. Councillors met in the play area to inspect all the equipment following the inspection to decide what needed to be done. The inspection asked	

	<p>for the area to be closed until specified repairs had been done on the multiply equipment and bark renewed. Closure notices were displayed. The school eco-committee will weed the bark, Mr. Tuffin can obtain free bark chippings and quotes have been obtained for certificated bark.</p> <p>T. Loveless will sort out swing shackles and bolts.</p> <p>D. Gardner will repair the balcony.</p> <p>Shaun Bingham will be asked to treat and wood stain the monkey bars, climbing frame and seat.</p> <p>Painting to be done by volunteers.</p> <p>Sophie Meads has expressed a wish to front a committee for a new play area and/or equipment, using developer contributions and possibly tennis funds. A. Tuffin will liaise.</p>																			
<b>8.</b>	<p><b>Village Hall:</b></p> <p>A. Jones gave a report at the Annual Parish Meeting. (see minutes)</p>																			
<b>9.</b>	<p><b>Website and Training Briefing:</b></p> <p>P. Blundell has the new website up and running and sent a report for part 1 of the training for new councillors which he found useful and informative. Website address is <a href="http://bishopscaundleparishcouncil.org.uk">bishopscaundleparishcouncil.org.uk</a></p>																			
<b>10.</b>	<p><b>Standing Orders and Financial Regulations Annual Review:</b></p> <p>No changes, approval proposed by A. Tuffin, seconded by L. Lyon.</p>																			
<b>11.</b>	<p><b>Insurance Renewal:</b></p> <p>Renewal documents have been received, due for payment on 1.6.2017. Cost slightly increased, I.P.T. now being added as a separate item, an extra £43.32.</p> <p>Total cost £407.32, proposed to accept by A. Tuffin, seconded L. Lyon, all agreed.</p>																			
<b>12.</b>	<p><b>New Clerk Appointment:</b></p> <p>Advertisement drafted, to go in B.V.M. at end of May, shop and noticeboards in village. Date of interview to be confirmed once applications received. Proposed L. Lyon, 2<sup>nd</sup> D. Gardner.</p>																			
<b>13.</b>	<p><b>V.A.T. Claim</b> - refund has been received.</p> <p><b>Audit 2015/16 - Approve Annual Statement parts 1 and 2</b> Proposed L. Lyon, seconded T. Loveless</p> <p style="text-align: center;"><b>State of Finances as at 16.5.2017:</b></p> <table border="1"> <tr> <td><b>CURRENT ACCOUNT</b></td><td>4,544 81</td><td></td></tr> <tr> <td><b>DEPOSIT ACCOUNT</b></td><td>15,280 30</td><td></td></tr> <tr> <td><b>TOTAL</b></td><td></td><td><b>19,825 11</b></td></tr> <tr> <td><b>TENNIS MONIES</b></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td>3324 45</td><td></td></tr> </table> <p style="text-align: center;">Includes refund of £74.80 received on 14.5.2017</p>	<b>CURRENT ACCOUNT</b>	4,544 81		<b>DEPOSIT ACCOUNT</b>	15,280 30		<b>TOTAL</b>		<b>19,825 11</b>	<b>TENNIS MONIES</b>							3324 45		
<b>CURRENT ACCOUNT</b>	4,544 81																			
<b>DEPOSIT ACCOUNT</b>	15,280 30																			
<b>TOTAL</b>		<b>19,825 11</b>																		
<b>TENNIS MONIES</b>																				
	3324 45																			

CHEQUES APPROVED AND SIGNED BY THE CHAIRMAN SINCE THE LAST MEETING		
001247	Shaun Bingham re play area	1,503 57
001248	M. Moore grass cutting April Cheque subsequently spoilt and added to 001252*	100 00
<b>CHEQUES TO APPROVE AT THE MEETING</b>		
001249	DAPTC re Training P. Blundell	35 00
001250	Alvian – play area inspection	114 00
001251	P. Blundell re 123 Reg Web site domain registration for 2 years	10 78
001252	M. Moore- grass cutting for April and May*	200 00
001253	M. Moore- grass cutting for June	100 00
001254	N. Ladd – internal audit for 2015/16	50 00
001255	Zurich Municipal Insurance	407 32
Proposed by: A. Tuffin                      Seconded by: L. Lyon		
<b>Bank Mandates</b> – forms to be obtained for new signatories for NatWest and Barclays ready for next meeting and change of clerk <b>Asset Register</b> – A. Jones had discussed the Bier with Mr. Hillier and it was decided not to add it to the Parish Council Register of Assets.		
<b>14.</b>	<b>Circulated Correspondence:</b> 28.03.2017 WDDC Planning Training on 5.4.2017 28.03.2017 NDDC Appeal notification re Holt Hill Stables 31.03.2017 DAPTC Extraordinary CE Circular with information about highway maintenance and advice for finance 04.04.2017 Graham Cox Changes to the Dorset Councils' Partnership tree and landscape service 04.04.2017 Defibrillator information Fwd e-mail 07.04.2017 Dorset Police – Dorset Road Safety Newsletter 10.04.2017 DAPTC Request for response to White Paper on Housing deadline 28.4.2017 17.04.2017 Dorset Police – appeal for help finding missing man from Bournemouth 24.04.2017 Dorset Police – phishing scam re opening e-mails 24.04.2017 Dorset Police – lost or stolen dogs	

	<p>28.04.2017 Iron Man information for road closures in Weymouth in September (copies of notices to be displayed in village)</p> <p>04.05.2017 DAPTC New course for new councillors information</p> <p>12.05.2017 From Abbeyfield House in Sherborne re Garden Party</p> <p>13.05.2017 Dorset Police – Shed Burglary at Holnest</p> <p>Post Invitation to Mayor Making Ceremony in Sherborne to Chairman and Clerk</p> <p>UK Parliament Week</p>	
<b>15.</b>	<p><b>Matters for Further Discussion/Next Agenda</b></p> <ul style="list-style-type: none"> <li>• A request was received too late to include on the Agenda about possibly purchasing some of the land behind Little Thatch, July agenda item.</li> <li>• There was a suggestion that First Aid Training could be provided in the village.</li> <li>• Cemetery Charge Review – next Agenda</li> </ul>	
<b>16.</b>	<p><b>Time of Closure:</b></p> <p>The meeting closed at 9.20p.m.</p>	
<b>17.</b>	<p><b>Date of Next Parish Council Meeting:</b></p> <p><b>(There is no meeting in June.)</b></p> <p><b>Tuesday, 18<sup>th</sup> July 2017 at 7.30p.m.</b></p>	