

DEWLISH PARISH COUNCIL
MINUTES OF THE MEETING HELD ON THURSDAY 26TH SEPTEMBER 2019 AT
DEWLISH VILLAGE HALL, COMMENCING 7.30PM

Present: Cllrs F Ross, B Ross, S Crabb, A Fisher

Chair: Cllr B Hyams

Clerk: Mrs A Crocker

Also Present: 0 members of the public.

1. Apologies for absence

19.44 Apologies had been received from Cllrs Sarah Clitherow and Chris Uden.

2. Declaration of pecuniary and other interests

19.45 Cllrs Barbara Ross and Frank Ross both declared an interest in the planning application. No other interests were declared.

3. Minutes of previous meeting dated 25th July 2019 and the Extra-ordinary meeting held on the 22nd August 2019

19.46 Minutes of the meeting held on the 25th July 2019

A copy of the minutes had been issued to all members prior to the start of the meeting. Cllr Crabb proposed them to be a true and accurate representation of the meeting. This was seconded by Cllr Barbara Ross and agreed unanimously. The minutes were signed by the Chairman in the presence of the meeting.

19.47 Minutes of the Extra-ordinary meeting held on the 22nd August 2019

A copy of the minutes had been issued to all members prior to the start of the meeting. Cllr Fisher proposed them to be a true and accurate representation of the meeting. This was seconded by Cllr Crabb and agreed unanimously. The minutes were signed by the Chairman in the presence of the meeting.

4. Matters Arising from previous minutes – for report only

19.48 Affordable Housing – The Clerk had emailed Dorset Council as requested.

Entries in the Village News – ongoing.

5. Chairman's report

19.49 Triangle at the bottom of Pound Lane – residents are keen to find out what is going to happen. Cllr Hyams will organise a meeting of all those who have offered to help with the site. If anyone has any ideas, please contact him.

7. To receive the Dorset Councillor's report

19.50 Cllr Haynes was unable to attend the meeting but had sent in the following report:

‘There is still a lot of restructuring happening at County and, in all, some 200 people will either take early retirement or be made redundant. There are still considerable challenges with both the Adult Services budget being nearly £3m overspent and Children’s Services budget being nearly £10m over. Central Government has recognised that there is insufficient funding in this area and have allocated additional monies to County. The budget cost can be covered from reserves this year, but the Council will need to look very carefully at costs in future years.

A number of Executive Advisory Panels have been set up to give cross party advice on policy areas. These include the new Local Plan, climate change, IT, working with Town and Parish Councils and economic development to name a few. These are task and finish groups and will report to Cabinet with recommendations about future policy in the area by the year end. New groups on other topics will then follow through.’

7. To receive reports on the following matters and to agree actions

- 19.51 **Planning** – WD/D/19/02083 Land West of Woodview & Palm View, Middle Street
Erect dwelling with associated access and parking

Cllrs Barbara Ross and Frank Ross took no part in the discussions regarding this application.

Concern was raised regarding the issues of sewage and traffic coming down the lane. In principle, members had no objection to this application.

- 19.52 **Highways** – vast amount of gravel on the road following the quantity of rainfall recently.

- 19.53 **Footpaths** – nothing to report

- 19.54 **Village Hall** – still in profit and aiming for bonfire night on the 2nd November.

8. To receive a finance report including payments for authorisation

- 19.55 The following payments were requested:

Paula Harding	Internal Audit Ye 31.03.19	398	37.50
A Crocker	Clerk’s wages July – September	399	306.66
HMRC	PAYE May – September	400	132.00
Community HeartbeatDefibrillator	additional insurance	401	126.00

A total of £602.16 from the Precept.

Cllr Barbara Ross proposed the payments are made. This was seconded by Cllr Crabb and agreed unanimously.

A copy of the reconciliation of accounts and position against budget was given to all members prior to the start of the meeting. No comments were made.

9. To receive and accept the new model Finance Regulations 2019

- 19.56 A copy of the Finance Regulations had been issued to all members prior to the start of the meeting.

Cllr Fisher proposed the Finance Regulations 2019 are adopted. This was seconded by Cllr Crabb and agreed unanimously.

10. To receive and accept the Internal Auditor's report for the Ye 31st March 2019

19.57 A full copy of the auditor's report and recommendations had been issued to all members prior to the start of the meeting. The auditor had made 10 recommendations. These are listed below with the proposed action.

Recommendation 1: that the auditors reports or queries are reported explicitly in the minutes so it is clear and transparent what the recommendations are.

Action: Recorded in the minutes herewith.

Recommendation 2: that the Standing Orders and Financial Regulations are reviewed in 2019-20 to ensure no updates are required and that all councillors are aware of their content.

Action: Financial Regulations 2019 adopted at the September meeting. The Standing Orders will be reviewed at the November meeting. Thereafter both will be reviewed at the Annual Meeting in May.

Recommendation 3: that the Standing Orders and Financial Regulations be amended to define who will take the responsibility as RFO.

Action: Having adopted the model Financial Regulation 2019, the Clerk is recorded as the RFO. The Standing Orders will be amended at the November meeting to mirror this.

Recommendation 4: that details of the amounts and reasons for choosing a preferred supplier should be given. If a payment is part of a quote covering a couple of years, this should be listed in the minutes to support why a competitive process is not required for that particular payment.

Action: Noted and will be acted upon when the occasion next arises.

Recommendation 5: that all payments are explicitly acknowledged and authorised in the minutes, including amount, payee and cheque number.

Action: This is now being carried out.

Recommendation 6: that the hall hire payment is moved to the correct column in the cashbook.

Action: Noted and amended.

Recommendation 7: that the cash book is amended to correctly claim the VAT

Action: The cash book has been amended and a VAT reclaim will be submitted.

Recommendation 8: that the risk assessments are reviewed by the Council. This should be minuted and a new review date added to the work programme for future years.

Action: The risk assessment will be draw up and reviewed at the November meeting.

Recommendation 9: that the PAYE and NIC due to be paid over by the previous Clerk is confirmed as being paid to HMRC.

Action: The previous Clerk will be contacted and asked to confirm that this has been done.

Recommendation 10: that a line is added to the bank reconciliation to show that part of the balance relates to CIL monies which can only be spent within certain parameters.

Action: This has been done and a separate note made on the budget comparison report.

A full set of the auditor's comments is available on request and on the Parish Council's web site.

11. To receive an update on the Dewlish Car Share initiative

19.58 Cllr Hyams reported that Cllr Uden had contacted Di Trebilcock regarding the Dewlish Neighbourhood Car Group. The group was formed when the buses stopped coming to Dewlish and Di sent out letters on her own initiative with a view to setting up a scheme whereby villagers could obtain transport to appointments, to access bus routes, etc. A grant of approximately £1,133.00 was obtained from Dorset Council to help with set up and the initial running costs. There are a number of volunteers, all of whom have been DBS checked and the group has its own insurance.

The Parish Council is not involved in any way at present. However, it is understood that they may need some financial help in the future as outgoings exceed income and the start -up grant has been spent.

12. To consider items for inclusion in the 2020/21 budget

19.59 - Grants section 137.

- Grit bins – Cllr Hyams proposed that 2 grit bins are purchased from of the general reserve, currently standing at £6,123. This was seconded by Cllr Fisher and agreed unanimously. The Clerk will arrange the purchase.

ACTION: CLERK

13. Agenda items for the next meeting

- 19.60
- To agree the budget for 2020/21
 - To review and amend the Standing Orders
 - To review the Risk Assessment
 - Grants policy

14. Date of Next Meeting

19.61 The date of the next meeting is Thursday 28th November.

Subsequent meeting dates are:

January 30th

March 26th

There being no further business, the meeting closed 20.28pm.