

Toller Porcorum Parish Council

Minutes of the Parish Council meeting held on 8th May 2018

At Toller Porcorum Village Hall

Present:

Cllr D Ennals (Chair)

Cllr N Farmer

Cllr A Carstairs (Vice Chair)

Cllr C Baker

Cllr J Miller

Cllr J Stavenhagen

In attendance:

Mrs K Sheehan (Clerk)

Mr Chris Wardle (Rights of Way Liaison Officer)

Cllr Mark Roberts (DCC)

Cllr Ennals welcomed everyone to the meeting.

562. Election of the Chairman and Signing of Declaration of Acceptance of Office

Councillor Ennals was proposed as Chairman and elected unopposed.

Proposed: Cllr J Miller

Seconded: Cllr C Baker

RESOLVED

563. Election of the Vice Chairman and Signing of Declaration of Acceptance of Office

Councillor Carstairs was proposed as Vice Chairman and elected unopposed.

Proposed: Cllr J Stavenhagen

Seconded: Cllr C Baker

RESOLVED

564. Co-option of new Parish Councillors and Signing of Declaration of Acceptance of Office

Members considered an expression of interest from Mr Neil Farmer for the casual vacancy on the Parish Council. The co-option of Mr Farmer was duly resolved. The respective declarations of acceptance of office in items 562/563/564 were signed.

Proposed: Cllr D Ennals

Seconded: Cllr J Miller

RESOLVED

565. Apologies for absence

Apologies for absence were received from Cllr Jill Haynes of WDDC.

566. Declarations of interest and grants of dispensations

None.

567. To approve the minutes of the Parish Council meeting held on 14th March 2018

The minutes of the previous meeting of the Parish Council were proposed and duly accepted as a true and accurate record of the meeting.

568. Matters Arising

The following matters arising were discussed/noted:

- A report from the Planning Enforcement Officer reference Stones Common was outstanding and the Clerk agreed to chase (EDIT: post-meeting the report was received having been delayed due to email issues and circulated to Councillors).
- No response had been received from Andrew Martin about either regular rodding or flooding issues on Toller Lane.

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- The Clerk reported that the funding request paperwork to the AONB for the Barrowlands post was nearly complete, having been delayed slightly while the invoices were with the auditor.
- **Action: Clerk to chase Andrew Martin for response on outstanding queries re rodging and flooding on Toller Lane.**

569. Reports from Outside Bodies

i. County Council

Cllr Ennals welcomed new County Councillor Mark Roberts to the meeting. Cllr Roberts noted that:

- The LGR was progressing although a late legal challenge had been mounted which might entail some legal costs;
- A new ward, 'Netherbury and Tollerford' had been suggested by the Electoral Commission, although which areas exactly this would encompass was as yet unclear;
- Harmonisation of the council tax over the three districts was ongoing
- Some discussion was taking place about asset disposal, particularly with Boroughs becoming Town Councils under the LGR;
- Council Rate Support Grant was now negative and the County would need to pay the government £11m; and
- Some discussion took place about the smaller parishes being unable to buy in services from larger authorities due to not requiring the minimum number of hours offered in their packages, e.g. Bridport TC's lengthsmen scheme. Cllr Roberts agreed to look into a list of pre-approved and appropriately insurance contractors available to hire for small roadside jobs/playground maintenance. Cllr Roberts also agreed that to meet the cost of a lengthsmen it would be beneficial for Parish Councils to join together – in this way getting a number of small jobs in neighbouring parishes may prove to be cost effective.

ii. District Council

None.

iii. DAPTC

None since annual conference but next meeting would be taking place shortly.

iv. Playing Fields Association

Discussion took place regarding the future of the PFA, now that Debbie Billen had indicated her wish to resign. A Secretary, Chair and Treasurer would be required and nothing had happened other than the insurance being paid and the grass cutting taking place. Cllr Ennals agreed to write a piece for the Toller Times to update residents on the situation, and all Councillors agreed to approach their neighbours and contacts, particularly those using the playground. Chris Wardle agreed to look into possible avenues of funding, starting with the CLT. It was noted that the process of changing signatories would need to be begun to ensure finances could be accessed when necessary. Cllr Ennals then proposed after the July PC meeting, a meeting of the Trustees would take place and Cllr Farmer agreed to become a trustee.

Action: Cllr Ennals to contact Debbie Billen regarding obtaining paperwork for new Trustees, bank, grass cutting and insurance information. Cllr Ennals to organise a meeting of the PFA Trustees after the PC meeting in July.

v. Rights of Way Officer

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Mr Wardle reported that he had not yet been able to meet with the DCC team regarding the issues list he had identified.

570. To resolve to reaffirm TPPC Standing Orders and Financial Regulations

Proposed: Cllr A Carstairs Seconded: Cllr D Ennals RESOLVED

571. To reaffirm the representatives of the following bodies:

- i. **DAPTC Area rep – Cllr Baker**
- ii. **Village Hall Committee – Cllr Miller**
- iii. **Rights of Way Officer – Mr C Wardle**
- iv. **Rec Committee – as most Parish Councillors are currently Trustees of the PFA, this was deferred pending further clarification on the PFA**
- v. **Parish Emergency Contacts – VACANCY**

Thanks were expressed to James Billen for his time as the Parish Emergency Contact. There are now no named Parish Emergency Contacts, although the need to have these will be reviewed by the PC.

Positions i-iii above PROPOSED: Cllr D Ennals Seconded: Cllr N Farmer RESOLVED

572. Finance & Procedure

i. To consider the receipts and payments due

| Receipts | | April-May 2018-19 | |
|----------|---------|-------------------|-----------------------|
| WDDC | Precept | | 2750.00 |
| Total | | | <u>2750.00</u> |

| Payments | | Voucher | Chq no | |
|---------------------|-----------------------|---------|--------|-----------------------|
| Came & Co | Annual Ins | 197 | | 218.00 |
| Church Grass | Donation | 198 | 119 | 395.00 |
| Recreation Ground | Donation | 199 | 120 | 800.00 |
| Village Association | Donation | 200 | 121 | 165.00 |
| Merriott PC | 20% SLCC fee | 201 | bacs | 29.40 |
| DAPTC | Annual Conference fee | 202 | bacs | 70.00 |
| Cllr C Baker | Mileage to DAPTC | 203 | 122 | 9.00 |
| M Harding | Internal Audit fee | 204 | bacs | 30.00 |
| Staffing | Salary/expenses | 205 | bacs | 289.67 |
| HMRC | PAYE April/May | 206 | | 62.40 |
| | | | | <u>2068.47</u> |

Proposed: Cllr A Carstairs Seconded: Cllr D Ennals RESOLVED for payment

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Action: Cllr Ennals to supply invoices received from N Phillips and J Ennals for fingerpost costs and APA refreshments, authority to pay before next meeting delegated to Clerk in conjunction with the Chair.

ii. To note the conclusion of the internal audit and internal auditor's report

The Internal Audit report raised no matters and was duly noted.

iii. To approve the Annual Governance Statements 2017/18

PROPOSED: Cllr A Carstairs SECONDED: Cllr D Ennals and duly APPROVED

iv. To approve the 2017/18 Accounts and Bank Reconciliation

PROPOSED: Cllr A Carstairs SECONDED: Cllr D Ennals and duly APPROVED

v. To approve the 2017/18 Accounting Statements

PROPOSED: Cllr A Carstairs SECONDED: Cllr D Ennals and duly APPROVED.

vi. To note new recharging arrangements for elections

Members noted information from WDDC which would entail a need to budget for election arrangements in future budgets.

vii. To note updated Asset and Risk Registers

Members noted the updated Asset and Risk Registers, the addition of the PC filing cabinet at a nominal value of £1 for insurance purposes was agreed.

viii. To adopt new data policies and note new arrangements for GDPR

Some discussion took place about the new regulations and Cllr Ennals urged all members to familiarise themselves with the policy and attachments previously circulated. All members were asked to complete and return the Consent form.

Proposed: Cllr J Stavenhagen Seconded: Cllr J Miller RESOLVED

ix. To consider a response to DAPTC survey on local decision making

Members considered the survey circulated by DAPTC. After some discussion it was felt that the survey could be more informative. Cllr Farmer agreed to respond on behalf of the Council and copy to the Clerk for records.

573. Planning

i. To consider any applications currently in circulation

None.

574. Highways and Footpaths

i. To receive an update on highways matters

Cllr Stavenhagen reported that he had contacted DCC Highways on numerous occasions regarding the increasing number of potholes in the Parish. He had also reported drainage issues and was yet to receive a response regarding the works at Mogpits. He was currently chasing in order to prompt a response in time for the Annual Parish Assembly. It was noted that three fingerposts were now complete and the Higher Kingcombe post was a possible next project, although currently in pieces. Members noted that Highways would need to be involved in order to put in the post due to insurance requirements. Two boards were already available which would reduce the anticipated costs by approximately £250. In principle it was proposed to agree the restoration and repair of the post subject to confirmation that DCC will instate the post, spend cost not to exceed £450.

Proposed: Cllr D Ennals Seconded: Cllr C Baker RESOLVED

Action: Cllr Stavenhagen to obtain confirmation from Highways regarding reinstating the post prior to any work taking place and to ask Highways about ownership of the posts for insurance purposes.

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Discussion also took place about the fixed sign opposite the Swan and a budget of up to £110 was agreed for the restoration of this.

Proposed: Cllr D Ennals

Seconded: Cllr J Stavenhagen

RESOLVED

575. Final Arrangements for the APA, 9th May

Cllr Ennals asked for volunteers to arrive early to help set up.

576. Correspondence

Noted.

577. Date and items for the next meeting – 11th July 2018

Agenda items for the next meeting to be advised to the Clerk a least a week in advance of the next meeting date.

Members noted the APA was scheduled for Wednesday 9th May.

578. Democratic Forum

None.