

BISHOPS CAUNDLE PARISH COUNCIL

ANNUAL PARISH MEETING MINUTES

HELD ON TUESDAY, 15TH SEPTEMBER 2020 AT 7.00P.M.

IN THE VILLAGE HALL

Present: A. Jones, P. Blundell, D. Gardner, A. Tuffin, S. Meads, Parish Clerk J. Walsh-Quantick

1. Election of Chairman for Annual Parish Meeting:

A Tuffin proposed A. Jones, seconded by D. Gardner.

2. To receive apologies for absence:

Apologies were received from C. Mitchell.

3. To approve minutes of the Annual Parish Meeting held on 7th May 2019.

Circulated previously, the minutes were approved and signed. Proposed A. Tuffin, seconded D. Gardner.

Outstanding Action – None

4. Parish Council Chairman's Report

I apologise for the lateness of this meeting for reasons beyond our control. Like most organisations, meetings were curtailed because of the Covid-19 pandemic. During this period we have had to cope with our routine duties, payment of accounts and dealing with complaints. This was undertaken with individual contact with councillors and our clerk co-ordinating our answers arriving at amalgamated decisions. Our clerk is to be congratulated to ensure we were able to undertake our duties successfully.

Our finances have been successfully audited but were submitted 24 hours late (with permission from the auditing body) due to covid 19 restrictions on obtaining signatures. I am pleased to report we have by prudent management managed to keep our precept at the same level as 2018-19 but whether this remains depends on our being able to keep expenses at correct levels. We do enjoy grass cutting at the sports field at very reasonable cost but this would be much higher if we needed to use a contractor.

Play area- following our annual inspection, the play equipment failed the inspection and had to be closed. Over the past year, finances permitting, we have been refurbishing the play equipment however some items are beyond economic repair. We have therefore decided to replace this equipment. It is hoped to enlarge the play area to include facilities for older children through use of S106 monies. A vote of thanks is made to those who have undertaken the refurbishment work to date having donated their free time especially to D. Gardner.

Planning – we have dealt with an increase in planning applications over the past year. We have commented on all applications and it is pleasing to note that our views have been fully considered and, in most instances, these have been supported by planners. It is encouraging to see the development of new housing at Manor Farm includes properties to let. Thanks are due to the Bishops Caundle Land Trust for their work towards the provision of houses to let via a management company. We hope to see improvements to the villages by the use of the S106 and CIL monies which are available from a levy on new developments.



18/05/2021

Training – councillors have been encouraged to attend training courses. However, participation has been difficult due to times of courses, I believe more thought should be given to courses at weekends and evenings.

Finally I would like to thank our councillors for their hard work and giving of time in what has been a difficult year. Special thanks to our clerk for her hard work on keeping us on the straight and narrow in a difficult year which has because of Covid 19 involved working with alternative systems out of our control.

5. Statement of Parish Council Accounts.

The clerk presented the full parish council accounts for the year April 2019-March 2020, these were fully approved. Proposed by S. Meads and seconded by P. Blundell. The internal audit of the accounts has been completed by N. Ladd by the end of May and the audited accounts submitted to PKF Littlejohn with no issues raised. All annual accounts are displayed on the parish council webpage and notice board. Please note that some monies below are already allocated to the play area refurbishments.

Balances at 31/03/20:

Natwest Current account £6399.92

Natwest Savings Account £11052.26

Natwest Grants Account (New) £4428.00

Barclays Current Account (Closed) £734.96

Balance at year end: £22615.14

Expenditure 2019-20 - £6526.00

Income 2019-20 - £8632.00

A S106 grant has been secured which usage is allocated as part of the grant application, much of this is direct for play equipment and sports equipment for the village hall and will be spent accordingly.

6. Representatives from Village Organisations were invited to give a brief statement of the year's activities:

A. Parochial Church Council.

None

B. Village Hall Committee.

Secretaries Report

Report for the Bishops Caundle & Caundle Marsh Village Hall

The hall was closed mid-March and remained closed until 1st September. During this period we carried out weekly checks on the alarm and emergency lighting systems as well as a general building inspection. We also had the boiler serviced, the alarm system was maintained, and the PAT testing done, all in preparation for re-opening the hall.

We received a Retail, Hospitality and Leisure Grant from Dorset Council of £10,000 to cover costs during the period with no, or reduced, income, so financially the hall is in a good position. At the end of August we had £13,553 in the deposit account and £142 in the current account.


18/05/2021

Following a visit earlier in the year from Low Carbon Dorset to discuss ways to reduce energy usage we contacted companies for quotes to replace the lighting throughout the hall with LEDs, to significantly reduce hall running costs as well as lowering the carbon footprint. These quotes were submitted along with a grant application, which was successful, and we will receive 40% of the project costs back from Low Carbon Dorset.

Following guidance from ACRE (Action with Communities in Rural England) we carried out a Risk Assessment for re-opening the hall, in preparation for easing of government restrictions. This was circulated to all regular users of the hall, and they were asked to carry out their own Risk assessments before returning to the hall. Posters have been put up reminding people of things to do to protect against the spread of Covid-19; hand sanitizer and cleaning materials have been distributed around the hall; and Covid-19 specific rules for hiring the hall have also been sent to all regular hall users.

We re-opened on 1st September and currently three clubs have returned to their regular slots. Most of the craft groups have said that they will not return before January 2021 at the earliest. At the moment we are not taking bookings for private events as we cannot guarantee compliance with government regulations from private groups, and the additional cleaning requirements are beyond our capabilities with our limited cleaning resources.

During lockdown we have also purchased a table trolley (at the request of the craft groups who made a contribution to the cost), had a smart meter fitted, and have taken delivery of some spinning bikes.

C. Village Community Shop – Presented by Peter Blundell.

BISHOP'S CAUNDLE COMMUNITY STORE ANNUAL MEMBERS' MEETING

18TH SEPTEMBER, 2020

CHAIR'S REPORT

Firstly, on behalf of the whole Management Committee, Sarah and I would like to extend our heartfelt thanks to the staff, volunteers, customers and shareholders who have supported the shop through such difficult and unprecedented times. Our particular thanks go to Dawn as she has worked so hard continually through the crisis and has even put back her holiday to keep the shop open, ensuring our customers have all they need in these difficult times. It is a testament to the strength of our community that people give so generously of their time, creativity and resource to support one another and particularly those who have been forcibly isolated for so long.

Sadly, this year we cannot hold an Annual Members' Meeting in person with our shareholders due to Covid restrictions. Instead, we have had to resort to sending out papers and inviting questions from shareholders to be submitted prior to the meeting. This is far from ideal, we know, but clearly we cannot breach government guidance and, above all, we want to keep members safe. Hopefully we will be in a different position next year when we can all meet face to face. We have waited for as long as possible before we have to submit our accounts in the hope that we could have had a face to face meeting, but sadly that hasn't been possible.

During the 2019/20 financial year, the shop continued to just about break even (taking into account some one-off expenditure relating to the closure of the previous Post Office arrangements). The new outreach service was put in place and seems to be serving the needs of the community well.

We continue to need more volunteers to come forward, particularly now as the shop is needed more than ever before and fewer of our regular volunteers have been able to work. The depletion


18/05/2021

in volunteers available has meant that the shop has had to close in the afternoons, but we expect to remedy this by the appointment of a new Shop Manager to replace our former Manager who decided to leave us in August. However, we still need more volunteers and would very much welcome some new people putting themselves forward, even if it's only for an hour a week, or even every two weeks!

At the last AMM, we discussed the range of products available at the shop and whether shareholders had any suggestions for new or different products for us to stock. We continue to welcome suggestions from shareholders and customers so we can meet demand and ensure the shop is catering for everyone's needs as far as possible. We realise that the current situation may have changed those needs so please do come forward and speak to Dawn or anyone on the Management Committee if you have any suggestions.

As you will know, we put in place a delivery service to help those who needed it during lockdown. This has proved to be successful, and we will continue to offer this service for as long as people want to use it. We also welcome any suggestions about how we can improve our service offering in other ways so please let any of us know if you think we can do anything differently or better.

We would really like to refresh the interior of the shop when time and money allows. We have put a collection box on the counter to raise funds to enable us to do this, and any donations will be gratefully received. We continue to seek out opportunities to attract government grants or charitable donations and have been fortunate to secure a £10,000 Covid related grant from Dorset Council which will help us put the shop on a more stable financial footing.

As Autumn draws closer, we also realise that it will not always be pleasant having to wait outside the shop to comply with the current 'one in, one out' policy to enable social-distancing, so we are intending to install a cover outside the shop to provide shelter in the coming months. This is being funded by a charitable donation from Co-op.

The nature of the current situation has highlighted the fact that we still cannot communicate with our shareholders electronically via email. We did try to collect as many email addresses as we could at the last AMM, but we weren't very successful. We would love to be able to keep everyone up-to-date with news on a more regular basis than our paper newsletter allows, so would make another plea for shareholders to provide us with an email address to enable more regular communication. Please send your address to the shop email address – bishopscoundleshop@gmail.com.

Finally, next year will be our 10th Anniversary and we sincerely hope that we will be able to have a celebration to mark the occasion. Obviously we cannot predict what the situation will be then with regard to people being able to gather together, so we will keep the situation under review and again welcome any suggestions closer to the time about what we might do.

Our sincerest thanks to all of you who continue to support the shop. The members of the Management Committee are merely here as your representatives, so please do raise any issue with or make any suggestions to us so we can continue to serve you.

Amanda Williams and Sarah Stewart (Joint Chair)

D. Football Social Club

No representation. It is important to establish if the social club will be restarting post Covid-19 as the building is in a poor state of repair.

E. Short Mat Bowling Club

Presented by Peter Blundell

The club are the first in the country to be certified as Covid-19 compliant. There have been no interclub competitions but social bowls has now restarted. We ensure that there are only 2 mats



18/05/2021

and a maximum of 4 players per mat for members of the Bishops Caundle club only. Running currently on Tuesdays and Thursdays following covid guidance.

F. Other Village Groups

Embellishers Group:

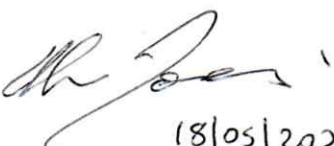
The Embellishers group is a well-established, self-help group, which meets on the first Monday of the month, well up to Covid. We are restarting in January 2021, as most of our members re in the vulnerable group. The embellisher is a machine which binds fabrics together without using thread, eg felt, calico, silk, chiffons, and so we make fabric which can be used in making articles, or basis for 'pictures'. We also embellish by hand and can make 3-d objects/figures/animals. We are a group of 12 and biannually find funds to employ a teacher to give us further idea and skills. We welcome all visitors. We also exhibit. Ann Emery, Coordinator.

No other representatives.

7. Open Public Forum

No members of the public attended.

The meeting closed at 19.35.


18/05/2021.