

FRAMPTON PARISH COUNCIL

Wayne Lewin – Clerk to the Parish Council
13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE
Phone: 07419 136735 Email: frampton@dorset-aptc.gov.uk

Dear Councillor,

You are summoned to attend **Full Council** of Frampton Parish Council to be held at **7.00pm on Monday 21st March 2022** in Frampton Village Hall.

Please find a copy of the agenda below.

Councillors:

**Andrew Thomson (Chairman), Charlie Adler, Carolyn Bednall,
Sandi Christopher, Patsy Taylor, and Paul Mutti**

FULL COUNCIL

1. Apologises for absence
2. Declarations of pecuniary or other interests
3. To approve the minutes of the Parish Council Meeting held on 24th January 2022
4. Matters from the previous meeting
5. Chairman's update
6. Public discussion period
7. To receive a report from the Dorset Council
8. To receive brief holder updates and to agree action(s) in response to proposals and repairs

Allotments

Burial Ground

Play Park

Tibbs Hollow

Planning

a. P/LBC/2022/00357 4 Southover Cottages Frampton DT2 9NQ

Create an archway within a stud wall.

b. P/HOU/2022/00839 7A Dorchester Road Frampton Dorset DT2 9NB

Erect rear ground extension and first floor extension. Erect double garage lift shaft & terrace.

Replace existing roof and build walls up at first floor. Render external walls & replace windows and doors. (Demolish existing front & rear conservatories).

9. To receive and approve the financial reports and payments for authorisation
 - a. Payments for authorisation
 - b. Provisional end of year accounts
 - c. Provisional transfer to the reserves

10. Purchase of Speed Indicating Device
11. Honorarium Payment
12. Parish Council 1/3/5-year plan
13. Parish Clerk Job Description
14. Items for the next meeting
15. Date(s) of next meeting(s)

Full Council 16th May 2022
Frampton Village Hall

FRAMPTON PARISH COUNCIL

Wayne Lewin – Clerk to the Parish Council
13 Stileham Bank, Milborne St Andrew, Dorset, DT11 0LE
Phone: 07419 136735 Email: frampton@dorset-aptc.gov.uk

Minutes of Full Council held on 24th January 2022 in Frampton Village Hall.
Meeting commenced at 7pm.

Councillors in attendance:

Andrew Thomson (Chairman), Charlie Adler, Paul Mutti, Patsy Taylor, Sandy Christopher, and Carolyn Bednall

There was 2 members of the public in attendance

1. Apologies for absence

Cllr David Taylor (DC) sent apologies.

2. Declarations of pecuniary or other interests

No declarations were made.

3. To approve the minutes of the Parish Council Meeting held on 15th November 2021

The minutes were approved as a true and accurate record of the meeting.

4. Matters from the previous meeting

The Clerk updated members with regards to the SID.

The custom build SID, the specification designed by Dorset Council, was not yet to the required standard. The next version was to be trailed soonest.

An objection had been received with regards to the location of the pole located opposite the Village Hall on the Dorchester Road (A356)

Councillors agreed that the pole was in the best location.

They also requested that 3 quotes were obtained by the Clerk so that a decision on the SID could be made at the next meeting.

16. Frampton railway station proposal

A member of the public briefed Council on his lobbying with regards to establishing a railway Halt in Frampton.

Members acknowledged all the efforts, noting the challenges that were ahead.

It was agreed that the Parish Council would, in principle support the idea of a Halt within Frampton.

5. Chairman's update

The Chair had no matters that were not on the agenda,

6. Public discussion period

There were no comments from the public.

7. To receive a report from the Dorset Council

There was no report from Cllr Taylor.

FRAMPTON PARISH COUNCIL

8. To receive brief holder updates and to agree action(s) in response to proposals and repairs Allotments

There were no issues from the allotments, other than to note the beech hedges had been cut back.

Burial Ground

It was asked why the other faith areas were not available.

Cllr Thomson confirmed the hedge had been cut back and were now clear again.

It was also noted that mole hills had appeared. It was agreed to monitor for the time being. It had been noted that the litter bin had not been emptied and a request to Dorset Waste Partnership had been made.

The entrance area had all been cut back.

Cllr Adler confirmed that both bird and bug boxes had been ordered.

Play Park

Cllr Thomson confirmed that the area was clean and tidy, and that the grass was growing fast.

It was noted that repairs to the fencing were still to be done.

Rights of Way

There were no issues.

Tibbs Hollow

There were no issues.

Village Green

There were no issues.

Magna

Cllr Taylor had noted fly tipping on Magna land and also that the hedges had not been cut.

She would phone Magna and report these issues.

Highways

Cllr Thomson mentioned the accident on the A356 / A37 junction.

It was requested that DC Highways were informed of the broken signage.

Cllr Christopher had attended the 'Bus back better' presentation.

It was confirmed that central government were releasing funds to Local Authorities for rural bus routes.

All Councillors agreed that a frequent bus service for Frampton was essential especially for those unable to drive.

The following resolution was passed:

To request to Cllr Taylor (DC), to support and forward to the relevant body the following.

That a bus service runs, at a minimum, from Maiden Newton to Dorchester on a 6 day week, arriving every 2 hours, commencing at 8am – in order to facilitate those who wished to access services in Dorchester and Maiden Newton.

The Clerk would contact the Ward Councillor.

FRAMPTON PARISH COUNCIL

Planning

a. P/FUL/2021/01922

Erection of wooden hut between Sandways Bridge and Peacock Bridge (for fishing)

Although there were initial concerns, the Parish Council supported this application.

3 members voted support, whilst 3 abstained.

9. To receive and approve the financial reports and payments for authorisation

See agenda item 13.

There were **4** payments, totalling **£ 1286.00** approved and authorised for payment.

The Clerk stated that expenditure was well within budget.

10. Parish Clerk Job evaluation

The evaluation had been completed.

Members agreed that the scale point for the Clerk should be SCP 19 with additional increments for qualifications and experience.

11. Parish Clerk Job hours

After much discussion, it was agreed that the Clerk's hours would be set at 8 hours per week.

12. Parish Clerk Job description

It was requested that the Clerk draft a job description for the next meeting.

13. Donation towards St Marys church clock service

It was agreed to donate £ 314.00 towards the servicing of the Clock.

14. Queens Platinum Jubilee celebrations

i. Parish Council involvement

It was agreed that the Parish Council did not have the resources to lead on an event.

ii. Funding an event by an external body

It was agreed to discuss this at the next meeting.

iii Funding of memorabilia

It was agreed to discuss this at the next meeting.

15. Insert of a vision mirror on A356 at junction with Church Lane

Cllr Christopher had spoken to the CHO.

Dorset Council would not advocate such a mirror, as they had been proven to provide a false sense of security when turning onto main roads.

Cllr Christopher agreed to ask the landowner if he would consider a mirror on his land.

It was noted that the Parish Council would likely have to take legal responsibility and any future insurance costs.

17. National cycle way route 26 – obstruction adjacent to Gaydon's Coppice

Cllr Tarr of Dorset Council had requested that the Parish Council ask the landowner to remove the fence obstruction on this right of way.

Members agreed that this was not the responsibility of the Parish Council and to inform Dorset Council of their duty. It is noted that the Parish Council had provided evidence in this matter.

FRAMPTON PARISH COUNCIL

18. Allocation of funds collected by Cllr Christopher

It was agreed that monies collected through fund raising would be allocated to the play park equipment reserve.

19. Additional signatory for Parish bank account

Cllr Adler agreed to be an additional signatory.

20. Reallocation of specific reserves

A donation had been made of £45.78 from the children's game fund.

This had been set aside in a specific reserve.

It was agreed to move this to the play park equipment reserve and close down that reserve.

Monies had been set aside to assist with any legal mitigation of plot 10.

It was agreed to close this specific reserve and return to the general reserve, with a view that, if funds were requested at a later date, then this could be discussed as an individual motion.

21. Setting the Precept 2022/23

Members agreed to an increase in Clerk's salary along with an additional 2 grass cuts a year.

The Precept was set at £12860.00 which equates to £ 61.53 per band D tax base.

22. Items for the next meeting

Business continuity plan

Parish Council 3/5-year plan

Queen platinum jubilee

23. Date(s) of next meeting(s)

Full Council 21st March 2022
Frampton Village Hall

There being no further business the meeting closed at **2120 hours**.

P - Frampton PC

Date: 7 March 2022**Ref:** P/HOU/2022/00839**Support Officer:** Nicola Matthews**Area:** Northern

☎ 01258 484247

✉ planningnorth@dorsetcouncil.gov.uk

Dear Sir/Madam

Application No: P/HOU/2022/00839**Location:** 7A Dorchester Road Frampton Dorset DT2 9NB**Proposal:** Erect rear ground extension and first floor extension. Erect double garage lift shaft & terrace. Replace existing roof and build walls up at first floor. Render external walls & replace windows and doors. (demolish existing front & rear conservatories.**Case Officer:** To be allocated, please check the website for an update.**Case Officer Email:****Case Officer Tel:****Case Officer Additional
Comments:**

The above Householder Planning Permission has been received. You can view the application and any supporting documents here
<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=379494&cuuid=AD296787-62A1-48F5-A209-BF71FB3CE097>

You will need to accept the terms and conditions to enter the online planning register

Any comments you wish to make should also be made through the website using the link. This link is unique to each consultee for each individual application. Using the link ensures your comments are processed efficiently.

If I do not hear from you by the 28 March 2022 the council will proceed to make a recommendation.

Our decision will be published on our website.

Yours sincerely

Nicola Matthews**Planning Technical Support Officer - Northern Team**

P - Frampton PC

Date: 8 February 2022**Ref:** P/LBC/2022/00357**Support Officer:** Gill Whitney**Area:** Northern

☎ 01258 484246

✉ planningnorth@dorsetcouncil.gov.uk

Dear Sir/Madam

Application No: P/LBC/2022/00357**Location:** 4 Southover Cottages Southover Road From Junction A356
Dorchester Road To West Lodge Junction Frampton DT2 9NQ**Proposal:** Create an archway within a stud wall.**Case Officer:** Kathryn Melhuish**Case Officer Email:** kathryn.melhuish@dorsetcouncil.gov.uk**Case Officer Tel:** 01202 228775**Case Officer Additional
Comments:**

The above Listed Building Consent has been received. You can view the application and any supporting documents here

<https://planning.dorsetcouncil.gov.uk/plandisp.aspx?recno=378906&cuuid=A33070D6-81DD-4029-8CCB-80C63214E663>

You will need to accept the terms and conditions to enter the online planning register

Any comments you wish to make should also be made through the website using the link. This link is unique to each consultee for each individual application. Using the link ensures your comments are processed efficiently.

If I do not hear from you by the 1 March 2022 the council will proceed to make a recommendation.

Our decision will be published on our website.

Yours sincerely

Gill Whitney
Planning Technical Support Officer - Northern Team

Date	Payee Details	Type	Service	PV	Amount	Salary	Expenses	Stationary	Insurance	Fees	Grants	Honorium	Training	Grass Cutting	F&E	Playground	Reserves	VAT	Total
30/04/2021	Wayne Lewin	SO	Wages	1	216.60	192.00	24.60												216.60
03/05/2021	Jewson	870	Soil and cement	2	163.72											136.43		27.29	163.72
03/05/2021	Print Team	871	Signage	3	60.00										50.00			10.00	60.00
03/05/2021	DWP	872	Bin emptying	4	105.00										105.00				105.00
03/05/2021	Sherborne Turf	870	Lawn Turf	5	13.83											11.53		2.30	13.83
03/05/2021	Zurich Municipal	873	Insurance	6	444.37				444.37										444.37
31/05/2021	Wayne Lewin	SO	Wages	7	216.60	192.00	24.60												216.60
21/06/2021	DAPTC	874	Subscriptions	8	173.40					173.40									173.40
21/06/2021	Amazon - A Thomson	875	Padlocks	9	14.99											12.49		2.50	14.99
21/06/2021	Parkes and Gardens	876	Grass Cutting	10	850.00									850.00					850.00
21/06/2021	J P Consultants	877	Audit Fees	11	70.00					70.00									70.00
30/06/2021	Wayne Lewin	SO	Wages	12	216.60	192.00	24.60												216.60
30/06/2021	HMRC	DD	PAYE	13	144.00	144.00													144.00
31/07/2021	Wayne Lewin	SO	Wages	14	216.60	192.00	24.60												216.60
31/08/2021	Wayne Lewin	SO	Wages	14a	216.60	192.00	24.60												216.60
20/09/2021	Mr Rory Smith	878	Bus shelter clean	15	46.00										46.00				46.00
20/09/2021	Parkes and Gardens	879	Burial ground hedging	16	120.00												120.00		120.00
20/09/2021	Dorset Council	880	Speed Wires	17	510.00												425.00	85.00	510.00
20/09/2021	Mr Rory Smith	881	Bus shelter clean	18	24.00										24.00				24.00
20/09/2021	Elite Playground	882	Inspection	19	48.00											40.00		8.00	48.00
20/09/2021	Wayne Lewin	883	Stationery	20	13.52			13.52											13.52
20/09/2021	Wayne Lewin	884	Back pay	21	893.11												893.11		893.11
30/09/2021	Wayne Lewin	SO	Wages	22	216.60	192.00	24.60												216.60
30/09/2021	HMRC	DD	PAYE	23	144.00	144.00													144.00
15/11/2021	Dorset Home and Gardens	885	Repairs to Multi Play	24	365.00											365.00			365.00
15/11/2021	Mr Rory Smith	886	Bus shelter clean	25	24.00										24.00				24.00
15/11/2021	Dorset Home and Gardens	887	Painting MultiPlay	26	468.00											468.00			468.00
15/11/2021	Parkes and Gardens	888	Grass Cutting	27	1,360.00									850.00	510.00				1360.00
17/01/2022	Mr Rory Smith	889	Bus shelter clean	28	24.00										24.00				24.00
17/01/2022	Mr Wayne Lewin	890	Wages	29	648.00	585.00	63.00												648.00
17/01/2022	Parkes and Gardens	891	Hedge cutting	30	300.00												300.00		300.00
17/01/2022	St Marys Frampton PCC	892	Grant	31	314.00						314.00								314.00
21/03/2022	Mr Rory Smith	893	Bus shelter clean	32	24.00										24.00				24.00
21/03/2022	Parkes and Gardens	894	Ground works	33	250.00											40.00	210.00		250.00
21/03/2022	Elite Playground	895	Play park inspection	34	48.00											40.00		8.00	48.00
21/03/2022	Mr Wayne Lewin	896	Wages	35	898.32	865.20	33.12												898.32
21/03/2022	Double Barrows	897	Tree Clear Up	36	600.00												500.00	100.00	600.00
21/03/2022	Mr Patrick Duncan	898	Honourium	37	100.00							100.00							100.00
21/03/2022	Mr Andrew Thomson	899	Expenses	38															0.00
21/03/2022	NHBS	900	Bird Boxes	39	73.97												61.65	12.32	73.97
21/03/2022	Parkes and Gardens	901	Grass Cutting	40	250.00											250.00			250.00
	Totals				10884.83	2890.20	243.72	13.52	444.37	243.40	314.00	100.00	0.00	1700.00	807.00	1363.45	2509.76	255.41	10884.83

Frampton Receipts 2122							
		Precept	Burial	Allotments	VAT	Donations	Total
Date	Received from						
20/04/2021	Miss M Sargeant		150.00				150.00
30/04/2021	Dorset Council	4650.00					4650.00
05/05/2021	Grassby		100.00				100.00
22/06/2021	Plot holders allotments			100.00			100.00
01/07/2021	HMRC				627.74		627.74
01/10/2021	Dorset Council	4650.00					4650.00
06/01/2022	Grassby		75.00				75.00
25/01/2022	S Christopher					40.61	40.61
14/03/2022	S Christopher					282.00	282.00
		9300.00	325.00	100.00	627.74	322.61	10675.35

Receipts	Actual	Budget		Difference
	£	£		
Precept	9,300.00	8800.00		500.00
Burial	325.00	0.00		325.00
Donations	100.00	0.00		100.00
VAT	627.74	0.00		627.74
Total Receipts	10,352.74	8800.00		1552.74
Payments	£	£		
Salaries	2,890.20	3000.00	96.34	109.80
Expenses	243.72	300.00	81.24	56.28
Stationary	13.52	100.00	13.52	86.48
Insurance	444.37	500.00	88.87	55.63
Fees	243.40	400.00	60.85	156.60
Donations	314.00	400.00	78.50	86.00
Honourium	100.00	100.00	100.00	0.00
Training	0.00	100.00	0.00	100.00
Grass Cutting	1,700.00	1700.00	100.00	0.00
Footpaths and Enviroment	807.00	800.00	100.88	-7.00
Playground	1,363.45	1900.00	71.76	536.55
Precept	8,119.66	9300.00	87.31	1,180.34
Reserves	2,509.76			
VAT	255.41			
Total Payments	10,884.83			

FRAMPTON PARISH COUNCIL

RECONCILIATION FOR THE YEAR 2021-22

A		E		CURRENT BALANCE	
OPENING BALANCE		UNPRESENTED CHEQUES		OPENING BALANCE	11221.70
Carried forward	11221.70	PV	AMOUNT	PLUS INCOME	10675.35
01-Apr-21				SUB TOTAL	21897.05
TOTAL	11221.70	31	314.00		
		32	24.00	LESS EXPENDITURE	10884.83
		33	250.00	TOTAL	11012.22
B		34	48.00		
BANK DETAILS		35	898.32		
BANK ACCOUNT	BALANCE	36	600.00	CUMULATIVE BALANCE	
Lloyds Bank	13288.51	37	100.00	TOTAL BANK BALANCES	13288.51
		39	73.97	LESS U/P CHEQUES	2276.29
TOTAL	13288.51	40	250.00	TOTAL	11012.22
C		CR	-282.00		0.00
INCOME					
INCOME TO DATE	AMOUNT			INCOME	10675.35
See Receipts Ledger				EXPENDITURE	10884.83
TOTAL	10675.35			TOTAL	-209.48
EXPENDITURE TO DATE	AMOUNT				
See Payments Ledger					
TOTAL	10884.83				
		TOTAL	2276.29		

RECONCILIATION

RESERVES RECONCILLIATION 21 March 2022

Main account			11012.22
Waste Paper Account			3226.09
Play Area Equipment Fund			1058.62
Play Area Maintenance Fund			737.49
Allotments			65
Burial Ground			712.03
Speed Indicating Device			2500
Annual Operational Costs			0
General Reserve			2712.99
General Reserve Guideline	Traditional	50-100 % Precept	4650 - 9300
General Reserve Guideline	New	25-75 % Precept	2325 - 6975

COST OF SID

SID	£ 2495
Solar panel x 2	£ 350
Additional bracket	£ 75
Installation*	£ 500

Total	£ 3420
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Funds available

SID reserve	£ 2500	
Footpath & Environment 2022/23	£ 500	
General reserve	£ 420	VAT rebate (£243.09)

Job Description, roles, and responsibilities

Clerk and Responsible Finance Officer to the Frampton Parish Council

Agenda

The Clerk is responsible for drafting and distributing the agenda

The Clerk is to draft the agenda, verified by the Chair and distributed a minimum of three clear working days prior to the meeting.

Items for the agenda from Councillors must be sent to the Clerk a minimum of three clear working days prior to the agenda being set.

The agenda items must be converted in PDF format and distributed to all Councillors including the Ward Councillor.

The agenda is to be posted on to the Parish Council website, noticeboards, and community Facebook site.

The agenda cannot be changed once published

Minutes

The Clerk is responsible for drafting and distributing the minutes

There must be an aspiration of the minutes being drafted within three clear working days of the meeting. The minutes are to be verified by the Chair prior to circulation to the wider audience.

Any amendments at the next Full Council are to be written in pen and initialled by the Chair.

Finances

The Clerk is responsible for all accounting, budgeting, and reconciliations

The cash book is to be updated upon receipt of an invoice or relevant voucher and accredited to the appropriate cost centre.

These payments are to be approved and authorised at Full Council.

Once approved and authorised, only then can the Clerk complete the relevant payment.

The bank account must be reconciled on a two-week basis.

Any voucher deemed to be inappropriate must be listed on the cashbook but to the money laundering officer.

The Clerk is to report to Full Council on a quarterly basis, as to the position of the annual finances.

The Clerk is to close down the annual accounts as of 31st March each year for audit.

Audit

The Clerk is responsible for completing the Annual Governance & Accountability Return

The Clerk is to ensure all statutory timelines are adhered to.

The Clerk is to ensure that paperwork is supplied to both the internal and external auditors.

The Clerk is to ensure compliance with the transparency code in that statutory documents are uploaded to the Parish Council website and noticeboards in accordance with timelines set by the external audit body.

Assets

The Clerk is to ensure the asset register is maintained and up to date.

The Clerk is to ensure all assets are in good working order.

The Clerk is to report if any asset is broken.

The Clerk must report the asset register annually to Full Council.

Website

The Clerk is to ensure all mandatory documents are uploaded to the Parish Council website and ensure that the content of the website remains current and relevant.

Social Media

The Clerk is to post on the Community Facebook site, any detail that is deemed appropriate for the general public.

Correspondence

The Clerk is to monitor the official Parish Council mailbox (frampton@dorset-aptc.gov.uk) on a regular basis.

The Clerk is to reply to any correspondence deemed appropriate to the Parish Council and to forward communication to Councillors that matters that may require discussion, action, or resolution.

Full Council

The Clerk is to attend all Full Council meetings. The Clerk is to ensure that the Council are legal in their conduct and resolutions.

The Clerk is to set out a list of meeting dates (3rd Monday of each month) at the beginning of the calendar year.

The Clerk is to book an appropriate hall for the meeting.

The Clerk is to ensure the hall is appropriately set up for the meeting.

The Clerk is to ensure the hall is left as required and secured.

Committees

The Clerk is to attend all committee meetings. The Clerk is to ensure that the committees are legal in their conduct and resolutions.

The Clerk is to set out a list of meeting dates at the beginning of the calendar year.

The Clerk is to book an appropriate venue for the meeting.

Tasking

The Clerk may be tasked by resolution of Full Council.

The Clerk may be tasked by the Chair or Deputy Chair out of Full Council.

Non-Tasking

The Clerk may complete any duties deemed appropriate for the efficient running of the Parish Council.

Contracts and procurement

Any project is to be allocation a Councillor as project lead.

The specification is to be written by the Councillor.

The Clerk must then procure in accordance with Standing Orders and Financial Regulations.

The Clerk may be tasked with minor jobs by the project lead.

The Clerk should not meet with contractors on site, this must remain within the remit of the project lead.

The Clerk must ensure all relevant paperwork is available for resolution in accordance with Standing Orders and Financial Regulations.

Health and Safety

The Clerk has the power to ensure any item of Parish Council property that is broken is fixed in a timely manner.

The Clerk is to ensure all mandatory annual inspections are conducted and completed.

Planning

The Clerk is to ensure all new planning applications (of which the Parish Council is a statutory consultee) are forwarded in a timely manner.

The Clerk must note the decision date and recommend the course of action going forward.

The Clerk will upload the resolution of Full Council to the Dorset Council planning portal.

Allotments

The Clerk is to ensure that all lease agreements are signed.

The Clerk is to ensure that all annual rents are received by 30th June each year.

The Clerk is to ensure the allotments are health and safety compliant.

Burial Ground

The Clerk is to complete the Burial Register as required.

The Clerk is to issue Exclusive Rights of Burial as purchased.

The Clerk is to update the Purchased graves register as needed.

The Clerk is to liaise with funeral directors as required.

The Clerk is to return the 'green form' as required under law.

The Clerk is to ensure all memorials are within the Burial Ground policy.

The Clerk is to ensure that the Burial Ground is health and safety compliant.

Play Park

The Clerk is to ensure the external inspection is carried out.

The Clerk is to ensure the internal inspections are carried out.

Tibbs Hollow

The Clerk is to ensure that Tibbs Hollow is health and safety compliant

Village Green

The Clerk is to ensure that Village Green is health and safety compliant