

MINUTES OF BISHOPS CAUNDLE PARISH COUNCIL ANNUAL MEETING

HELD ON TUESDAY, MAY 16th, 2023, AT 7.30 P.M.

1. **Apologies:** A. Coombe - Submitted resignation prior to meeting.
Cllr. Legg.

Attendees: Cllr. A. Jones, Cllr. D. Blair, Cllr. K. Adlem, Cllr J. Shaw, J. Walsh-Quantick (Clerk)

Members of Public: 2 (planning applications)

2. **To Elect Chair and Vice Chair**

Chair – Cllr. Jones - proposed Cllr. Blair, seconded Cllr. Shaw

Vice Chair – Cllr. Blair – proposed Cllr. Shaw, seconded Cllr. Adlam.

3. **Election of Officers**

Sites and Buildings	Cllrs. Adlem, Shaw
Planning	Cllr. Shaw
Outside Meetings	Cllrs. Blair, Jones
Rights of Way	Cllr. Shaw
Village Hall Liaison	Cllr. Blair
Emergency Plan	Cllr. Blair
Press	Cllr. Blair
Social Club	Cllr. Adlem
Play Area	Cllr. Adlem
Community Shop	Cllr. Shaw
Flood Warden	Cllrs. Blair, Shaw
Community Speed Watch	Cllr. Shaw
Play Area Bins	Cllr. Jones
Cemetery	Cllr. Jones

4. **Parish Councillor Vacancies**

Cllr. Jones thanked Cllr. Coombe for his support with the parish council during his term.

Currently three vacancies. A. Coombe resignation to be formally advertised via the elections team.

Other vacancies to be readvertised.

CLK

5. **To Approve Minutes From Previous Meeting**

Minutes of the meeting held on Tuesday 21st March 2023 were agreed with no amendments.

Proposed Cllr. Blair, Seconded Cllr. Adlem.

6. **Play Area Committee – Members of the public invited.**

None attending.

7. **Football Club – Members of the public invited.**

None attending.

Councillors have agreed not to progress with this further, the football club expressing interest in using the field have not attended three meetings they have been invited to.

8. Matters Arising Therefrom

a. Speeding SID / White Gates / Community Team

Cllr. Shaw updated the council on the Community Speed Watch project. CSW was set up fully in January 2023 after training was completed. The team of 5 main members are currently carrying out 2 radar sessions per month with the aim to protect people, property and pets. People driving at over 35 MPH are reported to the speeding team at Dorset police who will write. A vehicle travelling at 40 MPH and a tractor at 25MPH were reported yesterday. The team have kindly taken responsibility for moving the SID every 6 weeks.

A quote for the white gates has been received from DCC of £6673.79 exc VAT. Only £1500 was allocated from the CIL funds and it is not possible to justify spending the extra as there are not sufficient funds available.

It was discussed that the £1500 will need to be reallocated, the councillors agreed unanimously that this should go into the play area equipment fund. Clerk to transfer funds.
CLK

b. Footpaths –

Ongoing - Cllr. Shaw will recontact S. Meads for the footpath waymark signs so they can be placed. JS

Ongoing - New dog waste signs to be sited throughout the village once weather improves.
CLK

Dog waste bin sited near Brown Street following complaints that dog waste is being bagged up then thrown into hedges in this area. Details of its placement have been added to the village facebook sites.
CLK

Replacement bin for the pavilion / playing field has been received.

c. Manor Farm Development Pavement

To be removed from next agenda, no progress being made.

d. Church Green Flooding Update

No new updates. No reported flooding. Awaiting update from DCC on next steps. RL

e. Defibrillator

A grant has been approved for £200 from the Lions Club. Clerk to contact SWAST to discuss next steps. CLK

f. Neighbourhood Plan

Cllr. Shaw will be undertaking the DCC specific council training on this, will contact clerk when the next available date is advertised. JS

g. Village Lengthsman

There is a considerable increase in the amount of voluntary activity and support within the village especially with the playing field. Consideration on provision of a small community support fund for thanks was raised. Clerk to identify if this is permitted from funds. CLK

h. Woodland Trust Trees

53 trees have been planted in the area of the former tennis courts. These have been sited to avoid the Wessex Internet cable work and space for a walkway has been left.

i. **20 MPH Speed Limit (Fontwell Magna Discussion)**

No further action.

j. **Playing Field Grass Cutting.**

Simon Goodfellow and Chris Adlem have kindly volunteered to restart grass cutting and ground maintenance. An annual donation of £500 for grass cutting and mower maintenance was unanimously agreed. Proposed Cllr. Shaw, Seconded Cllr. Blair (Cllr. Adlem abstained due to family connection).

k. **Mr. and Mrs. Jex Cemetery Plots**

Cllr. Blair will meet with Mrs. Jex to discuss plot allocation and feedback to the clerk DB

l. **Talk Talk**

Although the account was closed over a year ago, Talk Talk are still requesting payment for a complete years use. Clerk to continue with dispute. CLK

9. **Planning Applications**

White Hart Revised Plans P/FUL/2023/02209, P/FUL/2023/02210

Meeting attended by applicant –

The initial application was for three properties, this was withdrawn and a new application raised for a single property. The planning officer is keen for the property to blend in with other local properties and for the build to be affordable.

Significant work has gone into preparing the plans and the proposed property is set back from the road and looks sympathetic to other properties in the area. The property is a Georgian style house with high ceilings and sash windows of brick construction with ideally stone surrounds to windows and doors. 4 bed / 3 baths.

The pub skittle alley already has permission to be removed and parking for 18 cars will remain.

The local authority have asked for another access report and consideration to this was raised by councillors present.

Denshams Farm P/PABA/2023/02372

Raised for notification only. Bishops Down property with prior approval granted for a new roof covering over an existing feeding yard.

Wisteria Cottage P/HOU/2022/06562

Two storey extension with no neighbours and not in a conservation area. Tree officer to complete a survey of roots for foundations. Materials are to be in keeping with local properties.

10. **Play Area**

- **Maintenance and Repairs / Work Covered to Date**

Awaiting top soil.

Matting. To continue to monitor how level it is over the dry period. Seed costs awaited.

Grant information from Magna and Sovereign not yet returned.

- **Item Purchases**

X 3 Benches (Max of £1800). To contact Terry Lovelace once purchased to discuss locations.

X 3 Picnic benches (Max of £2200) unanimous agreement to purchase.

- **Tree Planting** – completed.
- **Football social club**
No update. Pavilion – Awaiting clearance by the Football Social Club. Once clear the lease agreement will be terminated and it will return back to management by the Parish Council. Question raised over remaining funds from the football social club. Cllr. Jones to discuss with Sarah Martin. **AJ**
- **H&S Inspection** N/A

11. Training

Provision of training was discussed, councillors to contact the clerk if training is needed

12. CIL Monies Allocation Update

There is money still allocated from CIL and reserve funds which is ring fenced for: -

White Gates – (To transfer to play area funds)

Verge Clearance (now transferred to play equipment funds)

AED – defibrillator (agreed to purchased, clerk to contact SWAST).

Picnic benches x 3

Village benches

Verge Trees

Initial work at the pavilion.

New CIL monies: -

15A Hill View – transferred to play equipment funds.

13. Financial Audit

The annual accounts were presented in the Annual Parish Meeting 16/05/2023. These will be forwarded to the internal auditor (Nigel Ladd) once signed.

- a) Annual audit Certificate of Exemption approved and signed.
- b) Annual audit Governance statement approved and signed.
- c) Annual audit Accounting statement approved and signed

Bank Reconciliation

Bank Reconciliation Bishops Caundle Parish Council Financial Year Ending 31st March 2023		
Prepared By: Joanna Walsh-Quantick RFO		
Date: 14/04/2023		
Approved by: Chairman of Bishops Caundle Parish Council		
Date: 16/05/2023		
Balances As Per Bank Statements 31/03/2023		
	£	£
Natwest Current Account	7,370.54	
Natwest Savings Account	15,057.51	
Natwest Grants Account	9,653.20	
Total		32,081.25
Less any unpresented cheques at 31/03/2023	0.00	32,081.25
Net Bank Balances as at 31/03/2023		32,081.25
The Net balances to reconcile to the Receipts and Payments Account for the year as follows:		
		£
Cash Book - Opening Balance 01/04/2022		38,565.71
Cheques Carried over from previous year		0.00
Add Receipts for Year (income)		12,951.54
Less Payments for Year (outgoings)		19,436.00
Closing Balance as per Receipts and Payments Book as at 31/03/2023		32,081.25

14. State of Finances 16/05/2023

Balances:

Natwest Current Account		£11,147.15
Natwest Grants Account		£10,763.20
Natwest Savings Account		£15,629.38
Total		

Income:

	Date	Amount
<u>Current Account</u>		
Precept	28/04/2023	£4,264.00
VAT Refund (£1110.00 for grants a/c)	28/04/2023	£1,883.61
<u>Grants Account</u>		
See vat refund above.		
<u>Savings Account</u>		
Savings Account Interest March	31/03/2023	£15.80
Savings Account Interest April	28/04/2023	£11.87
Grave Purchase A Dunstan	21/04/2023	£560.00

Cheques Signed and Approved by Chair Since Previous Meeting

None		

Other Payments Since Previous Meeting

<u>Current Account</u>		
Purple Waste Bags	11/05/2023	£252.00
M Moore Grass Cutting April	28/04/2023	£250.00
HMRC April	27/04/2023	£81.40
Clerk Expenses April	27/04/2023	£24.00
Clerk Salary April	27/04/2023	£326.02
Dorset Waste Partnership	18/04/2023	£23.10
DAPTC Subs and Mailbox	05/04/2023	£232.54
M Moore Grass Cutting March	29/03/2023	£100.00
Cheque Ref 001448	23/03/2023	£250.00
Clerk Expenses March	23/03/2023	£30.00
Clerk Salary / HMRC March	23/03/2023	£383.80
HMRC March	23/03/2023	£38.00
<u>Savings Account</u>		

<u>Grants Account</u>		

Payments Requiring Authorisation

	<u>Comments</u>	
M Moore Grass Cutting May	-	£100.00
M Moore Grass Cutting June	-	£100.00
Clerk Salary / HMRC / Expenses May	Approx	£432.00
Clerk Salary / HMRC / Expenses June	Approx	£432.00
Village Hall Rent May		£18.00
Zurich insurance	Approx	£550.00
N Ladd Internal Audit		£50.00

Proposed By: Cllr. Adlem

Seconded By: Cllr. Shaw

N.b. Pension scheme for Clerk has not been joined as annual income is low.

As discussed in the last meeting, Cllr. Tuffin is named on all of the bank accounts as a signatory. It is agreed that until new signatories for the accounts have been arranged, the clerk will be authorised to sign cheques on behalf of the council. All cheques need two signatures.

15. Routine Correspondence

None via post, emails as forwarded to councillors.

16. Matters for discussion next agenda.

- Councillor vacancies.

17. Members of the Public Questions

None.

18. Time of Closure

9.30pm

Date of Next Meeting

Tuesday July 18th, 2023, 7.30pm.

Future Planned Meeting Dates:

2023 – all 7.30pm Village Hall unless otherwise stated.

September 19th

November 21st

2024 – all 7.30pm Village Hall unless otherwise stated.

January 16th

March 19th

May 21st (7pm Annual Parish Meeting and Annual Parish Council Meeting)

July 16th

September 17th

November 19th

DRAFT