

MINUTES OF BISHOPS CAUNDLE PARISH COUNCIL MEETING
HELD ON TUESDAY, MARCH 16th 2021 AT 7.30 P.M. VIA ZOOM

Please note the January meeting was cancelled due to Covid-19 meeting restrictions.

1. Apologies:

Present: A. Jones, S. Meads, A. Tuffin, D. Gardner, P. Blundell, C Mitchell, Cllr. R. Legg
J. Walsh-Quantick (Clerk)
D. Blair (Member of the public)

2. Previous Meeting Minute Approval

Minutes of the meeting held on Tuesday 22nd December were agreed with no amendments. To be signed at next face to face meeting. Proposed AT, Seconded PB.

3. Matters Arising:

a. Village Maintenance and Hedge Cutting

The hedge cutting has been completed, thanks extended to Mr. Bennett.

A quote from Treetops Construction was received (via N. Payne) for work to the bus shelter at a cost of £9400.00 + VAT with extra costs if a bench is also required. This was noted to be for a new unit and too expensive for current council funds. A. Tuffin agreed to look for alternative quotes. Cllr Legg suggested that DCC may be able to install a unit, Clk to contact DCC. AT/CLK

Clerk to contact bus shelter suppliers to ask if a supply only roof is available and for costs. CLK

b. Village Leaflet Update

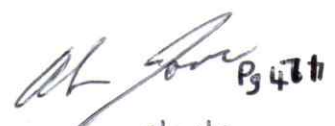
S. Meads has been working on the document, anticipated completion in 2 weeks. SM

c. Census 2021

The census is due to be completed online on 21/03/21 and the offer of help from Parish Councillors is available to those that need it. Census officers will be visiting properties to help those that miss the completion deadline. No further assistance has been requested from the Census Officer.

d. Speeding Update (Community Team)

Funds have been agreed unanimously from the Parish Council to buy the equipment needed for the Community Speed Watch (CSW) team to cover a hand held speed monitoring device and the relevant PPE. Training remains on hold due to covid. Pc. Mark Jones has offered to help with the CSW once fully established and is willing to assist with the risk assessment. Speeding is to remain a key priority for the Parish Council. SM


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e. CIL Monies – White Gates/SID's

It was confirmed that evidence of speeding is needed to be able to work towards making a case for speed restriction methods in the village. S. Meads has spoken with Rob and Joe at DCC regarding speed signs and SID's and it is necessary for DCC to complete a speed survey which costs approximately £500 prior to purchasing a SID. (SID purchase was agreed in the previous meeting). It is believed that there are already SID poles in the village, Clerk to review records for this. **CLK**

Holwell PC have expressed an interest in sharing a unit with Bishops Caundle, to discuss at the next meeting. **CLK**

Cllr. Legg discussed how, in other villages locally, SID approval had already been gained and how they are working with Sherborne Town Council. Sherborne Town Council will own the SID and lease the units to the villages involved. Training in their use will also be provided. **SM**

SM will photograph areas proposed for the location of the white gates and forward pictures to the clerk prior to contacting Highways. To discuss further at the next meeting. **SM**

f. Speeding Update / Highways Maintenance / Holwell PC

The speed awareness team have responded to the clerk to say that they will vary times and locations of speed monitoring in the village.

Highways – The surface in Milburn lane is deteriorating due to springs under the road and photographs have been forwarded by Cllr. Legg. Holwell PC have contacted the clerk to discuss work at the listed Cornford Bridge which will include the bottom of Milburn Lane. Councillors to report areas of damage to verges and blocked drainages/ditches on the highways webpage. **ALL**

g. Flooding Church Green

No flooding has occurred in Church Green in the past few months.

h. Woodland Trust

Tree delivery date is now confirmed as mid-late April. S. Meads has a small team of volunteers organised for planting and would welcome more help. S. Meads has spoken with the Digby Estate and has permission to plant at the Tennis Courts and would like to plant some around the play area. Planting on verges is to be discussed and confirmed in writing by Highways. S Meads to contact clerk with other potential locations. **SM**

i. Parish Councillor Vacancy

One expression of interest has been received from a local resident who lives on the Stourton Caundle side of the boundary with Bishops Caundle. Clerk to establish if a resident from a different village can join the Parish Council. **CLK**

j. Grass Cutting Quote

M. Moore has quoted £1300 for annual grass cutting within the cemetery and at Church Green. Proposed S. Meads, Seconded A. Tuffin.

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4. Play Area:

a. Maintenance and Repairs / Work to Date

The Caloo play equipment has been ordered and will be delivered to the village directly once covid permits. D. Gardner is liaising with Caloo and will be installing the equipment, requests for assistance to be made. Delivery for the unit has been paid for at a cost of £398.40 from the grants account.

Awaiting N. Payne to remove posts and scrap.

The current woodchip surface is covered in weeds and needs treating, N. Payne to be asked to include this in his removal works. DG

S. Meads is investigating other grant bids towards a Trim Track and other play equipment. SM

b. H&S Inspection

To be booked pending work completion.

5. Football Social Club and Ground

The Football Social club remains closed due to Covid-19 with plans to re-open once this is possible again to be confirmed. S. Meads has spoken with the Digby Estate and confirmed that the Parish Council are responsible for the building.

6. S106 Application

Invoices for the spinning bikes and yoga equipment have been sent for re-imburement, awaiting a response from the S106 team. The Clerk has also requested a break down of monies allocation by heading. The Caloo equipment is hoped to be fully funded by this project. CLK

A request has been made by a member of the public for a number of benches to be placed around the village to be used by walkers. Quotes were requested previously, to discuss at the next face to face meeting once remaining S106 monies amount is known. SM/CLK

7. Precept 2021

The precept was agreed and accepted via quorate through email.

8. Asset Register, Cemetery Fees Review

The updated asset register was approved.

Cemetery fees will be rounded up to the nearest £5 with immediate effect. CLK

An interment of ashes for Mr. Warrick into his parent's grave in the Closed Cemetery will be taking place in early April.

9. Risk Assessments and Standing Orders

The previous years document approval has been delayed due to covid. All documentation has been reviewed and updated as applicable.

Risk Assessment – amendments made to include the Grants Account and Clerks responsibilities

Standing Orders – updated to the revised NALC standards.



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Code of Conduct	No amendments needed
Financial Regulations	No amendments needed
Subject Access Procedure	No amendments needed
Data Protection Policy	No amendments needed
GDPR Compliance Checklist	No amendments needed
Records Retention Policy	No amendments needed
Data Breach Policy	No amendments needed

Proposed C. Mitchell, seconded S. Meads

10. Emergency Plan

Confirmation of phone numbers in the document to be made then to be issued.

CLK

11. Training

DAPTC emails of relevance to training are forwarded, clerk to be contacted if any training is required by councillors.

12. Village Plan Review

On hold

13. Finance

a). STATE OF FINANCES AS AT 15/03/2021 (MEETING 16/03/2021)

NATWEST CURRENT ACCOUNT	£8,530.79	
NATWEST DEPOSIT ACCOUNT	£11,056.67	
NATWEST GRANT ACCOUNT	£9,282.92	
BARCLAYS TENNIS MONIES	£0.00	
TOTAL		£28,690.38

PAYMENTS IN

30/09/2020	Natwest Deposit Account Interest December	£0.09
30/10/2020	Natwest Deposit Account Interest January	£0.09
30/11/2020	Natwest Deposit Account Interest February	£0.09

CHEQUES APPROVED AND SIGNED BY THE CHAIRMAN SINCE THE LAST MEETING

001425	M Moore Grass Cutting February	£100.00
001426	Sherborne Castle Estates	£25.00
001424	Re-written cheque for Football Social Club as previous years lost	£150.00



OTHER PAYMENTS SINCE PREVIOUS MEETING

Online Transfer	ICO Renewal	£35.00
Online Transfer	AVG Renewal (Clerks Private Account)	£49.99
Online Transfer	Microsoft Renewal (Clerks Private Account)	£59.99
Online Transfer	Caloo Delivery Charge (Grants Account)	£398.40
Online Transfer	Clerks Expenses March-Aug 2020 (not previously submitted)	£39.35
Direct Debit	Dorset Waste	£21.00
Online Transfer	M Bennett Hedge Cutting	£210.00

CHEQUES/INVOICES/FUTURE PAYMENTS TO APPROVE AT THE MEETING

Online transfer	M Moore Grass Cutting March	£100.00
TBC	123 Domain Reg	£28.78
Online Transfer	Clerks Expenses November - March	£19.85
BACS	J Walsh-Quantick – HMRC Jan-March	£120.80
Online Transfer	Clerks Salary Jan-March	£483.27

b). Approval of Payments

Proposed by: S. Meads

Seconded by: C. Mitchell

Donations: -

White Hart Magazine £50

Football Social Club (grass cutting) £250

Proposed by: S. Meads

Seconded by: P. Blundell

14. Routine Correspondence

None via post, emails as forwarded to councillors.

15. Matters for Further Discussion / Next Agenda

Planning – Wooden shed at Meadowbank re-raised by a village resident. Planning have confirmed that it meets requirements.

Permission has been given for tree works at the Beeches in Caundle Street.

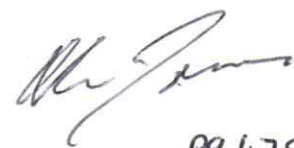
16. Members of the Public Questions

None.

17. Time of Closure

9.10pm

18. Date of Next Meeting



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Tuesday May 18th 2021, 7.30pm. Location tbc depending on Covid-19 restrictions.

Future Planned Meeting Dates:


2021

May 18th (AGM and APM) from 7pm

July 20th 7.30pm

September 21st 7.30pm

November 16th 7.30pm


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