



**Minutes of an ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th June 2018**

PRESENT; Cllr G Logan (Chairman)
Cllr S Archer
Cllr S Greenland
Cllr A Hibberd
Cllr H Morris
Cllr K Murton
Cllr M Smethers
Cllr D Tooke
Mrs M Humby (Clerk)
Also present; 4 members of the public

Min No	Title	Owner
77/18	<p>WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING AND APOLOGIES</p> <p>The Chairman welcomed all in attendance to the meeting and advised of fire escape procedure. The following apologies were received and accepted; Cllr Walker, Dorset County Cllrs Spencer Flower and Toni Coombs</p>	
78/18	<p>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS</p> <p>No pecuniary interests were declared nor dispensations requested.</p>	
79/18	<p>TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING</p> <p>Cllrs unanimously resolved to agree the minutes of the Annual Parish Council meeting dated 14th May 2018 as a correct record of the meeting. They were signed by the Chairman</p>	
80/18	<p>TO RECEIVE THE CLERK'S REPORT AND NOTICES</p> <p><u>Office IT</u> The new IT systems in the office are now in place with a couple of tweaks still required (including the setup of the TV system). Cllr Archer agreed to drill hole for TV lead. Verbally agreed by Alderholt Village Hall Chairman)</p> <p><u>Community Speed Watch</u> Last month correspondence was reported regarding new risk assessments regarding the CSW team. To clarify, the Parish Council set up an agreement with DCC in June 2016 regarding the Deployment of Speed Indicator Displays (SIDS) (owned by APC); In summary;</p> <ul style="list-style-type: none"> DCC agrees to provide public liability and employee liability insurance for the Council/councillor deploying the SID as long as they adhere to all guidance and training provided by County 	Office SA

Chairman's initials
Date;



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	<p>Council.</p> <ul style="list-style-type: none"> • APC is responsible for the actions of its volunteers who deploy a SID under the terms of the agreement. • APC insures the SID against theft and vandalism. <p>The clerk has spoken to the DCC officer dealing with this and he has advised that he will be contacting the APC representative for Alderholt (Cllr Martin Smethers) over the coming months to run through the new guidance and procedures. Cllr Smethers will then need to update the clerk to confirm all new procedures are being adhered to</p> <p><u>Bonfire Hill Footpath 34/6</u></p> <p>Cllr Logan was contacted by a concerned resident regarding the new gate and stile fitted at the top of Bonfire Hill on footpath 34/6. After taking a look, and speaking with the Senior Ranger at DCC, APC have sent a letter to the landowner asking for the gate to be better aligned to facilitate opening and closing, but as a more permanent option have the stile replaced by a pedestrian friendly gate or kissing gate which will allow accessibility for all and dogs. We are still awaiting a response.</p> <p>Agreed to now be passed to DCC</p> <p><u>Hearing Loop Request</u></p> <p>The village hall have advised that they have now had feedback from the company who originally installed the hearing loop. The original system cannot accommodate an extension and they do not have the funds to install a new system. They have advised the resident who raised the question.</p> <p><u>Outstanding items from previous meetings</u></p> <p>Agreed at May meeting to delay until July meeting;</p> <table border="1" data-bbox="279 1422 1329 2016"> <tr> <td data-bbox="279 1422 1064 1538">New Draft H & S Policy- (drafted few tweaks required)</td> <td data-bbox="1064 1422 1233 1538">July Meeting</td> <td data-bbox="1233 1422 1329 1538">MS</td> </tr> <tr> <td data-bbox="279 1538 1064 1650">New Draft Winter Maintenance Policy (drafted few tweaks required)</td> <td data-bbox="1064 1538 1233 1650">July Meeting</td> <td data-bbox="1233 1538 1329 1650">SG</td> </tr> <tr> <td data-bbox="279 1650 1064 1736">Clerk's Annual Appraisal O/s</td> <td data-bbox="1064 1650 1233 1736">July Meeting</td> <td data-bbox="1233 1650 1329 1736">SG</td> </tr> <tr> <td data-bbox="279 1736 1064 1821">Internal Training for Cllrs and handbook O/s</td> <td data-bbox="1064 1736 1233 1821">July Meeting</td> <td data-bbox="1233 1736 1329 1821">MH</td> </tr> <tr> <td data-bbox="279 1821 1064 2016">Update all policies affected by change to P & F Meeting including standing orders and Financial regulations-completed but still require a complete review</td> <td data-bbox="1064 1821 1233 2016">July Meeting</td> <td data-bbox="1233 1821 1329 2016">MH</td> </tr> </table>	New Draft H & S Policy- (drafted few tweaks required)	July Meeting	MS	New Draft Winter Maintenance Policy (drafted few tweaks required)	July Meeting	SG	Clerk's Annual Appraisal O/s	July Meeting	SG	Internal Training for Cllrs and handbook O/s	July Meeting	MH	Update all policies affected by change to P & F Meeting including standing orders and Financial regulations-completed but still require a complete review	July Meeting	MH	<p>MS</p> <p>Office</p>
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	Internal auditor for 2018/19- Await outcome of ARA meeting re Pavilion Project to determine priority	July Meeting	MH																					
	New accounting systems- Await outcome of ARA Meeting re Pavilion Project future to determine priority	July Meeting	DT																					
	New Emergency Planning Policy (including emergency parish office provision)	July Meeting	DT																					
	Playground refurbishment-quotes being obtained - ongoing (May/June)	July Meeting	KB																					
	ARA Insurance and Maintenance review-info circulated to Cllrs ongoing	June/July	SG/ MS/ AH/ MH																					
81/18	<p>TO RECEIVE THE COUNTY COUNCILLORS' REPORT</p> <p>County Cllrs were not present at this meeting but their report had been circulated and was discussed. This will be attached to the paper copy of these minutes. It is also available under County Cllrs report page on the APC website.</p> <p>Cllr Tooke raised a question about Council Debt which he will raise directly with County Cllrs</p>																							
82/18	<p>TO RECEIVE THE DISTRICT COUNCILLOR REPORT</p> <p>Cllr Logan reported that the main focus at District Council at the moment is the Local Government Reorganisation</p>																							
83/18	<p>PUBLIC OPEN FORUM</p> <p>There were 4 members of the public present of which the following items were raised by 2 members; a request that Cllrs speak up as members of the public can't always hear what is being said.</p>																							
84/18	<p>FINANCE</p> <p>1. Cllrs unanimously agreed to sanction the following payments;</p> <table border="0" style="width: 100%;"> <tr> <td colspan="2"><u>PAYMENTS FOR SANCTION</u></td> </tr> <tr> <td>War On Waste-dog emptying June</td> <td style="text-align: right;">124.80</td> </tr> <tr> <td>Viking stationery -Cllr ink</td> <td style="text-align: right;">98.11</td> </tr> <tr> <td>DAPTC Annual Subs</td> <td style="text-align: right;">820.82</td> </tr> <tr> <td>TOTAL PAYMENTS FOR SANCTION</td> <td style="text-align: right;">1043.73</td> </tr> <tr> <td colspan="2"><u>CREDITS</u></td> </tr> <tr> <td>Alderholt Community fund-grant for table tennis</td> <td style="text-align: right;">750.00</td> </tr> <tr> <td>Total of credits pd to current account</td> <td style="text-align: right;">750.00</td> </tr> <tr> <td>Other bank credits received</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>TOTAL CREDITS RECEIVED</td> <td style="text-align: right;">750.00</td> </tr> </table>			<u>PAYMENTS FOR SANCTION</u>		War On Waste-dog emptying June	124.80	Viking stationery -Cllr ink	98.11	DAPTC Annual Subs	820.82	TOTAL PAYMENTS FOR SANCTION	1043.73	<u>CREDITS</u>		Alderholt Community fund-grant for table tennis	750.00	Total of credits pd to current account	750.00	Other bank credits received	0.00	TOTAL CREDITS RECEIVED	750.00	
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	<p><u>DDR's</u></p> <p>BT 334.86</p> <hr/> <p>TOTAL DDR'S 334.86</p> <hr/> <p><u>PAYMENTS MADE IN BETWEEN MEETINGS</u></p> <p>Assist Business IT - IT site visit charges new equipment 265.08</p> <p>Assist Business IT - IT Support 16th May -15th June 139.20</p> <hr/> <p>Total of Payments made between meetings 404.28</p> <hr/> <p><u>CASHPLUS DEBIT CARD</u></p> <hr/> <p>Total expenditure on Debit Card 0.00</p> <hr/> <p><u>PETTY CASH</u></p> <p>Balance 15.16</p> <p><u>Miscellaneous expenditure</u> 1.40</p> <hr/> <p>Balance 13.76</p> <hr/> <p><u>GARDEN VOUCHERS</u></p> <p>Balance 135.00</p> <p>Expenditure (receipted) 0.00</p> <hr/> <p>Balance 135.00</p> <hr/> <p>2. Total cash book funds for the Council as at 11th June 2018 £170331.88cr; Noted</p> <p>3. Cllr Smethers to carry out next month's financial control checks</p> <p>4. Cllrs agreed to a payment of £600 to the ARA as an interim payment in respect of the annual grant. A meeting is to take place between the clerk and the ARA to discuss the detail regarding the rest of this payment.</p>	MS MH
85/18	<p>TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES</p> <p>1. Planning Committee Meeting May 21st 2018 Noted</p>	
86/18	<p>TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES</p> <p>1. Gym Equipment Project Update (Cllr Tooke). The 5 pieces of equipment including the table tennis table have been installed. There are some minor installations problems that will be corrected on Tuesday 12th June. The post installation inspection has taken place and Cllr Tooke received a text message from the inspector advising that all items are considered safe to use. (The formal written inspection will be</p>	



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	<p>sent to the office) There has been a very positive response from residents. Cllr Tooke will be organising publicity to include the young resident who originally asked for the table tennis table and applied for funding from the Alderholt Community Fund. The Chairman thanked everyone that was involved with this project.</p> <p>2. Rifle Range/Scouts Lease Update. The clerk advised that we are currently awaiting a response from the scouts regarding: the final handover of monies, a publicity “official handover” date and information of the planning permission.</p> <p>3. AVH 50th Anniversary update. Cllr Murton advised that everything is in hand with this and she will be seeking some information from Cllrs about their roles. Pictures will be displayed on boards and there will be a game/competition.</p> <p>4. Minutes of ARA Rebuild Meeting 22nd May 2018. Noted</p>	<p>DT</p> <p>MH</p> <p>KM</p>
<p>87/18</p>	<p>CONSIDERATION OF APC POLICIES FOR GDPR 2018</p> <p>The clerk had circulated GDPR Policies following guidance from the NALC toolkit;</p> <p>1. The draft personal data audit questionnaire was agreed by Cllrs. This is a working document and will change as more information becomes available.</p> <p>2. Cllrs agreed to adopt the following GDPR documents;</p> <ul style="list-style-type: none"> • Privacy Notice for Staff, Cllrs and role holders • General Privacy Notice • Consent Form • Consent Form (publicity) <p>Using the audit questionnaire, consent forms will be sent out to relevant people.</p> <p>The General Privacy Policy will be posted on the website</p> <p>The Clerk will continue to work on this, including setting up automatic systems for deletion of electronic data and new policies as detailed in the audit questionnaire. All will be reported back to council.</p> <p>Data protection officer no longer required</p> <p>No longer a requirement to register with ICO but an annual fee is payable (details to follow)</p> <p>Cllr Smethers suggested the clerk check with the Insurers whether they offer a policy clause regarding breach of data under the GDPR. The clerk will check.</p> <p>The Chairman thanked the clerk for her work on this.</p>	<p>Office</p> <p>MH</p> <p>MH</p> <p>MH</p>
<p>88/18</p>	<p>TO CONSIDER CORRESPONDENCE RECEIVED</p> <p><u>Information for consideration/action;</u></p> <p>1. <u>DAPTC Extraordinary Chief Executive’s Circular regarding</u></p>	



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	<p><u>Proposals for the AGM on Saturday 10 November 2018.</u> Cllrs are requested to bring to this council meeting any proposals they wish to be considered by the DAPTC. The deadline for the submission of proposals to the AGM is Monday 6 August 2018. Any council wishing to propose a resolution at the AGM must have their representative in attendance at the AGM to propose the resolution. Please also consider if the issue would be more suitable to being discussed at your DAPTC area meeting and if necessary, brought to the Executive Committee's attention through that process. Agreed no proposals from APC</p> <p><u>Invitations/Meetings:</u></p> <p>2. <u>Invitation to LGBCE's briefing sessions to be held on 11 June 2018</u> at either Purbeck District Council offices, Worgret Road, Wareham 2pm - 4pm (limited spaces) or West Dorset District Council offices, South Walks House, Dorchester 6pm - 8pm. Circulated-Cllr Morris attended</p> <p><u>General Information:</u></p> <p>3. Email Notification from Christchurch and East Dorset regarding Community Asset Transfers- nothing for Alderholt</p> <p>4. Email Response from Openreach to complaint about disabled access during Station Rd works. Noted</p> <p>5. Email Notification from New Forest District Council of temporary 40mph speed limit on Alderholt Road, Somerley on Saturday 15th and Sunday 16th - September due to New Forest 100 cycling event. Circulated to Cllrs and noted</p> <p>6. County Councillor Report - received post May meeting and circulated to Cllrs and posted on website</p> <p>7. DAPTC Newsletter 09-circulated to Cllrs</p> <p>8. Powerpoint Slides from 2nd May LGR briefing circulated to Cllrs</p> <p>9. Copy of Response to Simon Hoare re Somerley Road circulated to Cllrs and noted</p>	
89/18	<p>ANY OTHER ITEM FOR REPORT ONLY</p> <p>Cllr Murton commented on village flowerbed upkeep-she will raise as agenda item at next meeting</p>	KM

Meeting ended 8.22pm

Minutes Approved;

Chairman's Signature;

Date;

Chairman's initials

Date;