Minutes of the Ordinary Meeting of Alderholt Parish Council
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 13th February 2017

18/17

PRESENT; Cllr G Logan (Chairman and Alderholt East Dorset District Councillor)
Cllr A Hibberd
Cllr K Murton
Cllr J Simcock
Cllr M Smethers
Cllr D Tooke (Arrived 7.05pm)
Cllr J Walker
Mrs M Humby Clerk
County Councillor Steve Butler (arrived at 7.30pm)
3 member of the public

APOLOGIES; Cllr S Archer

The clerk advised that an email had just been received (6.55pm) from Cllr Lynn Evans advising of her resignation from the Council. The email was read out to members. The clerk will organise relevant notices to start the Co Option process.

19/17

WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING

The Chairman welcomed everyone to the meeting and advised of fire procedures for escape in the event of a fire.

20/17

TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS

No pecuniary interests were declared nor dispensations requested.

21/17

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Cllrs unanimously resolved to agree the minutes of the Parish Council meeting dated 9th January 2017 as a correct record of that meeting. They were then signed by the Chairman.

22/17

TO REVIEW OUTSTANDING ACTIONS FROM LAST MONTH

All items from last month's meeting are completed, on the agenda as a separate item or listed below;

Original Date	*Subject*	*Owner(s)*	*Action-ongoing/outstanding*
13th June	Parking at Charing Cross	Cllrs	Ongoing- problems with congestion at Charing Cross –

9th Jan 17		MS/office	to be monitored once new houses are sold. **Ongoing** Reported that lorries clipping kerb to access car park- MS to take photo of kerb and forward to office to advise DCC of H & S issue. Broken Kerb has been reported on DFY and a Job No issued.
16th June	Ranger Duties	DT	Risk assessment plan to be forwarded to clerk once details confirmed with Rangers team. Passed to P& F committee **Outstanding**
11th July	Trees planted by St James' Church at Rec ground	AH	Relocate 3 healthiest trees to MUGA mound in liaison with ARA-in Autumn. Cllr Hibberd to now remove in liaison with St James' PCC who have agreed to help and relocate some of the trees to the Churchyard and school. Completed 23 Jan
11th July	Request for Table Tennis Table	Office/DT DT (min 159/16)	Liaise together to update on APC reserve funds & what's req'd – Completed 10/10/16 Liaise with resident and report back to meeting with proposal **Outstanding-ongoing liaison between DT and resident.**
10th October	Playground Maintenance	Office/KB	To organise local contractor to carry out low risk works not covered by AVA Recreation. 3 Quotes Requested. **Awaiting Responses**
10th October	SLA/Rec Management	Office/MS	Letter to be sent to ARA to clarify their responsibilities as per min 182/16.5. Informal discussion held with Ian Cole (Cllr Hibberd present) to discuss various issues.

Chairman's Signature;

			Suggested formal SLA meeting with IC/BM/MH/AH required to discuss this and other issues. Agreed by Cllrs 13/2/17
10th October	Highways Working Together	Office	Office to collate information to report back to Cllrs over next 6 months. **Ongoing**
14th November	Councillor Training	Office	**Recommended that Cllr training needs (and officers) to be assessed as part of governance and scrutiny of Pavilion Project (later agenda item)**
14th November	Allotments	AH	Cllr Hibberd to apply lime to Plot 23 in accordance with completed risk assessment. **Outstanding-to be completed as soon as he can**
12th December	Defibrillator/Phone Kiosks	MS KB	To investigate if red heritage box can be relocated to the village hall. If not, office to look into Parish Council adoption. Phone box has been removed 6/1-**still awaiting a response on why moved but advised by BT that phone boxes cannot be relocated. Noted**
9th January 2017	ARA Minutes 7/12/16 Provide documentation re Mole shooting 13/17	MH MH/AH	Advise ARA of APC comments about amending minutes.Done Advise ARA of APC comments -done and provide permission when received. **Chased with Ian Cole 6/2 and advised that ARA investigating all options. Ongoing**
9th January 2017	Tree Inspection 14/17	MH MH/AH	Obtain quotes Advise landowners Meet with contractors if necessary. **Ongoing 2 of 3**

			quotes received (2 contractors have just declined to quote so a new contractor to now be found - delaying the process)

Cllr Tooke arrived at the meeting during the above item.

23/17
TO RECEIVE THE CHAIRMAN'S/CLERKS REPORT
The clerk reported on;
Training
Attended Budget training at Ferndown organised by HALC. Was basic but highlighted problems of insufficient officer training from DAPTC
Also, attended EDDC clerk meeting and met with Jane Lynch from planning department to discuss planning issues and better ways of communicating- T & PC training to be implemented
Booked in for procurement training on 3rd April organised by DAPTC at cost of £60 (limited places so advised to Chairman outside of the meeting)
New 2017 DAPTC training programme for Cllrs received
Kerry to do IlCA (Institute of Local Council Administration) Training shortly (delayed due to sickness)
I'm trying to organise Pension training with DCC Pension department for ED Clerks
Recommended that overall training to be looked at later under agenda item on governance re pavilion project

Payroll provider
Our existing payroll provider is finishing at end of financial year. I am currently looking for a new one.

Scouts
Volunteer litter pick at rec on 16th for cubs -still awaiting confirmation of risk assessment
Have been advised about gates on site. Have emailed Sheenagh and been advised that they have everything in place for fencing and gates are part of this. **Cllrs agreed that as APC still landowner confirmation of risk assessment, dates, insurance and specification for this to be requested and that the information be brought back to full council for agreement before permission is given**

Sandleheath Road Closure
Temporary Road Closure notice of Sandleheath Road commencing 20th February 2017 to carry out repairs to the damaged bridge. Refer to notice for details

24/17
TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR
Cllr Logan reported;

- Local Govt Reorganisation – as recorded in the newspapers 6 councils (Bournemouth, Poole, North Dorset, West Dorset, Weymouth & Portland and Dorset County Council) voted for option 2b - two new 2 unitary councils (Unitary A: Bournemouth, Poole & Christchurch and Unitary B: the rest of Dorset, with each unitary delivering the services currently provided by Dorset County Council). However, East Dorset, Christchurch and Purbeck voted against option 2b. The 6 councils have produced a submission for the Secretary of State and this can be viewed at www.futuredorset.co.uk. At the moment I have no idea of any alternative strategy for East Dorset. We await the Secretary of State's decision in due course.
- Budgets are currently being considered by EDDC and form part of the Council Agenda for ratification on 20th February 2017. Included within this is a Capital Project Bid Request that has been lodged with EDDC for £250K regarding the Pavilion Project for the year 2018/2019. All such bids will need to meet criteria and approval before any money is released.
- A planning white paper was published last week and I will be attending a briefing at East Dorset tomorrow to find out what the implications are for East Dorset regarding housing provision and planning.
- Lastly, a reminder that as your Ward Councillor I'm allocated a Ward Budget to spend by the end of March 2017 and there are still funds available for use on local projects and initiatives (capital projects or events) that benefit the community. Please can local organisations and groups either contact me directly 01425 656839 or cllr.glogan@eastdorsetdc.gov.uk or go to the following website page for more information, guidance and application form: www.dorsetforyou.gov.uk/community-funding **This item to be added to the parish news report**

25/17
PUBLIC OPEN FORUM
There were 3 members of the public present with the following discussed;

1. Norman Jones gave thanks to Cllr Gina Logan as District Councillor for the contribution made through the EDDC ward members budget towards new Village Hall chairs.
2. Bob Manston raised the following;
    - asked what the Council intended to do about moles at the recreation ground. **This will be discussed as part of the SLA review meeting at which he will be present**
    - Parking problems outside the Co Op-**no action**

- He had found a further 27 Canisters and balloons in the car park of the recreation. **The office to report to PCSO and request further checks in this area**
- Rubbish along the roadside at Batterley Drove (just before the heavy horse centre). **The office to advise Cranborne and Edmondsham PC**

County Councillor Steve Butler arrived at the meeting at this point so he was invited to give his report

26/17
TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR
Cllr Butler reported that;

1. The County Council elections are due to take place on May 4th 2017. He will no longer be representing Alderholt due to the electoral boundary changes. Alderholt will no longer be part of the Cranborne Chase grouping but instead will be part of the Verwood grouping.
2. The Clinical Commissioning Review Consultation is currently taking place about major changes across Dorset. (this is a later agenda item)

Cllr Butler left the meeting at this point 7.40pm

27/17
FINANCE

1. **Cllrs unanimously agreed to sanction the following payments;**

War On Waste-Dog bin emptying Feb	121.20
AVA Recreation-Inspection and works	348.00
HALC- 3 x Training breakfast training sessions	72.00
T Mellor -Fingerpost refurbishment material reimbursement	187.78
The Odd Job Man-office and rec ground signage	126.00
DCC-3rd Solar Panel (funds donated by Solar Fund Community Tst)	180.00
TOTAL PAYMENTS FOR SANCTION	**1034.98**

CREDITS	
Alderholt Community Fund-SID Solar Panel Donation	150.00
ARA Annual rent 2017	1.00
Co Op Interest- current a/c -	0.00
Total of credits pd to current account	151.00
Co Op savings account Interest	0.00
Nationwide postal a/c interest	0.00
TOTAL CREDITS RECEIVED	**151.00**

DDR's	
S. Water Feb	15.77
TOTAL DDR'S	**15.77**
PAYMENTS MADE IN BETWEEN MEETINGS	
Total of Payments made between meetings	**0.00**
Cashplus debit card;	
Annual card fee	69.00
Cartridgesave- ink	126.11
Total expenditure on Debit Card	**195.11**
TOTAL PETTY CASH	**51.37**

2. Total cash book funds for the Council; £140134.44cr
3. **Cllr Hibberd** to carry out next month's financial control checks
4. Ex Cllr, Roy McCrudden is still a bank account signatory. **Cllrs agreed to amend the bank account signatories to remove Roy McCrudden and replace him with Cllr Tooke**
5. **Cllrs agreed to the payment of the 3rd Solar Panel for the SID, following a donation received from the Solar Farm Community Fund**
6. The clerk advised that it had been announced today that the Co Op bank were selling the banking business so Cllrs will need to consider current banking arrangements and that a letter had been received today advising that the Nationwide Business Saver Fixed rate will be coming to an end on 28th February 2017. On maturity, the monies will be held in a Nationwide Maturity Reserve Account until instructions are given where to place the monies. **Cllrs agreed that Policy and Finance Committee will consider banking arrangements over the coming months and make a recommendation to full council.**

28/17

RECREATION GROUND

The following items in relation to the recreation ground were discussed;

1. Cllr Inspections

Cllr Hibberd report on file-nothing to report

2. **Cllr Walker** to carry out weekly inspections for the period 14/02/17-12/3/17
3. AVA Recreation Quarterly Inspection

Qtly inspection completed end January (circulated to Cllrs)-all items low risk. Previous works identified completed at same time and invoiced at this meeting. Awaiting additional quotes for other low risk works identified. Some items on this report to be considered as part of the Recreation ground SLA review. **Noted**

The clerk advised that at the March meeting, Cllrs will need to consider renewing/changing the contract for play inspections as the current inspection contract was only agreed until the end of this financial year.

29/17
TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES

- Planning Committee Meeting 16th and 30th January- Cancelled no planning applications
- Policy and Finance Committee Meeting 30th January-Cancelled not quorate

30/17
TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES

- DAPTC Eastern Area Meeting 23rd January 2017-**Minutes and reports noted**
- Alderholt Village Hall Minutes 12th January 2017. **Noted**

31/17
TO CONSIDER INVESTIGATING WHETHER THERE IS A LINK BETWEEN CRIME IN ALDERHOLT AND REDUCED STREET LIGHTING

Cllr Smethers had issued a report advising of the recent concerns of residents about theft and vandalism and whether the lack of street lighting at night is adding to this. He requested that the PC gather some information from the local police as to whether there is any evidence that this spate of incidents in the village has increased recently; what the statistics are for the last few months and is this related to lack of street lighting between the hours of approximately midnight and 6am

Cllr Tooke advised that the crime report the Council receives does not appear to include Alderholt (or it may be that crime is not being reported). **Cllrs agreed that the clerk to contact the police to determine what crime has occurred in the last 6 months and confirm the current method of advising the Council of crime statics**.

Cllr Hibberd also advised that Cllr Steve Butler is still the Chairman of the East Dorset Neighbourhood Watch Committee although there are no longer any committee members. If residents are interested in joining they should contact Cllr Butler. **This to be included in the parish news report (confirm details with Cllr Butler first)**

32/17
TO CONSIDER REPORTS FROM THE LOCAL PLAN REVIEW AND PAVILION PROJECT NEEDS SURVEY WORKING PARTY

1. <u>Local Plan Review</u>
    - Report circulated on the process of the survey (attached to minutes) **Agreed unanimously**
    - Questions to be included circulated for information. A detailed discussion took place regarding the questionnaire and minor amendments were agreed. It was also noted that this still required proof reading for

grammatical/spelling errors. **Following these amendments being made by working party members, Cllrs unanimously agreed with the survey questions.**

2. Pavilion Project Needs Survey
   - Report circulated advising that the questions had been formulated with the help of DCA. Details of the process the same as that of the Local Plan Review survey.The final Needs Survey results to be presented to APC in April/May. **Agreed unanimously**
   - Questions to be included circulated for information. A detailed discussion took place regarding the questionnaire and minor amendments including some changes to the formatting style were agreed. It was also noted that this still required proof reading for grammatical/spelling errors.
     Cllr Walker requested that an additional question about funding be included. This resulted in a heated debate about whether it was appropriate to include this in the survey.
     Proposal 1; Proposer Cllr Tooke, Seconded Cllr Walker
     In the preamble, the PC should indicate the likely project costs of circa £950,000.
     Agreed unanimously
     Proposal 2; Proposer Cllr Walker, Seconded Cllr Tooke
     The following question to be included at the end of the survey;
     It would be the intention of the PC not to request any funding from residents. However, if there is a shortfall in funding would you be prepared for the PC to acquire a loan to be paid back through your council tax?
     In favour; Cllr Walker/Cllr Tooke/Cllr Smethers
     Against; Cllr Murton, Cllr Simcock
     Abstain; Cllr Hibberd, Cllr Logan
     Motion carried

At 9.00pm, Cllrs unanimously agreed to suspend standing orders and allow the meeting to continue beyond 2 hours in order to complete the business on the agenda.

3. Cllrs to consider a request for funds for the printing of this joint survey and any online survey fees (Cllr Logan had circulated a report with different costs). Cllr Smethers raised concerns over the printing layout and costs quoted for this (his business is in printing). The clerk advised of her concerns of agreeing costings with insufficient information. **Cllrs therefore unanimously agreed;**
   The working party to liaise with Cllr Smethers to determine the best layout and costs. Agreed expenditure of up to £1000 of which 50% of the costs

will come from the Pavilion Project Reserve Fund. The budget heading for the other 50% will need to be determined once final costs are known.

33/17
TO CONSIDER THE PAVILION PROJECT

The clerk had circulated a report on her concerns over the governance of the project.
Full report on file, the salient points are detailed below;

Over the past year but particularly since the decision made by Cllrs at the EPM on 9th November 2016 to take the lead on the Pavilion project, I have sought guidance from the DAPTC and other clerks as to Governance required for a project of this size. It must be understood that the impact of taking on a project of potentially £1mn impacts on the governance of ***everything*** *this Council does, not just this project in isolation. Legislation for Parish and Town Councils is completely different to that of Companies and Charities and there is a long list of reference material and legislation that we should be referring to.*

Since I have been clerk, Alderholt Parish Council has had a turnover and precept of under £100,000 and its accounting procedures and governance are set up for this. A Council that has a turnover of £1mn operates in a completely different way and has appropriate qualified staff, accounting systems and governance in place to deal with this.
I have found no other local council clerk who has experience of dealing with a project of this size or complexity and the help and support from the DAPTC is limited (as previously reported). This means that this is going to be a huge learning curve for this Council (both officers and Cllrs) and as yet we have no templates to follow.
I have reported my concerns on a verbal basis to Cllrs and it has been advised that this will be investigated by the new Committee and will have little impact on staff resources.

I have spoken to other East Dorset clerks and following a simple budget training session on 31/1/17 run by the HALC accountant and auditor to Ferndown Town Council, I was able to meet with Vanessa, clerk at Ferndown Town Council. They will soon be undertaking a 1mn project at their recreation ground and she has given me some guidance although with 16 members of staff and 17 Councillors, a project of this size is more easily undertaken by them.

I would therefore request that before proceeding with setting up the committee and agreeing terms of reference, Councillors in the form of a task group, carry out a risk assessment of the project to consider the following points;

1. *As potentially funds of £1mn of public money for this project will be put through Alderholt Parish Council, the Council will ultimately hold responsibility for the management of its expenditure.*
   Councils "must have measures in place that provide for the safe and efficient safeguarding of public monies" ***Therefore Councillors need to decide how much delegated authority should be given to this Committee and what scrutiny the Council plans to put in place***

2. ***The clerk and Cllrs should be aware of the auditing and governance regulations for a Council with a turnover of 1mn before the project is started.*** *As RFO, it is no good me finding out 6 months into the financial year that our accounting procedures and audit must be changed. I am also likely to need* ***training*** *for this and may need* ***an accounts package*** *rather than using excel spreadsheets.*
3. *Are funds already being raised for this?* ***The Council needs to determine at what stage of the project the Council should take responsibility for these funds as it is likely that this will require a separate bank account and accounting procedure***
4. ***The Council needs to pay for professional services including legal, VAT, audit and a project manager.*** *Not a helpful member of the community who may be able to offer advise but has no responsibility or accountability to the Council.*
5. *If the Council needs a new internal auditor this needs to be established very quickly as the new financial year commences on 1st April 2017.* ***Does our current auditor have the expertise required for this?***
6. ***The Council has not included any additional expenditure for staff time and training for this project.*** *Cllrs have suggested that members of the Committee will carry out a lot of investigations to save staff time. However, in order to comply with Governance, as the proper officer and RFO, the clerk must have an understanding of what the Council is doing. Meetings and administration must also be dealt with by council officers. I am concerned that to save staff time and costs legislation will not be complied with or the clerk will suddenly have an increased workload (as has already happened with the terms of reference).*
7. ***Do Councillors have the time and commitment to this project?*** *Cllrs are already struggling to attend all of the Council, Committee and working party groups that they have committed to.*
8. *What* ***contingency plans*** *do Cllrs have if the clerk, Cllr Logan or Committee members unexpectedly leave (elections, ill health or any other reason)?*
9. *Regards voting rights of non-Cllrs,* ***is it acceptable that a small number of the community will be making decisions on Council finances?***

*I want to stress that I am not being negative about this project and fully support the principal of it. I am simply advising you that as your clerk and RFO this project is far outside of my expertise (indeed that of any parish clerk) and also that of Cllrs****. I therefore also recommend that the Council needs to ensure that adequate training (for staff and Cllrs), governance and scrutiny is in place before the project gets too far ahead of itself.***

Cllr Tooke raised a point that he did not realise that when the Council agreed to lead the project, this would mean taking on the financial responsibility for it.

The clerk advised that any members on the group would be required to investigate Local Council financial procedures and legislation and need to be committed to the task.

Cllrs unanimously agreed that the planned new Pavilion Project Committee should not be set up to proceed with the project until the above questions have been answered. A task and finish group led by the clerk will investigate the above points and report back to full council. Membership of the group are; the clerk, Cllr Smethers, Cllr Tooke, Cllr Simcock and Cllr Archer.

Cllr Smethers left the meeting at this point as he had received a first responder call.

34/17
TO CONSIDER CORRESPONDENCE RECEIVED

1. Clinical Services Review Public Consultation Phase Improving Dorset's Healthcare- 1/12/16- 28/2/17**. Cllr Logan has circulated recommendations for the response to this document which were unanimously agreed by Cllrs;**
   - Specific Comments about draft proposals for East Dorset (page 3)
     Residents living in Alderholt on the Hants & Wiltshire borders use both Salisbury and Bournemouth hospitals for acute/emergency care and planned treatment, as well as the full range of outpatient appointment, clinics, tests etc. The transport distances to each are nearly equal, with some degree of public transport available – (X3 bus).
     Regarding the option for Wimborne to be a hub hospital with beds providing the facilities as outlined, is unsatisfactory as there is no direct public transport available to access Wimborne. Transport can only be by car.
     Getting to St Leonards which is due for closure as promoted is also very difficult with no direct public transport access.
     Residents in Alderholt access GP services either at Fordingbridge, Hants, or Cranborne, Dorset.
   - Specific comments about Consultant led maternity care and inpatient paediatric services or any alternative options (top page 6)
     Option A benefits residents in Alderholt as least distance to travel.
   - Specific comments for acute care or alternative options (bottom page 6)
     Alderholt residents are taken to either Salisbury or Bournemouth so Option B provides no obvious change to the status quo regarding emergency/acute care. However, for planned care travelling to Poole will cause problems due to the distance and lack of direct public transport, time involved etc.
   - Any further comments (top page 7)
     As residents in Alderholt access GP services either at Fordingbridge, Hants, or Cranborne, Dorset any changes to services provided by these two CCG areas must integrate across county boundaries so that those residents at the furthest limit of each CCG area are not adversely affected. Truly joined up care and thinking are required.
     Cllrs are also encouraged to complete the consultation on an individual basis.

2. Dorset Best Kept Village Award 2017- **Entry forms received, office to submit- agreed**
3. Royal Garden Party Nomination 2017. Email advice from DAPTC that Alderholt had been unsuccessful on this occasion. **Noted**

35/17
ANY OTHER ITEM FOR REPORT ONLY
Nothing to report

Meeting ended at 9.48pm

Chairman's Signature;