



**Minutes of the Annual Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 8th May 2017**

75/17

PRESENT; Cllr G Logan (Chairman & Alderholt East Dorset District Councillor)
Cllr Archer
Cllr A Hibberd
Cllr K Murton
Cllr J Simcock
Cllr M Smethers
Cllr D Tooke
Cllr J Walker
Dorset County Councillors, Spencer Flower and Toni Coombs
Mrs M Humby (Clerk)
3 members of the public (1 left during the meeting)

APOLOGIES; New co-opted Cllr-Stuart Greenland

76/17

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.

77/17

ELECTION OF A CHAIRMAN

There were 2 members nominated for the role of Chairman;
Gina Logan (proposer Kate Murton, seconded Adrian Hibberd)
Dave Took (proposer Janet Walker, seconded Martin Smethers)
Cllrs voted by a show of hands with an outcome of 4/3 in favour of Gina Logan (Cllr Archer abstained).

Cllr Logan was therefore duly elected as Chairman of Alderholt Parish Council

A new declaration of office was signed by Cllr Logan and the clerk

78/17

ELECTION OF A VICE CHAIRMAN

There were 2 members nominated for the role of Vice Chairman;
Adrian Hibberd (proposer Kate Murton, seconded John Simcock)
Martin Smethers (proposer Janet Walker, seconded Dave Tooke)
Cllrs voted by a show of hands with an outcome of 4/3 in favour of Adrian Hibberd (Cllr Archer abstained).

Cllr Hibberd was therefore duly elected as Vice Chairman of Alderholt Parish Council

79/17

TO RECEIVE NEW CO OPTED MEMBERS' DECLARATIONS OF OFFICE

Chairman's Signature;



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Stuart Greenland had been co-opted as the new member to Alderholt Parish Council at the extraordinary meeting on 2nd May 2017. He is away on work this week and will therefore sign all relevant papers on his return next week.

80/17

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

No pecuniary interests were declared nor dispensations requested.

81/17

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Cllrs unanimously resolved to agree the minutes of the extraordinary Parish Council meeting dated 2nd May 2017 as a correct record of that meeting. They were then signed by the Chairman.

82/17

TO REVIEW DELEGATION ARRANGEMENTS, APPOINT COMMITTEES, MEMBERS TO SERVE ON THESE COMMITTEES AND TO REVIEW THEIR TERMS OF REFERENCE

Cllrs unanimously agreed to the delegation arrangements and terms of reference for Planning Committee and Policy and Finance Committee as detailed in appendix 1 attached to these minutes

Membership of Planning Committee was unanimously agreed as;

Cllrs; Hibberd, Simcock, Murton, Tooke and Archer.

Cllr Hibberd was elected as Chairman of this Committee

Membership of Policy and Finance Committee was unanimously agreed as;

Cllrs; Tooke, Smethers, Logan, Murton and Greenland.

Cllr Tooke was elected as Chairman of this Committee

83/17

**TO APPOINT REPRESENTATIVES FOR EXTERNAL BODIES AND VILLAGE AMENITIES
APPX 2**

Cllrs unanimously agreed to appoint representatives for external bodies and village amenities as detailed in Appx 2 attached to these minutes

It was noted that there would be no representative for the Solar Farm Community Fund but when the new Trustees are elected, the Parish Council would like a Parish Councillor to become a Trustee, as was planned when this was set up.

84/17

**TO CONFIRM THE NEW COUNTY COUNCILLORS FOLLOWING THE ELECTIONS ON
4TH MAY 2017**

Chairman's Signature;



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Cllrs agreed to move forward this agenda item, following the attendance of newly elected County Councillors Spencer Flower and Toni Coombs, under the new Verwood division which now includes Alderholt and Knowlton.

The Chairman congratulated them both on winning the election and welcomed them to the meeting.

They advised that between them, someone would attend the Parish Council meeting each month and a written report would be provided.

The clerk advised she would send them a schedule of meetings.

85/17

TO CONSIDER POLICIES FOR REVIEW

Cllrs unanimously agreed that reviewing and setting up new policies are to be dealt with by Policy and Finance Committee as per its terms of reference.

86/17

TO CONSIDER ANNUAL ITEMS FOR REVIEW

Cllrs unanimously agreed to the Annual Commitments as detailed in Appx 3 attached to these minutes

87/17

TO CONSIDER INSURANCE ARRANGEMENTS

The current Insurance policy requires renewal in September 2017. Cllrs agreed that this would be reviewed nearer the renewal time, (unless any substantial changes take place before then).

88/15

REVIEW OF INVENTORY OF LAND AND COUNCIL ASSETS

Cllrs unanimously agreed the fixed asset register for 2016/17, as circulated. As of 31/3/17 total fixed assets amount to £312404.00

89/17

CONFIRMATION OF DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE FOLLOWING YEAR

Cllrs unanimously resolved to the schedule of meetings as detailed in Appx 4 attached to these minutes

90/17

TO CONSIDER APPROVAL OF THE ANNUAL RETURN- SECTION 1 ANNUAL GOVERNANCE STATEMENT

The Annual Return is the external audit for Alderholt Parish Council.

1. Section 1 Annual Governance Statement



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Members are acknowledging their responsibility for ensuring that there is a sound system of internal control, including the preparation of accounting statements and that points 1-8 are agreed (point 9 is not applicable)

Cllrs unanimously resolved to approve the annual governance statement and answered yes to points 1-8, in section 1 of the 2016/17 Annual return

91/17

TO CONSIDER APPROVAL OF THE ANNUAL RETURN- SECTION 2 ACCOUNTING STATEMENT

Section 2 Accounting Statement has been completed by the clerk and requires approval by the Council. All related documents circulated.

Cllrs unanimously resolved to approve the accounting statement in section 2 of the 2016/17 Annual return

It was noted that the internal audit will take place on 8th June 2017.

92/17

FINANCE

1. Cllrs unanimously agreed to sanction the following payments;

PAYMENTS FOR SANCTION

Vaughtons-insignia badges	119.21
War on Waste-dog bin emptying May	99.84
Viking-stationery	165.74
DAPTC-procurement course clerk	60.00
TOTAL PAYMENTS FOR SANCTION	444.79

CREDITS

EDDC Precept-1st half year payment	40789.00
Allotment rent plot 13 and 21	50.00
Co Op Interest- current a/c -	0.00
Total of credits pd to current account	40839.00
Co Op savings Account Interest	0.00
Nationwide postal a/c interest	0.00
TOTAL CREDITS RECEIVED	40839.00

DDR's

South West Water-Allotments-May	1.00
TOTAL DDR'S	1.00

2. Total cash book funds for the Council; £167376.38cr

Chairman's Signature;



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3. Cllr Logan to carry out next month's financial control checks

93/17

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;

<i>Original Date</i>	<i>Subject</i>	<i>Owner(s)</i>	<i>Action-ongoing/outstanding</i>
16 th June	Ranger Duties	DT/Office	Risk assessment plan to be forwarded to clerk once details confirmed with Rangers team. Copy of Risk assessment received from DCC. However, they are not insuring Dave Tooke so agreed at this stage that no works to be undertaken until this has been resolved. To be dealt with by P & F Committee under risk assessment
10 th October	SLA/Rec Management	Office/AH	Agreed Formal SLA meeting with IC/BM/MH/AH required. Outstanding -ARA unable to meet suggested date of 24/4 so meeting being rescheduled until after Annual parish meeting
9 th January 2017	Amend ARA Minutes 7/12/16 Mole shooting 13/17	MH/ AH MH/AH	Advise ARA of APC comments-Done-Reps to check at next ARA meeting -AGM minutes received for this meeting ARA to provide info to APC. Chased with Ian Cole 6/2 and advised that ARA investigating all options. ARA suggested gassing moles. Clerk has obtained further safety information from contractor and awaits response from our insurers- To be dealt with by P & F Committee under risk assessment.
9 th January 2017	Tree Inspection 14/17	MH/AH	Works commenced w/c 3/4. Need to agree budget heading (awaiting breakdown from contractor) Completion postponed until after Easter holidays and birds finished nesting-awaiting confirmation of completed works
13 th Februar y 2017	Scouts Fencing (min 23/17)	MH	Confirmation of risk assessment, dates, insurance and specification to be brought back to full council before permission granted. Awaiting response-chased again as copy letter now received from Alderholt Community Fund regarding deadline for grant monies-



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			10th October 2017-awaiting response
13 th March	Safety Matting	Office	Obtain further quotes for safety matting, including guarantees and suitability Low Risk-Ongoing
10 th April	Alderholt TPO's (min 61/17)	GL	Following a question from IC about whether a tree survey will be carried out with a view to getting TPO's added to those considered appropriate. Cllr Logan to have an initial discussion with EDDC Tree Officer- Initial Info received- to be discussed at June meeting
10 th April	Fire Risk Assessment (min 62/17)	Office	Clerk to liaise with assessor and village hall as to whether whole hall is included in the assessment (any additional costs to that required by APC to be paid by village hall). Clerk to instruct Bournemouth member of the IFE at cost of £ 295.00 Awaiting response from Village hall

94/17

TO RECEIVE THE CHAIRMAN'S/CLERKS REPORT

The clerk reported on the following;

Camel Green Rd

Mr Geoff Edwards came into the office (10/4/17) to advise that posts have been erected on Camel Green Road to protect last year's drainage work (black/white/red posts). This is to prevent heavy vehicles from travelling over the pipework, some of which isn't too far under the surface. He also advised that they are waiting for the construction work/development at 14 Camel Green Rd to be completed before the surfacing is addressed.

Highways Community Officer Visit

Pat Waterman, community highways officer, advised that the drain in Hillbury Rd outside the allotments has now been routed into the main Wessex Water pipes and therefore it is hoped that this will alleviate the flooding problem there.

Policing

We have now met our new second PCSO. Following on from previous discussions, PCSO Joe Cherrett has now agreed to send us a monthly list of crimes (excluding that of a sensitive nature) which he is happy for us to post on our website. We are therefore in the process of setting up a new policing and crime stats page on the APC website.

95/17

PUBLIC OPEN FORUM

There were 2 members of the public present of which the following was discussed;

Chairman's Signature;



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1. Overgrown hedge across the footpath in Ringwood Road and Tree in Apple Tree Road- the resident will provide full details to the office for reporting
2. Concern over the Gladman Planning Appeal. Noted and responded to by Planning Committee
3. Question over the village survey-Cllr Tooke advised that this is currently being analysed (refer to extraordinary meeting minutes 2/5/17)

96/17

RECREATION GROUND

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

1. Cllr Inspection-Cllr J Simcock had completed his report with no action being required
2. **Cllr Simcock** to carry out weekly inspections for the period 9/5/17-11/6/17
3. Quarterly Inspection-this has arrived in the office today with all items being reported as low risk. The clerk to look at in more detail and report back at the next meeting if necessary

97/17

TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES

1. Planning Committee 24th April 2017. **Noted**

98/17

TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES

1. DAPTC Eastern Area Meeting 19/4/17 held at Alderholt Village hall-minutes and reports. Cllr Hibberd advised training for Councillors is being promoted. **Noted**

99/17

TO CONSIDER CORRESPONDENCE RECEIVED

1. The clerk had received an email response from Wilbert Smith regarding analysis of the Needs survey. He has advised that EDDC are prepared to cover the cost for DCA to analyse and report on this (it was expected that this would take approx. 2 hours). **The clerk will now contact DCA to arrange this.**
2. Email from the Allotment Association requesting the Parish Council to purchase and agree to weed killer being put on vacant plots. Cllr Hibberd advised against this suggesting strimming would be a better alternative. **Cllr Simcock volunteered to do this using the Council strimmer and risk assessment to which Cllrs gratefully agreed.**
The vacant plots to be advertised in the hope of gaining a new tenant (there is no longer a waiting list for the allotments)
3. Invitation to the Annual Meeting of the Rae Straton Luncheon Club and Fordingbridge and District Daycentre for the Frail and Housebound at 2/15pm on May 17th. **Noted-no one to attend**



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4. Email from E.D CAB of a change to the format of their Annual meeting on 5th October 2017. **Noted**

100/17

ANY OTHER ITEM FOR REPORT ONLY

The clerk advised that the council has received a certificate of 1 gold star from the DAPTC for 33% attendance It was hoped this council could improve on this with more attendance by a larger number of Cllrs. Training will be discussed at the P & F Committee meeting

Meeting ended 8.06pm