



**Minutes of a Meeting of Alderholt Parish Council, The
Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 10th July 2017**

119/17

PRESENT; Cllr A Hibberd (Vice Chairman)
Cllr Archer
Cllr S Greenland
Cllr A Hibberd
Cllr K Murton
Cllr J Simcock
Cllr M Smethers,
Cllr D Tooke
Cllr J Walker
Mrs M Humby (Clerk)
2 members of the public

120/17

APOLOGIES

The following apologies were received and accepted by members;

Cllr G Logan, Chairman & Alderholt PC and East Dorset District Councillor attending EDDC full council meeting

Dorset County Councillor Spencer Flower attending EDDC full council meeting

Dorset County Councillor Toni Coombs attending EDDC full council meeting

121/17

WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING

In the absence of the Chairman, the vice Chairman Cllr Hibberd, presided over the meeting. All in attendance were welcomed to the meeting and advised of fire escape procedure.

122/17

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

No pecuniary interests were declared nor dispensations requested.

123/17

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Cllrs unanimously resolved to agree the minutes of the Parish Council meeting dated 12th June 2017 as a correct record of that meeting. They were then signed by the Chairman.

124/17

TO RECEIVE THE CHAIRMAN'S/CLERKS REPORT

The clerk reported on the following;

Highways Working Together Scheme

Alderholt grass cutting is working to the same schedule as the last 2 years (7 cuts between March and October). Alderholt is at the beginning of each cut and its 4th visit should have



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now taken place. From this point in the year forward, we should expect maintenance to take place approximately every 5-6 weeks. Shrub/hedge cutting rounds also start around June. Weed Spraying (roadside gullies and pavements) is undertaken by DCC, there is only sufficient budget for one treatment per season which is currently underway. Gully emptying is planned to take place in November for Alderholt.

Cllrs are requested to consider over the following months whether there are any maintenance services that they consider Alderholt should take over from DCC as part of the Highways Working Together Scheme. APC has set aside a devolved services budget of £1000 in anticipation of this and I understand that the legal position over Powers for Parish Councils has now been resolved (although I await formal confirmation of this). Alternatively, the works can be carried out by volunteers. Examples of services include; urban grass cutting; Rural verge cutting; Gully emptying; Weed killing; Sign cleaning; General cleaning (road sweeping); Tree pruning; Siding out ; Refreshing of road markings; Replacement of road signs; Additional winter service functions; Fingerpost arm replacement or re-painting; Village gateway signage; Other non-essential sign replacement; Grip clearing more frequently than biennial; Cutting back overgrowth around surface water gullies; Clearance of fallen leaves from gullies; Proactive clearing of surface water systems; Painting or treating fencing. **Cllrs agreed to consider whether they believe there are any services lacking in Alderholt over the next few months and report to the clerk. (This may be extended to include winter services). A list of any suggested works will then be compiled, along with current schedules, details of those that are statutory duties and subsequently options available for consideration by this Council**

Historic England War Memorial Consultation

A consultation from Historic England regarding details of Alderholt's War memorial was circulated to the church and Councillors to determine if there were any further local comments to add. No further comments were received.

Planning Training

Planning Training is due to take place on 13th July at Verwood Town Council from 7-9pm and was open to all Cllrs and staff. Attendees from APC are; Cllr Adrian Hibberd, Cllr David Tooke, Cllr Kate Murton, Cllr John Simcock, Mrs Maria Humby, Mrs Kerry Brooker

Councillor Training Session

In liaison with the Chairman, I will shortly be looking at a suitable external trainer for a full council training session, as previously discussed and I am also working on a member's handbook. A date for this will be determined soon and all Cllrs will be expected to attend.

Vicar Philip

The clerk of the PCC has advised of the following;



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Vicar Philip's final service is on St James' day Tuesday 25th July. There will be a short Eucharistic service followed by a party in the church grounds. If anyone would like to attend this farewell please contact the church secretary on stjmeschurchalderholt@gmail.com. The Vicar will be moving in August to start his new post in September.

We will then be heading into a period of interregnum when we will be advertising for a new Vicar, however this process can often take at least a year. The church wardens and the PCC will be responsible for the running of the church with visiting ministers in the meantime.

PCSO Joe Cherrett

PCSO Joe Cherrett left the force on 6th July. A letter of thanks has been sent to him on behalf of the Council. PCSO Neil Mansell will continue to cover Alderholt.

Cycle routes and road closure

An advice has been received of a New Forest non-competitive cycling sportive taking place on Saturday 16th & Sunday 17th September 2017 out of Somerley House, of which the route comes through Alderholt. Additionally, Ringwood Town Council have advised that that Saturday, 16th September is Ringwood Carnival Day, this is the biggest event on Ringwood Event's calendar and one of the biggest Carnivals in Central Southern England. There will be slow moving floats on the roads and specific road closures.

August Council Business

As a reminder, there is no council meeting in August. Office hours are reduced with both clerk and assistant clerk working 14 hours per week. Kerry will be covering the office on 3 mornings, Mondays, Tuesdays and Thursdays. We hope to be able to use this period to catch up on outstanding items and office and Council housekeeping.

All noted

125/17

TO RECEIVE THE COUNTY COUNCILLOR REPORT

County Cllr's Spencer Flower and Toni Coombs had given apologies for this meeting but a report had been circulated to all and will also be available on APC website. **Noted**

126/17

TO RECEIVE THE DISTRICT COUNCILLOR REPORT

East Dorset District Cllr Logan had given apologies for this meeting.

127/17

PUBLIC OPEN FORUM

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

1. County Cllr reports are not on the website. **Office to organise**
2. The Footpath from the Church to the Christmas tree plantation is very overgrown with brambles and nettles. Cllr Tooke advised that the landowner here is Cranborne Estate



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so this is their responsibility. **Office to contact Cranborne Estate requesting them to clear the footpath**

3. APC brass plate at entrance should be cleaned -**Cllr S Greenland agreed to action**
4. Request that PC staff water the flowerbed at office entrance-clerk advised that this is being done but staff are not in everyday as had been previously advised to AVH. **Cllr Murton agreed to take this on**
5. Pavements are not being swept and footpath by reading room potentially being eroded by overgrown grass verges-**noted and potentially an item to be added to the Highways working together programme**

128/17

FINANCE

1) Cllrs unanimously agreed to sanction the following payments;

C Beale Path Lighting	150.00
SLCC - Asst Clerk ILCA Training	118.80
War on Waste - Dog bin emptying	99.84
Steve Lomas - Tree Work Recreation Ground/Rifle Range	1650.00
Play Inspection Company - Annual Playground Inspection 2017	108.00
Alderholt Sports & Social Club Electricity Apr 2014-Mar 2017	508.66
DAPTC - Cllr Training Stuart Greenland	35.00
S Greenland - Cllr Training Travel Expenses	34.20
TOTAL PAYMENTS FOR SANCTION	2704.50

CREDITS

VAT Reimbursement for period 01/04/16-31/3/17	3588.28
Co Op Interest- current a/c -	0.00
Total of credits pd to current account	3588.28
Co Op Savings Account Interest	0.00
Nationwide postal a/c interest	0.00
TOTAL CREDITS RECEIVED	3588.28

DDR's

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

PAYMENTS MADE IN BETWEEN MEETINGS

Total of Payments made between meetings	0.00
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CASHPLUS DEBIT CARD

Total expenditure on Debit Card	0.00
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TOTAL PETTY CASH	17.17
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- 2) Total cash book funds for the Council; £152860.31cr **Noted**
- 3) **Cllr Simcock to carry out next month's financial control checks**
- 4) Last month, the clerk reported that the outstanding HMRC NIC payments for 2016/17 are to be paid through the new payroll provider, DCC in the June payroll. However, this has not automatically been paid and following discussions with payroll, the clerk will now make a direct payment. Unfortunately, there is small amount of interest accrued, (£2.52) making the total payment £533.79. **Noted**
- 5) Following on from last month's report, a new invoice has been received using the formula for 9 hours per day per lamp. This has been discussed and agreed with the Vice Chairman, Cllr Hibberd. **Noted**
- 6) The internal auditor has now amended his advice and confirmed that the FSCS limit is now £85000. **Noted**

129/17

RECREATION GROUND

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

1. To consider a request from ARA regarding the shooting of moles in the AHRG:
Cllrs agreed permission for the ARA to carry out mole shooting at the Amanda Harris Recreation Ground as per the details in the ARA letter of 22/6/17 subject to the following 2 additional points;
 - **The second person (observer) to be located where they are able to see someone coming from all directions to warn /communicate with the shooter who will then stop shooting, break the gun and remove the cartridges. The observer will be responsible for telling the shooter to resume shooting once the area is clear.**
 - **The shooter to provide a declaration to the Council confirming that he is insured to shoot a shotgun in a public place with the permission of the landowner and in accordance with the policy he has.**

The office to forward these points to the ARA and receipt of this declaration to be received before any shooting takes place.

Cllr Murton left the meeting during the above discussion at 7.38pm

2. To consider the report following the ARA SLA review meeting of 22/06/17, which will be signed by both parties and attached to the SLA document. **Agreed and noted.**
3. Cllr Inspection-No report had been received from Cllr Murton and as she had left the meeting it was assumed there was nothing to report. **The office to follow up**
4. **Cllr Greenland to carry out weekly inspections for the period 11/7/17-11/9/17**
5. The annual play equipment inspection took place on 29th June. This along with a suggested action report from the clerk had been circulated. The clerk also read out an



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email by the inspector regarding actioning low risk items; *Low Risk means you should be looking into the remedial actions within the report to see what we are recommending – if we say monitor then you don't need to take any action, if we say replace, secure, or anything along those lines then you should take some kind of action. The risk assessment should help to show what work should be prioritised, ie. The higher the risk score the higher the priority should be. It's entirely up to you whether you take these recommended actions or not; we do not provide timescales because this would leave you in a difficult position if an accident occurs and you haven't taken action within those timescales.*

Additionally, the clerk had met with a representative from a safety surfacing company, Sovereign, who had advised that in his opinion the matting which was rated low risk, was still fit for purpose although he suggested waiting to see what came up in the annual inspection. He also advised that to relay the grass matting, new turf would need laying as it had to be on a suitable grass surface.

Cllrs agreed that;

- 1. the items listed in the action report requiring completion by a play equipment contractor be dealt with by AVA Recreation**
- 2. the items listed in the action report for action by a Cllr/local contractor be dealt with by the contractor used to paint the equipment earlier in the year**
- 3. The items to be monitored to be added to the weekly Cllr inspection list for a visual check and also by AVA Recreation when completing their quarterly inspections**
- 4. The clerk to organise quotes with a view to the play equipment being refurbished in Spring 2018 to include cleaning equipment, repainting and replacing safety matting (if necessary)**

130/17

TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES

1. Planning Committee Meeting 26th June 2017 **Noted**

131/17

TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES

- 1) Alderholt Allotments Report with recommendations by the clerk and Cllrs Hibberd and Walker
 - a) Fallen tree on allotment boundary cleared by Cllr Hibberd and the neighbouring landowner.
 - b) **Horsetail on plots. Cllrs agreed to the following recommendations in the report;**
 - **Due to the nature of this plant, each tenant should be individually responsible in dealing with it on his/her plot which will involve keeping their plot maintained so that invasive plants cannot take control and spread to other plots (the tenancy agreement will be amended in October to include a clause to ensure that is enforceable)**



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- **Glyphosate can be used to treat this plant but the tenant must treat their plot only and use it in line with the current relevant recommendations**
- **The use of a digger as requested by plot holder 23 is denied as the advice received is that this is not a suitable way of dealing with horsetail and can encourage further growth.**

c) The allotment information sheet be amended to include Under Tenancy Agreements/Joint tenancies, the additional sentence; *“this is not applicable if there is no waiting list when the second tenant is added”*

The office to advise the allotment association and tenants

- 2) **Transport Report (Cllr Walker. Noted. The office to respond to resident advising that we are awaiting the decision by local contractors and sending a copy of alternatives methods of transport from Alderholt.**
- 3) **Update on Needs Survey Analysis. Report circulated following meeting with Anita Hansen from DCA. A proposal of support document has been received this morning for 4 further hours of analysis totalling £160.00 plus vat (as agreed at the June meeting). Office to return proposal agreement.**
- 4) **Report from the Cllr Logan advising on TPO procedure. Noted- Cllrs agreed no further action required**
- 5) **ARA Meeting Minutes 14th June 2017 Minutes (note amendment to December minutes as requested by APC) Noted**

132/17

TO CONSIDER THE CLERKS FIRE RISK ASSESSMENT REPORT AND ACTION SHEET FOLLOWING THE FIRE RISK INSPECTION REPORT 22/5/17

The following documents had been circulated;

1. Paul Saltmarsh Fire Risk Assessment Document 22/5/17
2. Clerk's Action report agreed at meeting with Chris Fryer (AVH Chairman) 15/6/17
3. Email Paul Saltmarsh 26/6/17 clarifying 3 additional points

AVH are meeting on 13th July to consider their actions

Cllrs agreed the following actions as detailed in the clerk's action report;

1. **Committee Room entrance door-to remove the latch on the lever handle only so that only one hand is required to open the door but it is still possible to use both the Yale lock and deadlock when locking the door -Cllr Archer to action**

It was also noted that keys should be monitored and collected so that there are only 4 sets of keys; 2 for office staff/1 for chairman, or nominated Cllr if away/spare set for other room users to be signed in and out. **Office to organise**

2. **To organise and pay for training for office staff for using the fire extinguishers and to extend this training to representatives of the village hall. Office to organise**

It was also noted that the risk assessment will require updating following this so that staff are aware of expectations in the event of a fire i.e when to use an extinguisher and when to exit the building. **Office to diarise for action**



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- 3. To agree all other actions which the clerk will then implement (subject to AVH meeting on 13th July to discuss their actions).**

133/17

TO UPDATE ON THE RIFLE RANGE SCOUTS LEASE AND CONSIDER REQUESTS FOR ACTION ON THE SITE

- 1) Report and the following documents were circulated to Cllrs;
- APC Draft lease with amendments by Raymond Steele Solicitor (scout's solicitor)
 - APC Response letter to Raymond Steele Solicitors following meeting with scout's reps and clerk and Cllr Smethers (also forwarded to Dixon and Templeton (APC solicitor))
 - Letter in response to this to APC from Dixon and Templeton solicitor (APC) with suggested responses from APC

Noted. Clerk to discuss with solicitor and request draft lease with additional amendments to be drawn up and sent to the scout's solicitor.

- 2) Request from scouts for container to be situated on site. **Cllrs agreed in principal to a container be located at the site but require more information including size, location and insurance. The decision to be delegated to the clerk in liaison with Cllrs Hibberd and Smethers once all relevant information received. Office to advise the scouts**

134/17

THE PENSIONS REGULATOR

The Council as employer has a legal duty to consider pension options for all employees. The clerk has completed the automatic enrolment duties (both employees are already in the LGPS) to which an acknowledgment of declaration of compliance has been received. **Noted**

135/17

TO CONSIDER CORRESPONDENCE RECEIVED

- 1) Invitation to St James' Church Festival Services. **Noted-office to circulate details**
- 2) Letter of thanks for grants from Rae Stratton Luncheon Club and Fordingbridge Day Centre. **Noted**
- 3) Copy of letter sent to ARA from neighbouring landowner **Noted- no action**

136/17

ANY OTHER ITEM FOR REPORT ONLY

Nothing to report

Meeting ended 9.00pm

Chairman's Signature;

Date;

Chairman's Initials;