



**Minutes of a Meeting of Alderholt Parish Council, The  
Committee Room, Alderholt Village Hall, Alderholt  
7.00pm Monday 11<sup>th</sup> September 2017**

**137/17**

**PRESENT**

Cllr Logan (Chairman)  
Cllr Archer  
Cllr S Greenland  
Cllr A Hibberd  
Cllr J Simcock  
Cllr D Tooke  
Mrs M Humby (Clerk)  
6 members of the public

**138/17**

**APOLOGIES**

The following apologies were received;  
Cllr K Murton, Cllr M Smethers, Cllr J Walker  
Dorset County Councillor Spencer Flower and Dorset County Councillor Toni Coombs

**139/17**

**WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING**

The Chairman welcomed all in attendance to the meeting and advised of fire escape procedure and to turn off mobile phones.

**140/17**

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

No pecuniary interests were declared nor dispensations requested.

**141/17**

**TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**

**Cllrs unanimously resolved to agree the minutes of the Parish Council meeting dated 10<sup>th</sup> July 2017 as a correct record of that meeting.** They were then signed by the Chairman.

**142/17**

**TO RECEIVE THE CHAIRMAN'S/CLERKS REPORT**

The clerk reported on the following;

Fingerposts

Local resident volunteer Tim Mellor will be starting on the refurbishment of the fingerposts at Bonfire Hill next and hopes to complete this by Spring next year. If anyone has any information on the location of the roundels at Crendell or Charing Cross that have been missing for several years please contact the clerk.

War Memorial

Following previous correspondence with Historic England, confirmation was received on 12<sup>th</sup> July 2017 that the Secretary of State for Culture, Media and Sport has decided to add



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Alderholt War Memorial Cross to the List of Buildings of Special Architectural or Historic Interest. The memorial is now listed at Grade II.

The List entry for this building, together with a map, has now been published on the National Heritage List for England

<http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=AD557DF2-56E3-4249-A9B7-C5EBBB6DD0CD&cn=0D06120C-5628-437C-9770-E87015FC8007>

The clerk has advised St James' Church of this for them to add to their records

### Highways Working Together Scheme

At the July meeting, Cllrs were 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. No responses yet received.

### Pavilion Project Planning Application

There has been a large exchange of email information between the architects, ecologists and planning department regarding Bat mitigation which has been copied to the Parish Council. All fees have been paid to date. The following documents have been submitted to EDDC planning department, Dusk and Dawn Echolocation Study with Mitigation report and Natural Environment Team Biodiversity Mitigation Plan of which Dorset County Council has provided a Certificate of Approval (approval of the Biodiversity Mitigation plan by the Natural Environment Team).

Planning department hope to have a decision on this planning application by 6<sup>th</sup> September 2017.

The latest BMP details the next steps required for the site, the timings the works can be carried out, the type of bat boxes and also when the ecologist is required on site for the works. The ecologist has also requested a timeline of works from the council so that she can arrange for an EPS licence and get a quote for these works.

The clerk updated that she has now received notice granting planning permission for this site and a copy of the DCA further analysis report of the village survey.

### Office Door

As agreed at the July meeting, Cllr Archer has removed the latch from the Committee room door so that it can now be opened with one hand but is still lockable.

### New Chairs

Alderholt Village Hall Committee has now purchased new chairs (using funds from a Parish Council grant towards them). We are currently using the new chairs but they have now placed a separate order for chairs in a different colour for the Parish office so that these are kept separate from the hall chairs. They will be swapped over when the new ones arrive

### Asset of Community Value- The Churchill Arms Public House

Acknowledgement received from EDDC regarding APC nomination of the above. A decision will be made within 8 weeks of the nomination. An email was received on 4<sup>th</sup> September seeking further clarity on the land in question.

### Documents circulated to Cllrs since the last meeting:

1. NFDC Notice to impose a Speed restriction on Somerley Road between 0700hrs and 1600hrs on 16<sup>th</sup> and 17<sup>th</sup> September in support of a sporting event (Cycling)
2. Dorset Waste Partnership Introductory Guide 2017/18



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3. Dorset County Council Travel and Transport News
4. Dorset Highways Performance Report 2016/17
5. LGPS Bulletin 160-July 2017
6. CAB Annual meeting invite 5/10/17 2-4pm-no one responded to attend
7. Dorset Healthcare Heroes 13<sup>th</sup> September
8. DAPTC Chief Executive's circular July 2017 and August 2017

**Noted**

**143/17**

**TO CONSIDER OUTSTANDING ACTIONS**

A report had been circulated detailing items outstanding, some of which had been ongoing for some time. The following was agreed;

	<b>Original Date</b>	<b>Subject</b>	<b>Action-ongoing/outstanding – refer to minute for detail</b>
DT	June 2016	DCC Volunteer Ranger Duties and Footpath Officer	Remit for Footpath Officer and Ranger, including risk assessment to be confirmed with DCC by Council representative and then agreed by full council to provide insurance cover when using the strimmer and hedge cutter. Cllr Tooke agreed report would be given for September meeting. No report received <b>Cllr Tooke advised he is no longer able to continue as Volunteer Ranger. This post to be re-advertised to wider community. Cllr Tooke to liaise with the clerk and the remit of this role</b>
DT	July 2016	Table tennis table and gym equipment at Rec ground	Agreed to liaise with resident and clerk to ensure all relevant information for both of these projects is obtained so that a proposal can be put to full council Cllr Tooke agreed report would be given for September meeting. No report received <b>Cllr Tooke advised he wished to continue with this project and would provide a report for the October meeting</b>
All Cllrs	10 <sup>th</sup> July	Highways Working Together	All cllrs to consider any services lacking in Alderholt and report to clerk for a list to be compiled for consideration by the Council. No responses yet received from Cllrs <b>Cllrs agreed to give further consideration to this and report to the clerk. If more information is required to discuss with the clerk</b>
KM	10 <sup>th</sup> July	Flower Beds	To water the flower beds outside committee room To stop these dying, the assistant clerk has been watering on the days she is in but otherwise it doesn't



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			appear that this is being done and the plants are dying. <b>The Chairman considered that as AVH had agreed to do the planting on alternate years with APC, this should be their responsibility this year.</b>
SA	July 2017	Banking	Following advice from the internal auditor it was agreed that a 3 <sup>rd</sup> bank account would be considered to stay within the FSCS limits. This was not allocated to any Cllrs at the meeting. In July Cllr S Archer agreed to look into and report to the September meeting. No report received-needs to be considered before Precept instalment received <b>Cllr Archer to prepare a report for P &amp; F September meeting</b>
KM GL		Noticeboard	Agreed last year that noticeboard to be oiled August/September. Cllr Logan has advised she is unable to do this so this needs to be reallocated <b>Cllrs Hibberd and Greenland agreed to action-refer to clerk for supply of oil and advised procedure</b>
MH JW GL	12 <sup>th</sup> June 2017	Needs survey analysis	Meeting with DCA to discuss further analysis took place for 6 <sup>th</sup> July. Reported APC meeting 10/07/17 and following meeting clerk sent off proposal agreeing to further DCA analysis. Awaiting updated analysis from DCA. <b>Now received-to be added to October agenda</b>
MH AH	12 <sup>th</sup> June 2017	Rifle Range Lease	Clerk, Cllrs MS and AH have been liaising with solicitor and scouts. In August, an amended Draft lease has been forwarded to scout's solicitor. Awaiting response. <b>Scouts have just requested a further meeting, hopefully for next week.</b>
KB	10 <sup>th</sup> July	Playground Refurb	KB (liaise with MH) to organise quotes for a refurbishment in Spring 2018 to include equipment cleaning, repainting and replacing safety matting – MH/KB to discuss further – must be actioned by Jan '18 latest. <b>Ongoing obtaining quotes</b>
MH	10 <sup>th</sup> July	Fire Extinguisher Training	To organise for office staff and offer to representatives of village hall. Diarise risk assessment update following this training. Awaiting response from AVH <b>to be done after decision made by Cllrs at September P &amp; F meeting regarding AVH update</b>
KB		Archiving.	Agreed to be done by assistant clerk as overtime. Unable to work extra hours due to childcare over holidays but <b>to be completed over next few months.</b>



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MH DT Cllrs	P & F meeting	Review of policies	<b>To be reported to P &amp; F meeting 25<sup>th</sup> September</b>
MH DT MS JS		Governance and Scrutiny for rebuild project	<b>On hold until APC have results of village survey</b>

**144/17**

**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 which will be attached to the paper copy of these minutes and will also be available on APC website. **Noted**

It was also noted that there may be issues with school transport- any queries from residents will be passed on to the County Cllrs.

**145/17**

**TO RECEIVE THE DISTRICT COUNCILLOR REPORT**

East Dorset District Cllr Logan had provided a report which had been circulated which will be attached to the paper copy of these minutes and will also be available on APC website.

**Noted**

Cllr Logan highlighted that there are still monies available from her CEDDC ward grant Fund and welcomed applications.

**146/17**

**PUBLIC OPEN FORUM**

There were 6 members of the public present of which the following was discussed;

1. Gladman Planning Inquiry-are Parish Cllrs attending and speaking. Cllr Gina Logan will be attending and will request to speak as representative for Alderholt as both Parish Councillor and District Cllr. Planning Committee members also hope to be in attendance at different times during the inquiry.
2. Questions about where the recreation ground rebuild project is to which the Chairman gave an update that we are awaiting further analysis of the needs survey before deciding how to move forward.
3. Overgrown hedges in Ringwood Road reported of which only 2 actioned to date.  
**Assistant clerk requested to provide feedback to resident by email.**
4. Discrepancy from village hall committee member about whether Village hall should be watering flowerbeds outside committee room as he considers that this should be the responsibility of the Parish Council. **Agreed that this is to be discussed by P & F Committee. Clerk to add to agenda**
5. Questions from a scouting parent about the status of the lease of the rifle range land to the scouts, to which an update was given



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**FINANCE**

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

War on Waste - dog bin emptying	124.80
Alderholt Village Hall rental 1st instalment sep17-feb 18	2250.00
John Powell - Allotment Plot 23 maintenance	75.00
K Brooker Expenses	10.23
Gascoyne Cecil Allotment Rent 30 Sep 2016 -29 Sep 2021	3.35
ARA Trustee Insurance 2017	168.42
ARA Charity Assured Insurance 2017	298.68
DAPTC Annual Subscription 2017-2018	788.06
NALC LCR Magazine Subscription	17.00
DCA Pavilion Project Further Analysis	192.00
Relph Ross Architects 1650/17-18/019	447.19
<b>TOTAL PAYMENTS FOR SANCTION</b>	<b>4374.73</b>

CREDITS

Co Op Interest- current a/c -	0.00
Total of credits pd to current account	0.00
Co Op savings Account Interest	0.00
Nationwide postal a/c interest	0.00
<b>TOTAL CREDITS RECEIVED</b>	<b>0.00</b>

DDR's

BT	174.24
South West Water-Allotments- Aug & Sept	2.00
<b>TOTAL DDR'S</b>	<b>176.24</b>

PAYMENTS MADE IN BETWEEN MEETINGS

AVA Recreation July Quarterly Inspection	78.00
War on Waste - dog bin emptying	99.84
Sedgehill Ecology Services - bat mitigation	615.92
Viking - Stationery	59.18
BDO - Audit 2016/2017	360.00
<b>Total of Payments made between meetings</b>	<b>1212.94</b>

CASHPLUS DEBIT CARD

Annual card fee	69.00
<b>Total expenditure on Debit Card</b>	<b>69.00</b>

**TOTAL PETTY CASH 8.45**

2) Total cash book funds for the Council; £140156.42cr **Noted**

3) **Cllr Simcock to carry out next month's financial control checks**

Chairman's Initials;



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- 4) **Cllrs unanimously agreed to approve and accept the annual return and conclusion of audit certificate.** There were no recommendations.
- 5) **Cllrs unanimously agreed that Cllr Greenland purchase a replacement brass door sign (for approx. £20) and install it at the front of the committee room.**

**148/17**

**RECREATION GROUND**

1. Cllr Inspections- Cllr Greenland - weekly inspections for the period 11/7/17-11/9/17. No actions required.

It was noted that the written report required for insurance purposes for period 12/6/17-10/7/17 has still not been received from Cllr Murton, although it was verbally confirmed no actions required.

**Inspections for the period 11/9/17-8/10/17 to be completed by Cllr Greenland**

2. AVA Inspections-next inspection due October 2017 (Quarterly)
3. Maintenance works, as agreed at July meeting, min no 129/17 (refer to file report);
  - AVA have carried out identified works at July inspection free of charge. The Cable runway brake repair will be actioned at the next quarterly inspection in October at a quoted cost of £59.00
  - Quote obtained from John Powell for £312.00 for all identified works. Works to be carried out shortly.
4. Actions carried out over Summer;
  - Barbed Wire – Resident notified office that his child had a minor injury from barbed wire at recreation ground next to tennis courts which has now been removed by the ARA.  
Office staff and Cllrs Logan and Hibberd assessed site for any further barbed wire and Cllr Hibberd removed any that was considered dangerous.
5. Items raised in email by ARA to be discussed by Recreation ground representatives (AH and JS) at September ARA meeting; Mole shooting/Vehicle Access to rec ground/ Insurance and followed up with a meeting with the clerk if necessary. **Cllrs Hibberd and Simcock to action**

**149/17**

**TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES**

1. Planning Committee Meeting August 7<sup>th</sup> and September 4<sup>th</sup> 2017. **Noted**
2. Alderholt Village Hall Committee Minutes 13<sup>th</sup> July 2017 9 -**to be circulated-office to action**

**150/17**

**TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES**

1. Allotment report circulated  
Following the horsetail problems and complaints from some tenants about unkempt plots, **Cllrs unanimously agreed that the following additional clause be added to the allotment tenancy; *The Tenant shall be responsible for keeping their***



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***plot maintained so that invasive plants cannot take control and spread to other plots.***

**Office to update and advise tenants**

Other allotment issues;

- Plot 23 which had the major horsetail problem has been vacated by tenant with no work carried out. Following discussions with Cllr Hibberd it was agreed that the horsetail to be strimmed by a contractor so that it could be kept under control and re let. This work is due to take place shortly and a new tenant has agreed to take it on following the strimming being completed.
- We have been advised of a trampoline on Plot 24 which has lots of horsetail under it not being treated. A letter has been sent to tenant advising this is not permitted and that the horsetail needs to be treated.
- The allotment noticeboard requires refurbishing due to deterioration caused by the weather. We have requested a quote from a local contractor.
- AAA AGM is due to take place in the Committee Rooms on 9<sup>th</sup> September
- Following changes to this year's competition, 2 prizes only will be awarded. These will be announced at the allotment tenants meeting on Monday 18<sup>th</sup> September. Allotment representative, Cllr Janet Walker is away but Cllr Adrian Hibberd in attendance. **All Noted**

2. Transport Report circulated (Cllr Walker)

Public access to school buses is no longer available following DCC tendering of local bus contractors for this service. Funding has also been cut to the 97-community bus although a basic service has just been agreed until the end of this year. This is a vital service to local residents and without it there is very little public transport available. **Cllr Logan agreed to work with Cllr Walker to campaign to promote use of this service over the next few months with a view to keeping it and also to look into the financial sustainability of the service and whether there are any options that this council can help with.**

**151/17**

**TO CONSIDER TRAINING NEEDS FOR THIS COUNCIL**

The clerk had circulated a training report for officers and Cllrs.

1. **ILCA Certificate**-Congratulations to assistant clerk Kerry Brooker who has completed stage 1 of the Introduction to Local Council Business (ILCA) Qualification. At this moment in time it is not considered necessary to complete stages 2 and 3 as these are required only if going onto study the clerk's qualification CILCA
2. **Members handbook**-The clerk has been working on a new members handbook to be given to all new Cllrs when they join the Council (and to all existing members). Cllr John Simcock (as previous P & F Chair) has also been working on a code of conduct document (which will be included in the handbook) and Cllr Greenland has been referred to for advice on the handbook as a new member. **The clerk to continue working on**





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**3. Training for officers-Cllrs unanimously agreed the following training sessions for officers (Cost £274 plus travelling and possible overtime)**

Thursday 21 <sup>st</sup> Sep	10-3.30	<b>Clerks seminar</b>	£60 includes lunch	Kingston Maurward College, Dorchester	Clerk to attend
Monday 16 <sup>th</sup> Oct	9.45am- 2.30pm	<b>Allotments Seminar</b>	£50 bring your own lunch	Cricket Pavilion, Dorchester	Clerk and assistant clerk to attend-this will involve closing the office on Monday morning for Training purposes-Notice to be given to residents
Thursday 7 <sup>th</sup> Dec	10-12	<b>Data Protection and Information Governance</b>	£45	DYA, Dorchester	Clerk to attend
Wednesday 1 <sup>st</sup> November	8.30-4.00	<b>SLCC regional Training seminar</b>	£69	MacDonald Botley Park Hotel Southampton	Clerk to attend
Thursdays 28 <sup>th</sup> September And 7 <sup>th</sup> December  (but latter clashes with Data protection training)	10.30-1.00	<b>SLCC Dorset clerks</b>	Free	Cricket pavilion, Weymouth Avenue, Dorchester.	Clerk to attend

**The office to book courses and notify residents of office closure**

4. **Training for Councillors-Cllrs unanimously agreed that the clerk provide a training session to Cllrs to update on how this council works followed by a Q & A session whereby problems are discussed with a view to possibly updating some policies e.g. media/open forum/working parties and representatives. This can be supported with the new members handbook and if there are any questions that are unknown this can be followed up with further training through external sources.**

**The Clerk to set up information for this training session and circulate options for daytime and evening sessions**

In addition, DAPTC are offering courses to Cllrs (refer to DAPTC training guide for other courses-previously circulated to Cllrs) including part 1 and 2 Essentials for Cllrs. **Cllrs agreed that these courses in Sherborne are too far away-Cllr Hibberd to raise at the DAPTC executive meeting.**

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**TO CONSIDER RESPONSE FROM ALDERHOLT VILLAGE HALL TO FIRE RISK  
ASSESSMENT REPORT AND ACTION SHEET FOLLOWING THE FIRE RISK  
INSPECTION REPORT 22/5/17**

Refer to Fire Inspection Action Report 201/v.37

1. The clerk has updated the Fire Inspection action sheet to ensure procedures are in place that need to be carried out by APC
2. Alderholt Village Hall have responded to actions that they are required to complete which the clerk has updated onto the report

**Cllrs unanimously agreed that the detail of both of the above are considered at the September P & F meeting to ensure all necessary actions are completed and that anything outstanding is to be delegated to that committee.**

**Clerk to add to agenda**

Refer to funding letter dated 30/8/17 from AVH to Chairman

AVH had written to the Chairman asking for funding from the Parish Council towards the cost of updating fire safety equipment as recommended in the fire inspection report. Concerns were raised about the tenant (council) being asked to contribute to the landlord (AVH) for essential safety equipment that it was considered should already be in place. The Chairman of AVH was requested to answer some questions regarding this and it was agreed that AVH would consider whether both interconnecting smoke alarms and alarm points were necessary as detailed in the letter and quote (both were not required in the fire report) and that the works should be carried out quickly.

**Cllrs unanimously agreed that APC donate £500 immediately from the APC contingency fund budget to AVH in order that they upgrade the fire equipment in line with the fire inspection report of 22/5/17. The works are to commence within 28 days of the date of the confirmation letter to be sent to AVH.**

**Clerk to advise AVH**

**153/17**

**TO CONSIDER REPORTS RELATING TO THE ANALYSIS OF THE VILLAGE SURVEY**

Alderholt Village Survey 2017 Analysis in response to CEDDC Local Plan Review

In October 2016, Alderholt Parish Council gave the following response regards the CEDDDC Local Plan Review consultation document;

Mrs Maria Humby Alderholt Parish Council (359295) LPR-REG18-2

*Alderholt Parish Council is in agreement with first stage of the Local Plan Review.*

*Cllrs have agreed to undertake a parish survey of the village as a whole to determine a more detailed opinion of the future of Alderholt including community attitude to growth. We will therefore be in a position to forward comments back to EDDC by the end of March 2017*

The Alderholt Village Survey took place during March and April 2017

Data from the 2017 Alderholt Village Survey regarding development in Alderholt has been analysed into a report and following email agreement by Cllrs, was forwarded to Simon Trueick as part of APC's response to CEDDC Local Plan Review although it was advised that it required full ratification at the September council meeting.



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**The Planning Committee working party members have further reviewed the analysis and propose the following recommendation to full council;**

1. That the survey was under taken in a sound way and is a true result.
2. That the council formally agree the Alderholt Village Survey 2017 Data Analysis Report forwarded to Simon Trueick
3. That there should be no building development outside of the Alderholt Village Envelope as defined in the EDDC Local Plan 2012
4. That the growth of new small businesses within the limits of the Village Envelope should be encouraged and supported
5. That Social Housing is to be encouraged in line with the CEDDC Local Plan Part 1 Core Strategy, policy LN3

**Councillors unanimously agreed to the above points, and that these should be reiterated to Simon Trueick as APC's updated formal response to the CEDDC Local Plan Review and that points 3,4 and 5 should form part of Alderholt Parish Council's Planning Policy when considering planning applications**

**Clerk to advise Simon Trueick and add to Planning Protocol**

Alderholt Village Survey 2017 DCA Further Analysis of Recreation Ground Needs Survey

This analysis has only just been received. **Cllrs agreed that this is to be discussed at the October full council meeting. Clerk to add to agenda**

**154/17**

**TO CONSIDER CORRESPONDENCE RECEIVED**

None received-items circulated over summer detailed in clerk's report

**155/17**

**ANY OTHER ITEM FOR REPORT ONLY**

Nothing to report

Meeting ended 8.48pm

Chairman's Signature;

Date;

Chairman's Initials;