



**Minutes of a Meeting of Alderholt Parish Council, The
Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 12th February 2018**

07/18 PRESENT Cllr G Logan (Chairman)
Cllr S Greenland
Cllr A Hibberd
Cllr K Murton
Cllr M Smethers
Cllr D Tooke
Mrs M Humby (Clerk)

Also present were; Dorset County Councillor Toni Coombs and 2 members of the public

08/18

WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING AND APOLOGIES

The Chairman welcomed all in attendance to the meeting and advised of fire escape procedure

The following apologies were received and accepted; Cllr J Walker (working) and Dorset County Councillor Spencer Flower (attending another meeting).

09/18

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

No pecuniary interests were declared nor dispensations requested.

10/18

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Cllrs unanimously resolved to agree the minutes of the Parish Council meeting dated 12th December 2017 and the Extraordinary Council meeting on 22nd January 2018 as a correct record of those meetings. They were signed by the Chairman.

11/18

TO RECEIVE THE CLERKS REPORT

The clerk reported as follows;

Cllr Vacancy

The vacancy is to be filled by Co Option. Notices have been displayed and we have received interest from 1 resident, but no applications received to date. The vacancy has created some positions that require action;

Cllr's unanimously agreed;

- **Cllr Smethers to be the new signatory for the Co Op Bank accounts including online banking. The Co Op signing mandate had been circulated to members and all resolutions listed in Section 3 were agreed by members.**
- **Cllr Tooke to be the new signatory for the Nationwide Savings Account**
- **Cllr Greenland to become the new member of Planning Committee**
- **Cllr Greenland to become the new representative for the ARA and attend all relevant meetings**

Chairman's Initials;



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Calendar of Council Meetings-new schedule attached

To reduce the number of meetings that Councillors need to attend whilst also improving efficiency in the office, the following 3 points were agreed by Cllrs;

1. **Planning Committee Meetings** be moved to a 4-weekly meeting cycle (generally we have been able to get an extension on applications). If this becomes a problem with responding to planning applications within a set time, this will be revisited. Planning applications to be allocated and sent to Cllrs on a weekly basis and copied to Cllr Logan as District Cllr.
2. **From May, Policy and Finance Committee** to become Finance Committee only. Policies will be dealt with by full council (currently many policies have to be referred to full council anyway). New terms of reference will be required which will be drawn up by the clerk in liaison with the Cllr's Logan and Tooke in time for the May AGM.
3. **The Office opening times on a Monday** are amended to 10.00am- 12.00noon (half an hour later). We do not have a large footfall, and this will allow a meeting time between the clerk and assistant clerk on a Monday Morning.

Internal Training Session for Councillors

The clerk will run through the members handbook and clarify with Cllrs Parish Council procedure. The clerk will send out some dates for this session which will take place during the working day (ideally commencing at approx. 9.00am or 4.00pm). **All Cllrs will be expected to attend**

External Auditor Training

The clerk attended a training course where the newly appointed external auditor gave a presentation. The clerk does not expect it to be too different from the previous annual return but there may be some additional work required. It is hoped that a new Practitioner's guide will be available before completion. **Noted**

12/18

TO RECEIVE THE COUNTY COUNCILLOR REPORT

A report from Cllrs Coombs and Flower was circulated and will be attached to the paper copy of these minutes as Appendix 1 and is also available on the APC website.

Cllr Coombs also discussed the recent accidents at Batterley Drove and requested any input from Alderholt residents regarding this problem. She felt it unlikely that this route would be extended from a Community gritting route to a main route and instead considered that the problem of water on the road should be dealt with.

13/18

TO RECEIVE THE DISTRICT COUNCILLOR REPORT

Cllr Logan gave a report a copy of which will be attached to the paper copy of these minutes as Appendix 2 and is also available on the APC website.

Chairman's Initials;



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PUBLIC OPEN FORUM

There were 2 members of the public present. Questions were raised regarding the Gladman Development and Police Speed Detectors in the village which were answered by Cllrs. No actions required.

15/18

FINANCE

1. Cllrs unanimously agreed to sanction the following payments;

PAYMENTS FOR SANCTION

War on Waste - dog bin emptying	124.80
M Humby Travel Expenses External Auditor Training Course	27.90
A Hibberd Travel Expenses-DAPTC Executive meeting	31.50
G Logan Travel Expenses MP Roundtable Event	17.10
M Humby -Cash top up to petty cash	50.00
TOTAL PAYMENTS FOR SANCTION	251.30

CREDITS

Allotment rents -pymts 7	25.00
DCC Community transport Grant	2000.00
Total of credits pd to current account	2025.00
Other bank credits received	0.00
TOTAL CREDITS RECEIVED	2025.00

DDR's

South West Water-Allotments- Jan & Feb	2.00
TOTAL DDR'S	2.00

PAYMENTS MADE IN BETWEEN MEETINGS

Alderholt Sunbeams and Supertots Grant	1755.00
Alderholt Lunch Club Grant	100.00
Alderholt PCC (Forest Edge Comm Coffee Shop) Grant	100.00
Recreate Festival Grant	268.00
Coach in The Community Grant	268.00
Alderholt PCC (Churchyard Maintenance Grant)	300.00
Assist Business IT-It Support re Virus	475.20
War on Waste dog bin emptying -January	99.84
AVA Recreation Ltd-Qtly equipment inspection-January	78.00
Total of Payments made between meetings	3444.04

CASHPLUS DEBIT CARD



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	0.00
Total expenditure on Debit Card	0.00
<u>PETTY CASH</u>	
Petty cash top Up M Humby	50.00
Total mthly payments	0.00
<u>GARDEN VOUCHERS</u>	
	0.00

2. Total cash book funds for the Council; £155738.39cr **Noted**
3. **Cllr Hibberd to carry out next month's financial control checks**

16/18

RECREATION GROUND

1. Cllr Inspections- Cllr Hibberd - weekly inspections for the period 11th December 2017– 11th February 2018. Items reported;
 - Trees on mound have now been replanted.
 - Light on Defibrillator flashing red – reported to Cllr Smethers
 - New Mural appeared on youth shelter-no action
 - Broken fence/bollard at entrance to recreation ground- there is now no demarcation of where the ditch is. Cllr Hibberd has discussed this with ARA and they are looking into a way of dealing with this so that it doesn't get broken again.
2. **Inspections for period 12th February – 11th March to be completed by Cllr Greenland**
3. AVA Quarterly Inspection
Quarterly Inspection carried out on 14th January 2018. All items found to be low or very low risk except for the following which have been assessed **as moderate risk**.
AVA Recommended Actions
 - One of the legs on the activity trail is loose. *AVA quote to break out one end of the tyre climber remove and dispose of the old timber post, then supply and install new Machine round Radiata Pine pole*
 - The anti-wraps on the cradle swings are drying out and starting to snag. *AVA quote to supply and install new antiwrap bearings to the toddler/Cradle seat swings*

Cllrs agreed to the repair works as quoted from AVA Recreation at a total cost of £983.99 plus vat. No other quotes are required.

Funding to be taken from the annual recreation ground budget.

17/18

TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES

1. Planning Committee Meeting 29th January 2018 **Noted**



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18/18

TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES

1. Allotment Update (clerk)

A new tenant has agreed to take on plot 24, which has been vacant since September and which is dominated by horsetail. Allotment representatives and officers proposed that the tenant pays for his first year (2017/18) as normal, with the offer of the following year (2018/19) being free of charge providing the plot is up to expected standards/ready for planting by the start of the new tenancy year.

Agreed by Cllrs

2. Transport Update on 97 bus service (clerk)

- a) DCC community transport grant of £2000 has been received by APC
- b) Cranborne PC have pledged to increase the contribution they are paying in line with Alderholt and Knowlton (awaiting official confirmation of this).
- c) Once this has been received, **the clerk will draw up a formal agreement regarding quarterly payments by the 3 councils.**
- d) A date for the next joint meeting regarding funding for next years' service needs to be determined. **Cllr Logan to liaise with clerk, DCT and other councils.**
- e) Agreed that monthly figures from DCT to be reported back to full council on a qrtly basis minimum, as part of the transport report.

Noted

3. Scouts Update (clerk)

- a) We are still awaiting the documents for the final lease to be signed.
- b) The scouts have emailed to request permission to go ahead with the levelling planning application and I have simply reiterated that agreement was given last year for them to apply for planning permission. APC will consider whether to give their permission once all the information required by the relevant authorities as part of the planning application (EDDC/DCC) has been established.
- c) Permission to the scouts for access has come to an end in 2017, **Cllrs therefore agreed to extend this for a further year or until the lease is signed whichever comes earlier.** Wording to be the same as agreed last year, as detailed below;
Councillors have agreed to extend the Scouts access to the Rifle Range until the end of 2018, or until the lease is signed, whichever comes first. This access allows the scouts group to;
 - *Hold low key scouting activities (excluding camping)*
 - *Cut and maintain the grass and hedges*
 - *Make good the fence as required*
 - *Trimming of trees and bushes, subject to agreement with the Council*
 - *Any other work that you wish to undertake, not covered above, which you must notify the Council thereof*



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It is understood the scouts are providing their own insurance and therefore carrying out a risk assessment for all activities that take place. If this is not the case, then all activities must cease until adequate provision is in place to ensure appropriate insurance cover is provided.

4. Alderholt Village Hall 50th Anniversary 23/6/18 (Cllr Walker)

Having attended a Village Hall Meeting as APC representative, Cllr Walker has advised that AVH have requested information on how the P.C will be taking part in their 50th village hall anniversary event on June 23rd, 2018

Cllr Walker has suggested that a couple of Councillors should attend, with some sort of display showing what the P.C does. She has also suggested that promotion of the defibrillators could be included in the stand.

Cllr Walker is likely to be tied up with other items at this event. **Agreed that Cllr Murton to lead this and liaise with AVH. She will report back on a way forward and also then hopefully have more Cllr support for the event.**

5. Update on DCA Stakeholder Meeting re Pavilion Project

The clerk has been liaising with DCA and ARA re the Pavilion project meeting agreed at December 2017 Council meeting, whereby APC is simply a stakeholder. 2 documents have been circulated;

- a) Proposal received from DCA for facilitating the meeting at a cost to APC of £300.00 (+£60 VAT) to be taken from the rebuild budget. **Agreed by Cllrs**
- b) Invitation to all stakeholders for a meeting on Wednesday 28th February 2018 in Alderholt Village Hall. **Agreed that the clerk, Cllr Logan and Cllr Smethers to attend**

19/18

**TO CONSIDER PROPOSALS FOR GYM EQUIPMENT AND TABLE TENNIS AT
ALDERHOLT RECREATION GROUND**

Documents circulated;

1. Proposal from Cllr's Tooke, Hibberd and Greenland regarding the purchase of the above project
2. Copy of Caloo quote
3. Project checklist (items in red listed by the clerk still outstanding and require decision)

Cllrs unanimously agreed the proposal that Alderholt PC place a Purchase Order with Caloo Play for the Outdoor Gym Equipment as discussed previously and as described in the Quotation circulated earlier showing a cost net of VAT of £10,000

The following points were also agreed by Cllrs in relation to the proposal;

1. **Cllr Tooke to advise Oren Anderson (the young resident who requested the table tennis originally and applied for funding) of the decision and request he initiates the next stage of the funding application**
2. **The clerk to follow this up in a formal letter to Oren Anderson**
3. **The clerk to confirm to the Community Fund of the above decision**
4. **The clerk to look into the VAT element of funding donations towards a project and action accordingly.**



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5. Cllr Tooke to obtain further clarification on the inspection process including written confirmation from Caloo that they will sign off the works after installation.
6. The decision on which inspections are required (post installation, regular checks and the Caloo inspection) to be delegated to the clerk in liaison with Cllr Tooke before the purchase order is made and then reported back to Council
7. The clerk to raise a purchase order for the equipment with Caloo.
8. The clerk to add the equipment to the insurance policy in time for delivery of the goods
9. Cllr Tooke, Greenland and Hibberd will be joint project managers of this project. Details of their remit to be discussed with the clerk and reported back to full council for agreement before the equipment is installed.
10. The project managers to liaise with ARA/Bob Manston regarding the installation and access across the recreation ground.

Cllr Murton left the meeting at this point 8.55pm. Cllrs resolved to agree to suspend standing orders and extend the meeting beyond 2 hours.

20/18

TO CONSIDER THE FORMAT FOR THE ANNUAL PARISH MEETING

The clerk and Chairman have discussed the format and date of the Annual Parish Meeting and taking into account comments during the year, recommend the following;

1. Date: Wednesday 25th April 2018 Doors open 6.45pm for 7pm start
2. Venue: Alderholt Village Hall (unless St James' school is preferred option as per suggestion min 162/17-tbc)
3. Format:
 - a) To receive the Annual Report from the Chairman of the Parish Council, Cllr Gina Logan (To include simple planning report and summary of budget setting)
 - b) Invitation to St James' School Head to report on promoting the 1st school
 - c) To provide an update on the Pavilion Project (we should have details of how this is moving forward and this could be reported by a non-Cllr if appropriate)
 - d) To provide a report on Local Transport and 97 Bus project (we should have details of how successful this is for the 1st quarter and promote it to encourage more people becoming involved for next year's funding)
 - e) To receive a report from Alderholt Community Fund (they have requested to speak)

Agreed by Cllrs

21/18

**TO CONSIDER THE HIGHWAYS WORKING TOGETHER PROGRAMME FOR THE
FINANCIAL YEAR 2018/19**

Chairman's Initials;



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Internal reporting documents and maps have been sent out to Cllrs so that the village as a whole can be monitored to determine whether there are any areas where devolved services need to be undertaken as part of the Highways Working Together programme.

- Cllrs have been allocated areas to monitor and given a reporting sheet and map.
- Each Cllr to monitor over the quarter any maintenance issues to determine whether action is required.
- Parish Office will send out a blank report sheet at the beginning of each quarter and Cllrs should submit (ideally electronically) their completed quarterly reports.
- If anyone has a problem in checking their area, please advise the office so that it can be reallocated.
- The office will analyse all the reports each quarter to determine whether any action is necessary and report to full council. However, it may be that a full year of monitoring is required before any actions are taken, especially in view of Unitary proposals and subsequent unknowns of DCC future policy regards this program

Agreed by Cllrs

22/18

TO CONSIDER PROPOSALS FOR INTERNAL SYSTEMS AND SUPPORT CONTRACTS FOLLOWING THE COUNCIL CYBER ATTACK

As recommendations from Cllrs Greenland and Tooke have not been received, it was agreed with the Chairman that due to the financial commitments for APC regarding this item, this will need to be deferred until the March APC Meeting when all information and proposals can be submitted in time.

23/18

TO CONSIDER CORRESPONDENCE RECEIVED

Information for discussion/action:

1. DAPTC Newsletters 4 & 5 including Garden Party nomination form and updates on Local Council Re-organisation in Dorset and Working Together with Dorset Highways.
Agreed the Chairman as Garden Party nomination for Alderholt.
2. Request from Alderholt Chapel for jobs for their Community Action Day on Saturday 17th February. **Comments yet to be received from Cllrs- any suggestions to be advised to the assistant clerk this week**

Information circulated to Cllrs: all noted

3. Notification from UK Cycling Events of a non-competitive cycling sportive taking place on Saturday 14th and Sunday 15th April 2018 out of Somerley Estate.
4. Notification of Dorset Care Record - shared access to patient Records from Spring 2018.
5. LGPC Bulletin no 165 December 2017
6. LGPC Bulletin no 166 January 2018
7. Presentation from LGPS Annual Employers Meeting 11-01-2018, Nov 2017 Minutes and diary dates for Pension Liaison Officer Group meetings in 2018.
8. ARA minutes from 5th December 2017



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9. Asset of Community Value - Update from Gary Foyle - Application supported C&EDDC Corporate team. The freeholder has been notified and has an opportunity to appeal against the decision, they have 8 weeks to do so and as yet C&EDDC have not received any notification of such).
10. 18/19 Budget Consultation for Christchurch and East Dorset Councils – no responses received.

Invitations/Meetings; all noted

11. 30th January 2018 Invitation to attend an update Briefing for Town and Parish Councils on Local Government Reform at the Allendale Community Centre, Wimborne. **GL attended as District Cllr – PowerPoint Presentation circulated**
12. 30th January 2018 DAPTC Training session to meet the external auditor-Athelhampton House. **Clerk attended**
13. Friday 2nd February Invitation to Chairman and/or Clerk to Parish Council Roundtable session with Simon Hoare on **Chairman attended.**
14. Wednesday 7th February LGPS PLOG Agenda for and associated documentation **Invitation Circulated – no response**
15. Thursday 8 February 2018, 10.30am to 1.30pm Invitation to attend Dorset County Council's Adult Social Care Making It Real Forum to be held at Morden Village Hall, The Recreation Ground, Morden, Wareham, Dorset, BH20 7DL **Invitation Circulated – no response**
16. Tuesday 13th February 2018 at 10:00am Invitation ED Area ROW Team for clerk and ROW officers at Avon Heath Country Park **Clerk and Cllr Tooke to attend**
17. Saturday 24th February Invitation from Cllr Derek Burt, Chairman of East Dorset District Council to a Charity Race Night being held in Allendale House on. **Cllrs to book directly**

General Correspondence; all noted

18. Email of thanks received from Recreate Festival for recent grant
19. Letter Received from Alderholt Drama Group requesting committee room access for pantomime from 2nd -11th February inclusive.

24/18

ANY OTHER ITEM FOR REPORT ONLY

Nothing to report

Meeting ended 9.20pm

Minutes Approved;

Chairman's Signature;

Date;

Chairman's Initials;