



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

PRESENT; Cllr G Logan (Chairman)
Cllr S Archer
Cllr S Greenland
Cllr A Hibberd
Cllr K Murton
Cllr M Smethers
Cllr D Tooke
Mrs M Humby (Clerk)
Also present; Dorset County Councillor Toni Coombs and 4 members of the public

Min No	Title	Owner
25/18	<p>WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING AND APOLOGIES</p> <p>The Chairman welcomed all in attendance to the meeting and advised of fire escape procedure. It was noted that Cllr Smethers was on call as a First Responder.</p> <p>The following apologies were received and accepted; Cllr Walker, County Cllr Spencer Flowers</p>	
26/18	<p>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS</p> <p>No pecuniary interests were declared nor dispensations requested.</p>	
27/18	<p>TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING</p> <p>Cllrs unanimously resolved to agree the minutes of the Parish Council meeting dated 12th February 2018 as a correct record of those meetings. They were signed by the Chairman</p>	
28/18	<p>TO RECEIVE THE CLERK'S/CHAIRMAN'S NOTICES</p> <p>The Chairman thanked Cllr Hibberd on behalf of the council and residents for his actions in helping the community during the recent snowy and icy weather. Cllr Hibberd responded that he had received positive feedback from residents and full use had been made of the grit bins this year. He would carry out a check as to whether they required filling.</p> <p>The clerk advised that there were a lot of actions from the P & F meeting and other actions to complete that are not on the agenda for this meeting. They will therefore be listed in these minutes so that they could be tracked. The layout of the minutes would also be changed to include an action column.</p> <ul style="list-style-type: none"> • Annual Parish Meeting organisation-ongoing (April) • 97 Bus 2019 -transport meeting (March) 	<p>AH</p> <p>GL/MH</p> <p>GL/JW</p>



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	<ul style="list-style-type: none"> • Completion of office fire extinguisher training (end April) • ARA Insurance Review -amended as other Rec items need reviewing so amended to overall review -see below agenda item rec ground (June) • Policy and Finance Committee Changes Committee -update Terms of Reference (For May meeting) • Update all policies affected by change to P & F Meeting including standing orders and Financial regulations (May) • Internal Training for Cllrs and handbook (end of April) • New GDPR-clerk attending training (end of March). Report back to Council • Allotment Reps meeting and Updated report (March/April) • Internal auditor for 2018/19- Await outcome of ARA meeting re Pavilion Project to determine priority (May) • New accounting systems- Await outcome of ARA Meeting re Pavilion Project future to determine priority (May) • New H & S Policy (end of April) • Clerk's Annual Appraisal (end of April) • New Winter Maintenance Policy (end of April) • New Emergency Planning Policy (including emergency parish office provision) (end of May) 	<p>MS</p> <p>MH/AH/ SG/MS</p> <p>MH/DT/ GL</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH/KB/ AH/JW MH</p> <p>DT/MH</p> <p>MS</p> <p>SG/MH</p> <p>SG</p> <p>DT</p>
29/18	<p>TO CONSIDER APPLICATIONS FOR THE COUNCILLOR VACANCY FOR CO OPTION</p> <p>1 application had been received regarding the Cllr vacancy. Cllrs unanimously agreed to Co-opt Dr Hywel Morris on to Alderholt Parish Council. The clerk to send out all necessary papers.</p>	MH
30/18	<p>TO RECEIVE THE COUNTY COUNCILLORS' REPORT</p> <p>A report from Cllrs Coombs and Flowers was circulated and will be attached to the paper copy of these minutes They are also available under County Cllrs report page on the APC website. After this item, Cllr Coombs left the meeting- 7.15pm</p>	
31/18	<p>TO RECEIVE THE DISTRICT COUNCILLOR REPORT</p> <p>Cllr Logan reported that the main topics at the moment are:</p>	



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	<ul style="list-style-type: none"> Local Govt Reorganisation – refer to County Cllr’s report as we are now to be unitary. I will be attending the next Community Partners Engagement Task & Finish Group meeting which is expected to take place in April and will be looking at progressing the relationship between the Town & Parish Councils and the unitary authority. Council Tax for 2018/19 was determined by EDDC at their meeting on 19 February 2018 with the District agreeing a 2.99% increase which equates to a rise of £6.34 for a band D property. 																											
<p>32/18</p>	<p>PUBLIC OPEN FORUM There were 4 members of the public present of which the following items were discussed;</p> <ol style="list-style-type: none"> No hearing loop in the Committee room- Cllrs to speak up. It could be considered as a future agenda item. Pressy’s Corner- damaged kissing gate replaced by new barrier Charing Cross signage-still awaiting DCC to action-on their list of approved jobs Poor state of Hillbury Road-PC will report again to DCC/Cllr Logan to discuss with County Cllrs 	<p>KB/GL</p>																										
<p>33/18</p>	<p>FINANCE</p> <p>1. Cllrs unanimously agreed to sanction the following payments;</p> <p><u>PAYMENTS FOR SANCTION</u></p> <table border="0"> <tr> <td>War on Waste - dog bin emptying</td> <td style="text-align: right;">99.84</td> </tr> <tr> <td>Assist Business IT- Infrastructure review with Cllrs</td> <td style="text-align: right;">86.40</td> </tr> <tr> <td>Alderholt Village Hall 2 rent instalment</td> <td style="text-align: right;">2250.00</td> </tr> <tr> <td>Bournemouth water o/s Bill (no longer DDR)</td> <td style="text-align: right;">34.60</td> </tr> <tr> <td>DCA Invoice Facilitating Pavilion Project Stakeholder meeting</td> <td style="text-align: right;">360.00</td> </tr> <tr> <td>A Hibberd Travel Expenses DAPTC-Executive meeting/annual conference</td> <td style="text-align: right;">62.10</td> </tr> <tr> <td>M Humby Travel Expenses ROW Update</td> <td style="text-align: right;">7.65</td> </tr> <tr> <td>TOTAL PAYMENTS FOR SANCTION</td> <td style="text-align: right;">2900.59</td> </tr> </table> <p><u>CREDITS</u></p> <table border="0"> <tr> <td>ARA Annual rent</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td>Total of credits pd to current account</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td>Other bank credits received</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>TOTAL CREDITS RECEIVED</td> <td style="text-align: right;">1.00</td> </tr> </table> <p><u>DDR's</u></p> <table border="0"> <tr> <td>BT</td> <td style="text-align: right;">381.40</td> </tr> </table>	War on Waste - dog bin emptying	99.84	Assist Business IT- Infrastructure review with Cllrs	86.40	Alderholt Village Hall 2 rent instalment	2250.00	Bournemouth water o/s Bill (no longer DDR)	34.60	DCA Invoice Facilitating Pavilion Project Stakeholder meeting	360.00	A Hibberd Travel Expenses DAPTC-Executive meeting/annual conference	62.10	M Humby Travel Expenses ROW Update	7.65	TOTAL PAYMENTS FOR SANCTION	2900.59	ARA Annual rent	1.00	Total of credits pd to current account	1.00	Other bank credits received	0.00	TOTAL CREDITS RECEIVED	1.00	BT	381.40	
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	B/mouth Water-Allotments- March	1.00	
	TOTAL DDR'S	382.40	
	<u>PAYMENTS MADE IN BETWEEN MEETINGS</u>		
	Friends of St James' Capital Grant cheque	250.00	
	Total of Payments made between meetings	250.00	
	<u>CASHPLUS DEBIT CARD</u>		
		0.00	
	Total expenditure on Debit Card	0.00	
	<u>PETTY CASH</u>		
	Balance	51.09	
	<u>Miscellaneous expenditure (receipted)</u>	6.80	
	Total mthly payments	44.29	
	<u>GARDEN VOUCHERS</u>		
	Balance	135.00	
	Expenditure	0.00	
		135.00	
	NB. B/mouth Water will no longer be paid by DDR		
	2. Total cash book funds for the Council; £ 148751.87cr Noted		
	3. Cllr Logan to carry out next month's financial control checks		
	4. Cllr Greenland investigated whether this council should open another bank account with a 3 rd institution to keep all council funds held at each institution within the FSCS limit of £85000.00, following the precept being received in April 2018. The Nationwide 1-year Bond is also due to expire 19/3/18. Banking report circulated with details of proposals.		
	Cllrs unanimously agreed;		
	1. No additional bank accounts be opened at this time		
	2. Transfer the Nationwide account into a 95-day saver account upon expiry and add £24000 from the Co Op (Refer to letter from N/Wide).		
	Form to be completed, signed and returned long with a cheque to Nationwide		
	GL		
	MH/AH/ DT		
34/18	RECREATION GROUND		
	1. <u>Cllr Inspections</u> - Cllr Greenland - weekly inspections for the period 12 th February – 11 th March. Items reported; No action required.		
	2. Inspections for period 12th March to 15th April to be		



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	<p>completed by Cllr Greenland</p> <p>3. <u>AVA Maintenance</u> Repairs as agreed in minute 16/18 to the toddler swing and activity trail are expected to be carried out week commencing 12th March. AVA Recreation have confirmed that vehicular access should not be necessary. Next quarterly inspection due April 2018</p> <p>4. <u>Other items outstanding:</u> a) <u>Insurance</u>-APC have reimbursed the ARA for Insurance which is no longer being offered by AON from next renewal. Agreed at P & F 2/10/17 min 27/17 that Cllrs will review all the insurance at the recreation ground over the coming months- Cllrs SG/MS/AH and clerk. There are other items that also require consideration and discussion with ARA i.e. Machinery reserves and annual Grant maintenance payment so everything is being looked at as a complete review and will be reported back to full council.</p> <p>5. <u>Playground Refurbishment</u>-on 19th February, the clerk, assistant clerk and Cllr Hibberd met at the AHRG to discuss the way forward for the playground refurbishment. The assistant clerk will now obtain quotes, and this will be reported back to a Full Council meeting when these are received. Ongoing</p> <p>All Noted</p>	<p>SG</p> <p>SG/MS AH/MH</p> <p>KB</p>
<p>35/18</p>	<p>TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES</p> <p>1. Planning Committee Meeting 19th February 2018 2. Policy and Finance Committee Meeting 26th February 2018</p> <p>Noted</p>	
<p>36/18</p>	<p>TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES</p> <p>1. <u>Alderholt Village Hall 50th Anniversary</u>- KM report circulated. Summary; Display stand with photos and quotes of what the Parish Council does. Game with prizes for matching old photos to new. Hopefully Cllr Walker, as AVH rep will be able to assist Cllr Murton with this. Cllrs agreed to a maximum budget of £200 for receipted expenditure from the 2018/19 contingency budget</p> <p>2. <u>Update on DCA Stakeholder Meeting re Pavilion Project</u>-MH Report circulated. Summary; <ul style="list-style-type: none"> • Agreed only way forward was to rebuild the existing facilities as per the planning permission drawings. • The ARA considered that they were in the best position to lead the project and be the accountability body as </p>	<p>KM/JW</p>



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	<p>they were already a constituted charity and the umbrella organisation for all user groups and the wider community. A subcommittee would need to be formed to help deal with the workload for this.</p> <ul style="list-style-type: none"> • The ARA agreed to take this to their AGM on 6th March 2018 for initial discussions although further separate follow up meetings would probably be required. Cllr Logan is chairing the AGM and Cllrs Hibberd and Greenland as representatives will also be present. • DCA has now provided a full update from the meeting and this along with the ARA AGM minutes will be reported to Cllrs, along with a report from Cllr Logan for the April PC Meeting. • Following the AGM, the ARA have agreed to arrange a meeting of the wider community to discuss this again in May. <p>All noted</p>	GL
37/18	<p>TO CONSIDER A REPORT UPDATING ON GYM AND TABLE TENNIS PROPOSALS.</p> <p>MH report circulated on all actions to date including a proposal for the remit of the project managers. The equipment has now been ordered. Inspections still to be agreed by clerk and Cllr Tooke.</p> <p>Cllrs unanimously agreed to accept the remit for the project managers as follows;</p> <ol style="list-style-type: none"> 1. To liaise with ARA/Bob Manston regarding the installation and access across the recreation ground. 2. To liaise with Caloo on site positioning and check correct during installation 3. DT to liaise with Caloo to confirm detailed installation date and timings and advise all involved including clerk so that she can add to insurance policy before it is delivered 4. To make regular site visits during installation. Liaise with contractors, ensuring everything in contract is correct including H & S being adhered to. Report any damage/problems to all involved as appropriate 5. Any urgent safety issues requiring expenditure up to £500 can be dealt with under Financial regulation 4.5; <i>In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to</i> 	DT/MH DT/AH/ SG



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	<p><i>the chairman as soon as possible and to the council as soon as practicable thereafter.</i> Nb Safety tape is available from the parish office should it be required.</p> <p>Any expenditure required outside of the above regulation should be reported to the next PC Meeting for agreement or an extraordinary PC meeting called.</p> <p>6. All 3 Cllrs to agree to sign off the work and advise the clerk in writing (email sufficient) so that the invoice can be paid</p> <p>7. To liaise further with Oren Anderson and the Community fund on publicity after completion of the project</p> <p>The clerk was thanked for her work on this project</p>	
38/18	<p>TO CONSIDER A REPORT REGARDING IT PROPOSALS FOR THE OFFICE</p> <p>Following the EPM meeting on 22/1/18, investigations had taken place and a report had been circulated with proposals from Cllrs Greenland, Tooke and the clerk.</p> <p>In considering the proposals below, Cllrs unanimously agreed to suspend Financial Regulation 10.3; When it (the council) is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. This because it is considered that this company already knows the Council's business and existing IT provisions and new permanent antivirus ware and support should be put in place quickly. The current temporary antivirus ware expires 15/3/18 at 12.00am</p> <p>Cllrs unanimously agreed to the quotes from Assist Business IT dated 6/2/18, as circulated, for IT support which will be funded from the 2018/19 annual IT Support budget and the work estimate including new equipment to be funded from the Establishment Reserve Fund</p> <p>Cllrs unanimously agreed to change the current BT Broadband and phone rental which are out of contract to a new BT package as per the report.</p> <p>Cllrs unanimously agreed as per the report, to the recommendation that this Council is not in a position to make a worthwhile claim under the insurance policy for the ransomware attack over the Christmas period.</p>	<p>MH</p> <p>MH</p>
39/18	<p>TO CONSIDER CORRESPONDENCE RECEIVED</p> <p><u>Information for discussion/action;</u></p>	



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	<ol style="list-style-type: none"> 1. Email-<u>Alderholt Chapel Boys Brigade Group Community Action Days</u> on Friday the 8 June 2018 from 7:30-9:30pm. Cllrs to report to office any actions to be considered. 2. <u>Email-Dorset's Best Village Competition 2018</u>. Cllrs agreed that the office to complete the application form for this year. If Cllrs wish APC to enter any other categories, they are to advise the office in good time for an item to be added to a council meeting 3. Letter from <u>Alderholt Tennis Club</u> requesting APC to carry out additional tree works at Recreation Ground. In accordance with APC Tree Policy, point 4, Cllrs agreed that a letter to be sent to the Tennis Club granting permission for them to instruct a qualified tree surgeon to cut back any overhanging branches but only to a degree that does not compromise the life of the tree, subject to the written approval of the Parish Council before any work is carried out. The work will be carried out at the expense of the Tennis Club 4. <u>Wolvercroft Licensing Application</u>-note; there has been an amendment to the licensable hours on the application to cover both the gift shop and restaurant -New timings are: Monday to Sunday 08.00 to 22.30. Cllrs agreed No Objection. <p><u>Invitations/Meetings:</u></p> <ol style="list-style-type: none"> 1. ARA AGM on 6th March 2018. Cllrs Logan/Hibberd/Greenland attended. 2. Invitation to Cranborne Chase AONB Annual Planning and Transportation Seminar on 20th March 2018 (updated email with reduced costs circulated) No responses received 3. Invitation from Cllr Derek Burt, Chairman of East Dorset District Council to a Charity Event at Allendale House on Friday 27th April 2018. No responses received <p><u>Information circulated to Cllrs:</u></p> <ol style="list-style-type: none"> 4. DAPTC Newsletter 06 5. Email from DCC Arboricultural Officer to advise of tree works taking place on Cranborne Rd and Batterley Drove week commencing 26th February. 6. Email from Fordingbridge Rotary Club regarding Fordingbridge & District Citizen of Year Nominations. Cllrs to consider if they wish to nominate anyone for this award, nominations should remain confidential. No responses received 7. DAPTC email Announcement that the Secretary of State has agreed to support the Future Dorset proposal for Local Government Reorganisation subject to parliamentary approval; https://news.dorsetforyou.gov.uk/2018/02/26/government- 	<p>All Cllrs/KB</p> <p>KB</p> <p>KB</p> <p>KB</p>
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	<p>approves-unitary-councils-dorset/</p> <p>8. DAPTC Chief Executive Circular Local Government Reorganisation Plans update</p> <p>9. Press release regarding the new, free Bournemouth, Poole and Dorset Adult Care and Support Services Directory, published by Care Choices. It is an independent publication to help those looking for care and support in Bournemouth, Poole and Dorset.</p> <p>10. Travel and Transport News February 2018-electronic copy</p> <p>11. Email briefing from DCC about the disruption to services due to the bad weather conditions end Feb/March</p> <p>All noted</p>	
40/18	<p>CONFIDENTIAL ITEM-EMPLOYEE PAY RATES AND PENSION RATES 2018/19 AND 2019/20.</p> <p>Cllrs agreed that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting because of the confidential nature of the business to be transacted. All members of the public left the meeting.</p> <p>Reports and letter from DCC circulated.</p> <p>Cllrs unanimously agreed that they are in agreement to continue to recognise the “Green Book” for pay bargaining services. In doing so they agree to the new payroll conditions set by under the Local Government pay award (whatever the outcome of this may be).</p> <p>Cllrs unanimously agreed to the clerk carrying forward holiday from this financial year to the next financial year-1 week to be taken the first week in April and a further 8 hours to be taken throughout the year.</p>	MH
41/18	<p>ANY OTHER ITEM FOR REPORT ONLY</p> <p>Cllr Murton advised that works had been carried out by BT in Station Road resulting in the pavement being out of use had not provided adequate room for wheelchairs and pushchairs. The office will report this to BT requesting that future works must have adequate provision in place.</p>	KB

Meeting ended 8.50pm

Minutes Approved;

Chairman's Signature;

Date;