



**Minutes of an Annual Meeting of Alderholt Parish Council,  
The Committee Room, Alderholt Village Hall, Alderholt  
7.00pm Monday 14<sup>th</sup> May 2018**

**PRESENT;** Cllr G Logan (Chairman)  
Cllr S Archer (left the meeting at 8.10pm)  
Cllr S Greenland  
Cllr A Hibberd  
Cllr H Morris  
Cllr K Murton (left the meeting at 7.10pm)  
Cllr D Tooke  
Mrs M Humby (Clerk)  
Also present; 3 members of the public

<b>Min No</b>	<b>Title</b>	<b>Owner</b>
<b>55/18</b>	<b>WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING AND APOLOGIES</b> The Chairman welcomed all in attendance and advised of fire escape procedure. The following apologies were received and accepted; Cllr Walker, Cllr Smethers and Dorset County Cllrs Spencer Flower and Toni Coombs	
<b>56/18</b>	<b>ELECTION OF A CHAIRMAN</b> There was 1 nomination received for the role of Chairman; Gina Logan (proposer Adrian Hibberd, seconded Kate Murton). Voting took place by a show of hands. Cllrs Archer and Tooke abstained from the vote <b>Cllr Logan was elected as Chairman of Alderholt Parish Council</b> <b>A declaration of office was signed by Cllr Logan and witnessed by the clerk.</b>	
<b>57/18</b>	<b>ELECTION OF A VICE CHAIRMAN</b> There was 1 nomination received for the role of Vice Chairman; Adrian Hibberd (proposer Gina Logan, seconded Kate Murton). Voting took place by a show of hands and was unanimous. <b>Cllr Hibberd was elected as Vice Chairman of Alderholt Parish Council</b>	
<b>58/18</b>	<b>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS</b> No pecuniary interests were declared nor dispensations requested.	
<b>59/18</b>	<b>TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING</b> <b>Cllrs unanimously agreed the minutes of the Parish Council meeting dated 16<sup>th</sup> April 2018 as a correct record of the meeting.</b> They were signed by the Chairman	
<b>60/18</b>	<b>TO APPOINT MEMBERS TO SERVE ON COMMITTEES AND WORKING PARTIES AND TO REVIEW THEIR TERMS OF REFERENCE</b> <b>Cllrs unanimously agreed to the terms of reference for Planning</b>	

Chairman's initials  
Date;



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	<p><b>Committee, Finance Committee and working parties as detailed in appendix 1 attached to these minutes.</b></p> <p><b>Membership of <u>Planning Committee</u> was unanimously agreed as; Cllrs; Hibberd, Murton, Tooke, Greenland and Morris. Cllr Hibberd was elected as Chairman of this Committee</b></p> <p>Cllr Murton left the meeting at this point at 7.10pm</p> <p><b>Membership of <u>Finance Committee</u> was unanimously agreed as; Cllrs; Tooke, Smethers, Logan, Hibberd and Archer. Cllr Tooke was elected as Chairman of this Committee</b></p> <p><b><u>Membership of 97 Bus working group</u> was unanimously agreed as; Cllrs; Logan, Walker, the clerk and Cranborne and Knowlton Parish Council representatives</b></p> <p>All notices to be updated on the noticeboard and website</p>	KB
61/18	<p><b>TO APPOINT REPRESENTATIVES FOR EXTERNAL BODIES AND VILLAGE AMENITIES</b></p> <p><b>Cllrs unanimously agreed to the appointment of representatives for external bodies and village amenities as detailed in appendix 2 attached to these minutes.</b></p> <p>All notices to be updated on the noticeboard and website</p>	KB
62/18	<p><b>TO CONSIDER ANNUAL ITEMS FOR REVIEW;(REPORTS CIRCULATED)</b></p> <ul style="list-style-type: none"> <li>• APC Policies (refer to clerk's report for outstanding items)</li> <li>• Ongoing annual commitments including insurance. <b>Noted and agreed</b></li> <li>• Confirmation of dates and times for ordinary meetings of full council for the municipal year ahead <b>Noted and agreed- June Finance Meeting date amended to 18<sup>th</sup> June following planning meeting due to clerk's holiday.</b> New calendar to be circulated to Cllrs and updated on the noticeboard and website</li> </ul>	KB
63/18	<p><b>TO CONSIDER THE CLERK'S REPORT AND NOTICES</b></p> <p>1. <u>Aerial Photography GB (APGB) Agreement</u></p> <p>An email has been received advising APC is eligible to join Aerial Photography GB (APGB) Agreement with free access to aerial photography and height data which has been paid for by the Department for Business, Energy and Industrial Strategy (BEIS). BEIS will pass our PSMA registration details to the GB Consortium for registration for the APGB, if Cllrs wish to sign up. <b>Cllrs unanimously agreed.</b></p> <p>The clerk to confirm agreement.</p>	MH



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<p>2. <u>Update on disability features at village hall</u> An email had been sent to a resident and copied to the clerk in reply to concerns raised about disability features at Alderholt Village Hall. There is currently a hearing loop in the main hall and consideration is being given as to whether this can be extended to the parish office. Other issues raised currently require no further action. <b>Noted</b></p>			
<p>3. <u>Outstanding items from previous meetings-Cllrs agreed to extend the date of items to be completed as detailed;</u></p>			
<table border="1"> <tr> <td data-bbox="279 577 1129 712">Alderholt Chapel Community Day-8<sup>th</sup> June-feedback from Cllrs on actions to be considered.</td> <td data-bbox="1129 577 1307 712">Limited actions notified</td> </tr> </table>	Alderholt Chapel Community Day-8 <sup>th</sup> June-feedback from Cllrs on actions to be considered.	Limited actions notified	
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<p>4. <u>Action Plan for year</u> <b>Cllrs unanimously agreed to adopt the draft action plan for 2018/19 which is attached as appendix 3 to these minutes.</b></p>			



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<b>64/18</b>	<p><b>TO RECEIVE THE COUNTY COUNCILLORS' REPORT</b></p> <p>County Cllrs were both in attendance at the annual meeting of East Dorset District Council and therefore had given apologies for this meeting. There is no report although Cllr Flower had advised the clerk that significant attention is being paid to the LGR at the present time. He will confirm that regular newsletters regarding this are communicated to this council.</p>																											
<b>65/18</b>	<p><b>TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT</b></p> <p>District Cllr Logan reported;</p> <ol style="list-style-type: none"> <li>1. Local Govt Reorganisation this is taking up a great deal of time and effort otherwise the Council is continuing services as usual</li> <li>2. With reference to LGR I've been notified by the Head of Community &amp; Leisure asking for an update on the Pavilion Project. They are trying to identify projects within their Capital Programme that can definitely be completed (or at least contractually committed) before end of March 2019. I've spoken with Ian Cole of ARA, and will be attending the ARA Re-build Meeting, where this will be raised.</li> </ol>																											
<b>66/18</b>	<p><b>PUBLIC OPEN FORUM</b></p> <p><b>There were 3 members of the public present, with the following points being raised;</b></p> <ol style="list-style-type: none"> <li>1. The minutes in April relating to the Bonfire Hill kissing gate being replaced- this is in fact not a kissing gate but a wooden barrier. <b>Noted</b></li> <li>2. Disappointment at the numbers who attended the Annual Parish meeting</li> </ol>																											
<b>67/18</b>	<p><b>FINANCE</b></p> <p>1. <b>Cllrs unanimously agreed to sanction the following payments;</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><u>PAYMENTS FOR SANCTION</u></td> </tr> <tr> <td>T Mellor Fingerpost materials (226/16)</td> <td style="text-align: right;">291.</td> </tr> <tr> <td>Dixon and Templeton Solicitors -Scouts lease fees</td> <td style="text-align: right;">1206.</td> </tr> <tr> <td>War on Waste</td> <td style="text-align: right;">99.</td> </tr> <tr> <td>P Walker-Internal Audit-half year end 31/3/18</td> <td style="text-align: right;">100.</td> </tr> <tr> <td>DAPTC GDPR Training session M Humby</td> <td style="text-align: right;">25.</td> </tr> <tr> <td>ARA- 1st half year SLA payment</td> <td style="text-align: right;">1550.</td> </tr> <tr> <td>Assist Business IT Ltd</td> <td style="text-align: right;">1198.</td> </tr> <tr> <td><b>TOTAL PAYMENTS FOR SANCTION</b></td> <td style="text-align: right;"><b>4470.</b></td> </tr> <tr> <td colspan="2"><u>CREDITS</u></td> </tr> <tr> <td>Cranborne PC-97 Bus 1st qtr contribution</td> <td style="text-align: right;">293.</td> </tr> <tr> <td>Knowlton PC -97 Bus 1st qtr contribution</td> <td style="text-align: right;">312.</td> </tr> <tr> <td>EDDC precept-1st Half year payment</td> <td style="text-align: right;">42911.</td> </tr> </table>	<u>PAYMENTS FOR SANCTION</u>		T Mellor Fingerpost materials (226/16)	291.	Dixon and Templeton Solicitors -Scouts lease fees	1206.	War on Waste	99.	P Walker-Internal Audit-half year end 31/3/18	100.	DAPTC GDPR Training session M Humby	25.	ARA- 1st half year SLA payment	1550.	Assist Business IT Ltd	1198.	<b>TOTAL PAYMENTS FOR SANCTION</b>	<b>4470.</b>	<u>CREDITS</u>		Cranborne PC-97 Bus 1st qtr contribution	293.	Knowlton PC -97 Bus 1st qtr contribution	312.	EDDC precept-1st Half year payment	42911.	
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	<b>Total of credits pd to current account</b>	<b>43517.78</b>	
	Other bank credits received	0.00	
	<b>TOTAL CREDITS RECEIVED</b>	<b>43517.78</b>	
	<u>DDR's</u>		
	<b>TOTAL DDR'S</b>	<b>0.00</b>	
	<u>PAYMENTS MADE IN BETWEEN MEETINGS</u>		
	Assist Business IT - IT Support 16th April - 15th May 2018	139.20	
	<b>Total of Payments made between meetings</b>	<b>139.20</b>	
	<u>CASHPLUS DEBIT CARD</u>		
	<b>Total expenditure on Debit Card</b>	<b>0.00</b>	
	<u>PETTY CASH</u>		
	Balance	44.29	
	<u>Miscellaneous expenditure (receipted-incl APM refreshments))</u>	29.13	
	Total mthly payments	15.16	
	<u>GARDEN VOUCHERS</u>		
	Balance	135.00	
	Expenditure (receipted)	0.00	
		135.00	
	2. <b>Cllr Logan to carry out next month's financial control checks</b>		GL
	3. <b>Cllrs agreed that the Assist Business IT invoice be paid after the new IT equipment is in place.</b>		
	Cllr Archer left the meeting at this point, 8.10pm		
68/18	<b>TO CONSIDER APPROVAL OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN PART 3 2017/18</b>		
	The Annual Governance and Accountability Return Part 3 (AGAR) is the annual audit for Alderholt Parish Council received from externally appointed auditors, PKF Littlejohn LLP. It is made up of 3 parts and must be completed and reported to Council by 11 <sup>th</sup> June 2018;		
	1. <b><u>The Annual Internal Audit Report.</u></b> The Internal Auditor is appointed by Alderholt Parish Council to carry out controls and checks of the Council's finances for the financial year (2017/18). This includes checking section 2 the accounting statement, (although it is not required to be signed off by the internal auditor) and completion of the internal auditor section of the of the AGAR. The 2017/18 interim internal audit was carried out on 9/11/17 and		



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	<p>full audit completed on 30/4/18; No separate report issued-the Council's system of internal controls is effective and adequate for the purpose intended. <b>Cllrs resolved to agree and accept the auditor's report</b></p> <p>2. <b><u>Section 1 Annual Governance Statement requires approval by the Council.</u></b> Members are acknowledging their responsibility for ensuring that there is a sound system of internal control and that statements 1-9 are agreed. <b>Resolved unanimously</b></p> <p>3. <b>Section 2 Accounting Statements has been completed by the clerk and requires approval by the Council.</b> Refer also to the receipts and payments report, Fixed asset Register and Reserves. <b>Cllrs resolved to agree and accept the Accounting Statement.</b></p> <p>4. Section 3 will be completed by PKF Littlejohn LLP and must be returned to us and then published on our website by 30/9/18. <b>Noted</b></p> <p>5. <b><u>Explanation of Variances in expenditure and receipts 2016/17-2017/18.</u></b> Refer also to the Receipts and Payments, Fixed Asset Register and Reserves. <b>Noted and agreed.</b> (Nb. Percentages calculation column requires checking for reversal of figures)</p> <p>6. <b><u>Dates for the Notice of Public Rights regarding the unaudited Annual Governance and Accountability Return 2017/18; 4<sup>th</sup> June-13<sup>th</sup> July 2018.</u></b> <b>Noted and agreed</b></p> <p>7. In addition, Alderholt PC has been selected at random to complete an Intermediate Level review which includes sending additional information to the auditor. <b>Noted</b></p> <p>The clerk to action all relevant documentation for completion of the AGAR.</p>	MH
69/18	<p><b>TO CONSIDER ANY BUDGET SAVINGS FROM 2017/18 FINANCIAL YEAR AND REALLOCATION OF FUNDS</b></p> <p>Report circulated. There are annual budget savings of £4330.00. <b>Cllrs resolved to agree the RFO's recommendation to transfer the 2017/18 budget savings of £4833.00 to the 2018/19 Contingency Reserve Fund.</b></p>	MH
70/18	<p><b>RECREATION GROUND</b></p> <p>1. <b><u>Cllr Visual safety Inspections-</u></b> Cllr Greenland - weekly inspections for the period 16<sup>th</sup> April - 13<sup>th</sup> May. No items reported <b>Cllr Inspections will now be dealt with by Cllr representatives, as agreed in minutes 61/18, above and items only reported when there are actions required.</b></p> <p>2. <b><u>Playground Inspections</u></b></p>	MH/KB/ AH/SG





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	<p>Annual and Post Installation inspections have now been confirmed with the Play Inspection Company. Awaiting confirmation of installation date from the gym equipment project managers.</p> <p>Ava Quarterly Inspections have been provisionally booked. Awaiting confirmation from the gym equipment project managers of whether AVA are suitable to carry out the gym equipment inspections.</p> <p>3. <u>Playground Refurbishment</u> - on 19<sup>th</sup> February, the clerk, assistant clerk and Cllr Hibberd met at the AHRG to discuss the way forward for the playground refurbishment. The assistant clerk has met with contractors during May to obtain quotes. These will be reported back to a Full Council meeting when these are received. <b>Ongoing.</b></p>	KB/MH
71/18	<p><b>TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES</b></p> <p>1. Planning Committee Meeting 23<sup>rd</sup> April 2018 <b>Noted</b></p>	
72/18	<p><b>TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES</b></p> <p>1. <u>Rifle Range/Scouts Lease Update -all noted</u></p> <ul style="list-style-type: none"> <li>• Lease has now been finalised and copies exchanged.</li> <li>• We are still awaiting decision on the planning application (refer to April PC meeting)</li> <li>• The invoice has been received from the solicitor and a reduced rate has been charged. (letter of thanks to be sent).</li> <li>• Monies from the reserve fund can now be handed as per the financial Agreement terms, previously discussed.</li> <li>• Official handover including publicity to be arranged between the 2 parties</li> </ul> <p>2. <u>Gym Equipment Project Update- all Noted</u></p> <ul style="list-style-type: none"> <li>• The drawings for equipment location were originally sent down incorrect but have now been amended and agreed so that the groundsman can cut around the equipment with the mower.</li> <li>• The installation is still to be confirmed due to the wet weather conditions</li> <li>• Caloo have confirmed that the sealed units are warranted for 10 years and therefore other parts of the equipment can be serviced by others. <b>It was therefore agreed that Ava Recreation would carry out the gym inspections each quarter along with the other recreation ground</b></li> </ul>	<p>AH/MS/ MH</p> <p>SG/MS/ AH/MH</p> <p>MH</p>

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	<b>equipment.</b>	
<b>73/18</b>	<p><b>TO CONSIDER THE CLERK'S UPDATE ON THE GDPR</b></p> <p>There is still a lot to put in place for this council which the clerk will be working on to be compliant with the GDPR. The clerk will be concentrating on this now that the AGAR (audit) documents have been completed.</p> <p><u>A summary:</u></p> <p>GDPR places a much greater emphasis on transparency, openness and the documents you need to keep to show that you are complying with the legislation. This is incorporated within the idea of "accountability".</p> <p>Data Controller-the Council</p> <p>Data Processor-staff and Cllrs</p> <p>Data Protection Officer-information has now been received (DAPTC CEO Circular 14/5/18) that the government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils in England from the requirement to appoint a Data Protection Officer. MP's accepted the amendment which must now be considered by the House of Lords. NALC do not expect this amendment to be reversed.</p> <p><b><u>Action -Initial steps to take (from NALC toolkit):</u></b></p> <ol style="list-style-type: none"> <li>1. Carry out data audit</li> <li>2. Register with ICO</li> <li>3. Set up APC Privacy Notice</li> <li>4. Identify processing activities which require the consent of an individual and then ensure consents captured in a GDPR compliant manner. The council must be able to evidence the consent. Consent must be by an "opt in" method</li> <li>5. Data Breaches- Training will be required to increase awareness of what constitutes a breach and how to escalate investigations into breaches.</li> <li>6. Right of Access (Subject Access Requests)</li> </ol> <p>The clerk will carry out the above and report back at the next council meeting.</p> <p>There will be more actions to follow once we have the above points in place.</p>	MH
<b>74/18</b>	<p><b>TO COMPLETE THE DAPTC SURVEY REGARDING THE LGR</b></p> <p>A survey regarding the provision of current local government services was received and circulated to Cllrs on 3<sup>rd</sup> May for consideration This</p>	





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	<p>item was discussed at length and eventually Cllrs agreed that the response should be that <b>Cllrs were unable to make a collective decision with the questions currently posed within the time frame given.</b></p> <p>Cllr Tooke disagreed with this and requested it be minuted that he considered that every public service currently supplied should continue to be supplied as a public service.</p> <p>Regarding the question “How would your council like to see local decision making operate”, <b>Cllrs agreed the response; decision making should be made at the lowest possible level.</b></p> <p>Cllr Hibberd abstained on the vote of this as he was a Cllr on the DAPTC committee responsible for compiling the survey.</p> <p>The clerk to advise DAPTC and DAPTC reps to discuss at future meetings</p> <p><b>During these discussions, at 9.00pm, Cllrs agreed unanimously to suspend standing order 3.w. and continue with the meeting beyond 2 hours.</b></p>	<p>MH/AH/ GL</p>
<p>75/18</p>	<p><b>CORRESPONDENCE</b></p> <p><b><u>Information for consideration/action (see copy of emails below);</u></b></p> <p>1. <u>Email from resident requesting repositioning of the bin near to Reading Rooms.</u> Clerk has responded by;</p> <ul style="list-style-type: none"> <li>• Advising that in the first instance, we would approach Dorset Waste Partnership to determine their thoughts and that following their response the item will be considered at this meeting. Dorset Waste Partnership have advised that bins are only emptied by them and are usually positioned by the Parish Council. <b>Cllrs agreed to delegate this to the clerk to organise a local contractor to relocate the bin in a location near to the track in liaison with DWP and the Reading rooms. To be paid for from General Village Amenities budget.</b></li> </ul> <p><b><u>Information circulated to Cllrs;</u></b></p> <ol style="list-style-type: none"> <li>2. Dorset Road Safe Newsletter dated 25<sup>th</sup> April 2018</li> <li>3. Dorset Travel and Transport News dated 26<sup>th</sup> April 2018</li> <li>4. Dorset Police email regarding the introduction of Police Community Support Investigators (PCSI) to better meet the demands of modern policing.</li> <li>5. DAPTC Newsletter 08 – April 2018</li> <li>6. LGPS Bulletin 170 – March 2018</li> <li>7. Various Traffic Regulation Orders from Dorset County Council Highways regarding surface dressing work in Alderholt and</li> </ol>	



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The Committee Room, Alderholt Village Hall, Alderholt  
7.00pm Monday 14<sup>th</sup> May 2018**

	<p>Cripplestyle.</p> <p>8. <u>Email from the Safer Travel Office DCC updating on SID deployments.</u> MS to give feedback in response to this at the meeting. <b>Responded to by Martin Smethers as part of the Community Speed watch Team.</b></p> <p>9. Email Invitation to Fordingbridge Day Centres AGM on Wednesday 16<sup>th</sup> May.</p> <p>10. Email received from UK Cycling Events advising of a non-competitive cycling sportive taking place on Saturday 7<sup>th</sup> July 2018 out of Gany Warily Recreation Centre. This does not pass through Alderholt but affects some local roads.</p>	
<b>76/18</b>	<b>ANY OTHER ITEM FOR REPORT ONLY</b> Nothing to report	

Meeting ended 9.20pm

Minutes Approved;

Chairman's Signature;

Date;

Chairman's initials  
Date;