



**Minutes of an ordinary Meeting of Alderholt Parish Council,  
The Committee Room, Alderholt Village Hall, Alderholt  
7.00pm Monday 10<sup>th</sup> September 2018**

**PRESENT;** Cllr G Logan (Chairman)  
Cllr S Greenland  
Cllr A Hibberd  
Cllr H Morris  
Cllr Smethers  
Cllr J Walker  
Mrs M Humby (Clerk)  
Also present; 7 members of the public

| <b>Min No</b> | <b>Title</b>   | <b>Owner</b> |
|---------------|--|--------------|
| <b>134/18</b> | <p><b>WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING AND APOLOGIES</b></p> <p>The Chairman welcomed all in attendance to the meeting and advised of fire escape procedure. The following apologies were received and accepted;</p> <p>Cllr D Tooke and Cllr K Murton, Cllr S Archer and Dorset County Cllrs Spencer Flower and Toni Coombs</p>   |              |
| <b>135/18</b> | <p><b>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS</b></p> <p>Cllr S Greenland declared a pecuniary interest in agenda item 11 relating to the Local Plan Review Consultation.</p> <p>It was agreed that this agenda item would be dealt with at the end of the meeting so that Cllr Greenland could leave the meeting before this item.</p> <p>Cllr Morris declared an interest in correspondence agenda item relating to the Sandleheath Petition which he has signed as a resident of that location.</p> |              |
| <b>136/18</b> | <p><b>TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING</b></p> <p><b>Cllrs unanimously resolved to agree the minutes of the Ordinary Parish Council meeting dated 9<sup>th</sup> July 2018 and the Extraordinary Parish council minutes dated 3<sup>rd</sup> September 2018 as a correct record of those meetings.</b> They were signed by the Chairman</p>   |              |
| <b>137/18</b> | <p><b>CLERKS REPORT AND NOTICES</b></p> <p>Despite there being no ordinary council meeting and both members of staff having reduced contracted hours in August, due to the Local Plan Review Consultation, overtime has again needed to be worked and the office is running behind. <b>This needs to be addressed. Agreed that the clerk and Cllr Greenland will meet to discuss the issues for report back to Council.</b></p> <p><b>All points below noted.</b></p> <p>1. Oiling of Parish Council Noticeboard-tasks to Cllr SG who has</p>    | SG/MH        |

Chairman's initials  
Date;



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|  | <p>been given Oil-to be completed over the next few months</p> <p>2. Recreation Ground monthly inspection report-AH reported additional clearing of hedge cutting debris required. Completed as an emergency job by ARA and £20 fee added to SLA invoice</p> <p>3. Repairs arising from annual report (low risk) to be carried out by AVA later in September rather than at time of Qtly inspection (on 01/09/18 -awaiting report) due to refurbishment taking place (provisional date of 12/9/18) (i.e relaying surfaces and grass seed should be done after refurbishment)</p> <p>4. New signage at play area - new graphics overlaying existing signs ordered as this is a cheaper option than 2 new signs which are not actually necessary- awaiting installation.</p> <p>5. Grit bins- ordered, delivered to Cllr Hibberd-awaiting his installation.</p> <p>6. Allotments- Annual tenant's meeting to take place on Monday 17<sup>th</sup> September. To be reported at October meeting.</p> <p>7. Reading Room Bin-Relocation of bin has now been completed by local contractor John Powell.</p> <p>8. Alderholt 1<sup>st</sup> Scouts- All now completed but deeds require name change-(Aldershot not Alderholt)-scouts informed and organising</p> <p>9. Update on Gym Project- all outstanding items as reported at the last meeting now completed with exception of publicity including acknowledgement of Oren Anderson and Solar Fund has taken place which was to be organised by Cllr DT</p> <p>10. GDPR- Contact Lists updated. GDPR permission forms still to be sent out to appropriate parties- insufficient time to complete.</p> <p>11. <b>Policies still outstanding</b>-agreed to be completed by September but Local Plan review has overtaken this;</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety(MS&amp; MH)- there doesn't have to be a written policy if less than 5 employees but useful to have to tie in with fire procedures/lone worker and winter maintenance so some points still required)</li> <li>• Winter Maintenance (SG) -some points still require clarifying re insurance and H &amp; S</li> <li>• Clerks Appraisal (SG &amp; MH) agreed this now be done as this year's rather than try to backdate</li> <li>• New emergency planning (DT)</li> <li>• New Accounting systems (DT)- awaiting outcome of ARA project so on hold</li> <li>• Internal Handbook and Cllrs Training- items in handbook completed but still to be collated into 1 document. Can</li> </ul> | <p>SG</p> <p>KB</p> <p>AH</p> <p>MH/KB/<br/>JW/AH</p> <p>MH</p> <p>DT</p> <p>MH/MS</p> <p>SG</p> <p>SG/MH</p> <p>DT</p> |
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|   | be printed up individually with simple index for each Cllr and training date to be agreed. Should be incorporated with review of standing orders and some other policy issues. <b>Cllr training to be organised before end of year</b>  | MH/GL                        |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
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| <b>138/18</b>                                       | <b>TO RECEIVE THE COUNTY COUNCILLORS' REPORT</b><br>County Cllrs were not present at this meeting but their report had been circulated. Refer to Appendix A. It is also available under County Cllrs report page on the APC website.  | KB                           |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| <b>139/18</b>                                       | <b>TO RECEIVE THE DISTRICT COUNCILLOR REPORT</b><br>Cllr Logan had nothing to report for this month.  |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| <b>140/18</b>                                       | <b>PUBLIC OPEN FORUM</b><br>There were 7 members of the public present of which the following item was raised; a request that the Parish Council publicise (website/noticeboard and parish news) when they have taken on the services of a planning consultant. Agreed.   | MH/KB                        |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| <b>141/18</b>                                       | <p><b>FINANCE</b></p> <p><b>1. Cllrs unanimously agreed to sanction the following payments;</b></p> <table border="0"> <thead> <tr> <th><u>PAYMENTS FOR SANCTION</u></th> <th><u>Incl VAT</u></th> </tr> </thead> <tbody> <tr> <td>John Powell-relocation litter reading rooms</td> <td>160.00</td> </tr> <tr> <td>War on Waste Ltd-dog bin emptying</td> <td>124.80</td> </tr> <tr> <td>Ava Recreation Ltd- Qtly operational inspection</td> <td>84.00</td> </tr> <tr> <td>Alderholt Village Rent-half year payment</td> <td>2315.00</td> </tr> <tr> <td><b>TOTAL PAYMENTS FOR SANCTION</b></td> <td><b>2683.80</b></td> </tr> </tbody> </table><br><table border="0"> <thead> <tr> <th><u>CREDITS</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>HMRC VAT reimbursement</td> <td>1365.62</td> </tr> <tr> <td><b>Total of credits pd to current account</b></td> <td><b>1365.62</b></td> </tr> <tr> <td>Other bank credits received</td> <td>0.00</td> </tr> <tr> <td><b>TOTAL CREDITS RECEIVED</b></td> <td><b>1365.62</b></td> </tr> </tbody> </table><br><table border="0"> <thead> <tr> <th><u>DDR's</u></th> <th></th> </tr> </thead> <tbody> <tr> <td><b>TOTAL DDR'S</b></td> <td><b>0.00</b></td> </tr> </tbody> </table><br><p><u>PAYMENTS MADE IN BETWEEN MEETINGS</u></p> <table border="0"> <tbody> <tr> <td>Viking Stationery</td> <td>45.59</td> </tr> <tr> <td>Caloo Ltd-Gym equipment project</td> <td>11526.00</td> </tr> <tr> <td>Alderholt Scouts-Land Registry fee</td> <td>43.60</td> </tr> <tr> <td>Alderholt scouts-Capital Grant payment</td> <td>7358.56</td> </tr> <tr> <td>Assist Business IT - IT Support 16th July -15th Aug</td> <td>139.20</td> </tr> <tr> <td>DCT- Apr-June Qtr</td> <td>3900.00</td> </tr> </tbody> </table> | <u>PAYMENTS FOR SANCTION</u> | <u>Incl VAT</u> | John Powell-relocation litter reading rooms | 160.00 | War on Waste Ltd-dog bin emptying | 124.80 | Ava Recreation Ltd- Qtly operational inspection | 84.00 | Alderholt Village Rent-half year payment | 2315.00 | <b>TOTAL PAYMENTS FOR SANCTION</b> | <b>2683.80</b> | <u>CREDITS</u> |  | HMRC VAT reimbursement | 1365.62 | <b>Total of credits pd to current account</b> | <b>1365.62</b> | Other bank credits received | 0.00 | <b>TOTAL CREDITS RECEIVED</b> | <b>1365.62</b> | <u>DDR's</u> |  | <b>TOTAL DDR'S</b> | <b>0.00</b> | Viking Stationery | 45.59 | Caloo Ltd-Gym equipment project | 11526.00 | Alderholt Scouts-Land Registry fee | 43.60 | Alderholt scouts-Capital Grant payment | 7358.56 | Assist Business IT - IT Support 16th July -15th Aug | 139.20 | DCT- Apr-June Qtr | 3900.00 |  |
| <u>PAYMENTS FOR SANCTION</u>                        | <u>Incl VAT</u>   |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| John Powell-relocation litter reading rooms         | 160.00  |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| War on Waste Ltd-dog bin emptying                   | 124.80  |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| Ava Recreation Ltd- Qtly operational inspection     | 84.00   |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| Alderholt Village Rent-half year payment            | 2315.00   |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| <b>TOTAL PAYMENTS FOR SANCTION</b>                  | <b>2683.80</b>  |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| <u>CREDITS</u>                                      |   |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| HMRC VAT reimbursement                              | 1365.62   |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| <b>Total of credits pd to current account</b>       | <b>1365.62</b>  |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| Other bank credits received                         | 0.00  |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| <b>TOTAL CREDITS RECEIVED</b>                       | <b>1365.62</b>  |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| <u>DDR's</u>  |   |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| <b>TOTAL DDR'S</b>                                  | <b>0.00</b>   |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| Viking Stationery                                   | 45.59   |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| Caloo Ltd-Gym equipment project                     | 11526.00  |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| Alderholt Scouts-Land Registry fee                  | 43.60   |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| Alderholt scouts-Capital Grant payment              | 7358.56   |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| Assist Business IT - IT Support 16th July -15th Aug | 139.20  |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |
| DCT- Apr-June Qtr                                   | 3900.00   |                              |                 |   |        |                                   |        |   |       |  |         |                                    |                |                |  |                        |         |   |                |                             |      |                               |                |              |  |                    |             |                   |       |                                 |          |                                    |       |  |         |   |        |                   |         |  |

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|        | <p>ESE Direct- New grit bins 310.20<br/> M Humby Travel expenses LPR Meeting Wimborne 15.60<br/> Viking Stationery 124.21<br/> War On Waste Ltd-dog bin emptying 99.84<br/> Assist Business IT - IT Support 16/8-15/9 139.20<br/> ARA-SLA half year plus emergency works 1570.00</p> <hr/> <p><b>Total of Payments made between meetings 25272.00</b></p>   |                           |
|        | <p><u>CASHPLUS DEBIT CARD</u><br/> Annual card fee 69.00</p> <hr/> <p><b>Total expenditure on Debit Card 69.00</b></p>  |                           |
|        | <p><u>PETTY CASH</u><br/> Balance 13.76<br/> Miscellaneous receipted expenditure 8.25</p> <hr/> <p>Balance 5.51</p>   |                           |
|        | <p><u>GARDEN VOUCHERS</u><br/> Balance 75.00</p>  |                           |
|        | <p>2. Total cash book funds for the Council is £131473.90cr <b>Noted</b><br/> 3. The clerk has transferred £10,000 from the savings account to the current account which will be shown in next month's accounts.<br/> <b>Noted</b><br/> 4. <b>Cllrs agreed to top up the Cashplus debit card by £500.00</b><br/> 5. <b>Cllrs agreed to the top up of petty cash by £50.00</b><br/> 6. It was noted the BT is in credit due to a refund to the account in respect of an error by BT on the broadband package (refer to file note) therefore no DDR is to be paid this quarter.<br/> 7. <b>Cllr Smethers to carry out next month's financial control checks</b></p> | <p>MH<br/> MH<br/> MS</p> |
| 142/18 | <p><b>TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES</b><br/> 1. Planning Committee Meeting 16<sup>th</sup> July, 13<sup>th</sup> August and 3<sup>rd</sup> September 2018 <b>Noted</b></p>   |                           |
| 143/18 | <p><b>TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES-UPDATE ON ARA REVIEW</b><br/> A meeting had taken place between APC (AH and MH) and ARA (IC and SR) on 19<sup>th</sup> July to discuss insurance, finance and other issues relating to the ARA. The following points had been mutually agreed for proposal to full council;<br/> 1. <i>Agreed</i> by all that there is <b>no duplication</b> in the insurance policies.</p>  |                           |



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2. APC insurance Policy covers for building insurance of the Pavilion and garage store, both owned by APC but managed by ARA. The lease states that this is the responsibility of APC to provide insurance- *Agreed that there are potential issues with APC insuring and ARA managing pavilion to ensure that they do not inadvertently take any action to void the policy. No other way to do the insurance but Clerk to continue emailing Ian Cole any insurance updates and a copy of the policy*
3. Should APC be paying for the Trustee insurance and Public/Employer Liability Insurance? Clause 5d of the 2009 lease confirms that payment should be reimbursed by the Council to the Trustees on demand so this payment should continue. However, Cllrs will look at the ARA constitution to check whether Trustee insurance actually required and whether the 2 policies can be combined (still outstanding) *ARA confirmed by email that Trustee Insurance is required*
4. Who is responsible for the Policies? Refer to clause 3l(i) says the policy should be approved by the council.

*The following agreed;*

- *Each year ARA will refer to their Brokers for suitable insurance policies*
- *Ian Cole will look over recommendations and decide if Broker's recommendation meets ARA needs.*
- *Ian Cole will send **a copy of the renewal policies** by the **end of August at the latest** to the clerk with an accompanying letter to APC requesting that APC accept and reimburse the cost of the policies and also **confirming that;***
  - ❖ *The brokers have advised on the policies*
  - ❖ *The policies meet the needs of the ARA*
- *The clerk will add this to the September APC meeting agenda whereby Cllrs will consider accepting the policies and reimbursing payment. This will be based on a minimum criteria being included in the policies of ;*

Public Liability Insurance;

  - ❖ *£10mn Public Liability cover*
  - ❖ *£10mn Employer Liability cover*
  - ❖ *£25000 Legal expenses support*
  - ❖ *Plus any other extras that ARA and their brokers*



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|                      | <p style="text-align: center;"><i>deem necessary.</i></p> <p><u>Trustee Insurance:</u></p> <ul style="list-style-type: none"> <li>❖ <i>Confirmed by ARA that this is the same as above.</i></li> <li>• <i>The clerk will confirm in writing the Council's decision to the ARA in time for the policies to be renewed.</i></li> </ul> <p><i>NB. Ian Cole will need to get new 2018 quotes to increase cover from 5mn to 10mn</i></p> <p>5. <u>Machinery Insurance</u>-when the machinery was transferred to ARA, APC required that ARA insure all items. This is paid for by ARA so no action for APC. <i>Agreed</i></p> <p>The above points 1-5 to be attached to the lease for clarification of clauses.</p> <p>6. <u>Annual Grant contribution-still ongoing</u></p> <p>7. <u>SLA Agreement and machinery reserves/depreciation-still ongoing</u></p> <p>8. <u>Vegetation</u> On our Annual Playground Inspection Report, it was flagged by the inspector that the vegetation in the children's playground is overgrowing the fence and needs cutting back (in particular the corner where the swings are located). <i>Agreed-Ian will speak to Bob Manston</i></p> <p>9. <u>Request for access to Water/Toilet facilities</u> Contractor for refurbishment (DCC) may require access to water to refill their bowser for the jet washing of equipment and to toilet facilities – APC seeking permission from ARA for this <i>Agreed- the clerk will discuss details nearer the time with Ian Cole and ARA to take water readings to be reimbursed by the council if appropriate</i></p> <p><b>Cllrs unanimously agreed all points 1-9 confirming that £10mn is required for Public Liability.</b></p> <p><b>It was noted that on this occasion, IC had been unable to get the quotes and letter for this meeting but renewal is required before the October PC meeting. Cllrs therefore delegated the decision regarding the insurance policies to the clerk to be based on following the above guidelines.</b></p> | <p style="text-align: right;">MH</p> <p style="text-align: right;">MH</p> <p style="text-align: right;">MH</p> |
| <p><b>144/18</b></p> | <p><b>TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES- <u>REBUILD PROJECT</u></b><br/>Rebuild Minutes circulated; 17/8/18, 31/7/18 and 4/9/18 <b>Cllrs</b></p>   |  |



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|  | <p>unanimously agreed to the following points which provide a clear minute (previously agreed over the last year at different meetings) to reaffirm the position of APC regarding the Rebuild Project</p> <p><b>1. <u>Position of APC as Stakeholder only on the rebuild project</u></b><br/> Refer to November minutes below;<br/> <b>189/17 TO CONSIDER THE FORMAT FOR THE PAVILION PROJECT MEETING WITH DCA</b><br/> <i>Further to minute 169/17 agreed at October's meeting, DCA required further clarification as to the format for the Pavilion Meeting.</i><br/> <b><i>Cllrs unanimously agreed to option 2 that DCA should facilitate and chair a meeting where the Parish Council is one of the stakeholders around the table with the other interested parties. DCA would set the scene, assess the level of interest, address concerns, find common ground and discuss a way forward as well as answer any questions.</i></b></p> <p><b>2. <u>Next stage of Project</u></b><br/> As agreed at the February 2018 DCA stakeholder meeting and subsequent ARA meetings that;</p> <ul style="list-style-type: none"> <li>• <b>A new structured committee under the ARA umbrella is formed</b></li> <li>• <b>Evidence of need is established</b></li> </ul> <p><b>3. <u>Remit of our Cllr representatives;</u></b></p> <ul style="list-style-type: none"> <li>• Agreed at May AGM that ARA reps would attend rebuild meetings in a reporting capacity only until above 2 points were established. Once the new committee is established, APC would look again at representatives and their remit for attendance dependant on the governance of the new committee.</li> <li>• GL attending as ward member and with historical knowledge</li> </ul> <p><b>4. <u>Lease extension</u></b><br/> Solicitor has requested whether all leases are to be extended so I have written to ARA requesting whether this is the case and written confirmation from all relevant Trustees before I advise the solicitor to proceed</p> <p>Cllr reps are concerned that the ARA is not taking the project forward as agreed at the stakeholder meeting. <b>The clerk to send a copy of this to the ARA to reaffirm.</b></p> <p><b>There is another rebuild meeting in October so reps will report</b></p> | <p>MH</p> <p>MH</p> <p>AH/SG/</p> |
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|               |  |                |
|---------------|--|----------------|
|               | <b>again on this issue at the October PC meeting</b>   |                |
| <b>145/18</b> | <p><b>TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES- <u>97 BUS REPORT</u></b></p> <p>Cllr Logan gave an updated report following the JWPG meeting in July with DCT. This included usage of the 97 bus for 2018 which shows the bus is well used (total passenger trips from 1<sup>st</sup> January 2018 -mid July 2018 is 3085) and an update on funding applications for 2019 which to date had provided very little monies. Another JWPG meeting will take place in October at which decisions/proposals for each Parish Council will need to be made about the future of the 2019 project.</p>   | JW/ GL/<br>MH  |
| <b>146/18</b> | <p><b>TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES- <u>FOOTPATH OFFICER ROLE</u></b></p> <p><b>Cllrs unanimously agreed to the following which clarifies the role of the office staff and APC footpath officer representatives;</b></p> <ul style="list-style-type: none"> <li>• Village divided into 2 areas as per map</li> <li>• Be familiar/regularly walk footpaths in Alderholt</li> <li>• ALL Queries regarding footpaths to be forwarded to an officer relevant to the area they cover</li> <li>• Respond to queries and complaints by residents and /or forwarded by parish office or Cllrs by walking the footpath and establishing the problem.</li> <li>• Liaise directly with residents and DCC and meet onsite if appropriate</li> <li>• If a letter is required to be sent to a landowner regarding action to be taken in relation to a footpath issue, advise the parish office of the contact details and what is required i.e, hedge to be cut back/stile to be repaired. Office will copy FO.</li> <li>• Follow up for action. If no action taken, liaise with DCC who will then send any additional letters.</li> <li>• Keep a log of actions you have taken</li> <li>• Provide written report to Council on a quarterly basis to feedback on any actions taken or make proposals on actions required</li> </ul> | DT/HM<br>MH/KB |
| <b>147/18</b> | <p><b>TO CONSIDER THE INTERNAL AUDITOR REVIEW</b></p> <p><b>Cllrs unanimously agreed to the adoption of the Internal Audit Plan 2018/19 as detailed in Appendix B, including the continued appointment of Internal Auditor, Peter Walker.</b></p>  | MH             |
| <b>148/18</b> | <p><b>TO CONSIDER APC INSURANCE RENEWAL QUOTES</b></p> <p>Unfortunately, despite the clerk chasing our brokers, the 3 insurance quotes for renewal of the council insurance policy (due 1<sup>st</sup> October) have not been received in time for this meeting.</p>   |                |





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|                      |  |  |
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|                      | <p><b>Cllrs unanimously agreed to delegate renewal of the policy to the clerk based on the existing policy.</b><br/>Cllr Smethers requested that the clerk check with the insurers regards cover for the new GDPR<br/>Cllr Greenland raised a concern about whether the Council has too much cover. <b>The clerk will send him copies of the quotes before confirming with the insurers.</b></p>   | <p>MH<br/><br/>SG/MH</p>                     |
| <p><b>149/18</b></p> | <p><b>TO CONSIDER AN UPDATE REGARDING A PREVIOUS REQUEST FOR A HEARING LOOP IN THE PARISH OFFICE</b><br/>The assistant clerk had made initial enquiries and estimates regarding the provision of aides for the hard of hearing including a hearing loop in the Parish office. <b>Cllrs agreed that the costs for this were excessive in relation to the demand and therefore Cllrs will endeavour to address any difficulties incurred by members of the public by speaking up at meetings.</b></p>  |  |
| <p><b>150/18</b></p> | <p><b><u>TO CONSIDER CORRESPONDENCE RECEIVED- Information for consideration/action;</u></b></p> <ol style="list-style-type: none"> <li>1. To consider letter from Southern Co-op advising that they would not be widening the entrance to the Co Op car park as requested by APC. Noted- <b>Cllrs agreed to take them up on their offer for a meeting. Assistant clerk to organise- Cllrs GL and MS to attend.</b></li> <li>2. Cllr Gina Logan, as District Cllr, had requested investigations from DCC into the lowering of speed limit on Hillbury Rd. DCC have requested whether APC supported this. <b>Cllrs agreed to support the request for the 40mph speed limit being reduced to 30mph in Hillbury Road</b></li> <li>3. A resident of Sandleheath Road had organised a Petition signed by 56 residents requesting the monitoring of volume and speed of traffic at specific times and for traffic calming measures. County Councillor Spencer Flower had requested a petitions panel be convened on which both County Cllrs would attend. DCC Highways Collision Reductions Team Manager has requested whether APC support this petition. Cllr Morris did not take part in the vote regarding this item. <b>Cllrs agreed to support the petition with regards to speed monitoring of the road (at this stage). DCC, C/Cllrs and the resident to be advised.</b><br/>Cllr Smethers suggested that the CSW speed gun be used on this road but unfortunately at the moment there are insufficient volunteers.</li> <li>4. To consider any jobs for the Alderholt Chapel Community</li> </ol> | <p>KB/GL/<br/>MS<br/><br/>KB<br/><br/>KB</p> |



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|  | <p>Action Day due to take place on Saturday 29<sup>th</sup> September.<br/><b>Cllrs to advise the assistant clerk of any areas that could be passed onto the Chapel.</b></p> <p><b><u>Invitations/Meetings;</u></b></p> <ul style="list-style-type: none"><li>5. Email Invitation from DCA to a prize giving evening for the Dorset Best Village awards 2018 at Cerne Abbas Village Hall on Tuesday 25<sup>th</sup> September 2018 from 7pm. Maximum 2 attendees. <b>No one able to attend</b></li><li>6. Email Invitation to EDDC Chairman's Charity Quiz Night at Horton &amp; Chalbury Village Hall on Friday 28<sup>th</sup> September. Circulated to Cllrs and noted</li><li>7. Notification of Blashford &amp; Plumley Wood LLG Meeting for Tuesday 25<sup>th</sup> September commencing at 10:00 a.m. at Tarmac's Blashford Offices.</li></ul> <p><b><u>Consultations;</u></b></p> <ul style="list-style-type: none"><li>8. NALC request for response to LGA green paper for adult social care and wellbeing. Deadline 12<sup>th</sup> September. Circulated to Cllrs. <b>No responses received from Cllrs to date. Agreed that if time allows, Cllr Morris to put together a response for the office by tomorrow to be forwarded as APC response.</b></li><li>9. Government shale gas exploration and production planning consultations. Deadline 25<sup>th</sup> October 2018. Circulated to Cllrs- <b>any responses relating to the consultation questions to be submitted to the office for discussion at October meeting.</b></li></ul> <p><b><u>General Information; All noted</u></b></p> <ul style="list-style-type: none"><li>10. Email received from BT to advise of a price increase to Infinity Premium service from £ 44.70 to £ 46.50 per month effective 1<sup>st</sup> October 2018.</li><li>11. Email Correspondence from UK Cycling Events with detail of event taking place on 15<sup>th</sup> and 16<sup>th</sup> September 2018 Circulated to Cllrs</li><li>12. Newsletter from the Communications Team at Dorset County Council regarding Dorset Council Shadow Cabinet - Member Briefing - 25 July 2018. Circulated to Cllrs</li><li>13. DAPTC Extraordinary Chief Executives Circular regarding the Transfer of assets to town and parish councils – principles Circulated to Cllrs.</li><li>14. DAPTC E-Newsletter 11 – August 2018 Circulated to Cllrs</li><li>15. Dorset Highways Newsletter dated 26<sup>th</sup> June 2018. Circulated to Cllrs.</li></ul> | <p>All Cllrs/<br/>KB</p> <p>HM/MH</p> <p>All<br/>Cllrs/KB/<br/>MH</p> |
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|               |  |                                   |
|---------------|--|-----------------------------------|
|               | <p>16. LGPC bulletin 173 June 2018 Circulated to Cllrs.<br/>         17. LGPC bulletin 174 July 2018 Circulated to Cllrs.<br/>         18. Newsletter 01 from the Shaping Dorset Council programme. Circulated to Cllrs.<br/>         19. Newsletter 02 from the Shaping Dorset Council programme. Circulated to Cllrs.<br/>         20. Notification from New Forest District Council of temporary road closure of Alderholt Rd, Sandheath for Wessex Water works from 3<sup>rd</sup> December 2018. Works expected to take no longer than 3 days. Circulated to Cllrs.<br/>         21. Notification of Cranborne AONB bid to be an International Dark Sky Reserve. Circulated to Cllrs.</p>   |                                   |
| <p>151/18</p> | <p><b>TO CONSIDER THE DECISION RELATING TO THE EDDC LOCAL PLAN OPTIONS REVIEW 2018 CONSULTATION FOLLOWING THE EPM ON 3<sup>RD</sup> SEPTEMBER 2018</b><br/> <b>Cllr Greenland left the meeting at this point 8.43pm due to having a pecuniary interest in this item.</b><br/>         Following the decision made at the EPM to object to Policy 5.28 and associated statements in the Local Plan Options Review 2018, Cllrs considered the next steps;</p> <ol style="list-style-type: none"> <li>1. Minutes of EPM Meeting circulated and ratified at this meeting- note emails of support for the work of the Council have also been received. <b>Noted</b></li> <li>2. Formal APC response to Local Plan Review has been forwarded to EDDC by email and acknowledged. This forms part of the above minutes and will be publicised in Parish news and on website. <b>Noted</b></li> <li>3. Simon Trueick confirmed he will give an update on timescales after EDDC local plan meeting on 18<sup>th</sup> September 2018. <b>Noted</b></li> <li>4. Communicating with residents-suggestions by some residents of email lists. <b>Cllrs agreed that APC should continue to promote website, noticeboard parish news (when timings allow). APC Media Policy states nominated Cllrs to redirect people on Facebook to APC website and noticeboard. This to be confirmed again at October meeting</b></li> <li>5. EPM was live streamed on Facebook- <b>Review APC Recording and Press Policy and any GDPR implications at October meeting</b></li> <li>6. The EPM had approx. 250 people in attendance - all doors and fire escapes were left open to accommodate this. <b>Cllrs agreed that numbers in attendance at future meeting to be judged dependant on the circumstances as long as residents were</b></li> </ol> | <p>KB<br/><br/>MH<br/><br/>MH</p> |



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|  | <p>not put at risk. Consideration to be given in advance regarding numbers attending at future potentially contentious meetings.</p> <p><b>At 9pm, Cllrs resolved to suspend standing order 3.w and continue with the meeting beyond 2 hours.</b></p> <p>7. Any further actions from APC;</p> <ul style="list-style-type: none"> <li>Engagement of Planning Consultant. <b>The clerk to enquire through other councils and the DAPTC about the process of engaging a planning consultant with recommendations if possible.</b> At what stage should a consultant be used and how to find an independent consultant and one that is affordable. Using a qualified resident could be a cost effective alternative but this may cause problems with them not providing independent advice and having adequate legal protection in the event of bad advice. <b>To be added to the agenda at the October meeting.</b></li> </ul> <p>8. Cllrs agreed to liaise with Fordingbridge Town Council</p> <p>9. Meeting with CCG update (Report - HM). <b>Noted and to be considered at future stages</b></p> <p>10. Meeting with St James' School head- 27<sup>th</sup> September 2018 <b>to be reported back to October meeting</b></p> <p>11. The clerk advised developers and land agents had been in contact with the office and there were likely to be more. <b>Cllrs agreed that any requests for meetings about general development should be put on hold until APC has more information (at least until the October meeting).</b></p> <p>12. A request had been made to meet from the land consultant regarding the recreation ground access to the Gladman site. <b>Cllrs agreed the clerk to gain more information and arrange a meeting if appropriate.</b></p> | <p>MH</p> <p>MH</p> <p>GL/DT/<br/>MS/MH</p> <p>MH</p> <p>MH</p> |
|--|---|---|

**Appendix A**

**County Council Report Cllr Toni Coombs & Cllr Spencer Flower Sept 2018**

**Local Government Re-Organisation**

**Christchurch Borough Council Judicial Review**

Christchurch BC brought a challenge to the process by which the Secretary of State made his decision to implement the Future Dorset Proposal to the High Court. The challenge was dismissed on all counts, and the Council has now agreed NOT to challenge the Judicial



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Review decision; this now means that the last hurdle has been cleared on the move to two new unitary authorities in Dorset.

The new councils will go live on 1<sup>st</sup> April 2019

## **Task and Finish Groups**

A review of the existing task and finish groups has been undertaken by the Interim ~Head of Paid Service. Finance/budget, Governance and Communications and Engagement will be retained as working groups. Electoral arrangements, disaggregation, the Structural Change Order and council tax harmonisation have closed following successful completion of their tasks. The HR and Workforce group agreed there were no specific tasks, but that the Lead Member for HR and Workforce will continue to support the workstream. Area based decision-making, community partner engagement, future service integration (shared services) have merged to the three groups still running.

## **Boundary Review for Dorset**

The Boundary Commission has now ended it's consultation on the revised warding for the new council. We expect to hear the outcome in November. The new wards will come into play at the local elections on 2<sup>nd</sup> May.

## **Communications**

All Parish and Town Clerks should start to receive fortnightly newsletters via email; as will the DAPTC. There is also a new website <https://dorsetareacouncils.wordpress.com/> which will have a specific section for town and parish councils.

A Twitter feed is also available @Dorset SC; and a Facebook presence is being scoped.

## **Appointment of New Chief Executive**

It is hoped to appoint the new Chief Executive for Dorset Council at the meeting of the Shadow Council on 27<sup>th</sup> September. The position has been advertised nationally and has been well received. The interview process is currently underway.

## **Petition Sande Heath Road, Alderholt**

The County Council petitions panel is due to meet in early October to consider the petition regarding traffic in Sande Heath Road, Alderholt.

## **Appendix B**

### **ALDERHOLT PARISH COUNCIL-INTERNAL AUDIT PLAN 18/19**

#### **SCOPE OF INTERNAL AUDIT**

When carrying out the internal audit, the auditor shall refer to the following documentation;

Chairman's initials  
Date;



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1. Governance and Accountability for Local Councils - a practitioner's guide 2014 England
2. Financial regulations adopted by Alderholt Parish Council
3. Alderholt Parish Council Risk Management Plan to ensure control procedures are being followed.
4. Documentation as per attached list.

## **INDEPENDANCE**

1. The internal auditor should report to the RFO unless he/she considers it necessary to report directly to the Council (for example in the case of fraud) in which case this shall be done through liaison with the Chairman of the Council.
2. The internal auditor shall have no role in the financial or decision-making process of the Council
3. The audit may be reported on a negative basis i.e. only those items which require amendment or improvement be mentioned. But where the auditor finds that no matters have arisen from the audit which necessitates bringing to the attention of members, then the report should reflect this.

## **COMPETENCE**

The Council must be confident that the internal auditor is competent to carry out the work. No formal qualifications are required but the following should be sought as a minimum;

1. An Understanding of basic accounting processes
2. An Understanding of the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management
3. Awareness of risk management issues
4. Understanding of accounting requirements of the legal framework and powers of local councils.
5. If possible, experience of auditing other local Councils.

## **RELATIONSHIPS**

1. Responsibilities for officers and internal audit should be defined in relation to risk management, internal control and fraud and corruption matters. These will be set out in documents such as job descriptions and auditors engagement letter.
2. Council members should be clear on their own responsibilities for the "protection of the public purse" within the internal audit framework.
3. Alderholt Parish Council members have a duty to consider the annual internal audit report and will do so at the meeting following receipt of the report and will demonstrate that by inclusion in the minutes.
4. Alderholt Parish Council Finance Committee will make provision in the budget to provide Councillor training where necessary to ensure all members fully understand their role regarding points 2 and 3.

Chairman's initials  
Date;



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**AUDIT PLANNING AND REPORTING**

The Alderholt Parish Council Audit Plan takes into account the corporate risk ie. controls and procedures within the council which minimise the risk of the council not being able to function or carry out what it sets out to do

Alderholt Parish Council members shall review its Risk Management Plan on an annual basis and will demonstrate this by inclusion in the minutes

Alderholt Parish Council members will approve the Audit Plan annually and will demonstrate this by inclusion in the minutes

The Internal auditor will report in writing in accordance with the plan.

**Documentation Required for Annual Internal Audit**

1. Copy of Internal Audit Plan
2. Copy of Standing Orders
3. Copy of Financial Regulations
4. Copy of Risk Management Plan
5. Parish Council Minutes including Annual Budget Statement
6. Cashbook
7. Invoice and payment Authorisations
8. Bank Statements
9. Cheque book counterfoils
10. Receipts and Payments and supporting statement
11. Bank reconciliation
12. ~~Details of s 137 payments~~ No longer applicable due to adoption of General Power of Competence
13. Annual return (from previous year and current year)
14. Records of Precept notification and receipts
15. Details of VAT reclaimed
16. Salary details including PAYE and pension returns
17. Asset Register
18. Insurance Documents
19. Petty cash records

**APC Internal audit-review of effectiveness 17/18**

| <b>Expected Standard</b> | <b>Achieved</b> | <b>Areas for development and actions</b> |
|--------------------------|-----------------|--|
| Scope of internal audit  | ✓               |  |
| Independence             | ✓               |  |
| Competence               | ✓               | See below point                          |
| Relationships            | ✓               |  |

Chairman's initials  
Date;



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| <p>Audit Planning and reporting</p>     | <p>Interim audit to be carried out 6mthly</p> <p>End of year Audit to be carried out between April and June in line with Annual Return</p> <p>Interim Audit 9/11/17; Nothing to report</p> <p>End of year Audit 01/05/18 ; Nothing to report</p>  | <p><b>No action Required</b></p>   |
| <p>Any other areas noted for review</p> | <p>Noting only;</p> <p>Pavilion Project -resolution passed 2016 for APC to lead project with potential expenditure of £1mn. Internal Auditor advice in 2016 that Council employs project manager and that council ascertain accounting procedure -changes from receipts and payments to income and expenditure if expenditure over £200,000 for 3 years</p> <p>Action; Cllrs to consider impact on Parish Council Accounting Procedures, employment of project manager and whether current internal auditor qualified to audit accounts of this size.</p> <p>2018 APC became stakeholder only and above point no longer applicable unless position changes.</p> | <p>Pavilion Project under review- Internal Auditor- P Walker to continue appointment for 2018/19 Review again when project future determined</p> |

Meeting ended 9.18pm

Minutes Approved;

Chairman's Signature;

Date;

Chairman's initials  
Date;