



**Minutes of an ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 10th December 2018**

PRESENT; Cllr G Logan (Chairman)
Cllr S Archer
Cllr S Greenland
Cllr A Hibberd
Cllr H Morris
Cllr K Murton
Cllr Smethers
Cllr D Tooke
Cllr J Walker
Mrs M Humby (Clerk)
1 member of the public

Min No	Title	Owner
180/18	<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.</p> <p>The following apologies were received and accepted; Dorset County Cllrs Spencer Flower and Toni Coombs</p>	
181/18	<p>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS</p> <p>None received</p>	
182/18	<p>TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING</p> <p>Cllrs unanimously resolved to agree the minutes of the Ordinary Parish Council meeting dated 12th November 2018 as a correct record of that meeting. They were signed by the Chairman</p>	
183/18	<p>CLERKS REPORT AND NOTICES</p> <p>1. <u>Meeting Policy</u>. I have been requested by several members to remind all Cllrs of our Council standing orders in which;</p> <ul style="list-style-type: none"> • Proposals (motions) require a seconder before being voted upon • Voting on a question should be by a show of hands • A person requesting to speak should raise his hand (and stand- although we don't actually enforce the latter point) • A person requesting to speak at the meeting shall direct his comments to the Chairman. • Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking. • No person shall behave offensively or improperly. <p>A copy of APC standing orders have also been circulated to Cllrs as a reminder of their contents. Before the 2019</p>	

Chairman's initials
Date;



**Minutes of an ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 10th December 2018**

	<p>elections, these standing orders will be reviewed.</p> <p>2. <u>Rental Review Meeting with AVH 17/10/18.</u> Clerk and Cllr Walker attended. Internal minutes circulated for information with actions to be taken by outgoing committee members. Rent unchanged for 2019 and budget requested for maintenance of flowerbeds outside of parish office which will be considered under later agenda item- 2019/20 budget forecasts.</p> <p>3. <u>Co-op Parking.</u> Following a meeting on 23rd October 2018 with Co-op representatives, Cllrs Logan and Smethers reported that there will be no further changes to the car park at this time.</p> <p>4. <u>Excess dog poo waste</u> We have been advised by the waste collecting company that; <i>on a regular basis someone is bringing a carrier bag full of filled dog poo bags and leaving it by the bin by the car park at the recreation ground. It is assumed this is waste being brought from elsewhere and, if so, would constitute fly-tipping.</i> We will put a polite notice in the parish news and next to the bin requesting this stops.</p> <p>5. <u>Parish Office Christmas Closure</u> The office will close at 1pm on Thursday 20th December and reopen at 9am on Monday 7th January 2019.</p> <p>All noted</p>	<p>MH</p> <p>MH</p> <p>KB</p>																
184/18	<p>TO RECEIVE THE COUNTY COUNCILLORS' REPORT</p> <p>County Cllrs were not present at this meeting but their report had been circulated and is attached to these minutes as Appendix A. It is also available under County Cllrs report page on the APC website.</p>																	
185/18	<p>TO RECEIVE THE DISTRICT COUNCILLOR REPORT</p> <p>East Dorset District Cllr Logan advised that the emphasis continues on the Local Government reorganisation. Additionally, Cllr Flower, (as a fellow District Cllr) has written to Dorset Waste Partnership regarding the charges proposed at the Somerley Waste site.</p>																	
186/18	<p>PUBLIC OPEN FORUM</p> <p>There was 1 member of the public present. They had no questions to raise.</p>																	
187/18	<p>FINANCE</p> <p>1. Cllrs unanimously agreed to sanction the following payments;</p> <table border="0"> <thead> <tr> <th><u>PAYMENTS FOR SANCTION</u></th> <th>£ Inc VAT</th> </tr> </thead> <tbody> <tr> <td>P Walker Internal Audit half year</td> <td>100.00</td> </tr> <tr> <td>Assist Business IT</td> <td>139.20</td> </tr> <tr> <td>SLCC Annual Membership fee</td> <td>175.00</td> </tr> <tr> <td>Viking - Councillor Stationery</td> <td>131.09</td> </tr> <tr> <td>War on waste dog bin emptying</td> <td>99.84</td> </tr> <tr> <td>Viking general stationery</td> <td>68.14</td> </tr> <tr> <td>TOTAL PAYMENTS FOR SANCTION</td> <td>713.27</td> </tr> </tbody> </table> <p><u>CREDITS</u></p>	<u>PAYMENTS FOR SANCTION</u>	£ Inc VAT	P Walker Internal Audit half year	100.00	Assist Business IT	139.20	SLCC Annual Membership fee	175.00	Viking - Councillor Stationery	131.09	War on waste dog bin emptying	99.84	Viking general stationery	68.14	TOTAL PAYMENTS FOR SANCTION	713.27	
<u>PAYMENTS FOR SANCTION</u>	£ Inc VAT																	
P Walker Internal Audit half year	100.00																	
Assist Business IT	139.20																	
SLCC Annual Membership fee	175.00																	
Viking - Councillor Stationery	131.09																	
War on waste dog bin emptying	99.84																	
Viking general stationery	68.14																	
TOTAL PAYMENTS FOR SANCTION	713.27																	



**Minutes of an ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 10th December 2018**

	Knowlton PC -97 Bus 3rd Qtly Pymt 716.82 Cranborne PC -97 Bus 3rd Qtly Pymt 673.53 Co Op current account bank account interest 0.00 <hr/> Total of credits received to Co Op current account 1390.35 <hr/> Other account credits received 0.00 <hr/> TOTAL CREDITS RECEIVED 1390.35 <hr/> <u>DDR's</u> BT 324.79 <hr/> TOTAL DDR'S 324.79 <hr/> <u>PAYMENTS MADE IN BETWEEN MEETINGS</u> ARA - Window Repairs 157.39 ARA - Annual Grant Top Up 417.51 ASSC - Electric 1/3/17 to 7/11/18 450.00 <hr/> Total of Payments made between meetings 1024.90 <hr/> <u>CASHPLUS DEBIT CARD</u> Balance 737.41 Credits 0.00 Payments 0.00 <hr/> Total expenditure on Debit Card 737.41 <hr/> <u>PETTY CASH</u> Balance 54.01 Credits 0.00 Miscellaneous receipted expenditure 21.65 <hr/> Balance 32.36 <hr/> <u>GARDEN VOUCHERS</u> Balance 65.00 Vouchers spent 0.00 <hr/> Balance 65.00 <hr/> 2. Total cash book funds for the Council is £144678.87cr Noted 3. Cllr Hibberd to carry out next month's financial control checks 4. Half year internal audit-No separate report issued-Council's system of internal controls is effective and adequate for the purpose intended. Thanks were given to the clerk.	
188/18	TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES 1. Planning Committee Meeting Minutes 26 th November 2018 Noted 2. Local Plan Liaison Committee Meeting Minutes 26 th November 2018 Noted	AH
189/18	TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES -<u>SID Update</u>	

Chairman's initials
Date;



**Minutes of an ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 10th December 2018**

	<p>Cllr Smethers reported and recommended;</p> <p>Cranborne PC have asked that we consider sharing our SID with their village. This is not practical for several reasons. I would also point out that this was considered when we purchased the SID for Alderholt and it was ruled out then for the same reasons.</p> <ul style="list-style-type: none"> • It is our equipment, on our insurance and was purchased with money from Alderholt PC. • We have three locations where it can be used, if it were to go to Cranborne, we would lose the use of it for up to a month for each site they install. • If it needs attention to the battery or anything else, this would mean that I must go to Cranborne to sort it. • If it needs intervention or repair whilst with them, who pays for it and arranges it? • The co-ordination with another village is going to require time and effort. • The SID team in Alderholt is one person (Cllr Smethers) <p>So, as far as I can see, I recommend that it a “sorry, but no!”.</p> <p>Agreed and Noted. Clerk to advise Cranborne PC</p>	MH
190/18	<p>TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES -<u>Allotment Update and Proposals</u></p> <p>Cllrs Hibberd, Walker (allotment representatives) and officers reported and recommended;</p> <p><u>Tyre Issue</u></p> <p>A request was made for removal of inherited tyres on plots which was discussed at the Annual Tenants meeting on 17th September and decided that this would be put to a formal vote by tenants.</p> <p><i>Option 1-Tenants continue to accept responsibility for inherited tyres and dispose of at own cost if not required or in use on their plot.</i></p> <p><i>Option 2-Parish Council amend the tenancy agreement whereby tyres are no longer permitted on allotment plots. All tenants will need to remove all tyres by the end of this allotment year. If tenants haven't removed their tyres by 29th September 2019 then this will be a breach of tenancy and the tenancy will be terminated</i></p> <p><i>15 Tenants voted and of these 12 voted for Option 1</i></p> <p>Proposal; to accept the vote of the majority of tenants that tenants will continue to take responsibility for inherited tyres and dispose of at their own cost if not required on their plot.</p> <p>Resolved</p> <p><u>Allotment Competition</u></p> <p>Despite changes to the allotment competition format, the response from tenants has been poor and whilst we are reluctant to cancel the competition, the assistant clerk has had to chase tenants several times to achieve the minimum 50% response rate.</p> <p>It is considered by Allotment reps and staff that the workload for this outweighs the benefits to tenants.</p>	



**Minutes of an ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 10th December 2018**

	<p>Proposal; The allotment competition run by APC is discontinued due to lack of interest from tenants. Resolved</p> <p><u>Annual Allotment Tenants Meeting</u> The turnout for this meeting has been poor over the last few years. It is considered by Allotment reps and staff that the workload for this outweighs the benefits to tenants</p> <p>Proposal; that the Annual Tenants Meeting is discontinued due to poor attendance and that allotment representatives attend the AAA AGM instead, if appropriate and feedback any issues raised. Resolved</p> <p><u>Allotment Noticeboard</u> This was installed in 2011 and has deteriorated significantly due to being exposed to the elements. Initial enquiries have established that the cost for refurbishment will be less than £ 300.00.</p> <p>Proposal; to agree to the refurbishment of the allotment noticeboard up to the sum of £ 300.00 using funds from allotment rents Resolved</p> <p><u>Allotment Plot Number Signs</u> These were installed before 2010 and some are now missing or in need of repair. Initial enquiries have established that the cost for replacement will be less than £ 300.00</p> <p>Proposal; to agree to the replacement of Allotment Plot signs up to the sum of £ 300.00 using funds from allotment rents Resolved</p> <p><u>Vacant Plot No 24</u> Clerk delegated with responsibility of organising maintenance of vacant plots. In first instance, offered other tenants anything they can make use of on Plot 24. Noted</p> <p><u>Maintenance</u> Cllr Hibberd has now removed the very large stones that held the water trough and has turned off the water for the winter months. Thanks were given to Cllr Hibberd</p> <p>Tenants to be advised of above changes</p>	<p>KB/MH</p> <p>KB/MH</p> <p>KB</p>
<p>191/18</p>	<p>TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES -<u>DAPTC AGM Update</u> Cllrs Logan and Hibberd attended the Annual General meeting of the Dorset Association of Parish and Town Councils on Saturday 1st December 2018.</p> <ul style="list-style-type: none"> • John Parker was elected as President • David Jenkins was added as vice-President • All 6 motions were passed (previously discussed by APC min ref 155/18) • It was also noted that when future proposals are tabled at the 	



**Minutes of an ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 10th December 2018**

	DAPTC AGM, representatives are to be guided by the opinion of their councils but decisions are to be made by the representatives at the meetings following the debate and any amendments.	
192/18	<p>TO CONSIDER CORRESPONDENCE RECEIVED</p> <p><u>Invitations/Meetings:</u></p> <ol style="list-style-type: none"> 1. Invitation from Dorset County Pension Fund to the Annual Employer Meeting on Tuesday 29 January 2019 to be held at the Springfield Hotel, Grange Road, Wareham, BH20 5AL from 10:00am-12:00 noon. Cllr Logan and/or clerk to attend 2. Invitation to update briefing on Local Government Reorganisation at Verwood Hub at 1:00pm on Monday 10th December. Cllrs Walker and Morris attended. <p><u>General Correspondence:</u></p> <ol style="list-style-type: none"> 3. Email notification from New Forest District Council of submission on 1st November 2018 of the Local Plan 2016-2036 Part 1: Planning Strategy to the Secretary of State. 4. Shaping Dorset Council Newsletter dated 19/11/18 and 03/12/18. 5. Dorset Highways travel and transport newsletter dated 30th November 6. Thank you letter from St James' Church for maintenance grant. 7. Thank you email from East Dorset Environment Partnership for general grant support. 8. Thank you Email from Fordingbridge & District Day Centre for the Frail and housebound and the Rae Stratton Lunch Club for general grant support. 9. Thank you email from Recreate Festival 2019 for capital and general grant support. 10. Thank you letter from East Dorset Citizens Advice Bureau for general grant support. <p>Noted</p>	GL/MH
193/18	<p>TO CONSIDER HOW TO REVIEW THE APC LGPS DISCRETIONARY POLICY AS ADVISED BY DCC</p> <p>LGPS have advised that the current APC Discretionary Policy requires updating following new legislation. The clerk had discussed with other clerks and was hoping to receive a draft copy from another council.</p> <p>Cllrs agreed that once received, the clerk to discuss with Cllr Morris for report back to the January 2019 PC meeting.</p>	MH/HM
194/18	TO CONSIDER 2019/20 BUDGET SETTING INCLUDING FINANCIAL	



**Minutes of an ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 10th December 2018**

	<p>CONTRACTS AND SALARIES BUDGET REPORT</p> <p>Cllrs resolved that the public be excluded from this item due to the confidential nature of the business being transacted- Employment and Contracts. (Public Bodies (Admission to Meetings) Act 1960)</p> <p>Cllrs referenced the 2019/20 1st Draft Budget Forecasts (Excel Spreadsheets) and background papers.</p> <p>Cllrs resolved to agree the following points;</p> <ol style="list-style-type: none"> 1. For greater transparency, agreed Income to now be included in overall budgets and allotment costs also included (rather than kept separate as in previous years). 2. Salaries- Salaries have increased but this is due to an increase in workload and hours not an increase in pay. Agreed increase for overtime at average of 16 hours per month based on clerks salary 3. IT support contract expires march 2019- agreement required for a further year. Increase budget provision to £1500 but more information required on the recent unavailability issue before deciding whether to renew contract 4. Dog warden hours- Unsure if service to be continued by new Dorset Council (currently provided by EDDC) but assuming it is, agreed hours to stay the same at 30hrs per year for the recreation ground. 5. General Village Maintenance-Keep budget the same but consider provision for flowerbed-New request from N Jones that he will take responsibility for flowerbed upkeep at village hall but will require approx £250.00 pa for flowers (receipted expenditure). Also offered to upkeep flowerbed at roadside with help of Cllr but again proper funding should be set aside for this. More information to be received regarding this before budget provision agreed. 6. Agreed Allotment competition costs removed (earlier agenda item at this meeting) 7. Agreed Service devolution budget be £4000 for 97 Bus for 2020 plus a further £1000 set aside for other devolved services-to be finalised after Tax base received at January meeting. 8. Agreed that Capital grants be reduced-to be finalised after Tax base received at January meeting 9. New budget heading for Planning Consultant to be added. £5000 for 2019/20 which are for any additional costs incurred on top of the £8000 provision for 2018/19 from the Contingency Reserve Fund. 10. All other budgets as per the spreadsheet agreed by Cllrs 11. Annual Commitments and Contracts reviewed and agreed as 	<p>MH</p> <p>MH</p> <p>MH/Cllrs</p> <p>MH/Cllrs</p> <p>MH</p>
--	---	---



**Minutes of an ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 10th December 2018**

	<p>per the internal document.</p> <p>Other points were considered and agreed by Cllrs;</p> <p>12. Reserves for Elections- estimated costs £2800 + extras based on guidance from new Dorset Council. Balance in reserves is £2190- clerk recommends increasing to £3000-suggest taking from General Contingency Reserve fund. Agreed</p> <p>13. Reserves-97 Bus 2019. Agreed at November meeting that £4000 set aside for this but not decided where to be funded from. Clerk recommends £3000 from Service Devolution Reserve Fund and £1000 from Contingency Reserve Fund. Agreed</p> <p>14. Reserves-The funds held in the Pavilion Project Reserve Fund to continue to be set aside for this project which is currently on hold by the ARA. This will be reviewed again when setting budgets next year. Agreed</p> <p>15. Reserves-Pavilion Project Reserve Fund-Cllr Walker proposed that any monies from this fund are only given to the ARA towards this project after the ARA have provided evidence that they have contributed additional monies raised by themselves up to the same amount requested ie match funding. Agreed Points 14 and 15 to be advised to ARA</p> <p>16. As previously advised to Cllrs-clerk recommends carrying out an update of asset valuations over next financial year and following this the asset replacement reserve fund can also be reviewed for 2020/21 budgets. Cllrs suggested this should include a valuation and assessment of the Pavilion building. Agreed</p>	<p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>MH</p>
195/18	<p>TO CONSIDER COMMUNITY AWARD NOMINATIONS</p> <p>Community Awards were discussed and agreed as per internal confidential file document.</p>	<p>MH/KM/ GL</p>

Appendix A

**Verwood County Division Report –November/December 2018
Cllrs. Toni Coombs and Spencer Flower**

Local Government Re-Organisation

Task and Finish Groups - I have been asked to join the assets working group looking at the various capital (property and land) assets held by the various councils. We aim to provide a steer for the new Dorset Council on disposal or income generation of the sites.

Kilnhurst Gardens, Ringwood Road, Verwood - Concerns continue to be raised over this development regarding the construction of the new access road to the development and associated works. East Dorset Planning and Dorset County Highways have both been involved.

Chairman's initials
Date;



**Minutes of an ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 10th December 2018**

Works have been carried out to create a footpath link into Parkland Close, these works have 'no adherence' with the approved scheme and Highways have insisted that the obstruction in the highway must be removed as it is dangerous and the area must be barriered off until the works are carried out. It is also dangerous to pedestrians due to the profiles and drop offs. Further meetings are to be carried out on site to ensure compliance. Discussions regarding the 2m stretch of unmade verge and associated lamppost will also need to be included.

Somerley HRC – Charging for Dorset Residents - I attended the Hampshire Portfolio Decision Day to press the case for Dorset residents. Hampshire still intend to bring in the charging from January 2020, however the one concession I have achieved is that there will be a meeting with the Dorset Waste Partnership to discuss transition arrangements. Hampshire have requested that only one member and one officer attend, so we will be represented by the Chairman of the DWP Cllr Anthony Alford from West Dorset. Our aim is ensure the the DWP can make the payment on behalf of our residents rather than cause chaos at the site.

Meeting ended 8.53pm

Minutes Approved;

Chairman's Signature;

Date;

Chairman's initials
Date;