



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 13th May 2019**

PRESENT; Cllr G Logan (Chairman)
Cllr A Hibberd (Vice Chairman)
Cllr C English
Cllr S Godsall
Cllr H Morris
Cllr M Smethers
Cllr A Stockley
Cllr D Tooke

Mrs M Humby (Clerk)
Mrs K Brooker (Asst Clerk)
4 members of the public

Min No	Title	Owner
58/19	<p>WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING AND APOLOGIES</p> <p>Cllr Logan advised of fire escape procedure and welcomed all in attendance to the meeting. The following apologies were received and accepted; Cllr J Walker.</p> <p>Cllr Logan made the following statement;</p> <p>As your outgoing Chairman I wish to welcome the new Councillors Colin English, Stephen Godsall and Alan Stockley and trust that we will all be able to work together as a Council for the benefit of all our residents. I also wish to thank our Clerk Maria for all her hard work and support that I've had during my 3 years as Chairman of the Parish Council.</p> <p>The second item is to elect the new Chairman, but before moving to the two nominations we have I wish to have it minuted that I'm surprised to see a new Cllr nominated, as although our current Standing Orders do not stipulate the need for experience, I wonder how appropriate it is for someone with no experience of this Council or apparently that of any other Councils, to be proposed?</p>	
59/19	<p>ELECTION OF A NEW CHAIRMAN</p> <p>There were 2 nominations received for the role of Chairman;</p> <ul style="list-style-type: none"> • Cllr Colin English (proposer Dave Tooke, seconded Stephen Godsall) • Cllr Adrian Hibberd (proposer Gina Logan, seconded Martin Smethers). <p>Councillors requested a recorded vote.</p> <ul style="list-style-type: none"> • Cllrs English, Tooke, Stockley, Godsall, and Morris voted in favour of Cllr English. • Cllrs Hibberd, Logan and Smethers voted in favour of Cllr Hibberd. <p>Cllr English was duly elected as Chairman of Alderholt Parish</p>	

Chairman's initials
Date;



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	<p>Council. Cllr Morris thanked Cllr Logan for her hard work over the last year, as Chairman, especially surrounding the Local Plan. Cllr English took the chair and stated that he considered it an honour to be voted Chairman, that he looks forward to working with the Parish Council and will do his best for the village.</p>	
60/19	<p>ELECTION OF A NEW VICE CHAIRMAN There were 2 nominations received for the role of Vice Chairman;</p> <ul style="list-style-type: none"> • Cllr Adrian Hibberd (proposer Martin Smethers, seconded Gina Logan) • Cllr Alan Stockley (proposer Dave Tooke, seconded Stephen Godsall). <p>Councillors requested a recorded vote.</p> <ul style="list-style-type: none"> • Cllrs Hibberd, Logan and Smethers voted in favour of Cllr Hibberd. • Cllrs Stockley, English, Godsall, Morris and Tooke voted in favour of Cllr Stockley. <p>Cllr Stockley was duly elected as Vice Chairman of Alderholt Parish Council.</p>	
61/19	<p>TO RECEIVE THE CHAIRMAN'S AND VICE CHAIRMAN'S DECLARATION OF OFFICE AND DELIVERY BY COUNCILLORS OF THEIR DECLARATIONS OF ACCEPTANCE OF OFFICE INCLUDING AGREEMENT FOR RECEIPT OF ELECTRONIC DATA AND CONFIRMATION UNDER GDPR FOR CONTACT DETAILS TO BE MADE PUBLIC Following the nominations of Chairman and Vice Chairman, declarations of office for these posts were signed and witnessed by the clerk. All member declarations of office were signed and witnessed. Cllrs unanimously agreed to receive electronic data including the agenda and confirmed under GDPR that they agreed for contact details to be held by the office and publicised. Cllr Consent and contact details forms are held on file.</p>	
62/19	<p>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS In the interest of transparency, Cllr Smethers declared an interest in agenda item 19 as Chairman of 1st Alderholt Scouts. This is not a pecuniary interest.</p>	
63/19	<p>TO CONFIRM THE MINUTES OF THE ORDINARY PARISH COUNCIL MEETING OF 8TH APRIL 2019 Cllrs unanimously resolved to agree the minutes of the Ordinary Parish Council meeting dated 8th April 2019 as a correct record of that meeting. They were signed by the Chairman.</p>	
64/19	<p>TO APPOINT MEMBERS TO SERVE ON COMMITTEES AND WORKING PARTIES AND TO VIEW THEIR TERMS OF REFERENCE Cllrs unanimously agreed to the Terms of Reference for Planning</p>	

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Date;



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	<p>Committee, Finance Committee and working parties as detailed in appendix A attached to these minutes.</p> <p><u>Planning Committee</u> Membership of Planning Committee was unanimously agreed as; Cllrs; English, Hibberd, Logan, Stockley and Tooke. There were 2 nominations for Chairman of this Committee;</p> <ul style="list-style-type: none"> • Cllr Adrian Hibberd (proposer Hywel Morris, seconded Colin English) • Cllr Gina Logan (proposer Martin Smethers, seconded Alan Stockley). <p>A vote took place with the outcome being a 4/4 split vote The Chairman, Cllr Colin English gave a casting vote. Cllr Hibberd was elected as Chairman of this Committee</p> <p><u>Finance Committee</u> Membership of Finance Committee was unanimously agreed as Cllrs; Godsall, Hibberd, Logan, Smethers, Stockley Cllr Smethers was unanimously elected as Chairman of this Committee</p> <p><u>97 Bus Joint Working Group</u> Membership of 97 Bus working group was unanimously agreed as Cllrs; Logan, Walker, the clerk and Cranborne and Knowlton Parish Council representatives. Cllrs agreed that Cllr Logan would continue to lead this group.</p> <p><u>Local Plan Liaison Committee</u> Membership of the Local Plan Liaison Committee was unanimously agreed as; All councillors. The clerk advised for clarity that the reason this is a Committee of all members is that it is too big an issue to be dealt with along with other council business at Full Council meetings. Cllrs agreed that Cllr Hibberd would continue as Chairman as agreed at the inaugural meeting of this committee.</p> <p><u>Local Plan Liaison Committee – Village Survey Working Party</u> Cllrs agreed no Local Plan Liaison Committee – Village Survey Working Party at this stage. Two separate meetings with the Planning Consultant and Dorset Council officers have been agreed for 6th June 2019 (times tbc). Cllrs requested the clerk to contact the Planning Consultant for questions relating to the survey and a copy of her interim report and any questions suggested to be raised with Dorset Council officers.</p> <p><u>Substitute Members</u> Councillors agreed substitute members for Committees to be all councillors</p>	<p>MH</p> <p>MH</p>
65/19	TO APPOINT REPRESENTATIVES FOR EXTERNAL BODIES AND	



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	<p>VILLAGE AMENITIES Cllrs unanimously agreed to the appointment of representatives for external bodies and village amenities as detailed in Appendix B attached to these minutes.</p>	
66/19	<p>TO CONSIDER APC POLICIES FOR REVIEW</p> <p><u>Councillors Allowances</u> Cllrs unanimously agreed to rename this policy to Councillor Expenses Policy and amended wording as detailed in Appendix C</p> <p><u>Financial Regulations</u> Cllrs unanimously agreed that the Clerk and some Finance members to review and draft policy for agreement by full council. Details of this to be confirmed at the next Finance Meeting</p> <p><u>Staffing Policy</u> Cllrs unanimously agreed that the Clerk and some Finance members review and draft policy for agreement by full council. Details of this to be confirmed at the next Finance Meeting</p> <p><u>Planning Protocol</u> Cllrs unanimously agreed that the Clerk and Chairman of Planning to review this in the summer following new APC members and new Dorset Council procedures.</p> <p><u>Code of Conduct</u> Awaiting update from NALC about adopting a more robust code of conduct. Dorset Council monitoring officer has sent a copy of the Dorset Council Code of Conduct for new Dorset Cllrs which could be adopted by this council. The clerk needs to make further enquiries regarding the review of the Alderholt Parish Council Code of Conduct and will report back to council when she has sufficient information</p> <p><u>GDPR</u> The clerk reported that the basics are in place for this but further work needs to be done to ensure full compliance (previously agreed by Cllrs that this is low priority due to the data we hold) The clerk will look into this over next 6 months (including GDPR insurance provision at October renewal). If necessary, help will be sought from Cllrs - Clerk to feedback if there are time restraints</p> <p><u>Internal Audit Review</u> Prior to the end of the financial year, the clerk to complete for agreement by full council to agree the internal auditor for next financial year.</p>	<p>MH</p> <p>MH</p> <p>MH/AH</p> <p>MH</p> <p>MH</p> <p>MH</p>



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<p>67/19</p>	<p>TO REVIEW ONGOING ANNUAL COMMITMENTS INCLUDING THE NEW SLA WITH DORSET COUNCIL FOR DOG WARDEN PROVISION</p> <p>Cllrs unanimously agreed Annual Payments and Commitments 2019/20 as per the circulated Restricted Document dated 13/05/19.</p> <p>Cllrs unanimously agreed the clerk’s recommendations to agree the new Dorset Council draft SLA for Dog Warden Patrols, as circulated subject to the clerks recommendations;</p> <p>Point D does not state area that we are paying for - this is in fact Alderholt Recreation Ground, not the general village and should indicate such.</p> <p>1.1.1-Commencement date will be delayed.</p> <p>1.1.3 -states hourly rate but no mention of hours contracted and when these shall be carried out- Alderholt PC has requested 30 hours per year. Previously, this was split over 12 months @ 2.5 hrs per month but not specific to times and dates. If there was a particular problem at a certain time, a request would be made to the dog warden to attend at those times. Will this continue?</p> <p>6.1- will this be with the dog warden or admin staff and will we still have a monthly report detailing hours attended and any actions taken?</p> <p>11- Dispute resolution- in the first instance (14 days) this will be with the clerk but if not resolved, any disputes will need to be agreed by full council at a council meeting</p> <p>Cllrs unanimously agreed that the Clerk should sign the contract as Proper Officer.</p> <p>The clerk to liaise with Dorset officers regarding this.</p>	<p>MH</p>
<p>68/19</p>	<p>TO CONFIRM THE DATES AND TIMES FOR ORDINARY MEETINGS OF FULL COUNCIL FOR THE MUNICIPAL YEAR AHEAD</p> <p>Cllr unanimously agreed the calendar of meetings for the municipal year ahead. Paper copy attached to these minutes as Appendix D and is available as a separate document on the Parish Council website.</p> <p>At this point at 8.22pm, Cllr Godsall left the meeting.</p>	
<p>69/19</p>	<p>TO REVIEW THE ANNUAL APC ACTION PLAN</p> <p>Cllrs unanimously agreed the new Annual Action Plan for 2019/20. Paper copy attached to these minutes as Appendix E and is</p>	



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	<p>available as a separate document on the Parish Council website. The following projects have been completed and removed from the list.</p> <ul style="list-style-type: none"> • Rifle Range Project • Gym Equipment and Table Tennis Project • Allotments • Members Handbook • Councillor Elections <p>At this point at 8.26pm, Cllr Godsall returned to the meeting.</p>	
70/19	<p>TO CONFIRM APC ELIGIBILITY FOR THE GENERAL POWER OF COMPETENCE Cllrs unanimously resolved that Alderholt Parish Council fulfils the Eligibility Criteria for the General Power of Competence;</p> <ol style="list-style-type: none"> 1. A qualified clerk holding at least one of the sector-specific recognised qualifications which must include passing section 7, GPC, CILCA 2012 2. Of the total number of seats on the council, at least two thirds of Councillors must be elected 	
71/19	<p>TO CONSIDER CLERK'S REPORT AND NOTICES</p> <ol style="list-style-type: none"> 1. <u>New Term of Office for Cllrs</u> -Clerk updated on all forms that require completion by Cllrs that will be sent off by the office to Dorset Council. 2. <u>New Councillor Induction Training</u> New Cllrs to advise Office which date they are able to attend 3. <u>Annual Return and Internal Audit</u> - The clerk will be working on finance for the rest of this week with the internal auditor attending on Monday 20th May. The annual return is to be completed and will need signing off at the June Meeting which will be quite tight to the deadline. End of year budgets to be completed for report at the June Meeting 4. <u>ARA</u> The clerk will be meeting with Ian Cole on Thursday 23rd May to go through the grant payment and new account recording (also insurance confirmation) The outcome of this will be reported to Cllr representatives and full council. 5. <u>DAPTC</u> Letter received from CEO regarding DAPTC representatives and report detailing activities of T & PC's to be completed by 31/7/19. Noted by Cllrs. 	<p>New Cllrs</p> <p>MH</p> <p>MH/AH/ AS</p> <p>MH</p>
72/19	<p>TO WELCOME THE NEW DORSET COUNCILLOR, DAVE TOOKE The Chairman welcomed New Dorset Councillor Dave Tooke to the meeting. Cllr Tooke gave a report as detailed in Appendix F.</p>	
73/19	<p>PUBLIC OPEN FORUM There were 4 members of the public present. The following questions</p>	

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	<p>were dealt with;</p> <ol style="list-style-type: none"> 1. Progress on use of Somerley Household Recycling Centre without paying. Cllr Tooke to discuss with Cllr Coombs. 2. Minutes of Ordinary Meeting held on 8th April 2019 not on website. Asst Clerk to check with website provider. 3. Concern over household paraphernalia on pavement outside house. Cllr Smethers confirmed this has been reported and is being monitored. 4. Flyposting. Office to add article to Parish News to remind residents that posters should be removed promptly, ideally within 28 days of being posted. 	<p>DT</p> <p>KB</p> <p>KB</p>																												
74/19	<p>FINANCE</p> <p>1. Cllrs unanimously agreed to sanction the following payments; 13th May 2019</p> <p style="text-align: right;">£ Inc VAT</p> <p><u>PAYMENTS FOR SANCTION</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>A/holt Sports & SC-lamp electricity 7/11/18-31/03/19</td> <td style="text-align: right;">100.15</td> </tr> <tr> <td>Assist Business IT - IT contract 16/4/19-15/5/19</td> <td style="text-align: right;">139.20</td> </tr> <tr> <td>DAPTC Conference Cllr Hibberd 26/3/19</td> <td style="text-align: right;">70.00</td> </tr> <tr> <td>DAPTC -Annual Subscription cost</td> <td style="text-align: right;">847.35</td> </tr> <tr> <td>Viking - Office Stationery</td> <td style="text-align: right;">175.03</td> </tr> <tr> <td>War on Waste - Dog Bin emptying up to end of May</td> <td style="text-align: right;">124.80</td> </tr> <tr> <td>Helen Trueman - Plot 28 Refund of Greenhouse Deposit</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>TOTAL PAYMENTS FOR SANCTION</td> <td style="text-align: right;">1556.53</td> </tr> </table> <p><u>CREDITS</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Dorset Council 1st instalment of Precept</td> <td style="text-align: right;">46621.50</td> </tr> <tr> <td>1st Alderholt Scouts Annual Rent 18/19 & 19/20</td> <td style="text-align: right;">2.00</td> </tr> <tr> <td>Total of credits received to Co Op current account</td> <td style="text-align: right;">46623.50</td> </tr> </table> <p>Subtotal of other account credits received 0.00</p> <p>TOTAL CREDITS RECEIVED 46623.50</p> <p><u>DDR's</u></p> <p>TOTAL DDR'S 0.00</p> <p><u>PAYMENTS MADE IN BETWEEN MEETINGS</u></p> <p>Total of Payments made between meetings 0.00</p> <p><u>CASHPLUS DEBIT CARD</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Balance</td> <td style="text-align: right;">501.73</td> </tr> <tr> <td>payments</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Total expenditure on Debit Card</td> <td style="text-align: right;">501.73</td> </tr> </table>	A/holt Sports & SC-lamp electricity 7/11/18-31/03/19	100.15	Assist Business IT - IT contract 16/4/19-15/5/19	139.20	DAPTC Conference Cllr Hibberd 26/3/19	70.00	DAPTC -Annual Subscription cost	847.35	Viking - Office Stationery	175.03	War on Waste - Dog Bin emptying up to end of May	124.80	Helen Trueman - Plot 28 Refund of Greenhouse Deposit	100.00	TOTAL PAYMENTS FOR SANCTION	1556.53	Dorset Council 1st instalment of Precept	46621.50	1st Alderholt Scouts Annual Rent 18/19 & 19/20	2.00	Total of credits received to Co Op current account	46623.50	Balance	501.73	payments	0.00	Total expenditure on Debit Card	501.73	
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	<p><u>PETTY CASH</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Balance</td> <td style="text-align: right;">10.11</td> </tr> <tr> <td>Credits</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Miscellaneous receipted expenditure</td> <td style="text-align: right;">0.95</td> </tr> <tr> <td>Balance</td> <td style="text-align: right;">9.16</td> </tr> </table> <p><u>GARDEN VOUCHERS</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Balance</td> <td style="text-align: right;">65.00</td> </tr> <tr> <td>Vouchers spent</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Balance</td> <td style="text-align: right;">65.00</td> </tr> </table> <p>2. Total cash book funds for the Council as at 8/4/19 is £158029.26 cr Noted</p> <p>3. Cllr Logan to carry out next month's financial control checks</p>	Balance	10.11	Credits	0.00	Miscellaneous receipted expenditure	0.95	Balance	9.16	Balance	65.00	Vouchers spent	0.00	Balance	65.00	GL
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75/19	<p>TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES</p> <p>1. Planning Committee Minutes 15th April 2019 Noted</p> <p>2. LPLC Meeting Minutes 15th April 2019 Noted</p>															
76/19	<p>TO CONSIDER A REQUEST FROM ALDERHOLT SCOUTS</p> <p>A request was received from 1st Alderholt Scouts Group to site a flagpole and 2 x 20ft containers on Scout site at Hillbury Road (APC owned land).</p> <p>Cllrs unanimously agreed to this request as landowner, subject to 1st Alderholt Scouts meeting all relevant obligations including Planning Permission and Health and Safety requirements, as required.</p> <p>Councillors resolved to suspend standing order 2.x in order for the meeting to continue beyond 2 hours to conclude the remaining business on the agenda.</p>	MH														
77/19	<p>TO CONSIDER CORRESPONDENCE RECEIVED</p> <p><u>Items for Action:</u></p> <p><u>Following Consultations Circulated:</u></p> <p>1. The Department for Transport has issued a new consultation on the vehicle operator licensing system https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/792110/consultation-into-making-legislative-changes-to-the-operator-licensing-system.pdf which is due to come into force by 1 April 2020. NALC will be responding. Parish Council responses to NALC should be made by 17.00 on Tuesday 11 June 2019. Cllrs agreed to defer to next meeting with Cllr Stockley reporting back with more detail.</p> <p>2. Summary Received from Dorset County Pension Fund of a 12 week consultation by HM Treasury on restricting exit</p>	AS														

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	<p>payments in the public sector. http://lgpslibrary.org/assets/cons/nonscheme/20190410_95k_SN.pdf Cllrs agreed to not comment on this as they felt unqualified to comment.</p> <p>3. Notice from Wiltshire Council of consultation on a masterplan for the redevelopment of The Maltings and Central Car Park, Salisbury. http://consult.wiltshire.gov.uk/portal/major_projects/mccp Cllrs agreed to not comment on this as it is not relevant to Alderholt</p> <p><u>Invitations/Meetings:</u></p> <p>1. Invitation to the Rae Straton and Fordingbridge & District Day Centre for the Frail and Housebound AGM's to be held at the Avonway Community Centre, Fordingbridge on Wednesday 15th May from 215pm. Cllr Logan agreed to attend.</p> <p>2. Invitation to Parish Councillors to attend GP Practice Patient Participation Group Networking events on 8th and 9th May 2019. Not considered relevant to Alderholt</p> <p>3. Invitation to Blashford & Plumley Wood Local Liaison Group Meeting to be held on Tuesday 25th June 2019 at 10am at Tarmac's Blashford Offices. Cllr Hibberd agreed to attend</p> <p>All noted</p>	<p>GL</p> <p>AH</p>
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Appendix A

Appointment Of Committees and Working Parties And Their Terms Of Reference

When considering whether you wish to sit on a Committee, please consider whether you have the relevant skills and time to be an active member. Additionally, as there are only 5 members to each Committee, but 3 members required to be quorate, commitment to attending these meetings is essential.

Planning Committee requires time spent before a meeting looking at small scale planning applications received, report writing and possibly speaking to the public and planning officers. An understanding of The National Planning Policy Framework and the Local Plan will be required.

Finance Committee requires time spent before a meeting reviewing grant applications, budgets and reserves. Additionally, some finance members will be required to sign up to online banking and should therefore be available to authorise payments in liaison with office staff. An understanding of both Council Financial Regulations and Employment Law will be required.

Local Plan Liaison Committee requires time spent before a meeting reading all papers. Members will need to volunteer for working parties set up to carry out investigations which

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will be reported back to committee and additional meetings with LPA officers, the planning consultant and other interested parties will be required.

PLANNING COMMITTEE

STANDING ORDERS; As per full Council with the exception of;

The composition, time, date and place of meetings of a committee are determined by the council or the committee itself. No statutory annual or similar meetings are required.

As a **standing** committee, the Chairman will be decided by full council

This committee will normally meet publicly every 4 weeks or at a frequency which fulfils Local Planning Authority (LPA) planning policy

The agenda will include a public session; if a member of the public wishes to make a representation at the meeting concerning any item on the agenda, they should contact the clerk before 12 noon on the day of the meeting. Speaking will be restricted to a maximum of 5 minutes per person and the overall session will last no more than 15 minutes. For all other agenda items, members of the public are welcome to attend as observers only. No decisions can be made during this item.

QUORUM; 3 Members

MEMBERS; Cllr C English
Cllr A Hibberd
Cllr G Logan
Cllr A Stockley
Cllr D Tooke

POWERS;

Under section 101 (1) of the Local Government Act 1972, Alderholt Parish Council has delegated its statutory powers and functions to this committee for the municipal year 2019/20 to deal with;

1. Commenting on new planning applications relating to Alderholt with the exception of larger-scale developments (over 10 units) as a consultee
2. Commenting, where appropriate on planning appeals relating to Alderholt with the exception of larger-scale developments (over 10 units)
3. To liaise with the LPA, public and other organisations concerning planning applications with the exception of larger-scale developments (over 10 units)
4. Commenting on matters relating to Tree Preservation Orders (TPO's)

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Refer to;

- APC Standing Orders ref 4d(v)
- Part One Law and Procedures for Local Councils; Delegation Arrangements S.4 (m); *S.12(2) of the LGA 1972 requires the Council to fix the number of Councillors and non Councillors and their terms of office in a committee. Standing orders permit that substitute members may be appointed which may be particularly useful if ordinary members are not able to attend deeming the meeting inquorate. Standing orders should regulate the circumstances in which a substitute is justified and provide that if the substitute member is legitimately summoned to and is present at a meeting which the ordinary member he is replacing then attends, the ordinary member cannot participate in that meeting.*

- j) The Council may wish to appoint substitute members to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the proper officer *at least three working days* before the meeting that they are unable to attend.
- k) An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

APC agrees that substitute members will be all remaining Parish Councillors and will apply to all committees. Committee members should make every possible endeavour to attend committee meetings and substitute members should not be used as the norm.

Appendix B
COUNCIL REPRESENTATIVES

External group/organisation

As a representative on an external group/organisation, your role will be to;

1. Attend all meetings of that group/committee.
2. Check with the clerk that Minutes have been forwarded from the group to the Parish Council for circulation and noting at full council meetings
3. Report on any items raised at a meeting which need to be addressed by the Parish Council. If there are any **recommended proposals**, these should be highlighted by you **in a separate written report to the council which must be** submitted to the clerk in time for circulation with the agenda **12 days** before the meeting (standing order 9b). Please discuss with the clerk if you are unsure of how this should be dealt with.

Be the reference point for any other issues that may arise relating to that organisation

Group/Organisation	Representative
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7.00pm Monday 13th May 2019**

DAPTC (Eastern Area Committee) (2 representatives)	Cllr Hibberd Cllr Logan
Village Hall Management Committee (1 representative)	Cllr Walker
Recreation Association Committee (2 representatives) <i>Note; this role also includes attending Pavilion Project meetings as a stakeholder representative</i>	Cllr Hibberd Cllr Stockley
Alderholt 1 st Scouts Liaison (1 representative)	Cllr Smethers

Parish Amenities

As a representative for parish amenities your role will be to;

1. Carry out the duties as listed under each heading
2. Liaise directly with the clerk on any amenity issues

Amenity	Representative
<u>Recreation Equipment Inspections (2 representatives)</u> Weekly Visual Safety Inspection of the recreation equipment (refer to Inspection policy)	Cllr Hibberd Cllr Stockley
<u>Allotments (2 representatives)</u> Monthly Visual Safety Inspection (refer to Inspection policy) Inspection of Plots for cultivation during growing season Attend Alderholt Allotment Association AGM in September (by invitation only) Liaison with tenants and office staff regarding tenancy problems Minor on site tasks e.g. turning water on and off and providing meter readings as required	Cllr Hibberd Cllr Walker
<u>Flowerbed upkeep (2 representatives)</u> Plant new flowers/plants 2x annually at Village entrance signs Maintain during the year Follow all H & S procedures and DCC guidelines including completing and adhering to risk assessment Complete above bi annually for Parish office Flowerbeds	Cllr English Cllr Logan
<u>Transport (1 representative)</u> Liaise with residents and Dorset transport on any changes/problems with local transport. Update transport availability and timetables for APC website (input via assistant clerk) It also useful if this person is also on the 97 Bus working group	Cllr Walker
<u>Grit Bins/ Winter Maintenance (1 representative)</u> Monitor grit bins during winter months for salt levels and advise clerk if they require filling or have any damage Check all bins over summer and advise clerk if any are damaged	Cllr Hibberd
<u>Footpath Officer (2 representatives-Village to be divided)</u> Be familiar/regularly walk footpaths in your area Alderholt Parish divided into 2 areas-each rep responsible for their designated area All queries regarding footpaths to be forwarded to a footpath officer	Cllr Godsall Cllr Morris

Chairman's initials
Date;



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<p>representative relevant to the area they cover Respond to queries and complaints by residents and /or forwarded by parish office or Cllrs, by walking the footpath and establishing the problem. Liaise directly with residents and DCC and meet onsite if appropriate 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 send and copy to FO, Follow up for action and monitor. If no action taken, liaise with DC who will then send any additional letters. Keep a log of the actions you have taken. Provide written report to Council on an annual basis (March) to feedback on any actions taken or make proposals on actions required</p>	
<p><u>Speed Indicator Device SID (1 representative)</u> Responsibility of Speed Indicator Device and associated equipment for Alderholt (as below) Responsible for; Adhering to the Section 72 Licence between APC and DCC dated January 2019 Organisation of volunteers including advising them of risk assessment, training and any other notices/information received from DCC Liaison with clerk including advising of any DCC updates and list of volunteers Monitoring maintenance of the SID and associated equipment Monitoring suitability of locations</p>	Cllr Smethers
<p><u>Plumley Wood Local Liaison Group (1 representative)</u> Attending meeting and providing feedback to Council</p>	Cllr Hibberd

Appendix C

**ALDERHOLT PARISH COUNCIL
EXPENSES POLICY FOR COUNCILLORS**

It is the responsibility of each Council Member to ensure that all claims are correct and capable of being validated.

Travelling for approved duties which fall outside of the Parish Boundary.

- 1) By Public transport- the actual fares paid (receipt required)
- 2) Members' Private vehicles-The travel allowances to be based on H M Revenue and Customs mileage rate currently of 45p per miles with a motor cycle rate of 24p per mile and no allowance for bicycles.
- 3) Payment of associated car parking charges (Car parking fines or any fines incurred on the journey WILL NOT be paid)

Points to note;

Chairman's initials
Date;



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1. Any member who has a travel or expense claim that falls outside of this scheme will be required to obtain an authorisation from members through a resolution passed at a Council or committee meeting prior to the event. e.g. Travel by Taxi
2. If a member has no other means of attending an approved duty, Travel Payments can be made to a non-member who provides the transport, based on the private vehicle rate above and on a pro rata basis if anyone else in the vehicle (including the driver) is also attending the meeting.
3. The total amount of annual claims must be within the annual budget for travel allowances which should be reviewed each November for the following year.

Approved Duties- Travel must be to a venue outside of the village Boundary

1. Duties undertaken in connection with the discharge of any function/duty of the Council which has previously been agreed by the Council
2. Attendance at any meeting of an Association or Authority of which the Parish Council is a member
3. Attendance at any meeting of Dorset Council relevant to this council
4. Attendance at seminars or briefings to which all members of the Council have been invited
5. Attendance at training courses

Other Expenses

- 1) Payments through receipted expenditure only, previously approved by resolution of the council
- 2) Photocopying to be organised through the office unless previously approved by resolution of the council
- 3) All members on email (upon request) to receive 2 ink cartridges and 2 reams of paper per financial year from the clerk

Appendix D

Calendar Of Meetings

Paper copy attached to these minutes and available on Parish Council website.

Appendix E

Annual Action Plan

Paper copy attached to these minutes and available on Parish Council website.

Appendix F

Cranborne & Alderholt Ward Dorset Councillor Report for Alderholt Parish Councillors and Residents of Alderholt,

This is a very brief initial report, longer ones will be provided as the Council term goes on.



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This is, of course, the very start of the new Dorset Council with 82 newly elected members replacing the 204 Councillors that made up the old District and County Councils. Those 6 councils –the District Councils of East Dorset, North Dorset, West Dorset, Purbeck, Weymouth and Portland, and the Dorset County Council have all now been abolished. Christchurch has joined Poole and Bournemouth in the new BCP Council.

All of our local services from Bins to Highways will now be delivered by one organisation.

Substantial savings of around £10 Million are being made by reducing duplication and streamlining departments; though this will involve some job cuts across the County.

The very first Full Council Meeting will be on the 16th May, where a Leader will be elected – this is most likely to be, as reported in the press, Cllr Spencer Flower from Verwood.

At that meeting I will know what Committees I have been appointed to.

In the lead up to that meeting there has been a fairly constant round of mandatory training for all Councillors, from an initial welcome session with headline info being disseminated on Wednesday 8th May, looking at the various directorates within the Council. This was followed by a full day on Thursday looking at Cyber Security, Data Protection, Council Procedures, the Council's Budget, and Ethical & Safeguarding issues.

Further sessions are taking place this week and next, including a Planning Training session next week, and more sessions are to be arranged later.

Meeting ended 9.07pm

Minutes Approved;

Chairman's Signature;

Date;

Chairman's initials
Date;