



Minutes of an Ordinary Meeting of Alderholt Parish Council held remotely at 7.00pm on Monday 3rd August 2020

Present: Cllr A Hibberd (Chairman)
 Cllr S Butler (Vice Chairman)
 Cllr A Butler
 Cllr S Greenland
 Cllr G Logan
 Cllr M Smethers
 Cllr D Tooke

Ms K Mason, Parish Clerk
 Mrs K Brooker, Assistant Clerk
 Ms L Ellis, Parish Clerk
 No members of the public

Due to the Covid-19 restrictions the meeting was held remotely via conference link. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, which came into force on 4th April 2020, gives Parish & Town Councils the power to do this until May 2021.

Min No	Title	Owner
100/20	<p>WELCOME FROM THE CHAIRMAN & APOLOGIES</p> <p>The Chairman, Cllr Hibberd, welcomed all in attendance to the remote meeting of Alderholt Parish Council and a warm welcome to the new Parish Clerk, Lee Ellis.</p> <p>There were no apologies for absence.</p>	
101/20	<p>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS</p> <p>There were no declarations of interest or dispensations.</p> <p><i>Vice Chairman, Steve Butler took over the meeting as the Chairman's internet connection dropped out.</i></p>	
102/20	<p>TO CONFIRM THAT THE MINUTES OF PARISH COUNCIL MEETING HELD ON 13th July 2020 ARE A CORRECT RECORD.</p> <p>It was proposed by Cllr Smethers and seconded by Cllr Tooke that the minutes of the meeting held on the 13th July 2020 were a correct record, ALL IN FAVOUR.</p>	
103/20	<p>CLERKS REPORT AND NOTICES</p> <p><u>Retractable Posts at entrance to Alderholt Recreation Ground Car Park</u> The retractable posts have now been installed. There are 4 sets of keys, Cllrs Hibberd and Greenland each have a set (as Chairman and nearest Councillor to the entrance). The Office holds a set and the remaining set has been signed out to Alderholt Recreation Association.</p> <p><u>Dog Warden Patrols</u> The Dog Warden has advised that patrols resumed on Monday 27th July 2020.</p> <p><u>Finance Meeting</u></p>	



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	<p>The Finance Chairman and the Clerk have agreed that the Finance Committee meeting planned for 17th August should be deferred until 26th October 2020 when grant applications will be discussed.</p>																																																																																																														
104/20	<p>TO RECEIVE A WRITTEN REPORT FROM DORSET COUNCILLOR DAVID TOOKE.</p> <p>Dorset Council Finances 2019/20 Outturn</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 20px;"> <thead> <tr> <th style="text-align: left;">Directorate</th> <th style="text-align: right;">Net Budget</th> <th colspan="3" style="text-align: right;">Outturn (Overspend)/ Underspend</th> </tr> <tr> <th></th> <th style="text-align: right;">£k</th> <th style="text-align: right;">£k</th> <th style="text-align: right;">£k</th> <th style="text-align: right;">%</th> </tr> </thead> <tbody> <tr> <td>People - Adults</td> <td style="text-align: right;">114,188</td> <td style="text-align: right;">125,267</td> <td style="text-align: right;">(11,080)</td> <td style="text-align: right;">(9.70%)</td> </tr> <tr> <td>People - Children's</td> <td style="text-align: right;">65,025</td> <td style="text-align: right;">73,757</td> <td style="text-align: right;">(8,733)</td> <td style="text-align: right;">(13.43%)</td> </tr> <tr> <td>Place</td> <td style="text-align: right;">58,726</td> <td style="text-align: right;">60,054</td> <td style="text-align: right;">(1,327)</td> <td style="text-align: right;">(2.26%)</td> </tr> <tr> <td>Corporate Development</td> <td style="text-align: right;">35,200</td> <td style="text-align: right;">34,737</td> <td style="text-align: right;">462</td> <td style="text-align: right;">1.31%</td> </tr> <tr> <td>Legal & Democratic</td> <td style="text-align: right;">8,830</td> <td style="text-align: right;">8,615</td> <td style="text-align: right;">215</td> <td style="text-align: right;">2.44%</td> </tr> <tr> <td>Public Health</td> <td style="text-align: right;">818</td> <td style="text-align: right;">818</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0.00%</td> </tr> <tr> <td>Total Service Budgets</td> <td style="text-align: right;">282,786</td> <td style="text-align: right;">303,248</td> <td style="text-align: right;">(20,462)</td> <td style="text-align: right;">(7.24%)</td> </tr> <tr> <td>Central Finance</td> <td style="text-align: right;">(358,177)</td> <td style="text-align: right;">(373,651)</td> <td style="text-align: right;">15,473</td> <td style="text-align: right;">(4.32%)</td> </tr> <tr> <td>Whole Authority</td> <td style="text-align: right;">(75,391)</td> <td style="text-align: right;">(70,403)</td> <td style="text-align: right;">(4,988)</td> <td style="text-align: right;">(6.62%)</td> </tr> </tbody> </table> <p>Forecast as at end of Q1 2020/21</p> <table border="1" style="width: 100%; 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Unless additional Government funding becomes available the Council will have to meet this overspend from its Reserves. The General Reserve fund of £28m combined with other earmarked reserves should be sufficient to enable the Council to continue operating through 2020/21. However this level of spending is unsustainable moving into 2021/22.</p> <p>The Council therefore needs to focus on three things:</p> <ol style="list-style-type: none"> a. Making every effort to contain this current year's operational and financial pressures within the funding envelope available. b. Continuing to explain the financial reality of the situation to Government and secure additional funding where possible. c. Entering into a really challenging budget setting round which 	Directorate	Net Budget	Outturn (Overspend)/ Underspend				£k	£k	£k	%	People - Adults	114,188	125,267	(11,080)	(9.70%)	People - Children's	65,025	73,757	(8,733)	(13.43%)	Place	58,726	60,054	(1,327)	(2.26%)	Corporate Development	35,200	34,737	462	1.31%	Legal & Democratic	8,830	8,615	215	2.44%	Public Health	818	818	0	0.00%	Total Service Budgets	282,786	303,248	(20,462)	(7.24%)	Central Finance	(358,177)	(373,651)	15,473	(4.32%)	Whole Authority	(75,391)	(70,403)	(4,988)	(6.62%)	Directorate	Net Budget	Forecast Outturn	Forecast (Overspend)/ Underspend			£k	£k	£k	%	People - Adults	122,890	136,042	(13,151)	(10.70%)	People - Children's	74,240	81,743	(7,503)	(10.11%)	Place	68,831	85,054	(16,223)	(23.57%)	Corporate Development	25,303	27,615	(2,312)	(9.14%)	Legal & Democratic Services	7,213	11,214	(4,001)	(55.48%)	Public Health	0	0	0	0.00%	Total Service Budgets	298,477	341,668	(43,191)	(14.47%)	Central Finance	(300,069)	(300,188)	118	(0.04%)	Whole Authority	(1,592)	41,480	(43,072)	
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	<p>combines the identification of tactical savings with the development of a transformation programme which enables the Council to meet the needs of Dorset’s residents within funding which is available.</p> <p>Covid-19 Local Outbreak Position A “Local Outbreak” will be declared if the 7-Day count of new cases rises above 7 per 100,000. Currently the 7-Day figure for Dorset is 1.3/100,000; for the South West as a whole – 2.4 and for England 3.6. For comparison Leicester’s 7-Day rate per 100,000 as at 29/July was 53.2. As at 28th July Wigan had 7.6 cases per 100,000 and Devon had 0.4 per 100,000 Care Homes are at the highest risk nationally and locally. There are currently no outbreaks in Care Home Residents – Residents are tested every 28 Days, and Staff every 7 days. Whilst this regime has uncovered the occasional case there is no evidence of anything greater.</p> <p>Should a Local Outbreak be declared then the Local Outbreak Engagement Board will be convened. This board consists of a subset of members of the Health and Wellbeing Board, and can convene and act rapidly.</p> <p>Covid-19 and Local Council Meetings From the 5th April new regulations allowed virtual meetings to be held until May 2021. Government advice is still that virtual meetings should take place when possible. We should not hold face to face nor hybrid meeting – the advice is to continue with virtual meetings. NALC and DAPTC have both issued clear advice saying no face to face meetings unless no alternative - if there is no alternative then there are processes to put in place - but primarily, do not hold face to face meetings.</p> <p>Dorset Council Community Impact Fund Dorset Council Community Impact Fund (DCIF) round 5 is now open for applications. The fund aims to provide support to local groups and organisations that are helping vulnerable people and their local communities to recover and stay safe after the easing of lockdown. Further information can be found here.</p> <p>https://news.dorsetcouncil.gov.uk/2020/08/03/funding-to-support-voluntary-and-community-groups-launches-2-august/</p>	
105/20	<p>PUBLIC FORUM EMAILS <i>[As this a remote meeting the Public Forum consists of Councillors responding to emails sent to the Clerk before 10 am on the day of the meeting. The Public can only observe this meeting and cannot speak or take part].</i></p> <p>There were no emails received from the public.</p>	



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	<i>Chairman Cllr Hibberd re-joined the meeting and continued as Chairman</i>	
106/20	<p>FINANCE</p> <p>Payments for sanction £ INC VAT</p> <p>SLCC Clerks Manual 52.30</p> <p>Assist Business IT – 160720 – 150820 139.20</p> <p>TOTAL PAYMENTS FOR SANCTION 191.50</p> <p>CREDITS</p> <p>Knowlton Parish Council 97 BUS 2020 Q2 Contribution 290.14</p> <p>Cranborne Parish Council 97 BUS 2020 Q1 & Q2 Cont 600.43</p> <p>Total of credits received to Co-Op account 890.57</p> <p>Other credits received 0.00</p> <p>Total Credits received 890.57</p> <p>DDR's</p> <p>Total DDR's 0.00</p> <p>Payments made between meetings</p> <p>Total payments made between meetings 0.00</p> <p>Cashplus Debit card</p> <p>Card cancelled</p> <p>Petty Cash balance 19.29</p> <p>(No payments made)</p> <p>Councillors noted the payments and credits. Cllr Logan is the authorised Councillor for online banking and cheques during August.</p>	GL
107/20	<p>TO NOTE REPORTS FROM COMMITTEES/EXTERNAL BODIES</p> <p>The following minutes were noted:</p> <ul style="list-style-type: none"> • Inaugural Neighbourhood Plan Committee held 22nd July 2020 • SLCC meeting held 22nd July 2020 <p><i>The Chairman, Cllr Adrian Hibberd returned to the meeting and took over the meeting from Cllr Steve Butler.</i></p>	
108/20	<p>TO CONSIDER THE APPROVAL OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FORM, PART 3 2019/2020</p> <p>(i) Annual Internal Audit report for 2019/2020</p> <p>Members noted the report from the Internal Auditor Peter Walker. It was proposed by Cllr S Butler and seconded by Cllr Logan that the report and recommendations be accepted. ALL IN FAVOUR.</p> <p>(ii) Section 1, Annual Governance Statement</p>	



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<p>(iii)</p> <p>(iv)</p> <p>(v)</p>	<p>It was proposed by Cllr Smethers and seconded by Cllr Tooke that Section 1 of the Annual Governance Statement be approved. ALL IN FAVOUR.</p> <ul style="list-style-type: none"> • Section 2, Annual Governance statement It was proposed by Cllr Tooke and seconded by Cllr Logan that Section 2 of the Annual Governance Statement be approved. ALL IN FAVOUR. • Explanation of Variances (expenditure & receipts) 2018/2019 to 2019/2020 It was proposed by Cllr Tooke and seconded by Cllr S Butler that the Variances of expenditure and receipts between financial years 2018/19 & 2019/20 be accepted. ALL IN FAVOUR. • Dates of Notice for Public rights of unaudited Annual Governance and Accountability 2019/2020 The Notice of Public Rights will be posted on 6th August 2020 on the noticeboard and website and remain for 30 working days (excluding bank holidays) until 17th September 2020. <p>It was proposed by Cllr Hibberd and seconded by Cllr S Butler that the notice dates be accepted. ALL IN FAVOUR.</p>	
<p>109/20</p>	<p>TO CONSIDER A PROPOSAL TO INTRODUCE NEW ACCOUNTING SOFTWARE</p> <p>Members were asked to consider the introduction of a new Accounting Software Package. The new Clerk Lee Ellis has now started so it is an appropriate time to introduce a new system so both the Clerk and Assistant Clerk can benefit from the initial training.</p> <p>Cllr Tooke provided a comparison sheet for two packages he has researched, Scribe and Rialtas.</p> <p>Following discussion, it was proposed by Cllr S Butler and seconded by Cllr Logan that the Chairman, Chair of Finance and the Clerk jointly determine which package should be purchased up to an amount of £1000. ALL IN FAVOUR.</p> <p>If further funding is required then a case must be brought back to full Council.</p>	
<p>110/20</p>	<p>TO CONSIDER A PROPOSAL TO PURCHASE A NEW LAPTOP FOR THE CLERK.</p> <p>The laptop currently available for use by the Clerk is outdated and old. A laptop will need to be purchased to enable work remotely where necessary. Quotes have been received from Assist IT ranging from £480 to over £1000 dependent on specifications.</p> <p>It was proposed by Cllr Tooke and seconded by Cllr Smethers that the Chairman, the Chair of Finance and the Clerk jointly determine which</p>	



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111/20	<p>CORRESPONDENCE</p> <p><u>DAPTC Constitution Review and Consultation.</u> Members acknowledged the work Cllr Logan had done reviewing the document and accepted the responses.</p> <p><u>Member Code of Conduct Consultation (via DAPTC)</u> Members acknowledged the work Cllr Logan had done reviewing the document and accepted the responses.</p> <p><u>Resident Email</u></p> <p>An email had been received from a resident regarding the outdated bus stop information and gaps in hedges around Recreation Ground.</p> <p>Bus Stops - The resident has been advised that the bus stops are not owned by and do not fall under the Parish Council remit. The bus stops will remain in situ as they are used by various school buses and the 97 Bus service which currently runs 3 days a week. However, Dorset Council have responsibility for the bus stops and have advised that out of date information will be removed. We have been advised by Teresa Evans, Dorset Council Public Transport and Infrastructure Support Officer that they will liaise with the local Community Highways Officer to get this actioned.</p> <p>Hedging – Cllr Hibberd advised that other than a gap used by the football teams to retrieve balls kicked outside the Recreation Ground there were no gaps in the hedges surrounding the pitches. The hedge by the Nursery site also had no gaps or breaks of which could be considered a point of access.</p> <p><u>Items circulated for information - Noted</u></p> <ol style="list-style-type: none"> 1. Notification received of non-competitive cycling sportive (UK Cycling Events) taking place on Saturday 19th and Sunday 20th September 2020 passing through Alderholt. 2. LGPS Bulletin 199 	

Meeting ended 7.39pm

Minutes Approved:

Chairman's Signature:

Date: