



Minutes of an Ordinary Meeting of Alderholt Parish Council held remotely at 7.00pm on Monday 18th May 2020

PRESENT; Cllr A Hibberd (Chairman)
Cllr S Butler (Vice Chairman)
Cllr S Greenland
Cllr G Logan
Cllr D Tooke
Cllr J Walker
Ms K Mason, Parish Clerk
Mrs K Brooker, Assistant Clerk

1 member 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
66/20	WELCOME FROM THE CHAIRMAN & APOLOGIES The Chairman, Cllr Hibberd, welcomed all in attendance to the remote meeting of Alderholt Parish Council. There were no apologies for absence.	
67/20	TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS There were no declarations of interest or dispensations.	
68/20	TO CONFIRM THAT THE MINUTES OF PARISH COUNCIL MEETINGS HELD ON 9TH MARCH 2020 AND 20TH MARCH 2020 ARE A CORRECT RECORD. It was proposed by Cllr Butler and seconded by Cllr Logan that the minutes of the meetings held on the 9 th March and on the 20 th April were a correct record, ALL IN FAVOUR.	
69/20	CLERKS REPORT AND NOTICES <u>Graffiti</u> During April, a spate of Graffiti was carried out around the Recreation Ground and Park Lane area. Cllr Hibberd removed the graffiti on council property. <u>Surplus Stores Site</u> The site is in the process of changing hands and the potential purchaser has started works there in accordance with Planning Application 3/11/0558, the further 2 Non Material Amendments and the conditions attached to those (all of which have been discharged). The works taking place are pre-commencement, land preparation and the digging of footings. Currently, Planning Enforcement are unable to make a site visit due to the Covid-19 Pandemic but assure us that they shall be monitoring the situation once able. Planning Enforcement have made the developer	

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	<p>aware they should be mindful of bird nesting season and that damage to such nests must be avoided at all times. Cllr Hibberd advised that Dorset Police Wildlife Protection Team have also been monitoring the site.</p> <p><u>BT</u> The office has re-negotiated the BT account which came to an end on 31 March 2020.</p> <p>Currently, the Council are being charged £77 per month for Rental, telephone charges and unlimited broadband. There is also a charge of £14 per month for website hosting. BT no longer offer website hosting as a service but will continue to do it for existing customers. They have agreed to keep this at £14 per month. When a new Clerk is in post another web hosting provider needs to be considered before BT [perhaps] stop website hosting all together.</p> <p>Rental, telephone charges and unlimited broadband will be provided for £52.99 per month on a fixed 2 year contract.</p> <p><u>Plants for Village Planters at Entrances to Village</u> Cllr Logan has contacted Wolvercroft to order the same plants that we had in previous summers for the planters. Wolvercroft have agreed to supply these for planting once the risk of frost has passed (this will be dependent on Government restrictions).</p>	
70/20	<p>TO RECEIVE A WRITTEN REPORT FROM DORSET COUNCILLOR DAVE TOOKE.</p> <p>Most of the Council's work is being driven by the response to the current Covid-19 pandemic.</p> <p>The Council has not furloughed any staff, and around 2,500 employees are now working from home – other than refuse, roads etc. The IT team has been extremely busy setting up all these home workers. Many of the staff are being deployed outside their normal jobs to assist with issues directly caused by the pandemic.</p> <p>The Council has suspended all physical Council and Committee meetings due to social distancing requirements. The new legislation brought out by the government has now allowed virtual meetings to be held remotely – with requirements that the public are able to observe live.</p> <p>However, the Council has been very slow to use this new ability, Cabinet on 5th May was the first proper meeting – although we have had 4 webinars over 4 weeks, where Councillors can listen to information from Portfolio holders, and hear responses to previously submitted questions. Other than Cabinet, then only a few Planning</p>	



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Committee meetings are to be held and two of the Executive Advisory Panels will go ahead, the Climate Change Panel, and the Local Plan Panel. I understand only one of the Scrutiny Committees will be held. All of these will use MS Teams and be remote meetings.

Several of us on the Lib Dem Group have asked why we can't do more with remote meetings, but we don't seem to be getting very far – Senior Leadership team feel its too hard to do effectively – so we are being run mainly by the delegation rules, which means that officers and Cabinet are pretty much running the show.

The response to Covid-19 has imposed a huge financial burden on the Council. Income is very much reduced – eg Car Parks are empty, fees and charges are reduced – and expenditure is very much increased. The Council produced a balanced budget of £304 million for this FY, but the targets within that for savings will not be met. Indeed the forecast is for additional costs of around £53.6 Million – there has been Government Aid from the two tranches of support of £1.6 Billion each – Dorset Council's share of this was £10.6 million and £10.4 million respectively. Without further Government funding this will lead to a shortfall of £32.6 million. Dorset Council has Reserves of £28 million, so even exhausting them would not close the gap. Dorset – like most Local Authorities (and we are better placed than many) we need a great deal of help from Government.

To co-ordinate activity 10 cells have been set up, each with a nominated lead:

1. Community Shield

To co-ordinate the provision of food, medicine and emotional support to those people and families identified on the "Shielded" list – and working with registered Volunteer groups within the community, as well as:

NHS Dorset CCG,
Dorset Health Care Foundation Trust
Primary Care Networks
Public Health
Dorset & Wilts Fire and Rescue
MOD Planners

2. Property

Co-ordinating the safe management of all Dorset Council properties including:

Closures
Restricted access
Repurposing where necessary
Facilities Management including deep clean where required
Providing accommodation for services such as Social Care, Key Workers and the Homeless



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3. Workforce

It became apparent that several critical services had a shortage of staff, whilst other areas were over staffed. A skills survey matched employees skills to the Council's needs and around a 100 staff have subsequently been redeployed in to the areas of shortage. Many others have been moved within their own teams, and for example the Libraries staff were mostly redeployed to work within the telephone hub.

4. Commercial

This has been responsible work with Dorset residents and businesses in relation to the package of financial measure set out by the Government involving:

Hardship fund

Business Rates Relief

Business Grants

Supplier Relationships (The council has changed payment terms to suppliers to immediate rather than 30 Days)

Fees and Charges

5. Transport and logistics

Co-ordination of delivery of food and prescriptions – redeploying Council vehicles and employees as appropriate

6. PPE

Normally the Council does not buy or distribute PPE except to its own workers who require it. For the purpose of this crisis though the Council has developed a PPE Hub, in close co-operation with BCP. Priority is being given to social care colleagues. Supply chains are still uncertain, and there is concern around rising costs from suppliers.

7. Testing

Co-ordinating a whole Dorset approach but with significant challenges in place. Many Care home workers do not have personal transport and getting to a testing station is an issue, exacerbated by social distancing. There was a problem in Blandford recently where booked appointments for tests were not able to be carried out, leading to several people making unnecessary journeys

8. Digital

Set up to support services and other Cells with technical aspects of their work and to help get 2500 employees successfully working from home, and has created a number of web based solutions to make the work of other cells more effective.

9. Safety

Supports Dorset Children in relation to:

School and Early Years provision for vulnerable children and those of key workers

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	<p>Remote Education for children unable to attend school Teacher resilience during Covid-19 closures Free School Meals Domestic abuse</p> <p><u>10. Recovery</u> Will undertake an impact analysis and create a Recovery strategy for Dorset focusing on the economy, welfare and wellbeing of residents and employees.</p> <p>Cllr Tooke advised that some car parks are now open (not beach car parks) but the parking fee machines are not taking cash which is problematic for some residents.</p>	
<p>71/20</p>	<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>	
<p>72/20</p>	<p>FINANCE To date the following account balances are:</p> <ul style="list-style-type: none"> • Co-Op Directplus account £96,737.14 • Co-Op Business Select Instant Access Account £10,156.90 • Nationwide Business 95 day Saver £102,176.72 <p>The half yearly precept of £49,601.09 has been paid by Dorset Council into the Co-Op Direct plus account. Other payments are being made as per the delegated powers given to the Clerk.</p> <p>Cllr Logan was delegated to be the Councillor authorised for online banking and cheques.</p>	<p style="text-align: center;">GL</p>
<p>73/20</p>	<p>TO NOTE REPORTS FROM COUNCIL REPRESENTATIVES AND EXTERNAL BODIES <u>Alderholt Recreation Association (ARA)</u> - Members acknowledged the joint APC and ARA Finance Meeting notes held on 17th February and the ARA AGM minutes held on 10th March 2020. A new Treasurer, Claire Lockyer, and new Secretary, Paul Lockyer, have been appointed. Stuart Rose is the Chairman. It was agreed that a meeting be called with the Chairman, Treasurer and Secretary of the ARA to discuss future finances (when current restrictions allow) and that it be an agenda item for the next Policy & Finance Committee meeting.</p>	<p style="text-align: center;">AH, DT & KM</p>

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74/20	<p>TO CONSIDER PLANNING APPLICATION 3/20/0346/HOU</p> <p>Location: Heather View, Cranborne Rd, Alderholt, SP6 3DT Proposal: Single storey rear extension, raise roof and extend to create first floor habitable accommodation</p> <p>Cllr Logan reported that it was a straightforward application and there had been no comments from neighbours. Members considered the application and noted that the proposal needs updating to include reference to the replacement of an existing store to provide the proposed double garage and storage/workshop.</p> <p>It was AGREED to advise No Objection but with reference to the proposed garage and storage/workshop, Members request that a condition is added that this building remains ancillary to the main dwelling.</p>	
75/20	<p>TO CONSIDER A PROPOSAL SUBMITTED BY CLLR TOOKE TO DISSOLVE THE CURRENT NEIGHBOURHOOD PLAN STEERING GROUP AND REPLACE IT WITH A NEIGHBOURHOOD PLAN COMMITTEE</p> <p>Cllr Tooke's report is appended to these minutes as Appendix A. Members discussed the terms of reference listed in the report. Cllr Butler expressed concern at the potential size of the Committee of up to 27 persons as it could be unwieldy. Cllr Tooke acknowledged it would need to be chaired properly and that some Parish Councillors might not wish to serve on it.</p> <p>It was proposed by Cllr Tooke and seconded by Cllr Walker that the present Neighbourhood Plan Steering Group be disbanded – ALL IN FAVOUR.</p> <p>It was proposed by Cllr Tooke and seconded by Cllr Logan that there be constituted a Neighbourhood Plan Committee with the terms of reference as noted in the report – ALL IN FAVOUR.</p> <p>It was proposed by Cllr Hibberd and seconded by Cllr Logan that Cllr Tooke be elected Chairman of the Neighbourhood Plan Committee – ALL IN FAVOUR.</p>	
76/20	<p>CORRESPONDENCE</p> <p><u>Blackwater Grove</u> - A request had been received to place a Dog Waste bin at the entrance to Blackwater Grove bridal path to combat the increase in dog waste. The Clerk advised that it would cost £400 - £500 to purchase and install the bin and it would cost £300 - £400 to</p>	

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	<p>empty the bin each year.</p> <p>Members AGREED in principal to the siting of a bin subject to the landowners permission and Dorset Waste partnership being able to regularly empty it.</p> <p><u>Recreation Ground</u> – Cllr Greenland reported that the public were starting to gather at the Recreation Ground and some equipment had been used and the hazard tape removed. Cllr Hibberd advised that it had since been taped up.</p>	KM
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Meeting ended 7.50 pm

Minutes Approved:

Chairman's Signature:

Date:

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Date



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Appendix A – Minute 75/20

Proposal to Dissolve the Current Neighbourhood Plan Steering Group and replace it with a Neighbourhood Plan Committee

- 1) That the Current Neighbourhood Plan Steering Group, which is constituted as a Working Party of the Full Council, be dissolved and a new Standing Committee of the Council be established in its place, known as the Neighbourhood Plan Committee.

Reasons:

- The Council has resolved to create a Neighbourhood Plan at Minute 156/19 and is determined to continue with the process to obtain the best possible outcome for the Parish as a whole, in terms of future housing needs.
- Minute 156/19 records the recommendation that the Steering Group be established as a Working Party. A Working Party is intended to be a short-lived information gathering mechanism (See Standing Order 4(e)) that then reports on the results of its findings to the Council. The Creation of a Neighbourhood Plan requires more than simply information gathering.
- The creation of a Neighbourhood Plan will take some years to complete. Current estimates are that a Made Plan will not be finalised until 2023 as it must be in accordance with the Local Planning Authority (LPA) Local Plan which is currently being drawn up and which will not be published until then.
- The Committee will need to work as closely as possible with the LPA to ensure that all parties understand the needs and ambitions that drive each.
- Following the making of the Neighbourhood Plan, Planning Legislation requires that it is regularly updated in order to maintain significant weight when planning decisions are taken.
- A Working Party is not a suitable mechanism for such a long-term project. A more formal Standing Committee provides a better mechanism for management, year on year, than the current more ad hoc arrangement.

- 2) The Terms of Reference shall be:

- a. The Objective of the Committee will be to lead preparation of and eventually produce a sound Neighbourhood Plan that defines the planning policy priorities identified by the community taking into account all representations made during the plan-making process. The Neighbourhood Plan making process should be addressed with a view to the making of such a plan to tie in with Dorset Council's emerging Local Plan, expected 2023, and to maintain the plan as current thereafter such that maximum weight will be accorded to it when Planning Decisions are made in the future.
- b. To create and monitor a project plan with established checkpoints to ensure that the Committee's work stays on track.



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- c. That the Committee meet every month (apart from August), subject to need; and that the Committee Chairman may call additional meetings as required. Three clear days' notice of meetings will be required, excluding Sundays and Bank holidays.
- d. The Membership of the Committee shall comprise all those Parish Councillors who request membership, together with an invited set of up to 18 additional members. Invitations will be at the discretion of the Chairman but will include, among others, representatives of Churches, ARA, Action for Alderholt, local businesses, clubs, youth organisations, and public services such as the police and the school. As required by the Local Government Act 1972 Section 104, only persons who are not disqualified from becoming a Councillor may become a member of the Committee. All Committee Members must comply with the Council's Code of Conduct and complete the Register of Disclosable Pecuniary Interests.
- e. Members of the Committee will be expected to attend the majority of those meeting to which they will be Summoned by the Clerk. If a member cannot attend a meeting then apologies should be submitted to the Clerk.
- f. Either the Clerk or Assistant Clerk will clerk the meetings
- g. Meetings may be in person or via remote technology as permitted under Covid-19 Regulations
- h. All meetings are open to the public and press unless the business to be transacted is of a confidential nature. For Remote Meetings members of the Public must request an invite allowing them access. Such a request must be made at least the day before such a meeting.
- i. The Public present may take part in the meeting, at the Chairman's discretion.
- j. Under Section 13 of the Local Government and Housing Act 1989 only members of the Parish Council may vote.
- k. A Quorum shall be a minimum of 3 voting members. However, discussions may continue on an informal basis if there is no quorum.
- l. The Committee may also seek input from representatives from outside the village such as Dorset Council, Fordingbridge Town Council, New Forest District Council, Verwood Town Council, Doctors surgeries, and others at a local, regional, or national level, as appropriate.

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- m. The Committee will be expected to keep up to date with the continually shifting legal situation as regards Planning, and to ensure the emerging Neighbourhood Plan complies with all legal requirements.
- n. To liaise with local organisations and landowners.
- o. To liaise as closely as possible with Dorset Council.
- p. To examine sources of grant or other funding and to ensure that applications for such are correctly made in a timely manner. The work of this Committee should be largely self-funded from such sources.
- q. The Committee to have delegated authority to apply for such grants as far as the grant awarding body allows, or to request the Clerk to sign off such applications if necessary.
- r. Provided that sufficient grant funding has been approved by the awarding body, the Committee to have delegated powers to appoint and liaise with a suitable Planning Consultant, at an appropriate time should such be felt necessary, to ensure the requirements for a Neighbourhood Plan are met and that the Steering Group properly complies with relevant legislation and best practice. The Consultant will also be asked to advise on how best to liaise with Dorset Council or other relevant bodies, and to be present, as necessary, at meetings.
- s. To harness voluntary effort to produce information, illustrative material and draft the Neighbourhood Plan for consideration by APC. Should professional services be required to produce such material then the Committee to have delegated powers to purchase such, provided that sufficient grant funding has been approved by the awarding body to cover the cost.
- t. The Committee to have delegated powers to use approved grant funding for other activities as are necessary for the furtherance of its objectives.
- u. Any such delegated powers, under paragraphs o p and q above, to purchase goods and services are subject to the Council's normal procurement policies as per Alderholt Parish Council's Financial Regulations.
- v. To advise the Parish Council on any additional expenditure required that is not covered by approved Grant Funding. Any such expenditure must be approved by Full Council prior to any order being placed.
- w. To report to Full Council at each Ordinary Full Council Meeting.



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- x. To work closely with any Neighbourhood Plan Co-ordinator which might be appointed by the Council. [Budget provision for such was made in the Council's 20/21 Budget, as staff costs are not covered by Grants].
- 3) The Committee shall be constituted under Standing Order 4 and the APC Committees and Delegated Powers Document in the Council's Handbook.