



**Minutes of an Ordinary Meeting of Alderholt Parish Council,  
The Committee Room, Alderholt Village Hall, Alderholt at  
7.00pm on Monday 10<sup>th</sup> February 2020**

**PRESENT;** Cllr C English (Chairman)  
Cllr A Hibberd  
Cllr Gina Logan  
Cllr H Morris  
Cllr D Tooke  
Mrs M Humby (Clerk)  
Also present; 8 members of the public

<b>Min No</b>	<b>Title</b>	<b>Owner</b>
<b>19/20</b>	<b>WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING AND APOLOGIES</b> The Chairman, Cllr English welcomed all in attendance to the meeting and advised of fire escape procedure. Apologies were received and accepted from Cllr J Walker and Cllr S Godsall	
<b>20/20</b>	<b>FAREWELL TO THE CLERK, MARIA HUMBY</b> Vice Chairman, Cllr Hibberd spoke advising that this was the clerk's last council meeting following her resignation at the beginning of January. He wanted to take this opportunity to thank Maria for the sterling work that she has done for the whole community over the last seventeen years. Her work has been exceptional and has brought great benefits to the whole parish. Thank you Maria for your work over the last years and we all wish you every success in your future ventures. You will definitely be missed by the whole parish- thank you. His comments were reiterated by Cllrs and members of the public. He and Cllr Logan then presented her with a card, flowers and gift vouchers. The clerk responded; Thank you for such wonderful comments and the flowers which were totally unexpected but very much appreciated. I am saddened to leave after almost 17 years but now is the time to try something new. Alderholt Council and community have been a huge part of my life with many ups and downs along the way, (thankfully lots more ups than downs) and something different to deal with every week- I am always learning in this job! I feel privileged and have thoroughly enjoyed serving this wonderful community and the incredible people that I have met along the way. I am grateful for all of the support I have received throughout the last 17 years from Cllrs, colleagues, volunteers and residents and feel very proud of mine and the council's achievements within the village during my time as clerk. I wish Cllrs, Kerry and the new clerk every success in their ongoing and new ventures on behalf of the community of Alderholt.	

Chairman's initials  
Date;



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	Cllrs and members of the public gave her a round of applause.	
<b>21/20</b>	<b>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS</b> Cllrs Hibberd, Logan and Tooke all advised that in the interests of transparency they were declaring a personal interest in agenda item 7, consideration of a planning application as the applicant is known to them. There is no prejudicial interest	
<b>21/20</b>	<b>TO CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING OF 20<sup>th</sup> JANUARY 2020</b> Cllrs unanimously resolved to agree the minutes of the Parish Council meeting dated 20 <sup>th</sup> January 2020 as a correct record of that meetings. They were signed by the Chairman.	
<b>22/20</b>	<b>CLERK'S REPORT AND NOTICES</b> 1. <u>Mike Whitely</u> It is with great sadness that the Parish Council learnt of the death of Mike Whitely, former treasurer to the Village Hall and Alderholt Community Fund. Our thoughts are with his family at this sad time. 2. <u>Buckingham Palace Garden Party Nominations</u> Sadly, our nomination for the Garden Party was unsuccessful this year. The successful Councils' were High Stoy Parish Council and Lyme Regis Town Council who will attend the Garden Party on 12 <sup>th</sup> May 2020. 3. <u>DAPTC Training Events</u> Refer to DAPTC Website new password advised to members. Advise the office if anyone able to attend training relating to website accessibility which was discussed at the last meeting 4. <u>Members handbook</u> There will be quite a few amendments to documents that will need replacing in members handbooks following Cllr and clerk resignations. New information will be sent to Cllrs to update their handbooks when this has been completed in the office. 5. <u>ARA response re change in committee-nothing has changed since the last ARA minutes</u> 6. <u>Outstanding actions as agreed at the November meeting</u> The Chairman is looking into the best way forward with this.	Cllrs            Cllr/KB    CE
<b>23/20</b>	<b>TO RECEIVE A WRITTEN REPORT FROM DORSET COUNCILLOR, DAVE TOOKE</b> Cllr Tooke gave the following verbal report; 1. Public Health cost to Dorset Council is net zero. This is because it is funded from the government and then everything is spent so there is no actual costs to the taxpayer. 2. Pothole claims-any vehicle damaged by these and supported by	

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	evidence should be sent to dorsetcc.gov.uk Resident Norman Jones advised there had been a problem with his bin being taken by DWP workers when their bin was damaged on the round. <b>Dave Tooke agreed to look into.</b>	DT																		
<b>24/20</b>	<b>PUBLIC OPEN FORUM</b> There were 8 members of the public present. 1. Stuart Rose from ARA, advised that ARA have insufficient funds to maintain the recreation ground properly. There has been several aborted attempts with Parish Cllr reps to address this but they are again 1 month from the AGM and this is still not sorted. They do not feel supported by APC and Cllrs need to decide how much financial support they are willing to give. 2. Ian Cole asked when the planning consultant's report would be available to taxpayers. Cllrs advised that as soon as it had been presented to Cllrs (before the end of this month) it would be made public. 3. Norman Jones gave thanks to Maria for her work over the years as Parish Clerk on behalf of Alderholt Village Hall and the village as a whole. Norman, as Village Hall Chairman worked closely with Maria on village hall matters as well as many other village issues including the Parish Plan																			
<b>25/20</b>	<b>TO CONSIDER THE FOLLOWING PLANNING APPLICATION</b> <ul style="list-style-type: none"> <li><b>Application No: 3/19/2467/HOU</b> Location: 24 Churchill Close, Alderholt, SP6 3BG Proposal: Front/side single storey conservatory Case Officer: Ellie Lee Reporting Cllr: Cllr Colin English <b>No Objection</b></li> </ul>	KB																		
<b>26/20</b>	<b>FINANCE</b> 1. <b>Cllrs unanimously agreed to sanction the following payments;</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>A Hibberd Travel expenses</td> <td style="text-align: right;">68.40</td> </tr> <tr> <td>Royal British Legion wreath-Wimborne Operation Market Garden</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td><b>TOTAL PAYMENTS FOR SANCTION</b></td> <td style="text-align: right;"><b>93.40</b></td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><u>CREDITS</u></td> </tr> <tr> <td>ARA Rent</td> <td style="text-align: right;">1.00</td> </tr> <tr> <td><b>Total of credits received to Co Op current account</b></td> <td style="text-align: right;"><b>1.00</b></td> </tr> <tr> <td>Co Op savings Interest</td> <td></td> </tr> <tr> <td>Subtotal of other account credits received</td> <td></td> </tr> <tr> <td><b>TOTAL CREDITS RECEIVED</b></td> <td style="text-align: right;"><b>1.00</b></td> </tr> </table> <u>DDR's</u>	A Hibberd Travel expenses	68.40	Royal British Legion wreath-Wimborne Operation Market Garden	25.00	<b>TOTAL PAYMENTS FOR SANCTION</b>	<b>93.40</b>	<u>CREDITS</u>		ARA Rent	1.00	<b>Total of credits received to Co Op current account</b>	<b>1.00</b>	Co Op savings Interest		Subtotal of other account credits received		<b>TOTAL CREDITS RECEIVED</b>	<b>1.00</b>	
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	<p>2. Total cash book funds for the Council as at 10/02/20 is £177674.89 cr <b>Noted</b></p> <p>3. <b>Agreed that Cllr Hibberd will carry out next month's financial control checks and banking</b></p> <p>4. To consider the handover of signatory for banking accounts and cashplus card following the clerks and Cllr Smethers resignation. <b>Outstanding as recruitment still not completed for RFO.</b></p>	AH  Cllrs																						
<b>27/20</b>	<b>TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES</b> 5. Finance Committee Minutes 28 <sup>th</sup> January 2020 <b>Noted</b>																							
<b>28/20</b>	<b>TO CONSIDER REPORTS FROM COUNCIL REPRESENTATIVES AND EXTERNAL BODIES</b> 1. 97 Bus Meeting Report – 27 <sup>th</sup> January 2020. <b>Noted</b> 2. Draft Minutes of the DAPTC Eastern Area Committee – 7 <sup>th</sup> January 2020 <b>Noted</b> 3. ARA Accounts year ending 31 <sup>st</sup> December 2019 <b>Noted and to be considered when reviewing ARA finances. Cllrs agreed that Cllr Tooke, as Chair of Finance to meet with ARA officers and report back to Finance Committee.</b>	DT/MH																						
<b>29/20</b>	<b>TO CONSIDER THE CO-OPTION PROCESS OF 2 NEW PARISH COUNCILLORS AND OUTGOING COUNCILLORS REPRESENTATIVE ROLES</b> The clerk advised; <ul style="list-style-type: none"> <li>• No bye-election has been called for either of the vacancies.</li> <li>• Cllrs to consider the Co Option process including timetable of</li> </ul>																							



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	<p>events and expressions of interest</p> <ul style="list-style-type: none"> <li>• Committee membership to be filled following Cllr resignations- Planning Committee member to replace Cllr Stockley</li> <li>• Representative roles-Community Speed Watch/Speed Indicator Display/ARA representative/Planning Committee member</li> </ul> <p>Cllrs agreed that Co-option to go ahead with notices being posted and a closing date of early March so that applications could be considered at the March APC meeting. <b>Reallocation of roles will be dealt with once new Cllrs were Co-opted</b></p>	<p>MH/KB/ Cllrs</p>
<p><b>30/20</b></p>	<p><b>ANNUAL VILLAGE MEETING SCHEDULED FOR 23<sup>RD</sup> MARCH 2020</b> Cllrs agreed that this would postponed until 27<sup>th</sup> April 2020 when more information would be available to present to residents. <b>Assistant clerk to update notices.</b></p>	<p>KB/Cllrs</p>
<p><b>31/20</b></p>	<p><b>NEIGHBOURHOOD PLAN</b></p> <p><b><u>1. Clerks report on the governance and process of the APC working party for the neighbourhood plan</u></b></p> <p>The full report had been circulated to all Cllrs following concerns raised by some Cllrs to the clerk and concerns of the clerk of due process. Reference materials were the website referred to below, the Good Councillors Neighbourhood Plan and the APC members handbook relating to committees and working parties.</p> <p>Extracts from Clerk's Report;</p> <ol style="list-style-type: none"> <li>1. I am concerned about the process the council has taken in my absence in the setting up of a working party and subsequent actions. My recommendation has always been that before starting a Neighbourhood Plan, further investigation is required to determine the governance of the project including setting up a Steering <b>Committee, rather than working party</b>, timescale, costs, staffing and Cllr resources required for the project.</li> <li>2. I am sorry to have to make this report but I do not believe the above points have been fully considered and am concerned that the terms of reference for the working party are inadequate to ensure proper practice and transparency. Note; I AM NOT AGAINST A NEIGHBOURHOOD PLAN FOR ALDERHOLT</li> <li>3. Working Parties are normally set up to investigate something and report back to council for decision. This is a long term project, requiring many decisions including spending money, contracts for tender, consultations etc and my recommendation</li> </ol>	



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was therefore that this should be set up as a new Committee with delegated powers to make decisions. Non Cllrs could have voting rights and everything would then have followed due process and been completely transparent (further information would need to be sought on the detail of this).

4. A new committee would invariably add to the current workload of staff which was an issue that required addressing. However, Cllrs had already acknowledged and minuted that workload was an issue and staff welfare needed to be addressed by members. In fact it was agreed that no new projects should be taken on until this was considered.
5. I am aware Cllrs do not have to follow my advice, however, my recommendation would have been for the following actions;
  - An initial public meeting open to all residents to discuss the possibility of completing a neighbourhood plan and to determine the level of interest
  - Prioritising workload of current staff and in liaison with the clerk, determining the best way to meet the additional workload needs that this would require
  - If additional staff required, setting up a recruitment process with possible training
  - Determining the Steering Group governance including terms of reference, the tendering process etc
  - Setting out a budget for the next 5 years in relation to the costs for this
  - Once all the above had been put in place, commencing with the first meeting of the Steering Group Committee.

**Extract taken from Gov.uk website; *Neighbourhood planning*** *The relationship between any group and the formal functions of the town or parish council should be transparent to the wider public. A parish or town council may choose to establish an advisory committee or sub-committee under [section 102\(4\) of the Local Government Act 1972](#) and appoint local people (who need not be parish councillors) to those bodies. Members of such committees or sub-committees would have voting rights under section [13\(3\), \(4\)\(e\) or \(4\)\(h\) of the Local Government and Housing Act 1989](#). The terms of reference for a steering group or other body should be published and the minutes of meetings made available to the public*

**Cllr Tooke thanked the clerk for this report which he agreed was good advice. He proposed the information should be noted and**





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**then Cllrs to move on which was agreed by all.**

Cllr Hibberd advised he was concerned the proposal in November was ultra vires.

**2. Cllr Godsall Report and proposals**

**1 Work so far**

The working party members have met several times and the first meeting of the Steering Group including community representatives was held on 21st January. Issues covered include;

- Recruitment of Steering Group (SG) and Citizens Panel; the opportunity to join these groups was publicised in the Parish Magazine and also by invitation to local organisations. As a result nine people have been co-opted to the Steering Group so far.
- Invitations to nominate representatives have also been sent the Alderholt Chapel and St James School and responses are awaited.
- Volunteers for the Citizens Panel number 23 so far; further publicity is required between now and April to recruit a larger group which is as representative of the village as possible.
- Four potential consultancies were identified to advise on the NP process. Following initial discussions two decided they do not currently have the capacity to undertake the work.

Discussions are being held with the other two to clarify the brief prior to final submissions.

An update will be given at the meeting.

- Consideration has been given to an initial project plan which is set out below; this will be subject to review depending on the scope of the NP and discussions with Dorset Council.

- The details of Locality grant have been investigated and clarification sought from Locality on several issues, particularly the uncertainty about potential housing numbers while Dorset is at an early stage of Local Plan preparation. Locality advise that an initial grant application should be made on the basis that no extra housing is proposed, then updated when and if that changes.

- The Steering Group meeting on 21st January was primarily to introduce the process and consider next steps. Sub-groups were set up to consider potential employment in or near the village and transport options. The next meeting will be on 24th February; minutes of meetings will be circulated to the Council as soon as possible.

- There was a discussion about whether the Parish should carry out a "Call for sites". To avoid duplication of effort it is proposed that Dorset Council be requested to share information from their recent "Call for sites".

**2 Initial Project Plan**

A detailed project plan will depend on the scope of the NP and the scale of development proposed;

initial discussions with Dorset Council and consultants will inform this.

In order to begin developing the plan is parallel with Dorset the following initial plan is proposed:

**February/March 2020**



**Minutes of an Ordinary Meeting of Alderholt Parish Council,  
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	<ul style="list-style-type: none"> <li>• Initial meeting between SG representatives and Dorset Council reps.</li> <li>• Grant application for 2020/21 funds to Locality</li> <li>• Appointment of consultants and initial advice to Parish Council (APC) and SG.</li> <li>• SG considers scope and broad objectives for the NP and makes recommendations to APC.</li> <li>• SG begins meetings and discussion with stakeholders including landowners.</li> <li>• Begin topic appraisals, for example affordable housing, employment, transport.</li> <li>• Preparation of website to facilitate consultation and community involvement</li> <li>• Begin preparation of illustrative material to assist local involvement, eg school project.</li> </ul> <p><b>April</b></p> <ul style="list-style-type: none"> <li>• Consider criteria for site allocation.</li> <li>• Begin site appraisals</li> <li>• Initial consultation with Citizen's Panel</li> <li>• Continue discussions with stakeholders and topic work</li> </ul> <p><b>May</b></p> <ul style="list-style-type: none"> <li>• More detailed work on site appraisals and topics</li> <li>• Begin Environmental Impact Assessment</li> </ul> <p><b>June</b></p> <ul style="list-style-type: none"> <li>• APC considers recommendations on site allocations and topic work</li> <li>• Second phase of consultation</li> </ul> <p><b>July</b></p> <ul style="list-style-type: none"> <li>• Present evidence and initial proposals to Dorset Council for discussion.</li> <li>• Review site allocations on basis of these discussions</li> </ul> <p><b>August</b></p> <ul style="list-style-type: none"> <li>• Begin work on masterplanning and design codes if appropriate</li> </ul> <p><b>September</b></p> <ul style="list-style-type: none"> <li>• Prepare to respond to DC options consultation</li> </ul> <p><b>Autumn/Winter</b></p> <ul style="list-style-type: none"> <li>• Detailed drafting work for NP policies and proposals</li> </ul> <p><b>Spring 2021</b></p> <ul style="list-style-type: none"> <li>• Third phase of consultation.</li> <li>• Formal submission to DC</li> </ul> <p><b>Summer 2021</b></p> <ul style="list-style-type: none"> <li>• Earliest possible date for referendum process</li> </ul> <p><b><u>3 Proposals</u></b></p> <p><b>It is proposed that;</b></p> <ol style="list-style-type: none"> <li><b>1. The Council consider arranging a special meeting in February to decide whether to interview consultants or to appoint on the basis of submissions.</b></li> <li><b>2. The Clerk (or if necessary a Member acting as Clerk on a voluntary basis) be instructed to make a grant application for £9,000 to Locality during February if possible, or March should</b></li> </ol>	
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	<p>the consultant appointment be delayed.  <b>3. That the initial project plan set out in section 2 be approved.</b>  <b>4. That Dorset Council be requested to share information regarding their recent “Call for sites” to avoid duplication of effort and help inform the NP process.</b>          Cllr Hibberd suggested this be moved to the next meeting when the proposer was present. The proposals continued;</p> <p><b><u>Cllr English Proposed item 1</u></b>  <b>There was no seconder</b>  <b>3 Cllrs voted against</b>  <b>1 abstained</b>  <b>Motion failed</b></p> <p><b><u>Cllr English Proposed item 2</u></b>  <b>There was no seconder</b>  <b>3 Cllrs voted against</b>  <b>1 abstained</b>  <b>Motion failed</b></p> <p><b><u>Cllr English Proposed item 3</u></b>  <b>There was no seconder</b>  <b>3 Cllrs voted against</b>  <b>1 abstained</b>  <b>Motion failed</b></p> <p><b><u>Cllr English Proposed item 4</u></b>  <b>4 Cllrs abstained from voting.</b>  <b>The steering group will send a draft letter to the office for submission</b></p>	WPSG
32/20	<p><b>TO APPROVE FOR SUBMISSION TO NALC THE SUMMARY OF COUNCILLORS’ RESPONSES TO THE NALC PC13-19 CONSULTATION ON STRENGTHENING POLICE POWERS TO TACKLE UNAUTHORISED ENCAMPMENTS AS PER THE REPORT SUBMITTED BY CLLR ENGLISH</b>  <b>Cllrs unanimously approved the response as per the draft report submitted by Cllr English</b></p>	
33/20	<p><b>TO CONSIDER CORRESPONDENCE RECEIVED</b>  <b><u>Items for Consideration</u></b></p> <p>1. <u>Dorset Local Plan Engagement Event for Parish Councils - 3rd February 2020</u> Follow up from event-Material and comment form for Cllrs to complete <b>by 28<sup>th</sup> February. Recommendation</b></p>	



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from Cllr Hibberd that this is dealt with at a LPLC meeting-  
unanimously agreed. Meeting to be arranged for Monday  
24<sup>th</sup> February.

2. Dorset Council consultation on a Dog related Public Space Protection Order (PSPO)  
<https://www.dorsetcouncil.gov.uk/dogspspo>.  
The survey will begin on 24 January 2020 and close at **midnight on 19 April 2020** and will then be reported to Dorset Council's Place Scrutiny Committee and Cabinet in due course. **Cllrs to report responses to office for report back at March meeting**
3. Launch of the public consultation on the [draft North East](#), [draft North West](#), [draft South East](#) and [draft South West Marine Plans](#). The consultation will run for a period of 12 weeks from 14 January 2020, **closing on 6 April 2020. Cllrs unanimously agreed that this is not relevant to Alderholt so no comment**
4. Invitation received and forwarded to the Chairman to attend the Wimborne Town Civic Thanksgiving Service on Sunday 26<sup>th</sup> April 2020 at Wimborne Minster-**Vice Chairman, Cllr Hibberd to attend**

**General Correspondence-circulated to Cllrs**

5. Invitation to Community-led Housing in Dorset event on Tuesday 17 March from 6-8pm, at the Dorford Centre in Dorchester. No responses received. **DT attending**
6. [Email from Dorset Council received recommending that a review of allowances for parish and town councils is undertaken in 12 months' time-added to action file](#)
7. [Dorset Council News for Town and Parish Councils - 31st January 2020](#)
8. [NALC Chief Executive's Bulletin - 24th January 2020](#)
9. [NALC Newsletter – 29<sup>th</sup> January 2020](#)
10. [Dorset Council Travel and Transport News – 24<sup>th</sup> January 2020](#)
11. [DAPTC E-Newsletter No. 21 - February 2020](#)
12. Email with LGPS Employer Newsletter February 2020 and Dorset County Pension Fund Pension Liaison Officer Group meeting on Thursday 13th February 2020
13. News release: Climate and Ecological Emergency panel January update  
<https://news.dorsetcouncil.gov.uk/2020/02/05/climate-panel-january-2020-update-progress-reports-and-balloon-and-sky-lantern-policy/>



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Meeting ended 8.34pm

Minutes Approved;

Chairman's Signature;

Date;

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Date;