



Minutes of an Ordinary Meeting of Alderholt Parish Council held remotely at 7.00pm on Monday 9th November 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 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
137/20	<p>WELCOME FROM THE CHAIRMAN & APOLOGIES</p> <p>The Chairman, Cllr Hibberd, welcomed all in attendance to the remote meeting of Alderholt Parish Council.</p> <p>There were no apologies for absence.</p>	
138/20	<p>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS</p> <p>There were no declarations of interest or dispensations.</p>	
139/20	<p>TO CONFIRM THAT THE MINUTES OF PARISH COUNCIL MEETING HELD ON 12th October 2020 ARE A CORRECT RECORD.</p> <p>It was proposed by Cllr Smethers and seconded by Cllr Logan that the minutes of the meeting held on the 12th October 2020 were a correct record. ALL IN FAVOUR.</p>	
140/20	<p>TO CONSIDER A CO-OPTION TO ALDERHOLT PARISH COUNCIL</p> <p>There were currently two casual vacancies on Alderholt Parish Council. One parishioner had put themselves forward for co-option and satisfied the legal requirements.</p> <p>It was proposed by Cllr Tooke and seconded by Cllr Smethers that Kate Mason be co-opted as a Councillor on to Alderholt Parish Council. ALL IN FAVOUR.</p>	



Minutes of an Ordinary Meeting of Alderholt Parish Council held remotely at 7.00pm on Monday 9th November 2020

141/20	<p>CLERKS REPORT AND NOTICES</p> <p><u>Telephone Upgrade</u> Telephone and broadband at the Parish Office had been upgraded from copper wire to fibre optic, via the BT Halo for Business package. Officers were now able to divert calls to other telephone numbers, to enable flexible working and had been using this facility since the 3rd November.</p> <p><u>Budget/Precept Preparation</u> This was underway and reports would be presented to the meeting of the Finance Committee to be held on 23rd November, 2020 followed by Council on 9th December, 2020.</p> <p><u>Scribe</u> Data input from 1st April 2020, up to the end of October, 2020 was complete. The reconciliation process was also taking place and Officers were hoping to be fully using the system by December, 2020.</p> <p><u>Internal Audit</u> It had been agreed with the Chairman of Council and the Chairman of the Finance Committee to undertake a light touch internal audit of the Council's finances. This would be undertaken week commencing 9th November, it was also intended to have two more light touch audits in January and March 2021. Paul Reynolds of Fair Account would be undertaking the internal audit.</p> <p><u>Email Addresses</u> Five Members of the Council were now using the .gov.uk email address. One Member has experienced technical difficulties and it has been agreed that they will not be provided with an Alderholt Parish Council email address. Therefore, we will now be changing the contact details on the website over to the .gov.uk addresses. The Member who would not be using one of the official email addresses would therefore only have their mobile telephone number on the website for the public to contact them if necessary. Following the co-option of Councillor Mason to Alderholt Parish Council, the Clerk would arrange for an email account to be set up for them.</p> <p><u>Website</u> As previously reported the Alderholt Parish Council website didn't comply with WCAG 2.1AA accessibility standards. At the meeting of the Alderholt Parish Council held on 20th January 2020 the following was agreed:- <i>Website Hosting - Current contract with Vision ICT. Additional funds required to pay for update of website in line with new accessibility</i></p>	
--------	---	--



Minutes of an Ordinary Meeting of Alderholt Parish Council held remotely at 7.00pm on Monday 9th November 2020

regulations which need to be implemented by 23/9/20. Vision ICT offering an upgrade to a responsive and accessible site which will involve building a completely new website and redesign and transferring all data across from current website. Cost of upgrade will be £1270 plus VAT. Recommendation in view of ongoing changes to staffing, to change to a new supplier and host will be time consuming and may incur problems as the website is changed over. Vision ICT have provided a suitable website to date that has been relatively easy to use and low annual cost to run. NB (a letter has been received which requires investigation re usage of the .gov uk domain name. Agreed further information required before agreeing to this. Any additional funds required to be taken from contingency so no additional budget provision required.

Therefore, the Clerk was in the process of contacting Vision ICT to see what the provision/content would be for the above quote. According to their website this would be the basic website. Once the Clerk had confirmation from Vision ICT, the Parish Council would either proceed with the quote for a new website or go out to tender for the provision of a new website. The Clerk would keep Members up to date with the progress of this project.

Covid - Office Hours

Both the Clerk and the Assistant Clerk would be working remotely from Monday 9th November, 2020. The Alderholt Office hadn't been open to the public since the first lockdown, in March 2020 and this would continue. Officers were now able to divert phone calls from the Parish Office to our mobile numbers and therefore the Office would continue to be open via telephone or email.

PAT Testing

PAT Testing was due to be undertaken in the Parish Office in November, 2020. Any recommendations would be circulated to Members as soon as they were available.

Play Inspection

It has been confirmed that the annual inspection of the playground equipment would be undertaken within the first two weeks of November, 2020 by the Play Inspection Company. The inspection report would be circulated to Members as soon as it was available.

Dorset Association of Parish and Town Councils – Star Award

Recently circulated to Members was the announcement that Alderholt Parish Council had been awarded the Star Award by Dorset Association of Parish and Town Councils. This award was for those



Minutes of an Ordinary Meeting of Alderholt Parish Council held remotely at 7.00pm on Monday 9th November 2020

Parish and Town Councils actively committed to delivering the best service possible to the community by enhancing Councillors' knowledge of council processes and keeping up to date with current legislation in the sector.

Dorset Association of Parish and Town Councils – Overview

The Clerk had recently attended an online introduction to DAPTC, similar to an induction. This had provided an overview of the work of the DAPTC, along with how it could assist the work Parish and Town Councils, Officers, Members etc.

There were two sessions each month, lasting around an hour and were free. The Clerk had recently attended, and the Assistant Clerk was also booked in to attend. If any Councillor was interested in attending, please let the Office know and they would provide the dates and times.

142/20

TO RECEIVE A WRITTEN REPORT FROM DORSET COUNCILLOR DAVID TOOKE.

The Dorset Council Q1 Forecast has now been improved, with the Q2 figures showing a funding gap shrinking from £40m to £27.5m

Directorate	Net Budget	Forecast	Forecast (Overspend)/	
	£k	Outturn	£k	Underspend
People - Adults	122,335	136,624	(14,289)	(11.68%)
People - Children's	75,112	82,820	(7,708)	(10.26%)
Place	69,280	84,070	(14,790)	(21.35%)
Corporate Development	25,406	25,211	194	0.77%
Legal & Democratic Services	6,182	9,733	(3,551)	(57.45%)
Public Health	0	0	0	0.00%
Total Service Budgets	298,314	338,457	(40,143)	(13.46%)
Central Finance	(299,794)	(312,376)	12,582	(4.20%)
Whole Authority	(1,480)	26,081	(27,562)	

The Council needed to continue to focus on three things:

- a. making every effort to reduce further, the current year's operational and financial pressures;
- b. continuing to explain the financial reality of the situation to Government and secure additional funding, where possible;
- c. continue the challenge around the current budget round which combined the identification of tactical savings with the development of a transformation programme, which enabled the Council to meet the needs of Dorset's residents within the funding which was available.



Minutes of an Ordinary Meeting of Alderholt Parish Council held remotely at 7.00pm on Monday 9th November 2020

The transformation programme would return savings of £9.15m in 2021/22 and a further £8.7m in 2022/23. Those savings were from whole organisational change, across all directorates and helped reduce the anticipated budget gap, now down to £27.5m.

To deliver the transformation programme, a transformation fund was agreed in 2019/20 and continued to be used in line with the criteria agreed in November 2019.

The major elements within the programme were:-

1. Convergence of Planning systems
2. Convergence of IT
3. Dorset workplace - review ways of working
4. Children's dev blueprint for change
5. New solution Dorset Care Record and management of archived paper records
6. Other bids for transformation investment fund

In addition, the Council was looking to make savings from a rationalisation of its property portfolio.

The Authority owned or leased 1,409 property assets (land and buildings) consisting of 36 different classifications of assets and distributed across 22 locations throughout the county. As of 1st April 2020 the property portfolio had a capital value of £463m.

The Council Plan identified that the effective utilisation of the Council's property assets formed one of the transformational programmes that the Dorset Council was undertaking. The primary aims of which were to:

- Rationalise the property estate, reduce costs and identify assets that were suitable for disposal or redevelopment;
- To improve the condition of the estate and reduce its environmental impact;
- Adapt the Council's office accommodation in order to alter its estate and modernise its workspace, to meet the needs of future, agile, working and the aims of the Dorset Workplace;
- To seek to maximise the value of the estate by creating income generation opportunities, disposing of/or repurposing poor performing assets, in order to create greater social, commercial and economic returns;
- Create economic growth (new homes and jobs). Deliver more integrated customer focused services, through joint provision. Generate efficiencies through capital receipts and reduced running costs.



Minutes of an Ordinary Meeting of Alderholt Parish Council held remotely at 7.00pm on Monday 9th November 2020

	<p>The transformation program was not just about savings, it was as much about developing leadership, organisational culture and behaviours.</p>																																																													
143/20	<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>																																																													
144/20	<p>FINANCE</p> <p style="text-align: center;">ALDERHOLT PARISH COUNCIL ITEMS FOR SANCTION</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">9th November 2020</td> <td style="text-align: right; width: 20%;">£ Inc VAT</td> </tr> <tr> <td><u>PAYMENTS FOR SANCTION</u></td> <td></td> </tr> <tr> <td>DCT - 97 Bus 2020 - Q3</td> <td style="text-align: right;">2044.72</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>TOTAL PAYMENTS FOR SANCTION</td> <td style="text-align: right;">2044.72</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td><u>CREDITS</u></td> <td></td> </tr> <tr> <td>Allotment Rent - Plot 24</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total of credits received to Co Op current account</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td>Other account credits received</td> <td></td> </tr> <tr> <td>TOTAL CREDITS RECEIVED</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td><u>DDR's</u></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>TOTAL DDR'S</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td><u>PAYMENTS MADE IN BETWEEN MEETINGS</u></td> <td></td> </tr> <tr> <td>Viking - Councillor and Office Ink</td> <td style="text-align: right;">115.14</td> </tr> <tr> <td>Lee Ellis Expenses - Committee Room Key</td> <td style="text-align: right;">8.50</td> </tr> <tr> <td>Assist IT Support 161020-151120 and Site Visit</td> <td style="text-align: right;">208.80</td> </tr> <tr> <td>DAPTC Website Accessibility Webinar - Lee Ellis</td> <td style="text-align: right;">20.00</td> </tr> <tr> <td>DAPTC Budgets and Precepts Training - Lee Ellis</td> <td style="text-align: right;">30.00</td> </tr> <tr> <td>Total of Payments made between meetings</td> <td style="text-align: right;">382.44</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td><u>PETTY CASH</u></td> <td></td> </tr> <tr> <td>Balance</td> <td style="text-align: right;">19.29</td> </tr> <tr> <td>monies in</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Miscellaneous receipted expenditure</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Balance</td> <td style="text-align: right;">19.29</td> </tr> </table>	9th November 2020	£ Inc VAT	<u>PAYMENTS FOR SANCTION</u>		DCT - 97 Bus 2020 - Q3	2044.72	<hr/>		TOTAL PAYMENTS FOR SANCTION	2044.72	<hr/>		<u>CREDITS</u>		Allotment Rent - Plot 24	25.00	<hr/>		Total of credits received to Co Op current account	25.00	Other account credits received		TOTAL CREDITS RECEIVED	25.00	<hr/>		<u>DDR's</u>			0.00	TOTAL DDR'S	0.00	<hr/>		<u>PAYMENTS MADE IN BETWEEN MEETINGS</u>		Viking - Councillor and Office Ink	115.14	Lee Ellis Expenses - Committee Room Key	8.50	Assist IT Support 161020-151120 and Site Visit	208.80	DAPTC Website Accessibility Webinar - Lee Ellis	20.00	DAPTC Budgets and Precepts Training - Lee Ellis	30.00	Total of Payments made between meetings	382.44	<hr/>		<u>PETTY CASH</u>		Balance	19.29	monies in	0.00	Miscellaneous receipted expenditure	0.00	Balance	19.29	
9th November 2020	£ Inc VAT																																																													
<u>PAYMENTS FOR SANCTION</u>																																																														
DCT - 97 Bus 2020 - Q3	2044.72																																																													
<hr/>																																																														
TOTAL PAYMENTS FOR SANCTION	2044.72																																																													
<hr/>																																																														
<u>CREDITS</u>																																																														
Allotment Rent - Plot 24	25.00																																																													
<hr/>																																																														
Total of credits received to Co Op current account	25.00																																																													
Other account credits received																																																														
TOTAL CREDITS RECEIVED	25.00																																																													
<hr/>																																																														
<u>DDR's</u>																																																														
	0.00																																																													
TOTAL DDR'S	0.00																																																													
<hr/>																																																														
<u>PAYMENTS MADE IN BETWEEN MEETINGS</u>																																																														
Viking - Councillor and Office Ink	115.14																																																													
Lee Ellis Expenses - Committee Room Key	8.50																																																													
Assist IT Support 161020-151120 and Site Visit	208.80																																																													
DAPTC Website Accessibility Webinar - Lee Ellis	20.00																																																													
DAPTC Budgets and Precepts Training - Lee Ellis	30.00																																																													
Total of Payments made between meetings	382.44																																																													
<hr/>																																																														
<u>PETTY CASH</u>																																																														
Balance	19.29																																																													
monies in	0.00																																																													
Miscellaneous receipted expenditure	0.00																																																													
Balance	19.29																																																													



**Minutes of an Ordinary Meeting of Alderholt Parish Council
held remotely at 7.00pm on Monday 9th November 2020**

	<p><u>Controls and checks:</u> Cash book/ Bank reconciliation and bank statements; Invoices and payroll;</p> <p>Councillors noted the payments and credits</p> <p>Cllr Logan would be the authorised Councillor for online banking ar cheques during November.</p>	<p><u>Cllr initials</u></p>
<p>145/20</p>	<p>REPORTS FROM COMMITTEES/EXTERNAL BODIES The following Minutes were noted:</p> <ul style="list-style-type: none"> • Planning Committee held 19th October 2020 • AGM Alderholt Village Hall held on 21st October 2020 <p>Councillor Greenland had experienced technical difficulties and joined the meeting at this point.</p>	
<p>146/20</p>	<p>TREE WORKS TO BE UNDERTAKEN AT THE ALLOTMENTS, RECREATION GROUND AND RIFLE RANGE, ALDERHOLT</p> <p>A report was submitted and attached as Appendix 'A' to these Minutes.</p> <p>Following discussion, it was agreed to undertake the Planned 6 Month and Essential Works at the Recreation Ground and Rifle Range, Alderholt. Members also agreed to undertake the additional works at the Allotments and the Recreation Ground on the grounds of health and safety, along with the benefit to Alderholt.</p> <p>It was agreed to undertake:-</p> <ol style="list-style-type: none"> a) the Planned 6 Month and Essential Works at the Recreation Ground and the Rifle Range. This contract would be awarded to Dorset Council; b) the following additional tree works; <ol style="list-style-type: none"> i. at the Allotments. This contract would be awarded to Steve Lomas Tree Care. ii. to Tree 61, at the Recreation Ground. This contract be awarded to Dorset Council. iii. to the boundary at the recreation ground. This contract be awarded to Dorset Council. <p>It was proposed by Cllr Tooke and seconded by Cllr S. Butler. ALL IN FAVOUR</p>	<p>LE</p>



Minutes of an Ordinary Meeting of Alderholt Parish Council held remotely at 7.00pm on Monday 9th November 2020

	<p>Members discussed the issues raised in the email. It was confirmed that the location was situated within Harbridge Parish Council, Hampshire and Forestry Commission land. Therefore, Alderholt Parish Council had no jurisdiction. The Clerk would contact respondent to advise them of this. ALL IN FAVOUR</p> <p><u>Items circulated for information</u></p> <p>5. <u>Dorset Car Park Charges</u> Cllr Tooke updated the Committee and stated that the topic would now be looked at by scrutiny at Dorset Council, with their recommendations scheduled to be presented to Cabinet. A motion would also be presented to Full Council. Noted.</p> <p>6. <u>Exit Cap Regulation Signed Up To £95k</u> Noted</p>	LE
--	--	----

Meeting ended 7.56pm

Minutes Approved:

Chairman's Signature:

Date:



Minutes of an Ordinary Meeting of Alderholt Parish Council held remotely at 7.00pm on Monday 9th November 2020

Appendix 'A'

Quote from Dorset Council via Email

Please find the prices for the Tree work identified within the schedules provided to us as requested. I have lump sum priced per site and divided 6 month planned and essential works. All prices are subject to vat @ 20%. Debris is to be removed where the woodchip cannot be spread under the Tree canopy and where wood will be a hazard if left.

Rifle Range Jct of Ringwood Road and Hillbury Road.

- 6 month planned..... £720.00.
- Essential work..... £210.00.

Recreation Ground Ringwood Road.

- 6 Month Planned..... £365.00.
- Essential works..... £1020.00.

Reduce height of oak tree by the gate at the allotments - £295 plus VAT

Remove lower branches off oak in recreation ground to prevent kids accessing the tree - £60 plus VAT

Crown lift trees in recreation ground alongside footpath to lamp column height - £935 plus VAT

With regards the low, overhanging branches at the recreation ground, my advice is to crown lift them and clear the light. Normally, over footpaths, we would crown lift to 2.3m, however, the conifers would grow back quickly and recreate the problem. Therefore, I suggest that they are crown lifted over the footpath to the height of the light thus maximising the spread of light along the footpath.



Minutes of an Ordinary Meeting of Alderholt Parish Council held remotely at 7.00pm on Monday 9th November 2020



QUOTE

Alderholt Parish Council

Date
19 Oct 2020
Quote Number
QU-5074
VAT Number
331260642

WGC Tree Services
5 Brympton Close
FORDINGBRIDGE
Hampshire
SP6 1DW

Description	VAT	Amount GBP
Carry out the tree works as per the Tree Survey at the recreation ground on trees 4,5,8,62,65,11,66,42,54,60,71	20%	1,080.00
Remove all arisings		
Reduce Oak to the height of hedge at allotments.		250.00
Remove all arisings		
Remove lower branches on path and around lighting to allow lights to be able to light up the path.	20%	900.00
Remove all arisings		
	INCLUDES VAT 20%	330.00
	TOTAL GBP	2,230.00

Terms

All Quotes are valid for 30 days
All Quotes include VAT at the current rate

Registered Office: 5 Brympton Close, FORDINGBRIDGE, Hampshire, SP6 1DW.



Minutes of an Ordinary Meeting of Alderholt Parish Council held remotely at 7.00pm on Monday 9th November 2020

R.F.S Cert arb
HNC arb



Office 01202 829685
Mob 07788 770166

Dear Ms. Ellis

08/10/2020

I am writing in order to confirm my quotation for tree work at Alderholt recreation ground, the removal of one Oak tree from Alderholt allotment ground and for tree work along the roadside of Alderholt rifle range.

I also confirm my quotation for tree work along the footpath that stretches past the play area at Alderholt recreation ground.

- To carry out all of the tree work recommended for the Alderholt recreation ground in the works order dated 16/09/2020 £2600
- To remove one Oak tree at the entrance to Alderholt allotment grounds £350
- To Carry out all of the work recommended for the Alderholt rifle range £650
- I would also like to confirm my quotation for tree work along the footpath that stretches past the play area at Alderholt recreation ground. £1250

VAT is not applicable to this quotation.

Yours sincerely

Steve Lomas

11 Meadow Way
Verwood, Dorset
BH31 6EP
Arboricultural & Landscape Services
Email: info@stevlomastreecare.co.uk
www.stevlomastreecare.co.uk



Minutes of an Ordinary Meeting of Alderholt Parish Council held remotely at 7.00pm on Monday 9th November 2020

Appendix 'B'

3. Residents Email re; Removal of Bench From Daggons Road

There is a bench on Daggon's Road, close to the Blackwater Grove entrance. On some late evenings through to the early hours of the next morning, people sit on it and can be heard talking loudly. It is not uncommon for there to be arguments, shouting of profanities, a meet-up of a group or for people to shout at passing cars. This can take place for hours and during the still night air, the sound travels quite readily. The problem is particularly prevalent over the weekend.

I cannot suggest a way to restrict use of the bench to the day time so may I suggest it be removed? It is of course a shame a minority of people are spoiling it for the majority but the anti-social behaviour is causing my family and me significant disruption.

4. Residents Email re; Drove End Facility

I appreciated your kind input today, regarding the increasing problem between Dog Walkers and Cyclists at the Drove End Country Park.

Largely due to the increased use, as advised by the Government, its being used by more cyclists, and Dog Walkers seem to be getting aggressive and allowing their Dogs to roam free and chase after Bikes. I had a very bad experience some weeks ago when three very large Dogs were attacked by another large Dog, and the all collided with me, knocking me off my Bike, fortunately I was not badly hurt , but none were under control or on a lead.

Yesterday, I was told by a Dog Walker, who blocked the path so I could not pass, and allowed his Dog to make me brake hard, even doing a few miles per hour. He maintains its only a Footpath for Dog Walkers, and not Bikes, but I pointed out the sign clearly says, " Keep you Dogs under control" Such an attitude can only be solved by changing the sign to , "Dogs must be on a Lead". I am a dog lover, but there will be a nasty accident soon unless action is taken. Such a shame people are not considerate of the Covid-19 restrictions and welcome the exercise we all should be doing.

Many Thanks,

Sincerely,

██████████ (Alderholt Resident)