



Minutes of an Ordinary Meeting of Alderholt Parish Council held remotely at 7.00pm on Tuesday 13th April 2021

Present: Cllr A Hibberd (Chairman)

Cllr S Butler (Vice Chairman)
 Cllr A Butler
 Cllr G Logan
 Cllr K Mason
 Cllr R Stone (arrived at 7.28pm)
 Cllr M Smethers
 Cllr D Tooke

Ms L Ellis, Parish Clerk
 Mrs K Brooker, Assistant Parish Clerk
 Two 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 7th May 2021.

Min No	Title	Owner
48/21	<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>Councillors observed a minute's silence in memory of His Royal Highness, Prince Philip, The Duke of Edinburgh.</p> <p>Apologies were received from Cllr Greenland.</p>	
49/21	<p>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS</p> <p>There were no declarations of interest or dispensations.</p>	
50/21	<p>TO CONFIRM THAT THE MINUTES OF PARISH COUNCIL MEETING HELD ON 4th MARCH, 8th MARCH and 9th MARCH 2021 ARE A CORRECT RECORD.</p> <p>It was proposed by Cllr Smethers and seconded by Cllr S Butler that the Minutes of the meetings held on the 4th March, 8th March and 9th March 2021 were a correct record. ALL IN FAVOUR.</p>	
51/21	<p>CLERKS REPORT</p> <p>1. <u>Dog Waste Bins</u> From 1st April 2021, Dorset Waste Partnership would charge £5.25 x 3 bins and £8.75 for the 4th bin (as it is distant from the road and so longer to service) per collection. Increased from £4.80 x 3 bins and £8 x 1 bin for 2020/21.</p> <p>2. <u>Payroll SLA</u>The price for the new SLA for the period 1 April 2021 to 31 March 2022 would be £310.59 (increased from £ 304.50 for 2020/21)</p>	



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3. Unity Trust Bank

Unity Trust Bank have been contacted and the process is underway for the setting up of the new account and the transfer from the Co-Operative Current Account. As soon as the Unity Trust account is operational, the Clerk would set up the new deposit accounts, as a nominated current account is needed and it'll be easier to do this once the Unity Trust Account is active.

4. Website

The order had been placed with VISION ICT for the new website and they were currently working on a first draft of the new site.

5. Covid - Office Hours

As it had been confirmed that there would be further easing of covid regulations from 12th April 2021, when non-essential businesses could reopen, we would be opening the Parish Council Office to the public from 10.00am to 12 midday on a Monday, adhering to the rule of six, etc. The office would also be open to the public via telephone on Monday's, Tuesday's and Thursday's between 9.30am and 1.00pm.

6. Dog Warden Services

The current contract between Dorset Council and the Parish Council was now at an end. Unfortunately, Dorset Council were not in a position to renew this service. However, they were in the process of recruiting a new Animal Welfare and Dog Control Officer whom they hoped to be in place within the next few months. This Officer would cover the eastern part of the Council area and could be called upon for specific and targeted patrols, as and when necessary. Dorset Council hoped this new arrangement would be a satisfactory alternative.

7. Internal Audit

The final internal audit for the 2020/21 Financial Year would take place on 15th April 2021. Subject to agreement, the AGAR and End of Year Accounts would be presented to Aldersholt Parish Council on 4th May 2021 for agreement and signing.

8. Annual Parish/Village Meeting.

The Chairman of Aldersholt Parish Council has decided to hold the Annual Parish/Village meeting at 6.00pm on Monday 26th April 2021. This meeting would be a virtual meeting.

9. Dorset Council - Summer Visitor Planning

The Clerk attended a briefing recently where an overview was provided on the multi-agency response that will be in place from April 2021 as the likely influx of visitors would impact both large and small communities. Aldersholt could be affected by illegal parking (both daytime and overnight), illegal camping and camping sites, litter, etc. There would be a one-stop point of contact for Members and the



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	<p>public to contact Dorset Council. As soon as the Clerk received the contact details and further details of the contingency plan they would circulate them to Members and publicise them.</p>	
<p>52/21</p>	<p>WRITTEN REPORT FROM DORSET COUNCILLOR DAVID TOOKE. A report was circulated separately by Councillor Tooke.</p> <p><u>New East Dorset HRC to replace Wimborne</u> The Council HRC at Brook Road, Wimborne was becoming old and inefficient, and was subject to frequent closures while operations were carried out and tailbacks of traffic impact on businesses in the nearby industrial estate, creating delivery delays for them. It was rapidly approaching end of life and a replacement facility was required. Residents in the old East Dorset area were able to use the Hampshire HRC facility near Somerley under an arrangement with HCC, however this would only be for a limited number of years. Cabinet approved the Capital spend programme which included £7 million for a new HRC facility in the east of the Council area to replace the Brook Road facility. In addition, and of equal interest to East Dorset residents the Council had allocated £800k for replacement of classroom accommodation at Cranborne Middle School.</p> <p><u>Investment in Highways Maintenance</u> Dorset Council Cabinet has approved a £6.3 million investment to help repair and maintain the county's roads and cycle lanes. Investment in this infrastructure supported corporate priorities such as public safety, and promoting the economy; improving the movement of vehicles for business, employment, emergency services, health, education and tourism. The additional funding also covered investments in cycleways and footways, encouraging healthier travel choices.</p> <p><u>Broadband boost for rural Dorset</u> The Government has established a Rural Gigabit Broadband scheme worth £5bn, and Rural Dorset would be among the first areas in the country to benefit. The funding would be directed at the county's hardest to reach and most poorly served areas. Thousands of Dorset's homes and businesses were set to benefit from the funding, receiving next generation connectivity. Identifying the areas was underway, with contracts for the work expected to go to tender in late summer/autumn. Building the gigabit-capable infrastructure could start by the end of this year. Projects would prioritise those areas in Dorset that currently had slow connections and would otherwise have been left behind in broadband companies' rollout plans. When connected, these premises would have available speeds that could rocket to more than 1,000 megabits or one gigabit per second.</p> <p><u>BBQ management plan on DC Land</u></p>	



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	<p>The Council Cabinet has adopted a two-step approach to the control of disposable barbeques and other fire related activities, firstly focussing on increasing public awareness about the risks and the wider impacts through campaigns, policies and schemes, then if necessary, introducing legislation which will result in penalties for those in contravention. To achieve this the following options were approved:</p> <ol style="list-style-type: none"> 1) Not to pursue designating areas or Dorset Council areas with a PSPO relating to BBQ's and fire related activities this year but evaluate 2022 (Option 1) 2) Not to pursue having a specific byelaw at this current time (Option 2) 3) The Sky Lantern and Balloon Policy and the new BBQ and campfire/Wildfire Policy be adopted by Dorset Council (Option 3) 4) Moors Valley to investigate the gas/electric communal style BBQ option with Forestry England later (Option 4) 5) Officers be asked to investigate partnership funding options to support having a new Firewise voluntary warden scheme delivered through the Dorset Firewise project (Option 5) 6) The campaign and communication work be supported and developed and taken forward for 2021 season in line with any recommendations from the report to Cabinet of 6 April 2021. (Option 6) 7) Dorset Council initiate a coordinated approach to the banning of disposable BBQs in agreed high risk area's locations. This work should link with Option 3,5 and 6 <p>This two-step approach considered the cost, the length of time it takes to introduce new legislation and difficulties in enforcement as well as the effectiveness of various control methods. The recommended approach aimed to balance the various options presented to Cabinet.</p> <p><u>£18.7 Million grant for decarbonisation in Dorset.</u></p> <p>The Department for Business, Energy and Industrial Strategy (BEIS) launched the Public Sector Decarbonisation Scheme (PSDS) in 2020, which has had £1bn of grant funding made available nationally. The scheme will encourage green investment and can 100% of the costs of capital energy saving programmes, such as installing low carbon heating measures. In November 2020 the Council applied for the PSDS grant and has now learned that it has qualified for two grants under the Low Carbon Skills Fund (LCSF) totalling £298k which has funded the costs of detailed building surveys. The Council has also been awarded £18.7 Million under the PSDS which will fund 100% of the costs for Contractors, consultants, and capital works to deliver a retrofit programme of low carbon projects on selected Council property.</p>	
53/21	<p>PUBLIC FORUM EMAILS</p> <p><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>	



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	There were no emails received from the public.	
54/21	<p>FINANCE - Items For Sanction</p> <p>Attached at Appendix '1' were the Payments and Receipts List up until 31st March 2021 and the Payments and Receipts List from the 1st April 2021 until 13th April 2021.</p> <p>It was confirmed that Councillor Smethers would be the authorised Councillor for on-line banking and cheques for April 2021.</p> <p>The report was noted.</p>	KB/Cllr AH
55/21	<p>REPORTS FROM COMMITTEES/EXTERNAL BODIES</p> <p>The following Minutes were noted:</p> <ul style="list-style-type: none"> • Neighbourhood Plan Committee held on 3rd March, 2021 • Planning Committee held on 15th March, 2021 <p>The Minutes were noted.</p>	
56/21	<p>FUTURE COMMITTEE STRUCTURE FOR ALDERHOLT PARISH COUNCIL</p> <p>A report was submitted, a copy of which is attached at Appendix '2'.</p> <p>It was confirmed that National Association of Local Councils (NALC) and the Dorset Association of Parish and Town Councils (DAPTC) recommended that best practice was for separate council functions for finance and staffing.</p> <p>It was proposed by Cllr Mason and seconded by Cllr Logan that:</p> <ol style="list-style-type: none"> a) a Staffing Committee, consisting of three Members be established and commence at the 2021 Annual Meeting of Alderholt Parish Council; b) neither the Chairman of Alderholt Parish Council or the Chairman of the Finance Committee be members of the Staffing Committee; c) the new Terms of Reference of the Staffing Committee were agreed; d) the amended Terms of Reference of the Finance Committee were agreed; and e) the amended Alderholt Parish Council Complaints Policy was agreed. <p>ALL IN FAVOUR</p>	Cllr AH/LE
57/21	<p>ALDERHOLT PARISH COUNCIL MEETINGS FROM 7TH MAY 2021</p> <p>A report was submitted, a copy of which is attached at Appendix '3'</p>	



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	<p>An overview was provided by the Clerk, as to the changes to current legislation not allowing virtual meetings from 7th May 2021 and the issues in holding face to face meetings after this date, due to Covid legislation.</p> <p>One Member raised concerns that there would be no meetings between the 7th May and 21st June 2021 and the use of delegated powers.</p> <p>Members discussed the proposals and requested that the Clerk discuss any potential decisions between 7th May and 21st June 2021 with the:</p> <ul style="list-style-type: none"> • Chairman of the Finance Committee plus two other Members, any issues relevant to finance; • Chairman of Planning plus two other Members, any issues relevant to planning; and • Chairman of Alderholt Parish Council for any other issues. <p>It was proposed by Cllr Logan and seconded by Cllr Smethers that:-</p> <ol style="list-style-type: none"> a) Alderholt Parish Council hold a virtual meeting of Annual Council on 4th May 2021 at 6.00pm; b) Alderholt Parish Council hold a virtual ordinary meeting of Council on 4th May 2021 at 7.00pm to agree the AGAR and End of Year Accounts 2020/21; c) the Neighbourhood Plan Committee scheduled to be held on 21st April 2021 be cancelled; d) no meetings of Alderholt Parish Council be held between 7th May 2021 and 21st June 2021; and e) the Chairman of Alderholt Parish Council in conjunction with the Clerk be authorised to use delegated powers to ensure the business continuity of Alderholt Parish Council between 7th May and 21st June 2021. <p>VOTING: 5 FOR, 1 AGAINST, 1 ABSTENTION.</p>	CllrAH/ LE
58/21	<p>EQUALITY POLICY FOR ALDERHOLT PARISH COUNCIL</p> <p>A report was submitted, a copy of which is attached at Appendix '4'</p> <p>It was proposed by Cllr Logan and seconded by Cllr Mason that the Equality Policy be adopted. ALL IN FAVOUR</p>	LE
59/21	<p>ALDERHOLT TREE PLANTING</p> <p>A report was submitted, a copy of which appears at Appendix '5'</p> <p>Members discussed the proposal to plant trees on the Alderholt Recreation Ground and at other locations in the village.</p> <p>Members were supportive of the planting of trees at the northern end of the Amanda Harris Recreation Ground and suggested that this be a Community Orchard. Members were also supportive of further tree planting around the village, although this would probably be on land not owned by Alderholt Parish Council. It was suggested that an informal</p>	



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	<p>group of Members work with the proposer on a detailed proposal for the planting of a Community Orchard at the Amanda Harris Recreation Ground. Members would also work with the proposer to approach Dorset Council to see if it would be permissible to plant further trees on Dorset Council land in the village. Councillors S Butler, A Butler, Logan and Mason volunteered to work with the proposer of the project.</p> <p>However, Members were not supportive of tree planting taking place on the sports field area of Alderholt Recreation Ground due to its demands and liabilities.</p> <p>In addition, it was suggested that a dog water fountain should also be looked at being installed at the Recreation Ground, as this had been discussed previously but due to Covid had not progressed further.</p> <p>It was proposed by Cllr Mason and seconded by Cllr Logan that:-</p> <ul style="list-style-type: none"> a) Alderholt Parish Council supported the proposals to plant a community orchard at the northern end of the Amanda Harris Recreation Ground; b) Alderholt Parish Council did not support the proposals for tree planting at the sports field, at the Recreation Ground; c) an informal group of Members work with the proposer to create a detailed proposal for a community orchard at the Amanda Harris Recreation Ground, to be presented to a future meeting of Alderholt Parish Council; and d) the informal group work with the proposer, on approaching Dorset Council regarding additional tree planting on their land in Alderholt. <p>VOTING: 6 FOR 1 AGAINST.</p>	<p>CllrsSB /AB/GL/ KM LE</p>
60/21	<p>AVA MAINTENANCE – RECREATION GROUND, ALDERHOLT</p> <p>A report was submitted, a copy of which appears at Appendix ‘6’</p> <p>It was proposed by Cllr Smethers and seconded by Cllr Mason that AVA Recreation undertake the works required to the Activity Trailway shackles and links. ALL IN FAVOUR</p>	<p>LE</p>
61/21	<p>PLANNING APPEAL – 64 STATION ROAD, ALDERHOLT</p> <p>A report was submitted, a copy of which appears at Appendix ‘7’.</p> <p>It was proposed by Cllr Logan and seconded by Cllr S Butler that the response to the planning appeal was agreed and that it be forwarded to the Planning Inspectorate. ALL IN FAVOUR</p>	<p>KB</p>
62/21	<p>CORRESPONDENCE</p> <p><u>Items for Action</u></p> <p>1. Dorset & Wiltshire Fire Service Draft Community Safety Plan 2021-24 Consultation</p>	



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	<p>Cllr Mason reported that the draft Community Safety Plan 2021-24 was a comprehensive and felt that nothing more could be added to it. It was agreed that this would be the response from Aldersholt Parish Council.</p>	LE
	<p>2. Dorset Council – Draft Homelessness and Rough Sleeper Strategy Cllr Mason agreed to provide a direct response to Dorset Council on behalf of Aldersholt Parish Council, as the deadline was before the next meeting of Aldersholt Parish Council.</p>	Cllr KM
	<p>3. Planning Consultation – NF272 – Purple Haze, Nr. Ringwood Cllr Logan agreed to provide a response to the consultation. This would be presented to the next meeting of Aldersholt Parish Council.</p>	Cllr GL
	<p>4. Wimborne St Giles Neighbourhood Area Members had no objections and agreed to support the Wimborne St Giles Neighbourhood Area.</p>	LE
	<p><u>Items circulated for Information</u></p>	
	<p>5. Employers Newsletter – March and April 2021 Noted.</p>	
	<p>6. Public Variation Notice – Car Park Tariffs – North Dorset, Purbeck and West Dorset. Noted.</p>	

Meeting ended 8:28pm

Minutes Approved:

Chairman's Signature:

Date:



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Appendix '1'

Alderholt Parish Council PAYMENTS LIST

9th - 31st March 2021

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
134 Dog Warden	16/03/2021	67/19	Co-op		Dog Warden	Dorset Council	Z	47.50	0.00	47.50
135 IT Support	29/03/2021	38/18	Co-op		IT Support	Assist IT	S	116.00	23.20	139.20
137 Website	29/03/2021	39/21	Co-op		Website Upgrade	Vision ICT	S	925.00	185.00	1,110.00
133 Office Supplies	29/03/2021		Co-op		Arnold Baker	Leis Netis	Z	149.99	0.00	149.99
136 Village Hall Rental	29/03/2021	FIN20/20	Co-op		Office Rental	Alderholt Village Hall	Z	2,375.00	0.00	2,375.00
Total								3,613.49	208.20	3,821.69

Alderholt Parish Council RECEIPTS LIST

9th - 31st March 2021

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
48 97 Bus	10/03/2021	33/21	Co-op	Cheque No 008393	97 Bus Contribution	Venwood Town Council	Z	500.00	0.00	500.00
49 HMRC VAT Refund	31/03/2021		Co-op		VAT Refund Oct-Dec 2020	HMRC	R	0.00	0.00	0.00
50 Interest	31/03/2021		Nationwide Business F		Interest	Nationwide	Z	274.06	0.00	274.06
Total								774.06	0.00	774.06



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Alderholt Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 HMRC VAT Refund	01/04/2021		Co-op		HMRC VAT refund	HMRC	R	0.00	510.33	510.33
Total								0.00	510.33	510.33

Agenda Item 7

1st - 13th April 2021

Alderholt Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2 Office Supplies	13/04/2021		Co-op		Office Stationery	Viking	S	30.13	6.03	36.16
1 Training and Councillor Expe	13/04/2021		Co-op		New Councillor Induction	DAPTC	Z	35.00	0.00	35.00
3 Office Supplies	13/04/2021		Co-op		Office Stationery	Viking	Z	10.20	0.00	10.20
Total								75.33	6.03	81.36



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Appendix '2'

ALDERHOLT PARISH COUNCIL MEETING

13th April 2021

Alderholt Parish Council Committee Structure May 2021 Onwards

Background

Alderholt Parish Council is made up of nine Councillors, with a Full Council and delegated powers to a Finance Committee, Neighbourhood Plan Committee and a Planning Committee.

At the last annual meeting of Alderholt Parish Council, in 2020, there were a number of Councillor vacancies and this inevitably led to a small number of Members taking on a greater share of the work of the Council, which was not delegated or part of the role of the Clerk.

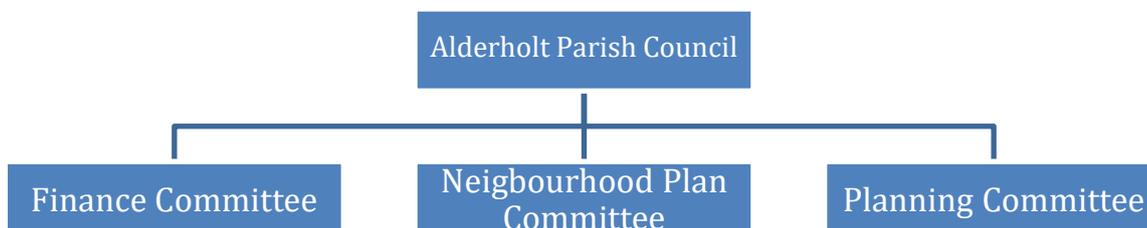
Alderholt Parish Council Change to the Committee Structure

As of April, 2021 Alderholt Parish Council now had a full complement of Councillors, made up of a mixture of those who had been through an election process and those who had been co-opted. As a result, this now provided an opportunity to distribute the Member workload amongst a wider base of Councillors.

In addition, best practice recommends that the finance and staffing functions on a Parish or Town Council be separate Committees. It is also recommended that the neither the Chairman of Council or the Chairman of the Finance Committee are Members of the Staffing Committee.

Therefore, this report is before Members to agree to a change to the Alderholt Parish Council Committee structure.

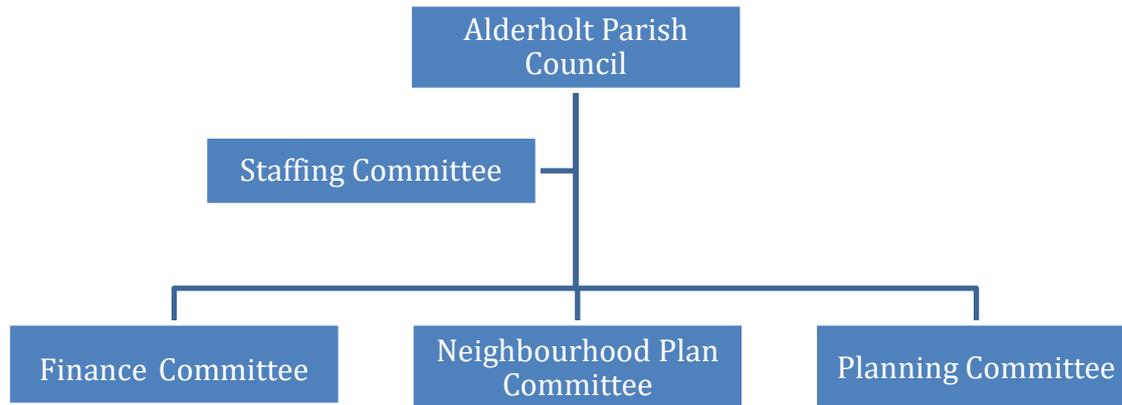
The current Committee consists of Full Council, with delegated powers to a Finance Committee, Neighbourhood Plan Committee and Planning Committee.



It is recommended that a Staffing Committee be established. Currently, staffing is included in the terms of reference of the Finance Committee. Therefore, the new structure would comprise of Full Council, Finance Committee, Neighbourhood Plan Committee, Planning Committee and Staffing Committee.



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The make-up of the Finance Committee would remain the same, with five Members although its terms of reference would need to be amended to remove those staffing responsibilities, which would become the responsibility of the Staffing Committee. Attached at Appendix '2A' are the proposed terms of reference for the revised Finance Committee and the new Staffing Committee.

The Staffing Committee would be made up of three Members, would meet at least once per year, with other meetings as required and would become operational following the 2021 Annual Meeting of Alderholt Parish Council

Attached at Appendix '2B' is the amended Alderholt Parish Council Complaints Policy which is amended to reflect the change in the terms of reference of the Finance Committee.

It is **RECOMMENDED** that:-

- a) a Staffing Committee, consisting of three Members be established and commencing at the 2021 Annual Meeting of Alderholt Parish Council;
- b) neither the Chairman of Alderholt Parish Council or the Chairman of the Finance Committee be members of the Staffing Committee;
- c) the new Terms of Reference of the Staffing Committee be agreed;
- d) the amended Terms of Reference of the Finance Committee be agreed; and
- e) the amended Alderholt Parish Council Complaints Policy be agreed.

Appendix '2A'

FINANCE COMMITTEE

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 2021/22 to make decisions regarding;

1. To review budgets and reserves and amend if necessary
Note; Annual budget setting will be dealt with by full council. The Clerk will draft budgets for discussion with the Chairman and Chairman of Finance Committee. Proposals will then be made to full council for consideration.



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2. To allocate grants in respect of applications received within the agreed annual budgets.
Note; Grant application 2 x annual closing dates will be set in line with the Finance meeting dates
3. To deal with any non-staffing complaints in line with the Parish Council Complaints procedure

STAFFING COMMITTEE

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 2021/22 to make decisions regarding;

1. To consider employment issues including appraisals, contracts, salaries
2. To deal with any staffing complaints in line with the Parish Council Complaints procedure

Appendix '2B'

Complaints Procedure

Policy Statement

Alderholt Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

PLEASE NOTE: All information will be kept confidential, particularly names and addresses which could identify a complainant, site or complaint. All complaints will be recorded and include: -

Full name and address

Details of the complaint including relevant dates

Action taken

Who does this apply to?

This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns. It does not deal with complaints against individual Councillors (see end of document)

More specifically a complaint is where: -

- The Council has not done something it has a duty to do or normally does
- The Council has done something it has no right to do or does not normally do as a matter of established practice
- The conduct or behaviour of a member of staff is unsatisfactory
- A person does not understand or is not informed of why or how a situation arose or exists
- An adopted and known procedure is not followed
- Maladministration is alleged.



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How do I make my views known?

You may not have a complaint but still want to express a view on Council business. The appropriate time for commenting on Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you disagree with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

Procedure

You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.

Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.

The Chairman of the Council will be informed of the complaint and the action being taken and will keep the matter under review.

If the complaint involves the Clerk, an approach should be made directly to the Chairman of the Parish Council who will follow the same procedure.

The Clerk or the Chairman of the Parish Council will notify you within 20 working days of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Finance Committee of the Parish Council or the Staffing Committee, (if it is a complaint regarding the Clerk or a member of staff and usually, within eight weeks, you will be notified in writing of the outcome of the review of your original complaint.

Contacts

The Clerk of Alderholt Parish Council

Ms Lee Ellis

Parish office, 1 Station Road, Alderholt, Hants, SP6 3RB

Tel; 01425 657587

clerk@alderholtparishcouncil.gov.uk



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The Chairman of Alderholt Parish Council

Cllr Adrian Hibberd

Lower Bull Farm, Fordingbridge, Hants, SP6 3EF

Tel; 01425 652049

CouncillorAHibberd@alderholtparishcouncil.gov.uk

This Complaints Procedure DOES NOT apply to complaints against Councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 9th July 2012

By law, all Councillors and co-opted Councillors are required to follow a Code of Conduct when acting in their capacity as a Councillor. A Code of Conduct has been adopted by the Parish Council which can be found on our website or upon request to the Council Office. The Code allows the Council to fulfill its obligations under section 27(2) of the Localism Act 2011 and is consistent with the principles of public life as set out in the Act.

Dorset Council is the authority which deals with complaints against Councillors and has adopted procedures for dealing with those complaints. If a member of the public feels a Councillor has broken any of the rules of the Code of Conduct, they can complain to the Monitoring Officer at Dorset Council who will investigate the allegation that Councillors' behaviour may have fallen short of the required standards.

The Monitoring Officer's contact details are;

Jonathan Mair

Head of Legal and Democratic Services

jonathan.mair@dorsetcouncil.gov.uk

Tel; 01305 224181

Broadly, the Code requires Councillors: -

- to behave in such a way that a reasonable person would regard as respectful
- to not act in a way which a reasonable person would regard as bullying or intimidatory
- to not seek to improperly confer an advantage or disadvantage on any person
- To use the resources of the Council in accordance with its requirements.
- To not disclose information which is confidential or where disclosure is prohibited by law
- If they have a personal interest in a matter than comes before the Council, to declare the fact and, if appropriate, not take part in the decision-making process
- To register financial and other interests (a copy of the register is available for public inspection)

Date	Min	Action
13/06/11	PC 107/11	Adopted
14/05/12	PC 79/12	Reviewed – no change
23/02/15	P&F 07/15	Reviewed and amended complaints procedure



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09/03/18		Amended re P & F changes, Chairman details and EDDC address
14/05/18	PC 56/18	Check Chairman's details
13/05/19	PC 59/19	Check Chairman's Details and Monitoring Officer
27/12/20		Check Chairman's Details
13/04/21	PC56/21	Amended re Finance Committee changes and new Staffing Committee



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Appendix '3'

Meetings of Alderholt Parish Council After 7th May 2021

We have recently received confirmation from Luke Hall MP (Minister of State for Regional Growth and Local Government) that after 6th May 2021 there will be no legislation allowing virtual meetings. A copy of the correspondence is attached at Appendix '3A'.

The letter has, on one hand, provided clarity that The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020 will not apply to meetings on or after 7th May 2021. However, this now provides all Councils with a different set of challenges.

From 7th May 2021, all meetings would have to be held face. Therefore, the Committee Room which would normally be used for Alderholt Parish Council meetings would be unsuitable due to its size, along with the need to adhere to a 2m rule and associated health & safety around the potential spread of Covid. We would therefore need to use the Village Hall for meetings of the Parish Council from 7th May 2021 onwards.

The Chairman of Alderholt Village Hall has confirmed that it will not be opening until 17th May 2021, when the lifting of restrictions on most businesses will be allowed. However, this still means that indoors the Rule of Six will still be in force from 17th May and not lifted potentially until 21st June 2021. Therefore, although we could hold face to face meetings it would mean that only six people could be in the 'physical' meeting. This would probably mean five Members in reality, along with an Officer. Although a meeting would be quorate with three Members, the question would then arise of what happens if other Members and the public wished to attend, which is of course is their democratic right. Luke Hall MP talks of providing remote access between the 7th May and 21st June 2021 but this would prove difficult for the Parish Council to facilitate this and stream. This would prove easier for principal Councils such as Dorset Council who have the resources, facilities, and staff to undertake this. In addition, if a Member felt inclined to not physically attend a meeting but to take part via a stream they would have no right to vote in a decision and would be considered to be a member of the public due to them being 'virtual' Members also need to consider that with either a member or the public they may be cautious about attending public meetings, face to face, regardless of whether they had been fully vaccinated or not. At least one Officer would not have received their second vaccination until around 10th June and those under 50 who may wish to attend a meeting of the Council would not have necessarily have received any vaccination.

The next significant date on the government roadmap will be 21st June 2021 (Step 4), when it is hoped that the government would be in a position to remove all legal limits on social contact.

This leaves the Parish Council between a rock and a hard place. We could either hold face to face meetings and break Covid legislation by having more than six people in one place or we could not adhere to legislation in the Local Government Act 1972 by not upholding democracy and failing to provide both Members and public with the right of all Members and public to attend meetings of the Council and take part in a vote, (if eligible).



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Between 7th May and 21st May 2021, we have the following meetings scheduled:

- 10th May 2021 – Annual Council
- 17th May 2021 – Planning Committee
- 7th June 2021 – Planning Committee
- 14th June 2021 – Full Council

The alternative would be for us to move as many meetings forward as possible, so they could be held virtually before the 7th May 2021 and then any payments or urgent decisions be delegated to the Chairman and Clerk for actioning between 7th May and 21st June 2021. Following the lifting of lock down restrictions on 21st June a meeting of Council could be convened to retrospectively agree any payments or decisions undertaken during that time period.

We could move the 10th May 2021 Annual Alderholt Parish Council meeting forward to the 4th May at 6.00pm. This would be followed by an ordinary meeting of Alderholt Parish Council, at 7.00pm in which Members agree the AGAR/End of Year Accounts and delegation of Council business to the Clerk and Chairman of Alderholt Parish Council from 7th May until 21st June.

Any full Council or Planning items between these dates would be delegated to the Chairman of Council and the Clerk and then retrospectively agreed following 21st June.

This is the first AGAR and end of Year Accounts for the Clerk and Assistant Clerk, which we would have completed for the meeting of ordinary Council and therefore this would be our priority. We have a meeting scheduled of the Neighbourhood Plan Committee on 21st April, 2021, although to date there are no items for the agenda. Therefore, if Members were to agree to the AGAR/End of Year Accounts being presented to the 4th May meeting then they would not be able to provide Officer support for this meeting. The meeting would either need to be postponed or the Neighbourhood Plan Committee could meet informally, with no input or support from the Officers. In addition, there may be some overtime required for the Clerk and Assistant Clerk to ensure that the necessary reports are completed for the meetings of the 4th May, 2021.

This delegated approach is being adopted by a high proportion of Parish and Town Councils to ensure continuity of Council business.

Attached at Appendix '3B' is the Scheme of Delegation agreed at the meeting held on 20th April 2020. The Scheme of Delegation covers financial matters and at Point 8 provides for non financial decisions. This would cover any necessary decisions for planning or items which would normally be decided by Full Council. When the Council reconvenes all items delegated to the Clerk and Chairman of Council would be brought to the next meeting of Council for ratification.

Running in tandem to these potential arrangements is a case which is scheduled to be heard by the High Court in late April 2021 regarding the definition of 'place' and whether this is a physical place or virtual place. If it is ruled that the definition of place is not solely 'physical' then Councils would be able to continue with virtual meetings after 7th May 2021. However,



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we cannot rely on this judgment and need to have processes in place to deal the challenges that the 7th May onwards.

Since the announcement on virtual meetings the Chairman of Alderholt Parish Council has decided to hold the Annual Parish/Village meeting virtually at 6.00pm on 26th April 2021.

Therefore, the timetable of meetings would be as follows:-

21 st April 2021	Neighbourhood Plan Committee	Cancelled
26 th April 2021 at 6.00pm	Annual Parish/Village Meeting	Virtual
4 th May 2021 at 6.00pm	Annual Parish Council Meetings	Virtual
4 th May 2021 at 7.00pm	Ordinary Parish Council Meeting	Virtual
28 th June 2021	Finance Committee	Face to Face (TBC)

It is RECOMMENDED that:

- a) Alderholt Parish Council hold a virtual meeting of Annual Council on 4th May 2021 at 6.00pm;
- b) Alderholt Parish Council hold a virtual ordinary meeting of Council on 4th May 2021 at 7.00pm to agree the AGAR and End of Year Accounts 2020/21;
- c) the Neighbourhood Plan Committee scheduled to be held on 21st April 2021 be cancelled;
- d) no meetings of Alderholt Parish Council be held between 7th May 2021 and 21st June 2021; and
- e) the Chairman of Alderholt Parish Council in conjunction with the Clerk be authorised to use delegated powers to ensure the business continuity of Alderholt Parish Council between 7th May and 21st June 2021.



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Appendix '3A'



Ministry of Housing,
Communities &
Local Government

Council Leaders
Principal Councils in England

Luke Hall MP

*Minister of State for Regional Growth and Local
Government*

**Ministry of Housing, Communities and Local
Government**

Fry Building
2 Marsham Street
London
SW1P 4DF

Tel: 0303 444 3440
Email: luke.hall@communities.gov.uk

www.gov.uk/mhclg

25 March 2021

Dear Colleague,

LOCAL AUTHORITY MEETINGS

It is just over a year to the day since the Prime Minister asked us all to stay at home, and local authorities across England have risen magnificently to the challenges of this period. There has been a dramatic shift in your day-to-day operations, alongside new difficulties and demands, and I commend the efforts of all councillors and officers in supporting your communities and ensuring vital business continues during these unprecedented times.

As you will be aware, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 do not apply to meetings on or after 7 May 2021.

Extending the regulations to meetings beyond May 7 would require primary legislation. The Government has considered the case for legislation very carefully, including the significant impact it would have on the Government's legislative programme which is already under severe pressure in these unprecedented times. We are also mindful of the excellent progress that has been made on our vaccination programme and the announcement of the Government's roadmap for lifting Covid-19 restrictions. Given this context, the Government has concluded that it is not possible to bring forward emergency legislation on this issue at this time.

As outlined in the Government's Spring 2021 Covid-19 Response, our aim is for everyone aged 50 and over and people with underlying health conditions to have been offered a first dose of the Covid-19 vaccine by 15 April, and a second dose by mid-July. While local authorities have been able to hold meetings in person at any time during the pandemic with appropriate measures in place, the successful rollout of the vaccine and the reduction in cases of Covid-19 should result in a significant reduction in risk for local authority members meeting in person from May 7, as reflected in the Government's plan to ease Covid-19 restrictions over the coming months.

I recognise there may be concerns about holding face-to-face meetings. Ultimately it is for local authorities to apply the Covid-19 guidance to ensure meetings take place safely, but we have updated our guidance on the safe use of council buildings to highlight ways in which you can, if necessary, minimise the risk of face-to-face meetings, and we will work with



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sector representative bodies to ensure that local authorities understand the guidance and are aware of the full range of options available to them.

You can find the updated guidance here: www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings.

These options would include use of your existing powers to delegate decision making to key individuals such as the Head of Paid Service, as these could be used these to minimise the number of meetings you need to hold if deemed necessary. Additionally, some of you will be able to rely on single member decision making without the need for cabinet meetings if your constitution allows.

While I appreciate that a greater number of authorities will be subject to elections this year due to the postponement of the 2020 elections, those councils who are not subject to elections could also consider conducting their annual meetings prior to 7 May, and therefore do so remotely while the express provision in current regulations apply. As you will know, councils who are subject to elections are statutorily required to hold their annual meeting within 21 days of the elections. The Government's roadmap proposes that organised indoor meetings (e.g. performances, conferences) are permitted from 17 May, subject to Covid secure guidelines and capacity rules. On this basis, councils should consider the extent to which their annual meetings (and any other meetings) can operate on the same basis as other local institutions in their area, taking into account their individual circumstances and requirements.

If your council is concerned about holding physical meetings you may want to consider resuming these after 17 May, at which point it is anticipated that a much greater range of indoor activity can resume in line with the Roadmap, such as allowing up to 1,000 people to attend performances or sporting events in indoor venues, or up to half-capacity (whichever is lower).

Finally, while you do have a legal obligation to ensure that the members of the public can access most of your meetings, I would encourage you to continue to provide remote access to minimise the need for the public to attend meetings physically until at least 21 June, at which point it is anticipated that all restrictions on indoor gatherings will have been lifted in

line with the Roadmap. However, it is for individual local authorities to satisfy themselves that they have met the requirements for public access.

I am grateful for the efforts that local authorities have made to allow remote meetings in their area and recognise that there has been a considerable investment of time, training and technology to enable these meetings to take place, and I am aware that some authorities, though by no means all, have made calls for the Government to make express provision for remote meetings beyond the scope of the pandemic. I am today launching a call for evidence on the use of current arrangements and to gather views on the question of whether there should be permanent arrangements and if so, for which meetings. There are many issues to consider and opinions on the detailed questions vary considerably. This will establish a clearer evidence base of opinion and enable all the areas to be considered before further decisions are made. The Government will consider all responses carefully before deciding to how to proceed on this issue.



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I am copying this letter to the Mayor of London, the chairs of the Local Government Association and the National Association of Local Councils, as well as the Home Secretary and the Secretary of State for the Environment, Food and Rural Affairs in respect of other authorities covered by the current meetings regulations, including fire and rescue authorities, police and crime panels, national park authorities, the Broads Authority, and conservation boards.

Yours sincerely,

LUKE HALL MP

Cc. Rt Hon Priti Patel MP, Home Secretary
Rt. Hon. George Eustice MP, Environment Secretary
Sadiq Khan, Mayor of London
Cllr. James Jamieson, LGA Chairman
Cllr. Sue Baxter, NALC Chairman



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Appendix '3B'

DELEGATION OF POWERS TO THE PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

These delegated powers arise as the everyday duties of the Proper Officer and Responsible Financial Officer. It is the duty of the Council to review these delegations on an annual basis and to confirm as appropriate:

1. The Clerk has day-to-day responsibility for the management of all staff employed by Alderholt Parish Council.
2. The Clerk is empowered to deal with any situation that, in the Clerk's view, constitutes an emergency and that is within the powers of the Parish Council; any such action to reported back to the Parish Council as soon as practicable thereafter.
3. The Clerk is empowered to act as a representative of Alderholt Parish Council on all the Parish Council's working groups.
4. In addition to and including the delegated powers provided by Part 4 of the Council's Financial Regulations, the Clerk is authorised, to:
 - a. purchase items in support of any decision ratified by the Parish Council or its Committees, where any such Committee has properly delegated powers and a clearly delegated budget;
 - b. make any purchase properly authorised by the Parish Council or any of its Committees, where any such Committee has properly delegated powers and a clearly delegated budget;
 - c. raise cheques / make BACS payments / instruct the Parish Council's Payroll Service Provider with regard to salary payments to meet employment obligations regarding salaries in accordance with rates agreed by the Parish Council;
 - d. in line with the Council's approved budget and in consultation with the following – the Council's Chair or the Chair of the appropriate Committee - to purchase any revenue items in support of the day to day running of the Parish Council, its premises and other assets up to a value of £500 per item (Financial Regulations - Part 4);
 - e. in consultation with any two of the following - the Council's Chair or Chair of the appropriate Committee - the Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that, in the Clerk's view, it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500 (Financial Regulations - Part 4).
5. The Clerk is empowered to manage the Parish Council's bank accounts on a day to day basis and to invest monies as appropriate and as agreed by the Parish Council in accordance with the Council's Financial Regulations.
6. Notwithstanding any delegations to Committees, and whilst always ensuring any action is taken in line with the Parish Council's approved budgets and Financial Regulations, the Clerk, in consultation with the Chair of the Council or the Chair of the Finance



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Committee is empowered to manage the day to day operation of the Parish Council, its premises, other assets and land for which the Parish Council has responsibility.

7. In the Clerk's absence, through annual leave or illness, the Clerk may authorise any officer who, in the Clerk's view, has the necessary skills and experience, to exercise, in consultation with any two of the Council's Chair or Vice Chair or the Chair of the appropriate Committee any of the powers delegated by virtue of paragraphs 1 to 6 above.
8. To enable the Council to fulfil its responsibilities to residents during any period of restricted activity due to Covid-19 virus, the Clerk to be empowered to make decisions on behalf of the Parish Council where such a decision cannot, in the Clerk's view, be reasonably deferred and must be made in order to comply with a commercial, statutory or other deadline. This will be carried out where possible by consultation with Members by electronic means or telephone. The Clerk to further consult with the Chairman for guidance where necessary.

March 2020



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Appendix '4'

Equality Policy

As part of the Equality Act 2010 all Councils are required to have an Equality Policy.

Attached at Appendix '4A' to this report is a draft Equality Policy. The purpose of this Equality Policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken) and an equality of opportunity in the provision of services and access to Parish Council facilities. The Council opposes all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010 or the identified additional unfair grounds. The Equality Policy underpins all policies, procedures and strategies, therefore providing a strong foundation for equality in the Council and the services it provides.

It is RECOMMENDED that the Equality Policy be adopted by Alderholt Parish Council.

Appendix '4A'

Alderholt Parish Council

Equality Policy

1. Policy Statement

Alderholt Parish Council is committed to pursuing an equal opportunities approach in the employment of its staff and in every aspect of Council activity and recognises its statutory duties under legislation in terms of service provision and employment and is committed to meet them by complying with this policy.

2. Legal Position

It is unlawful to discriminate against an individual on the following grounds:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex



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- sexual orientation

Under the Equality Act 2010 these are known as “protected characteristics”.

It is unfair to discriminate against an individual on the following grounds:-

- political views
- Family or caring responsibilities
- Chronic illness or HIV/ Aids status
- Socio Economic Status.

3. Purpose

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken) and an equality of opportunity in the provision of services and access to Alderholt Parish Council facilities. Alderholt Parish Council opposes all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010 or the identified additional unfair grounds. The Equality Policy underpins all policies, procedures and strategies, therefore providing a strong foundation for equality in the Council and the services it provides.

4. Equality Of Opportunity In Employment, Training And Organisational Development

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally.

Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability.

All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

Every employee is entitled to a working environment that promotes dignity and respect to all.

No form of intimidation, bullying or harassment will be tolerated.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of the Alderholt Parish Council’s equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council’s Grievance procedure.



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Prospective candidates wishing to raise a complaint should do so, in writing, to the Clerk within 15 working days, at the latest, of the alleged incident. An investigation will then be conducted by the Clerk, or an independent person appointed for the purpose, who will report to the Parish Council.

5. Equality Of Opportunity In Service Delivery

Alderholt Parish Council is committed to equality of opportunity in the provision of services and access to its facilities. Alderholt Parish Council will deliver services that are relevant, of the highest quality possible and accessible. Training in relation to the roles and responsibilities of employees and the Council in delivering services will be sought and undertaken.

6. Commitment

Alderholt Parish Council will comply with all current and future legislation referring to equality and diversity and will aim to promote good practice in all aspects of the organisation. Alderholt Parish Council will publicise this policy on its website and will highlight it in recruitment and relevant official documentation.



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Appendix '5'

Alderholt Tree Planting Proposal

At the meeting of Alderholt Parish Council, held on 20 January 2020 Members considered request from Richard Caton regarding Tree Planting at Alderholt recreation Ground, attached at Appendix '5A'. This was considered and Minute 15/20 states that *Cllr Godsall volunteered to look into the feasibility of the tree planting request and would write to the ARA regarding this and would then provide the Parish Council with a report.*

Alderholt Recreation Association discussed the proposal at their AGM, held on 10th March 2020 at Minute 8.2.

At this point the proposal stopped, due to Covid. Alderholt Recreation Association has not met since the above date, Stephen Godsall is no longer a Councillor and until this point the topic has not been discussed again by Alderholt Parish Council.

We have recently received another proposal from Richard Caton, a copy of which is attached at Appendix '5B' to this report.

In addition, is a recent response from the Alderholt Recreation Association to the proposal, a copy of which is attached at Appendix '5C' to this report.

It is RECOMMENDED that Members decide whether to further pursue the proposal for tree planting in Alderholt.

Appendix '5A'

TREE PLANTING PROPOSAL

Email received from Resident

From: Richard Catton

Sent: 10 December 2019 14:22

Subject: Tree Planting proposal

Dear Maria,

I would be grateful if you would forward to the parish council a proposal to enhance the playing field area of the recreation ground. The proposal is a simple one: to plant a line of deciduous trees, widely spaced, around the perimeter of the playing field, on the 3 sides (approximately east – south – west) that currently do not have trees.

There are 3 reasons to propose this:

- To contribute to the national initiative to reduce carbon dioxide levels.
- To provide shade during the summer months for dogs being walked around the perimeter. I often see dogs being walked here in hot weather with a significant risk of heat stress and dehydration.
- To enhance the appearance of the overall area.

The parish council will be aware of the Woodland Trust scheme to support this sort of activity and also to link it to local schools. This may provide a means to minimise the purchase cost of the trees. I would
Chairman's Initials



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take responsibility for providing the necessary labour, from within the village community, to plant the trees.

Please let me know if the council is interested in discussing this proposal in more depth.

APC Response to Resident

Sent: 16 December 2019 13:04

To: Richard Catton **Subject:** RE: Tree Planting proposal

Dear Mr Catton

Thank you for your suggestion, it will be discussed by the Council in the New Year and we will reply further in due course.

Alderholt Parish Council - Minute 15/20

TO CONSIDER CORRESPONDENCE RECEIVED Items for Consideration

1. Request received from resident to plant trees at Alderholt Recreation Ground. Cllr Hibberd commented that the boundary hedges do not belong to the Parish Council. If we were to plant trees along the boundary, they would need to be approx. 10m from the boundary to allow for maintenance of ditches and hedges. He also noted that there would be a cost implication to the Council regarding long term maintenance and insurance Chairman's initials Date; 355 Minutes of an Ordinary Meeting of Alderholt Parish Council, The Committee Room, Alderholt Village Hall, Alderholt at 7.00pm on Monday 20th January 2020 liability. Cllr Hibberd suggested that the Council consider installing a water station on the Recreation Ground. Cllr Godsall volunteered to look into the feasibility of the tree planting request and would write to the ARA regarding this and would then provide the Parish Council with a report.

ALDERHOLT RECREATION ASSOCIATION

Chairman

Mr Stuart Rose

██████████

██████████

██████████

Treasurer / Secretary

Mr Ian Cole

██████████

██████████

██████████

Minutes for the Annual General Meeting held on Tuesday 10th March 2020 in the Pavilion.

Present: Adrian Hibberd chaired the meeting as Vice Chairman of the Parish Council.

Trustees Stuart Rose (also Chairman), Ian Cole (also treasurer & secretary), and Stan Broomfield

Committee Members – Stephen Gould (Tennis Club), Adrian Hibberd, Dave Tooke and Steve Butler (Parish Council) , Paul, Claire and Alan Lockyer (Football Club), Brenda Simcock (Sports Club) and John Simcock (Member of the Public) , also attended Jane and Ken Marlow, Martin Smethers, Alan Carter, Bob Manston

1. Apologies Were received from) Colin Sansom (Member of the Public).

Chairman's Initials



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2. Minutes from previous Meeting.

The minutes of the previous AGM required one amendment to para 5.9 £14,000 should read £44,000 Ian amended the minute and the minutes having been distributed and were then agreed and signed.

3. Matters Arising There were no matters arising not covered in the agenda.

4. Chairman's Report

4.1 Stuart's chairman's report is attached to the minutes.

4.2 Stuart had forgotten to thank Stan for the installation of CCTV.

4.3 He also wanted to raise the issues of money from the APC which he felt had not been good for the past 20years. If all had gone well we should all be sitting in a new pavilion with plenty of extra facilities. We have had some better times with the machinery being replaced, after a fight, thanks to Adrian. After last night's APC meeting the ARA need to exercise some patience as we have a part time temporary clerk three APC resignations and two new co-opted councillors. There will be no answers tonight perhaps the equipment could be gifted back to the APC.

4.4 Dave said that He was going to give a report on our meeting on day to day running costs a possible sinking fund for replacement equipment but at last night's APC meeting events overtook it. Alan pointed out that if the equipment is sold the money has to go into the rebuild fund. The question was asked do we want the Rec. and the answer from all was yes, it needs to be maintained properly and the village will have to pay.

4.5 Alan C. Capitol equipment needs to be written off over time but Stephen pointed out that the SLA negotiations were done under difficult conditions. Since 1986 when the APC first bought machinery for the Rec. the total cost to the APC for machinery amounts to just 24p per household per year over the last 33 years, a very small amount, also money collected for the Rec. over the years has been redistributed. Dave also said that the contribution from the users has been low but volunteer time has been high.

4.6 After some discussion Stephen asked the APC representatives if there was a willingness to make it work and they said unanimously yes as they recognise the value to the village. Steve said we need something simple to resolve the financial issues.

4.7 Stuart had raised the issue of ditches especially the ones running into the road behind the tractor shed. Dave said he would raise the problem of the pipe under the road behind the tractor shed with Highways.

5. Treasurer's Report

5.1 Ian reported that at present the Rec. has £3777.70 in the bank with £2360.65 of that in the rebuild / replacement equipment fund.

5.2 The treasurer presented the 2019 accounts (attached to the minutes) to the meeting and thanks to Graham Gillingham for auditing them.

5.3 Last year we ran at a loss of £561.96 compared to the year before (2018) of £179.54. This year's large loss has been down to all that we have done. The fencing cost £2210 with a grant of £450 from the Solar Farm fund which helped. A lot of the extra costs were covered by the Football Club doing



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well with few cancelled fixture. The extra from the SLA and APC grant helped. We also managed to repair the gutters on the tractor shed (Football Club), replaced the toilet cisterns, shot a few moles, maintained the equipment, put in CCTV and much more.

5.5 Pitch Rents: As the £1 yearly increase has been agreed at previous AGM's it was approved.

This raises the rents to £36 for football. This was unanimously agreed.

5.6 The fees for Cleaning, Grass cutting and Litter picking: Stuart is negotiating with Dave Jerrard.

5.7 The accounts were approved: Proposed by Stuart Rose - Seconded by Stephen Gould and unanimously agreed.

Stan thanked Ian for all his work which was followed by a round of applause.

6. Election of Officers.

i) Chairman – Mr. Stuart Rose Proposed by Mr. S. Broomfield, Seconded by Mr. S. Gould & unanimously elected

ii) Treasurer - Mrs. Claire Lockyer Proposed by Mr. Alan Lockyer, Seconded by Mrs. B. Simcock & unanimously elected.

iii) Secretary – Mr. Paul Lockyer Proposed by Mr. Alan Lockyer, Seconded by Mrs. B. Simcock & unanimously elected.

iv) Members of the Public - Colin Sansom has resigned.

John Simcock Proposed by Mr. Stuart Rose, Seconded by Mr. I. Cole & unanimously elected.

7. Bob and Hazel Manston retiring from work on the Rec. Bob and Hazel were thanked by the whole meeting for all their work which was followed by a round of applause

8. Work on the Pavilion, Fencing, etc The majority of this was covered in Stuarts Chairman's Report however the charity bins and trees needed clarification.

8.1 The charity Bins - Ian reiterated that as the only hard standing was beside the pavilion and this is the only place it can go as SCOPE say it has to go on hard standing. As Colin English was going back to the APC for additional hard standing which hasn't happened the original objection still stands i.e. that it would be directly under the CCTV cameras and they would be vulnerable to vandalism of any type.

8.2 Planting trees around the Rec. which had been suggested by a member of the public would prove very difficult and Ian had replied. However Stephen pointed out that the tennis courts would not be allowed to be built where they are now because of the leaves. He also pointed out that trees and sports grounds are mutually incompatible.

8.3 Jane raised the path around the Rec. as trees were a no go. Dave said that money may become available now that the APC get the CIL (Community Infrastructure Levy) this could be as much as £20k but must be used for an infrastructure project. Jane continued in that it could possibly be used to encourage women's sport in the village. Ian pointed out that we have tried but numbers are difficult in a village of our size.



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9. A.O.B.

9.1. Alan wanted the meeting to be aware of the 5th September when there will be a music festival in support of Run DMB. This is a charity event set up in memory of Darren Beale and Salisbury Hospice.

9.2 Stuart informed the meeting that Adrian Manston had died. He installed the path from the Sports Club to Broomfield Drive.

10. Date of next Meetings: The AGM is on Tuesday 9th March 2021. With the next committee meeting on Tuesday 9th June 2020.

Adrian was thanked for chairing the meeting which was then closed at 9:00 pm.

Adrian Hibbard

(Chairman)

Ian Cole

(Treasurer)

Appendix '5B'

Alderholt Community Tree Planting Proposal

Objectives:

1. To enable the village to make and demonstrate a tangible contribution towards the UK drive to tackle climate change. This is in accordance with the Government overall planting policy and most recently the initiative announced 5th December 2020¹, along with earlier initiatives involving DEFRA, the Tree Council and the Woodland Trust. Other local communities are well progressed in this respect. Support for this by residents has been shown to be very strong (poll showed 252 for vs 2 against) with a healthy level of responses showing a wish to be actively involved.
2. To develop a simple procedure for sourcing, planting and protecting deciduous trees, whilst they become established. The aim is to give broad involvement of residents and to spin-off initiatives for local schools (I have been in contact with St James 1st School with regard to this). The aim is to make the procedure easy to repeat when other opportunities for planting arise.
3. To enhance the local environment visually as an amenity. Provide much needed shade for dogs being walked and help reduce water logging (ref locations 1 and 3 below) – typical water uptake for broad leaved trees – 100 gallons per week through the growing season (10" diameter trunk)^{2,3}. This is substantial and well evidenced.

Locations: (see maps below):

1. The southern boundary of the recreation ground at points where there is sufficient distance between the drainage ditch and the pitches. The pitches are currently at angles to the boundary and, therefore, it is recognized that at some points there would be insufficient space. Potentially, on this basis, there is adequate space for 8-10 trees.



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2. The grass area at the junctions of Hillbury Road, Birchwood Road and Wren Gardens. Potential for 5-6 trees adjacent to Hillbury and 1-2 trees on the smaller area across the entrance to Wren Gardens.
3. The grass area lying between Birchwood Road and Tudor Close. Potential for 5-6 trees.
4. The “top” of the park area to the north of the recreation ground. It has been proposed that this area could be appropriate for planting as a community orchard⁴. Potential for 5-7 trees.

It should be noted that locations 2 and 3 are under the jurisdiction of the Dorset Council and this is likely to be subject to a longer approval process, particularly as there may be concerns or objections from the immediate residents in these locations. Surveying the local residents opinions initially would also be necessary.

Proposal for a basic process for sourcing and planting:

1. Trees would be sourced from the Woodland Trust under their tree planting scheme. This scheme provides saplings circa 0.4 -0.7 meters, free of charge for community and school schemes. Applications are submitted in spring, confirmed in September for delivery in the autumn. This proposal maps closely to the criteria used by the Woodland Trust⁵.
2. Selection of species would be needed to take account of soil type and the height / span to be compatible with the location. For example, the southern periphery of the recreation is poorly drained, acid soil and trees of less than 10 meters height and a narrow span would be needed to avoid encroaching on the area around pitches. Local forestry expertise has been identified to help in advising with this. Species likely to be appropriate include: Alder, Field Maple, Hornbeam, Silver Birch and Rowan.
3. Planting would therefore be in the autumn, and would concentrate on planning a limited number of trees (circa 10 – 15 maximum) each year. This would be done by local volunteers organized in small groups (in the case of the recreation ground working with the recreation ground staff). Tree spacing would be wide compared to typical commercial approaches, to allow full development of each tree; typically 15-20 metres apart. Plastic protectors would not be used. Each tree would need robust protection by talanised timber frame and wire mesh to a height of 2 meters plus (protection from deer, theft and vandalism). A local timber merchant has been approached with a view to a “sponsorship” pricing for the timber required. They are positive about supporting this initiative.
4. By planting a low density of saplings and putting an emphasis on protection, it should be easier to replace any “failures” both in terms of cost and time.
5. From the Village Network response it is clear that voluntary labour for planting will not be an issue. There are an opportunities for any small group to sponsor the tree they plant. Local schools might want to get involved (potential projects - monitoring growth, identifying species, producing plaques for sponsored trees or species labels, researching uses and properties of the timber).
6. By working with the same suppliers and using the village network, the aim is to make this process straightforward to reproduce for future planting.



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Costing:

Item	Number	Unit Cost	Total Cost
Deciduous Saplings if Woodland Trust application fails.	40 (includes replacements)	£12 per pack of 4	£120
Fruit trees for location 4	10	£8	£80
Timber Frames (40mm x 2.4m round poles)	30	£9	£270
30 mm wire mesh		£150	£150
Compost	20 x 20kg	3.50	£70
Maintenance	30 trees x 1 tree every 10 years	£200 (half day)	£600 per year accrual
Insurance			?

“Risk” Assessment:

Obstacle / Problem	Rating	Mitigation	Comment
Impeding drainage work at recreation ground.	M	Allow time to complete planned drainage work by not planting until late autumn '21. Leave space for digger access to clear drainage the ditch.	Water uptake by trees planted will significantly reduce demand on drainage ditches.
Reducing space around pitches below that required.	M	Reduce the number planted where space is already restricted. Plant species with a narrow span.	
Damage to trees	L	Robust timber and mesh protective frames.	Through wide involvement of residents, there is less likelihood of vandalism.



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Failures (to grow)	L	Select species appropriate for soil type. Woodland Trust to supply extras and recruit volunteers to “nurse” these trees.	
Additional costs for insurance and maintenance	H	If APC budget is unable to cover this, then resort to fundraising through the network.	Need input from Alderholt Parish Council.
Delay in approval for locations 2 and 3 as owned by Dorset Council.	M	Survey local residents views in advance to accommodate any major concerns; whilst awaiting approval from Dorset Council.	Use the Village Network to canvas views.

Locations 1 and 4 (red “X” = approximate positions):





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Locations 2 and 3:



References:

1. <https://www.gov.uk/government/news/39-million-to-drive-innovative-tree-planting>
2. <https://onlinelibrary.wiley.com/doi/abs/10.1111/plb.12907>
3. <https://www.forestresearch.gov.uk/documents/4967/fcin065.pdf>
4. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/11466/1973262.pdf
5. <https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/>

Appendix '5C'

TREES ON ALDERHOLT RECREATION GROUND

To the Members of the Parish Council

Dear Councillors,

I have been contacted by a gentleman who wanted to know why the Alderholt Recreation Association disapproved of trees being planted on the Recreation Ground, he was somewhat aggrieved that such an idea could be frowned upon by either the ARA or the Parish Council. I pointed out that the matter had been discussed last year and the conclusion was that it was not a good idea, and I stated a number of reasons why, which he counter argued.



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I told him that if he wanted to make the request official he was to put it in writing to the Association and it would be discussed at the next Management Committee Meeting, which coincided with the Associations Annual General Meeting. Not content with this he said he would pursue the idea with the Parish Council.

The Trustee's have had a discussion about this issue and it was thought that we would put the facts of this matter in writing to the Council with the view to responsibly conclude the decision and reasons.

The major points are as follows:

- 1. The Recreation Ground is a Sports Field not a Park.**
There is requirement for space around the outside of the Sports areas in order to maintain hedges and ditches, added that emergency Vehicles require unrestricted access. .A minimum of 20 metres would be required to allow for when the trees mature (Root and Branches).
- 2. More drainage work needs to be continued, at the moment we are discussing the probability of creating a drain along the boundary with Foxhill Farm to bring water to the roadside ditch as there is a problem with water draining on to an adjoining neighbours property**
- 3. With an ever increasing demand for Leisure activity we will require all the space available. Shortly required is another sports pitch as Ladies Football is one of the fastest growing sports.**
- 4. The important requirement is foresight when considering what may be required in the future, the possibility of Hockey and Bowls. The provision of a Bowling Green has already been raised. To accommodate a Bowling Green on the Rec would mean moving the existing pitches closer to the perimeter.**
- 5. Notation point:** Alderholt has one of the best local league pitches in Dorset and is often used for Cup Finals by the Dorset Football Association if the Alderholt team are not involved.
- 6. FA regulations** now stipulate that a 3metre run-off is required beyond the touchlines, of the same material that covers the pitch (in our case grass), And it is recommended that new or re-sited pitches should have a 4metre run-off to accommodate any future changes in the rules.

There must be no fixed or hard objects within that run-off area.

We must always think about our future needs:

Irrespective of any major residential development, there will likely be approximately 300 new units built in Alderholt over the next 5/6 years, sites already approved with other small pockets of land being developed. That nearly equates to the total number of residential properties in the village when the field was bought for a Recreation Ground back in 1975.



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Trees would mean increased administration costs: liability Insurance, tree maintenance, extra work clearing leaves, and keeping the grass maintenance around them. The liability risk of children climbing them, currently we have that problem at the moment with our one Oak tree.

Importantly, foresight is required because trees are for 100 plus years.

The Trustee's also want to point out that we are not against trees being planted, they are beautiful and environmentally friendly, but planted in the right place, not on a Sports Field with its demands and liabilities.

We trust that the points raised will have the Councils understanding and support

Best regards

Stuart Rose (Trustee and Chairman)

Co Trustee's

Stanley Broomfield

Ian Cole



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Appendix '6'

Maintenance of Play Equipment, Alderholt Recreation Ground

At the meeting of Alderholt Parish Council, held on 8th March 2021 it was reported by the Clerk that following a quarterly inspection by AVA Recreation of the play equipment at the Alderholt Recreation Ground, it had been identified that the 'Activity Trailway' had been identified as a 'moderate risk' due to excessive wear in both the shackles and links.

The Clerk stated that they would investigate a quote for the work that was required.

AVA Recreation were requested to quote. The quote is as follows:

Quote to replace all 4 shackles and links will be £307.14 + vat

Quotation reference ARH2575

It is RECOMMENDED that Members agree for AVA Recreation to undertake the works required to the Activity Trailway shackles and links.



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Appendix '7'

Planning Appeal – 64 Station Road, Alderholt

NSI.HAS
The Planning Inspectorate
Temple Quay House
2 The Square
Bristol
BS1 6PN

Dear Sir

Appeal Reference: APP/D124065/W/21/3267634
Application Number: 3/20/1219/FUL
Appellant: Quest Estates
Proposal: Demolish outbuilding; sever land; erect a pair of detached dwellings to the rear; and erect garage and parking to serve No. 64 Station Road. to the existing vehicle access from the highway
Location: 64 Station Road, Alderholt, Fordingbridge, SP6 3RD

With reference to above Alderholt Parish Council wishes to make the following comments having been consulted on the application and objected to it.

Our objection was made with regard to policy HE2 of the Christchurch and East Dorset Local Plan Part 1 Core Strategy adopted April 2014, concerning the bulk, mass and scale of the proposed development which isn't compatible with its surroundings, in that these two large properties are dominant and overbearing affording little amenity space to the occupants, and the windows to the bedrooms in the roof space allow for overlooking of neighbours thus having an adverse unacceptable impact on their privacy.

This is garden infill, inappropriate regarding the character of the area of properties well-spaced on large plots, as it is of a cramped nature, and is not in keeping with the surrounding bungalows, particularly Nos 62 and 64 Station Road.

This is considered overdevelopment of a small site in a rural village.

We also have concerns over the location of a school bus stop very close to the entrance to the site from Station Road and the potential loss of a wildlife corridor. The site is opposite Stroud Firs and backs onto the school playing field where there is an inhabited badger sett.

It is noted that Natural England have an existing objection to new development in Alderholt (cumulative effect) due to the lack of SANG provision, regardless of the size of site. This is to mitigate against adverse impacts on the Dorset and new Forest protected heathlands.

As Alderholt lies within the catchment of the River Avon Special Area of Conservation (Salisbury to Christchurch) any development would have an adverse impact due to the potential eutrophication of the river by increased phosphate levels as a result of development. With reference to the Dorset Council Local Plan Consultation January 2021 The Sustainability Appraisal for Alderholt (pages 145 and 146) cites this issue recommending that any new



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development must be phosphate and nitrogen neutral. We understand Wessex Water are very concerned about the Fordingbridge developments currently underway which will create maximum capacity on the sewage plant system, without even considering any increased harmful impact further development in Alderholt would have.

Should this application be permitted, we request that a Construction and Management Plan covering hours of work, parking of construction vehicles and locations of materials etc is put in place prior to any works commencing.

We concur with Dorset Council's statement and request that the Inspector dismisses this appeal.

Yours faithfully