

## NETHERBURY PARISH COUNCIL

### MINUTES OF THE ANNUAL GENERAL PARISH COUNCIL MEETING 30<sup>TH</sup> MAY 2023

**PRESENT:** Cllr Robert Bowditch; Cllr Richard King; Cllr Caroline Pearce; Cllr Chris David; Cllr Peter Bailey; Cllr Bob Huxter and Cllr Clare Handford.

**ATTENDANCE:** Jessica Teasdale (Clerk)

#### 1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

The Clerk informed members that no nominations had been received for the position of Chair prior to the meeting. The Clerk reminded councillors that council elections would be taking place next year. Councillors discussed the need for succession planning. Cllr Bowditch agreed to serve for an additional term of a year which was agreed by all councillors.

##### a) **Signing of the Declaration of Acceptance of Office.**

Cllr Bowditch signed the Declaration of Acceptance of Office.

No nominations had been received for Vice Chair prior to the meeting. Cllr David proposed Cllr King to serve for the term of a year, seconded by Cllr Handford, and by a show of hands, members of the council all agreed.

#### 2. APOLOGIES AND APPROVAL OF ABSENCE

Apologies were received from Cllr Mark Rogers, Cllr Yvonne Dyke, Cllr Graham Hawkins, Cllr Kevin Goodfellow and Cllr Tony Alford. This was approved by the Council.

#### 3. DISCLOSURE OF INTEREST AND DISPENSATIONS

None received.

#### 4. PUBLIC PARTICIPATION

There was one member of the public present. The parishioner asked if councillors knew where the recent name of Springbank Farm had come from. Councillors were not sure of how the name came about. Concerns had been raised from Netherbury residents regarding the recent Caravan and Motorhome Club application for a five-pitch site at Springbank Farm. The council had submitted comments to the club objecting to the application and shared concerns raised by local residents. The parishioner asked about the status of the survey from Netherbury Football Club for the proposed change to the pavilion. An initial draft had been shared with the Netherbury Playing Field Trustees and they had returned comments on the survey.

**Action:** The Clerk to follow up with the club.

#### 5. MINUTES OF THE LAST MEETINGS

##### a) **Annual Parish Council Meeting 28<sup>th</sup> March 2023**

With the amendment of a typo on the date header, a copy of the minutes were confirmed as a true and accurate record by the Council and were signed by the Chair.

##### b) **Parish Council Meeting 28<sup>th</sup> March 2023**

A copy of the minutes from the meeting were confirmed as a true and accurate record by the Council and were signed by the Chair.

#### 6. MATTERS ARISING AND ACTIONS UPDATE (not covered elsewhere on the agenda)

Cllr Bailey raised further concerns about the quality of the road resurfacing in Salway Ash and subsequent patching to rectify areas that had been poorly dressed. Councillors felt that Dorset Council should take overall responsibility for the work and ensure that the contractor is held to account for the standard and quality of work.

**Action:** The Clerk to contact Cllr Alford and request that a meeting be arranged with Dorset Council, Cllr Alford and a representative from the parish council to discuss the resurfacing.

Cllr Bailey raised a Health and Safety issue with electric cables running across pavements to charge vehicles.

**Action:** The Clerk to contact Dorset Council to request if they have a policy.

**7. CORRESPONDENCE AND NOTICES**

**a) Funding request SWA Village Hall Committee replacement doors/windows**

Following the Annual Parish Council Meeting, Salway Ash Village Hall Committee had written to the parish council requesting a donation towards the replacement doors and windows. Cllr Pearce proposed a donation for one of the patio doors at £3,162.25 Plus VAT. Seconded by Cllr Handford. Agreed by a show of hands with one member of the council abstaining. The funds would be allocating through Section 137 using council reserves.

**8. FOR CONSIDERATION AND APPROVAL**

**a) Code of Conduct**

Netherbury Parish Council Code of Conduct had been shared with councillors. Councillors were happy to adopt the code.

**b) Financial Regulations**

Netherbury Parish Council Financial Regulations had been shared with councillors. Councillors approved the expenditure amounts of £500 under paragraph 4.1. Under paragraph 6.6 the approval of the use of banking standing orders were approved by resolution of the council. Under paragraph 6.7 the approval of the use of online banking was approved by resolution of the council. Councillors were happy to adopt the regulations.

**c) Standing Order**

Netherbury Parish Council Standing Orders had been shared with councillors. Councillors were happy to adopt the orders.

**9. TO APPROVE THE DATES FOR COUNCIL MEETINGS 2023/24**

The dates had been shared with councillors. All dates were confirmed, and meetings would take place in the Reading Room. The Clerk informed councillors that the village hall committee had reviewed their pricing for bookings. A proposed introduction of a £15 fee to the parish council for the hire of the Reading Room would begin from July. Councillors recognised the need for the committee to raise funds to support the running and upkeep of the hall and voted in favour of the booking fee.

**10. TO DISCUSS FUNDING OF PROJECTS WITHIN THE PARISH**

Councillors discussed funding local projects. The Clerk will draft a Grant Award Policy and bring to the next meeting for consideration. The policy would include an application form for parishioners to make a formal grant request to the parish council for support with local projects that would benefit the area or its inhabitants. Funds would be allocated from the councils' reserves.

**11. TO APPOINT COUNCIL REPRESENTATIVE FOR DORSET ASSOCIATION OF PARISH AND TOWN CLERKS (DAPTC)**

Cllr Bailey agreed to continue as council representative.

**12. ACCOUNTS**

**a) Annual Governance and Accountability Return 2022/23**

**1) To consider and approve Annual Internal Audit Report (including internal audit letter and reconciliation)**

Councillors considered the reports. Cllr King proposed approval of the Annual Internal Audit Report, seconded by Cllr Bailey. With a show of hands all were in favour.

**2) To consider and approve Annual Governance Statement 2022/23**

Councillors considered the statement. Cllr King proposed approval of the Governance Statement, seconded by Cllr Bailey. With a show of hands all were in favour.

**3) To consider and approve Accounting Statement 2021/22**

Councillors considered the statement. Cllr King proposed approval of the Accounting Statement, seconded by Cllr Bailey. With a show of hands all were in favour.

**4) To consider and approve Certificate of Exemption**

Councillors discussed certifying the council exempt from a limited assurance review as the council meets the criteria. Cllr King proposed that the authority certify itself exempt, seconded by Cllr Bailey. With a show of hands all were in favour.

**5) To note commencement date for exercise of public rights**

The Clerk informed councillors that the period of the exercise of public rights would run from 5<sup>th</sup> June to the 14<sup>th</sup> July 2023.

- b) To approve DAPTC invoice of £579.41 (Subscription and mailbox storage)**  
Cllr Bowditch proposed payment of the invoice, seconded by Cllr Handford, agreed by a show of hands.
- c) To approve £23.48 to Clerk (Stationery)**  
Cllr Bowditch proposed payment, seconded by Cllr Handford, agreed by a show of hands.
- d) To note payment of CB Reid invoice of £31.20 (Payroll services)**
- e) To note payment of £127.46 (Bridport Town Council, Bridport Local Area Partnership)**
- f) To note payment of £305.81 (Dorset Council, Emptying bin SWA)**
- g) To note payment of £18 (Mystic Signs, SWA noticeboard)**
- h) To note payment of £19.13 (John Brights, SWA noticeboard)**
- i) To note payment of £72.00 (Focus Ltd, Internal audit)**
- j) To note payment of £161.26 (Vision ICT, Website host & support)**
- k) To note payment of £388.52 (Community First, Annual PC Insurance)**  
Councillors noted payment of items 12d to 12k.
- l) To note income of £2485.59 for Community Infrastructure Levy income**  
Councillors noted the CIL income. Councillors would like to use the income to support a project in Melplash. An opportunity to do so would be reviewed over time.

**13. PLANNING APPLICATIONS RECEIVED**

The following planning applications had been received and reviewed by Councillors:

- a. P/HOU/2023/02046 / P/LBC/2023/02048 River Cottage Slape Hill Netherbury Dorset DT6 5LJ (Comments ended 18/05/23)**
- b. P/FUL/2023/02225, Cranleigh Yard Crooked Oak Hill Melplash (Comments ended 18/05/23)**
- c. P/FUL/2023/01597, The Cottage Strongate Lane Salwayash Dorset DT6 5JB (Comments by 18/05/23)**  
Comments in support of applications 13a, b and c have been submitted to Dorset Council.
- d. P/FUL/2023/02743, Ashfield Farm B3162 From Furleigh Cross to Junction Whithay Lane Salwayash (Comments end 08/06/23)**  
Councillors do not support the application and concur with a recent report to a prior application made by the applicants that the request for additional structures are not necessary given the size of the land.

Cllr Bowditch informed the council that the Netherbury Playing Field Charity are planning to run a Dog Show, Duck Race and Bonfire Night this year with support from local parishioners to run the events.

The next meeting will be held on the 18<sup>th</sup> July 2023 and 7.30pm.

The meeting closed at 9.00pm.